



REQUEST FOR PROPOSALS FOR TO APPOINT SERVICES OF A BUSINESS INTELLIGENCE ANALYST FOR UNISA ENTERPRISE

NAME OF THE COMPANY	:	UNISA ENTERPRISE (PTY) LTD
RFP NUMBER	:	BIS/03/02/2023
CLOSING DATE	:	27 FEBRUARY 2023

1. Purpose

The purpose of this document is to invite interested vendors to provide Business Intelligence Analysis services to UNISA Enterprise to ensure precise implementation of the turnaround strategy of the organisation.

2. Background

UNISA Enterprise is an entity of UNISA that was established in 2017 with the objective of the commercialise UNISA assets for revenue generation. This commercialisation takes the form of finding ready customers, partnering, or building new businesses. Since inception, UNISA Enterprise has formed several high value partnerships with various stakeholders. The entity has a small core team of 10 people who focus mainly of business development and head office functions. The entity has recently compiled a turnaround strategy to position itself for profitability; thus, there is a need for a Business Intelligence Analysis to be conducted as part of implementing the strategy. This will assist the business to identify immediate and long-term opportunities and identify systems, create products and tools for in-house use by UNISA Enterprise. UNISA Enterprise now places its focus on four strategic pillars, namely:

- Research & Innovation,
- Consulting Services,
- Property,
- University Retail and Commercial Ventures.

3. Scope of Service

The service provider should perform the following duties:

- 3.1 Conduct market analysis by industry/sector
- 3.2 Develop product offerings based on the strategy product suites
- 3.3 Develop competitive Pricing model for various UE offerings based on market benchmarking
- 3.4 Analyse the business strategy and identify core markets/sectors/industries to generate revenue
- 3.5 Conduct opportunity identification to build a sales pipeline
- 3.6 Recommend viable opportunities
- 3.7 Provide data and intelligence on all market research findings by industry
- 3.8 To provide turnkey business support solutions to the UNISA Enterprise Sales and Business Development team with concept development, research, proposal writing
- 3.9 Design working tools (systems and processes) to sell the product suite
- 3.10 Identify business intelligence tool, templates, and processes suitable for UE in-house use.

4. Minimum Requirements

The service provider should have the following qualifications and experience:

- 4.1 BCom in Business Management or MBA, BCompt statistics with business background
- 4.2 5 years experience in Business analysis and concept development with proven track-record on business solutioning
- 4.3 5 years experience in stakeholder management and presentation
- 4.4 5 years experience in report writing.
- 4.5 5 years experience on opportunity identification.

- 4.6 Produce a record of 2 successful projects where the company was successful on executing the above tasks.

5. Special Conditions

- 5.1 The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract and SLA entered.
- 5.2 This bid and all contracts emanating there from will be subject to the General Conditions of Contract (GCC). The Special Conditions are supplementary to that of the General Conditions of Contract. Where, however the Special Conditions of Contract conflict with General Conditions of Contract, the Special Conditions of the Contract prevail.
- 5.3 The methodology criteria of the functionality assessment must outline the approach and plan of the proposer and is critical to convince the BID evaluation team on the appreciation of the work required. It will also form as part of the basis for service level agreement content and/or related negotiations.
- 5.4 No service will be rendered without an official order.
- 5.5 Payment will be based on services delivered satisfactorily.

6. Confidentiality

- 6.1 This RFP request by UNISA Enterprise contains proprietary and confidential information that is provided to you (interested Service Provider), for your exclusive use in evaluating and preparing your response.
- 6.2 If at any time your company decides not to respond to the RFP, please destroy any copies of the document and confirm your non-participation either in writing or by email.
- 6.3 This document should not be disclosed or distributed to any third party.

EVALUATION

The evaluation is based on the technical criteria (Functionality). Only Service Providers who achieve a minimum score of 70 % will be evaluated further, in the next stage. The criteria are set out in the table below:

Evaluation area	Evaluation criteria	Weighting %
Methodology	<p>Methodology, knowledge and proven track record in respect of the subject matter to fulfill the afore-mentioned scope of work. Attached proposal covering the scope of work.</p> <p><u>Points allocation:</u></p> <ul style="list-style-type: none"> • 50 points - for Excellent (covers all elements above as stated) • 40 points - for very Good (covers some elements above as stated) • 30 points - for Good (covers some elements stated above) • 20 points and below - not acceptable (covers no elements stated above or non-submission). 	40
Experience, qualification and Skills of leading or professional assigned personnel) in	<p>In respect of each staff member assigned to the scope of work, Bidders are required to indicate the following:</p> <ul style="list-style-type: none"> • general qualifications. • adequacy of specific field. • knowledge and expertise in the field 	30

relation to the scope of work	In support of the above, Bidders are to submit CV's of each staff member, which provides each member's experience in similar projects. <u>Points allocation:</u> <ul style="list-style-type: none"> • 20 points - Excellent (10 years' experience and above) • 15 points - Very Good (7 years' experience and above) • 10 points - Good (5 years' experience and above) • 5 points - Good (3 years' experience and below) 	
Client references	Please provide five (5) written letters references for third parties of whom related services were provided. Ensure to include the organisation name, address and contact details. <u>Points allocation:</u> <ul style="list-style-type: none"> • 10 points – three (3) references on company letterhead. • 8 points- two (2) references on company letterhead. • 5 points – one (1) reference on company letterhead. • 0 points – Less than two references on company letterhead. 	10
Successful solution	Proven track record book	20
Total		100

Based on B-BBEE contributor level score. Points will be calculated on an 80/20 method as stipulated below:

B-BBEE status Level of Contributor	Number of points (80/20)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

ADMINISTRATIVE FUNCTION

- The service provider will be required to attend status meetings/progress update meetings in order to report on work done.
- Possess the necessary skills and resources to be able to provide the services required.

STANDARD CONDITIONS:

- a) Only respondents who have been directly invited to respond to this RFP shall be considered.
- b) RFP submissions received after the closing date and time will not be accepted or considered.
- c) No faxed or e-mailed RFP submissions will be accepted or considered.
- d) Service Providers are required to submit two (2) Original documents in a hardcopy and one (1) soft copy in a memory stick format.

- e) The Service Provider shall pay Unisa Enterprise (Pty) Ltd promptly for all loss, destruction, or damage to the property of Unisa Enterprise (Pty) Ltd caused by the Service Provider's personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Service Provider or any of its subcontractors in the performance of the said project.
- f) A RFP will be disqualified should any attempt be made by the Service Provider either directly or indirectly to canvass the Unisa Enterprise, or any of its officers or employees in respect of the RFP between the date of submission and the date of the awarding.
- g) Any false declaration of information will result in the exclusion of the RFP from any further consideration.
- h) Service Providers are required to, together with their Proposals, submit original and valid BBBEE Status Level Verification Certificates or certified copies thereof to substantiate their BBBEE rating claims. Service Providers who do not submit their BBBEE Status Level Verification Certificates or certified copies, will not be disqualified from the bidding process, however, they will score zero (0) out of a maximum of 20 points for BBBEE.
- i) UNISA Enterprise reserves the right to reject and appoint any Service Provider who meets/does not meet the requirements.

SUBMISSION

Proposals can be e-mailed with the reference: **RFP Number: BIS/03/02/2023.**

Electronic copies and any queries relating to the scope of work should be forwarded to Lwando Luke, lwando.luke@unisaenterprise.ac.za and Godfrey Phalatse, Godfrey.phalatse@unisaenterprise.ac.za.

LATE APPLICATIONS WILL BE AUTOMATICALLY DISQUALIFIED.