

BID DESCRIPTION: RFP – PROVISION OF A RECORDS MANAGEMENT AND ELECTRONIC DOCUMENT MANAGEMENT SOFTWARE AND TRAINING FOR JDA FOR 12 MONTHS

BID NUMBER: JDACOP/RM/004/2022

The Johannesburg Development Agency is requesting proposals from experienced Document Management System Service Providers and or Joint Ventures to provide a current software, design, configure according to the JDA's current ICT infrastructure and training of the user on Electronic Document and Records Management System (EDRMS) for JDA for 12 months.

Queries relating to procurement matters may be addressed to Mr. Siyambonga Gcobo at tel: (011) 688 7811; or e-mail: sgcobo@jda.org.za

Technical queries or queries relating to the project may be addressed to Ms. Marama Nkosi at tel: (011) 688 7851; or e-mail: MNkosi@jda.org.za

Documents may be downloaded from the JDA's website as follows: www.jda.org.za as well as on www.etenders.gov.za from **17 August 2022**. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

A non-compulsory briefing meeting with representatives of the employer will take place via Ms. Team virtual platform and the link will be provided on the actual tender document.
Meeting Date - 22 August 2022 Time: 10H00 – 11H00.

The **closing time and date** for receipt of tenders is **12H00pm on 30 August 2022**.

Telegraphic, telephonic, telex, facsimile, e-mailed, and late tenders will not be accepted.

The physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000. GPS Coordinates - 26°12'18.4"S 28°01'54.3"E

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any tender and correspondence will be entered into with successful tenderer.

"WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587"

Approved by S. Gcobo. 15/08/22



3 Helen Joseph Street
(formerly President Street),
Newtown,
2000

