

DATE: 26 OCTOBER 2021

CONSOLIDATED QUESTIONS AND ANSWERS DOCUMENT

BID NUMBER: PROJ/IT/2021/22/02

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SOLUTION (EDRMS) INCLUDING THREE (3) YEARS OF MAINTENANCE AND SUPPORT SERVICES

Clarity against 4.8 of the terms of reference

1. Conversion of all manual documents and records to the newly installed Electronic Document and Records Management System.

Answer:

- 1.1** Bidders will be required to provide human resources to each of INSETA's divisions to assist with the manual upload of documents and records onto the proposed EDRMS system.
- 1.2** INSETA to provide human resources per division, as well as multi-functional printers (with scanning capabilities) for the implementation of the project.

2. How many divisions does INSETA have?

Answer:

2.1 Office of the CEO

- 2.1.1 Human Resources
- 2.1.2 IT
- 2.1.3 PR and Marketing
- 2.1.4 Governance Specialists
- 2.1.5 Chief Executive Officer and Personal Assistant
 - 2.1.6 Senior Manager CEO's office.
 - 2.1.7 Corporate Risk Officer
 - 2.1.8 PA TO Corporate Risk Officer
 - 2.1.9 Risk Manager
 - 2.1.10 Risk Officer
 - 2.1.11 HR Specialist
 - 2.1.12 HR Administrator
 - 2.1.13 Marketing and CRM Officer

Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Business), Ms. L. van der Merwe (Business), Ms. R.G. Govender (Business), Ms. P. Mendes (Business), Ms. Z. Motsa (Business), Mr. R.P. Motlhabane (Labour), Mr. M. Soobramoney (Labour), Mr. J.J.M. Mabena (Labour), Ms. S.A. Anders (Labour), Mr. C.B. Botha (Labour), Ms. S.T. Dinyake (Labour), Ms. F. Mabaso (Government), Mr. S.M. Mpuru (Community Organisation)

CEO: G. Mkhize

2.2 Office of the CFO

- 2.2.1 Finance
- 2.2.2 Supply Chain Management
- 2.2.3 Facilities
- 2.2.4 Chief Financial Officer and Personal Assistant
- 2.2.5 Senior Accountant
- 2.2.6 Senior SCM Specialist

2.3 Office of the COO

- 2.2.1 Skills
- 2.2.2 ETQA
- 2.2.3 Project Management Office
- 2.2.4 Learning Programmes Youth
- 2.2.5 Learning Programmes Workers
- 2.2.6 Learning Programmes Special Projects
- 2.2.7 Chief Operating Officer and Personal Assistant
- 2.2.8 Corporate Services Executive
- 2.2.9 PA TO Corporate Services Executive
- 2.2.10 Administrator
- 2.2.11 Administrator
- 2.2.12 Specialist
- 2.2.13 Administrator
- 2.2.14 Administrator
- 2.2.15 Administrator

2.4 Estimated number of licences is 200

END OF QUESTION-AND-ANSWER DOCUMENT

