



RAND WATER



BID NUMBER: RW1041443/26

ACQUISITION OF A SOFTWARE AS A SERVICE (SaaS) ENTERPRISE CONTRACT MANAGEMENT SYSTEM INCLUDING SUPPORT & MAINTENANCE FOR A CONTRACT DURATION OF SIXTY (60) MONTHS.



RAND WATER TEAM

- Commercial Team
- Technical Team



PROCEDURE TO BE OBSERVED

- Tender documents are available on the National Treasury website.
- Issue Date: **Tuesday, 30 June 2026**
- Closing date: **Friday, 30 July 2026**
- Submissions must be deposited before 12:00 noon at No: 522 Impala Road Glenvista, main gate.
- All submissions after closing date will be rejected.
- Contact persons: Bongani Ndwandwe and Semakaleng Mangoali (Supply Chain).



VALIDITY PERIOD

- The tender shall remain valid for a period of 180 days from the date of closing of the tender. Rand Water reserves the right to extend the validity period if required.



PRE-QUALIFIERS

1. Fully completed and signed Form of Offer.
2. A fully completed, signed and commissioned data Hosting affidavit (Refer to Annexure B – Data Hosting Affidavit).



TECHNICAL PART

BACKGROUND

Rand Water previously decommissioned its contract management system, leaving a gap in how contracts are handled and creating risks of mismanagement and non-compliance. Implementing a new contract management solution will provide a single repository accessible to both Legal and Supply Chain Management (SCM), ensuring proper oversight, reducing risks, and improving efficiency. This centralized approach will strengthen governance, enhance transparency, and support the organization's strategic objectives by enabling consistent and compliant contract handling under one umbrella.

The Enterprise Contract Management System (ECMS) is intended to serve as a single, authoritative digital platform for the full lifecycle management of contracts across the organisation. Its primary purpose is to enable consistent, compliant, auditable, and efficient contract administration from initiation through to termination, while supporting regulatory requirements.

The system aims to restore institutional capability in managing contractual obligations, performance, and risk.

The scope of Work will be based on the following:

- o Receiving and Allocating Instructions
- o Contract Creation
- o Contract Management
- o Contract Renewal
- o Contract Termination



TECHNICAL PART

SCOPE OF WORK

The system must satisfy the following functional requirements:

1) **Receiving and Allocating Instructions**

- o Instructions must be sent via the contract management system by the client.
- o The system should have a workflow to allocate instruction to relevant graduate/legal advisors
- o Notifications should be sent to the assigned graduate/legal advisor upon allocation.
- o Progress of instructions should be visible on a dashboard, showing status updates, deadlines and completion dates.
- o Escalation processes must be included for overdue instructions.

2) **Create Contract:**

- o Use of standardized contract templates in contract authoring
- o Capability to use locked-in legal and financial clauses.
- o Workflow for contract authoring request.
- o The system must allow for the authoring of the contract.
- o Collaborative contract negotiation on the same platform with the supplier, with editing features making it easy for both parties to make changes, comment, accept or reject suggestions.



TECHNICAL PART

SCOPE OF WORK

- o Keep track of contract versions.
- o Capability to switch between different versions and see who made the changes.
- o Configurable approval workflows.
- o Electronic digital signatures for approval, ensuring a paperless environment.
- o Capability to upload documents and emails related to the contract.
- o Capability to upload contracts originating from suppliers for vetting, collaborative negotiation, and approval.
- o Capability to communicate privately with the team or public with the client.
- o Searchable repository on all contracts, clauses, and associated business information.

3) Manage Contract

- o The system must allow for capturing of contract obligations of Rand Water and the counterparty.
- o Notifications to the contract manager and end user when the implementation of the obligation is due.
- o Notification to the contract manager when a contract and related documents are accessed.



TECHNICAL PART

SCOPE OF WORK

4) **Renew Contract**

- o The system must request the user to capture notes when changes are made.
- o Notifications 3 and 6 months before contract expiration date.

5) **Terminate Contract**

- o Notification to end user and contract manager that a performance review report must be uploaded onto the system.

6) **General requirements**

- o User profiling per user role and responsibilities.
- o Audit trail for all transactions.
- o The system must provide advanced analytics and reports.

7) **Reporting**

- o The system must produce a report of all active contracts.
- o The system must produce a report of all expired contracts so all copies can be moved to records.
- o The system must generate reports that indicate contracts that are expiring, 3 and 6 months prior to expiration date.
- o The dashboard must display the total number of contracts within Rand Water Group per subsidiary and department. The dashboard must also indicate statistics around active contracts, expired contracts, and contracts that will expire in 3, 6 and 12 months.
- o Full view of financial liability regarding contracts entered into by the organization.



TECHNICAL PART

SCOPE OF WORK

8) Integration

- o The system must be able to integrate with the current implemented SAP ERP system to share data between finance, procurement, and other business processes, and the IBM FileNet P8 Platform for document and records management.

9) Non-Functional Requirements:

- o The system must be secured by allowing only authenticated and authorised users access to data.
- o The system must have a user-friendly interface.
- o The system must be accessible via desktop, laptop, and mobile devices.
- o The system must be available 24 hours, 7 days a week.
- o It must be possible to develop and deploy changes to the system.
- o The system must be able to handle and recover from accidental and malicious failures.
- o The system must cater for future enhancements and increase in volumes of data and users without affecting the system performance.

10) Data Migration

- o Migrate active contracts to the new system.

11) Change Management

- o Change management to sustain the change

12) Training

- o Training must be provided for the users and administrators.

13) Support and Maintenance

- o Maintenance and Support to commence after system implementation, until the contract terminates.



TECHNICAL PART

ANNEXURE A - REFER TO THE BID DOCUMENT

- Annexure A will be used to test the Service Provider's competence to deliver on the scope of work.



TECHNICAL PART

ANNEXURE B - REFER TO THE BID DOCUMENT



TECHNICAL EVALUATION

Rand Water conducts a two stage evaluation process for all bids, intending to provide services or goods to the organization as follows:

- First part of the evaluation process is the Test for responsiveness and then functionality evaluation (**Part of the tender document**).
- All bids evaluated at this stage must achieve a minimum of 70% scoring.
- Below 70 % will not be considered to second stage of the evaluation.

Technical Evaluation will be based on:

- a) Positive Record of Previous Experience relevant to the current scope/ work (with contactable client ref.)
 - b) Human Resource Capacity
 - c) Equipment Resource Capacity
 - d) Risk Introduced by Bid Qualifications (e.g. limitations, assumptions, limited liability etc.)
 - e) Project Risk Management
 - f) Detailed Project Programme
 - g) System Functionality
- Rand Water shall then apply the objective criteria in accordance with the PPPFA that will determine the evaluation outcome
 - Part of the functionality evaluation Rand Water also uses a Financial Tolerance Range
 - Award is then based on the preferential point system. **NB:** award based on quality of submission not reputation



Thank you!

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