

### **ANNEXURE H3 – DESKTOP TECHNICAL EVALUATION RETURNABLE DOCUMENT FOR COMPLETION**

**Notes:**

1. Bidder must read the notes prior to completing for Desktop Technical Evaluation Returnable Document.
2. Bidders must duly complete Desktop Technical Evaluation Returnable Document
3. Bidder **MUST** complete all the information required in the Desktop Technical Evaluation Returnable Document for points scoring.
4. This document has been developed to standardize and streamline the evaluation of bidder's responses.
5. The Desktop Technical Evaluation Returnable Document for completion must read together with the relevant Annexure B Technical Evaluation Criteria.
6. It is the bidder's responsibility to ensure that all information provided is accurate, relevant, concise and verifiable.
7. This MS Word version/document must be completed electronically and saved as a PDF for uploading on Transnet eTender.
8. Non-completion of the Desktop Technical Evaluation Returnable Document may render the bidder's submission as non-responsive to Technical Evaluation Criteria.

### 3. Project Approach and Methodology

#### 3.1 Project Methodology, Plan and Timelines

**Bidder's Response:** Describe implementation approach.

**Bidder's Response:** Insert Schedule with key activities and milestones

**Bidder's Response:** Insert Implementation Resources/ Team

**Bidder's Response:** Insert Bidders' and Transnet's Roles & responsibilities (responsibility matrix)

#### 3.2 Project Implementation Timeframe

Bidder needs to confirm delivery timelines in the Table below:

	Bidder to confirm Marking With X
Bidder confirms to complete implementation in more than 4 weeks	
Bidder confirms to complete the Installation, Implementation & training users of the system in more than two (2) weeks or less than four (4) weeks	
Bidder confirms to complete the Installation, Implementation & training users of the system in less than two (2) weeks	

**Successful Bidder will be required (on Award) to submit Agile project Methodology outlining the key phases, milestones, deliverables, and key activities with timelines for the implementation of the solution.**

#### 3.3 Knowledge transfer and training

**Bidder's Response:** Bidders to submit training approach and insert plan

**Bidder's Response:** List tools available for training and samples of screenshots of training materials

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### 2.3 Uploading Documents for internal and external users

<b><i>Bidder's Response:</i></b> Describe available functionality and features.
<b><i>Bidder's Response:</i></b> Screenshots to demonstrate the functionality/ features to meet the requirements.

### 2.4 System Security

<b><i>Bidder's Response:</i></b> Describe available security features.
<b><i>Bidder's Response:</i></b> Exhibit of Security Architecture, Schema for the integration with Microsoft Active Directory for single sign-on, Proof of Penetration Testing and Security Audits Report

### 2.5 Ability to hold a Dummy Auction

<b><i>Bidder's Response:</i></b> Describe available functionality and features.
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<b><i>Bidder's Response:</i></b> Screenshots to demonstrate the functionality/ features to meet the requirements.

## 2.6 Reporting

<b><i>Bidder's Response:</i></b> Describe available reporting capability.

<b><i>Bidder's Response:</i></b> Insert samples of available reporting output.

## 2.7 System support and Customer Support/ Help Desk

<b><i>Bidder's Response:</i></b> Provide documented policy for system support, maintenance, and upgrades as well as Customer support.