



APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION BUSINESS PROCESS MANAGEMENT TOOL FOR A PERIOD OF 36 MONTHS

053/ 2023/EWSS/BPM/RFB

RFB

Optional briefing session

08 April 2024 @ 11h00

TCTA Offices

Agenda

1. Opening and Welcome N Mukhawa
2. Rules of Engagement N Mukhawa
3. Invitation to Tender N Mukhawa
4. Scope of Services T Nkopane/P Hagenimana
5. Bidding Process N Mukhawa
6. Communication N Mukhawa
7. Questions All
8. Closure N Mukhawa

1. Opening and Welcome

- Opening and Welcome



2. Rules of Engagement

- Video off duration the presentation.
- Keep microphones on mute.
- Record Your Name, Name of Company and e-mail address in the Chat – this will serve as an attendance register.
- Raise your hand for questions and clarity or type your question in the chat. Responses not provided in the briefing session will be provided thereafter via e-mail.
- Raise all other queries via e-mail to tenders03@tcta.co.za



3. Invitation to Tender

Appointment Of Service Providers For The Provision Business Process Management Tool For A Period Of 36 Months

- Issue date: 22 March 2024
- Optional briefing session: 08 April 2024 @ 11h00
- Closing date: 30 April 2024 @ 11:00
- Submissions: During the week (08h00-16h00)
- Clarification Deadline: 15 April 2024 @ 11h00
- Validity period: 120 calendar days
- Open bid
- Single envelope system:
 - Original - Technical and Financial proposal

3. Invitation to Tender

Bid Submissions must be sent to:

Byls Bridge Office Park, Cnr Olievenhoutsbosch and Jean Avenue, Doringkloof, Centurion

Bidders are required to have a scannable valid identity document, drivers' license or passport which will be scanned at the main entrance.

Bidders are requested to allow sufficient time for the vetting process at the main entrance (gate).

4. Scope of Work

Functional Requirements:

1. Process Modeling and Design
2. Workflow Automation
3. Integration and Basic Connectivity
4. Reporting and Analytics
5. User and Group Interaction
6. Document Repository Management
7. Process Repository Management
8. Compliance and Regulatory Support
9. Collaboration and Communication
10. Process Performance Monitoring
11. Process Execution Engine



4. Scope of Work

Non- Functional Requirements:

1. Hosting
2. Hosting Location
3. Availability
4. Scalability
5. Backup and Recovery
6. Information Security
7. BPM Tool Support
8. Architecture Design



5. Bidding Process

BID STAGES

Preparation of Bid Submissions

- STAGE 1: RETURNABLES DOCUMENTS
- STAGE 2: TECHNICAL/FUNCTIONAL EVALUATION
- STAGE 3: SPECIFIC GOALS
- STAGE 4: PRICE & SPECIFIC GOALS
- STAGE 5: SUPPLIER VETTING

5. Bidding Process

STAGE 1: RETURNABLES DOCUMENTS - Refer to Table 3 of RFB

ALL RETURNABLES ARE REQUIRED FOR PURPOSES OF EVALUATION IRRESPECTIVE OF WHETHER THEY ARE DESIGNATED MANDATORY OR NOT.

- **Mandatory**
 - Any bidder who fails to submit a mandatory document will be disqualified at this stage and not evaluated further.
- **Non-mandatory**
 - Documents for documents for technical evaluation purpose - Zero Points will be allocated if not submitted
 - Statutory Compliance Documents

5. Bidding Process

STAGE 2: FUNCTIONAL EVALUATION

TCTA will evaluate the submissions for functional capacity and capability in terms of the functional criteria set out in table 4 of the RFB.

Bidders to Complete the following:

- Annexure A – Annexure C

Failure to complete all the Forms stipulated above will result in the Bidder being disqualified. Reference letters will not be considered.

5. Bidding Process

STAGE 2: FUNCTIONAL EVALUATION

- The Bidders who pass with at least 60 points and meet all the sub-minimum requirements of the technical evaluation will advance to Part 2 of the Stage 2: Functionality evaluation process, i.e. the next stage of system demonstration and due diligence. Any Bidder who does not pass the technical evaluation with at least 60 points and/or does not meet the sub-minimum requirements will not be evaluated further.
- At the end of this stage, bidders who fail to meet any of the sub-minimum points or the overall threshold of 70 points out of 100 will not be evaluated further.

5. Bidding Process

STAGE 3: SPECIFIC GOALS

- Bidder/s who meet the minimum functional scores will be evaluated further, in terms of the 80/20 preference point system, where 80 points will be allocated for price and 20 points will be allocated for BBBEE status level contribution.
- Bidders to attached the BBBEE Certificate issued by a registered Auditor approved by Verification Agency approved by SANAS, or a sworn Affidavit for EME and QSE.
- Consolidated BBBEE for Joint Venture tenderers issued by a registered Auditor approved by Verification Agency approved by SANAS, or a sworn Affidavit for EME and QSE,
- The Sworn affidavit submitted must be validly commissioned and meet the minimum requirement stated in **Annexure H**.

Any bidder that does not meet the above-mentioned specific goals will not be disqualified but will be scored 0 for specific goals.

5. Bidding Process

STAGE 4: PRICE AND SPECIFIC GOALS

- Bidder/s who meet the minimum functional scores will be evaluated further, in terms of the 80/20 preference point system, where 80 points will be allocated for price and 20 points will be allocated for BBBEE status level contribution
- Bidders must complete the pricing template in **Annexure D**.
- All prices must include disbursements.
- Prices must be firm and unconditional. Bids with conditional prices will not be acceptable.

5. Bidding Process

STAGE 5: SUPPLIER VETTING

TCTA reserves the right to disqualify a successful bidder who/whose:

- Submits fraudulent information or information that they do not have the authority to submit;
- Is listed on National Treasury's list of Blacklisted Suppliers or Defaulters or similar;
- Poses a risk in terms of any vetting process conducted either by TCTA internally or the State Security Agency;
- Has a director and/or stakeholder who is employed by any organ of state; and
- Tax affairs are not in order at the time of award after being requested to resolve the non-compliance status with SARS within the prescribed period.
- Bidders must read through all the sections of the bid and familiarize themselves with the conditions of bid.

6. Communication

- Only written communication addressed to Receiving Officer at tenders03@tcta.co.za will be considered.
- TCTA will assume that every individual communicating with it on behalf of a potential bidder is duly authorized unless otherwise indicated.
- Please use RFB number and description in all correspondence.
- Clarifications deadline will be 15 April 2024 @ 11h00.
- Any addendum to the RFB will be issued until 10 days before the tender closing date. Bidders to ensure that they check more often communication with TCTA.



Comments & Questions

CLOSURE