



# Provincial Supply Chain Management

REQUEST FOR INFORMATION

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<b>BID NUMBER</b>												
<b>BID DESCRIPTION</b>												
<b>CUSTOMER DEPARTMENT</b>												
<b>CUSTOMER INSTITUTION</b>												
<b>BRIEFING SESSION</b>	Y		N		<b>SESSION COMPULSORY</b>				Y		N	
					<b>SESSION HIGHLY RECOMMENDED</b>				Y		N	
<b>BRIEFING VENUE</b>						<b>DATE</b>				<b>TIME</b>		
<b>COMPULSORY SITE INSPECTION</b>	Y		N			<b>DATE</b>				<b>TIME</b>		
<b>SITE INSPECTION ADDRESS</b>												
<b>TERM AGREEMENT CALLED FOR?</b>	Y		N			<b>TERM DURATION</b>						
<b>CLOSING DATE</b>						<b>CLOSING TIME</b>						
<b>TENDER BOX LOCATION</b>												

## NOTES

### THE TENDER BOX IS OPEN

- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL GPG RFI FORM – (NOT TO BE RE-TYPED) - ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

## THE TENDERING SYSTEM

The purpose of advertising a Request for Information (RFI) is to obtain as wide an exposure as possible for the requirements and to offer an equal opportunity to as many prospective suppliers as possible to submit quotation, thereby promoting competition. To this effect please note that GPT endeavour to use multiple channels for advertising its Request for Information (RFI), namely the Government Tender Bulletin.

## TRAINING SESSIONS

Non-compulsory **"How to tender"** workshops are held every Wednesday from 10:00 to 13:00. Kindly follow our social media platforms (Publications) for the venue of the training.

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## PART A REQUEST FOR INFORMATION

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



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**TENDER DOCUMENTS CAN BE OBTAINED FROM: <https://e-tenders.gauteng.gov.za/Pages/Advertised-Open-Tenders.aspx>**  
**OR**

**ALTERNATIVELY SEND AN E-MAIL TO: [Tender.admin@gauteng.gov.za](mailto:Tender.admin@gauteng.gov.za)**

**ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:**

<b>DEPARTMENT</b>	
<b>CONTACT PERSON</b>	
<b>TELEPHONE NUMBER</b>	
<b>FACSIMILE</b>	
<b>E-MAIL ADDRESS</b>	

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

<b>DEPARTMENT</b>	
<b>CONTACT PERSON</b>	
<b>TELEPHONE NUMBER</b>	
<b>FACSIMILIE</b>	
<b>E-MAIL ADDRESS</b>	



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## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

<b>SIGNATURE OF BIDDER</b>		<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b> (Proof of authority must be submitted e.g. company resolution)			

 <p><b>GAUTENG PROVINCE</b> TREASURY REPUBLIC OF SOUTH AFRICA</p>	<b>GAUTENG PROVINCIAL TREASURY</b>	
	<b>REQUEST FOR INFORMATION</b> Automation of Procurement Processes	<b>Page: 10 of 12</b>

**TERMS OF REFERENCE (TOR) FOR REQUEST FOR INFORMATION (RFI): AUTOMATED PROCUREMENT SYSTEM FOR GAUTENG GOVERNMENT DEPARTMENTS AND ENTITIES**

**ACRONYMS**

<b>Acronym</b>	<b>Meaning</b>
GPG	Gauteng Provincial Government
RFI	Request for Information
RFP	Request for Proposal
RFQ	Request for Quotation
ERP	Enterprise Resource Planning
CSD	Central Supplier Database
ICT	Information and Communication Technology
PPPFA	Preferential Procurement Policy Framework Act
PFMA	Public Finance Management Act
API	Application Programming Interface
KPI	Key Performance Indicator

## 1. INVITATION

The Gauteng Provincial Government (GPG) invites interested and qualified service providers to submit information regarding the provision of an Automated Procurement System to be implemented across all Gauteng Provincial Departments and Entities. The system must support the full procurement lifecycle, including:

- Procurement and Demand Planning
- Catalogue Management for goods and services
- Request for Quotation (RFQ)
- Request for Proposal (RFP)
- Automated Bid Publication, Evaluation and Bid Adjudication function
- Probity audit function
- Award and Purchase Order creation
- Contract Management
- Supplier Management and Supplier Performance monitoring and evaluation
- Analytics and Reporting functionality
- Data migration strategy
- Purchase order functionality

The goal is to implement a modern, automated and digitised procurement solution that supports planning, execution, monitoring, and reporting, while maintaining compliance with relevant government regulations. This RFI is intended to gather information from potential service providers on available systems that can deliver these functionalities, best practices for implementation, and insights into current market offerings. The information collected will guide GPG in preparing a subsequent Request for Proposal (RFP) for the procurement and implementation of an Automated Procurement System.

## 2. Introduction

The Gauteng Provincial Government is committed to enhancing the integrity, fairness, and transparency of its procurement processes. As part of the Government commitment, Gauteng Provincial Government (GPG) adopted an Open Tender Process that utilizes a Probity Initiative in line with the principles outlined in the Constitution of the Republic regarding Procurement which is then emphasized in the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), and related Treasury regulations.

The Gauteng Provincial Treasury is therefore seeking to automate the procurement planning, Catalogue for goods and services, Request for Quotation (RFQ) and Request for Proposal (RFP), Automated Bid Publication, Evaluation and Adjudication functions, Contract Management, Supplier Management, as well as Supplier performance monitoring and evaluation. processes within the Gauteng Provincial Government which must align with procurement frameworks and technological standards. The automation of these processes is intended to

enhance efficiency, transparency, and compliance. These processes are focusing on improving efficiencies by eliminating manual procurement interventions, speeding up the procurement cycle, enhance visibility into the procurement process, implementation of audit trail for tracking of progress, promote accountability, ensure adherence to procurement regulations and policies, and to also to identify opportunities for cost reduction through competitive bidding and process optimization.

### **3. PROBLEM STATEMENT**

Despite constitutional and legislative frameworks intended to ensure fair, transparent, and efficient procurement in the public sector, many government institutions continue to rely on manual procurement processes. These outdated methods present significant operational, financial, and ethical challenges that undermine service delivery and public accountability. Manual procurement processes in the Gauteng Government are inefficient, error-prone, non-transparent, and vulnerable to non-compliance and corruption. These result into delays in acquiring critical goods and services such as medical supplies, infrastructure materials and present missed cost-saving opportunities due to lack of aggregated purchasing data that can lead to reputational damage caused by irregular, fruitless, or wasteful expenditure and underperformance in key service delivery areas.

The current procurement environment is facing the following challenges, amongst the few:

- Manual and semi-automated processes
- Fragmented systems across departments
- Limited integration between planning, sourcing, and contract management
- Lack of transparency and visibility of processes
- Insufficient real-time reporting and oversight capabilities

These challenges affect operational efficiency, transparency, audit readiness, and compliance management. To address these issues, GPG seeks to implement an integrated, centralized automated procurement system that enhances visibility, standardizes processes, strengthens governance controls, and improves supplier engagement across the province.

### **4. PROCUREMENT OBJECTIVES**

The main objectives for automating procurement process initiatives are to:

- reduce the time and cost of doing business for both suppliers and government.
- realize better value for money spent through increased competition and the prevention of bid rigging.
- standardize the procurement processes across government departments/institutions.
- increase buying power through demand aggregation.
- provide a single view on visibility of transactions for all procurements.
- allow equal opportunity to all vendors.
- improve transparency and reduce corruption.

## **5. REQUEST FOR INFORMATION FOR AUTOMATED PROCUREMENT SYSTEM**

The Gauteng provincial government hereby invites prospective bidders that can propose solutions and tool kits to automate the procurement processes through the various innovations to submit these proposals as part of information to enhance government efficiencies.

The requested information shall consider the current trends in the technological space that may include, but is not limited to:

- Basic e-tender submission platform
- Digital evaluation scoring matrix for weighted criteria
- Automated compliance and audit trails
- Public adjudication portal
- AI-driven risk and integrity analytics
- Blockchain technology that enhances security in operational processing by ensuring transparency, data integrity, and tamper-resistant recordkeeping.

**The government structured approach would focus on the following core functions:**

### **A. Procurement Planning Module**

- Annual Procurement Plan capture
- Demand aggregation across departments
- Budget alignment verification
- Market analysis integration and Price Data Catalogues
- Transversal sourcing identification
- Approved digital procurement plan with tracking dashboard.

### **B. e-Tender Publication Portal**

- Standardized tender templates
- Automated specification compliance checks
- Online clarification for tender Questions and Answers during briefing sessions
- Addendum management
- Document control and version history
- Public access portal that improves transparency and supplier participation.

### **C. Supplier Registration to submit bids and Vetting**

Integration with:

- National Treasury CSD
- South African Revenue Service for tax compliance status
- Companies and Intellectual Property Commission
- B-BBEE verification agencies

Verify the automation and screening for the following activities:

- Automated administrative compliance verification
- Conflict of interest screening in line with requirements of SBD 4
- Confirmation on National Treasury register of tender defaulters for company Directors and database cross-checking for employees of the state
- Risk profiling dashboard

### **D. Secure Online Bid Submission**

- Time-locked submission portal
- Digital encryption & hashing
- Automatic bid opening at closing time
- Online attendance register
- IP & geo-location logging
- Elimination of physical tender boxes to avoid the risk of bid tampering.

### **E. Online Evaluation and Probity Audit Function**

#### **1. Automated Compliance Screening**

- Mandatory criteria enforcement
- System-driven disqualification logic

#### **2. Technical Evaluation**

- Pre-weighted scoring matrix
- Individual evaluator scoring (blind to others)
- Variance alerts

- Mandatory scoring justification

### **3. Price and Preference Points System Automation**

- Automatic price formula calculation
- B-BBEE points calculation or specific goals
- Built-in compliance with:
  - Public Finance Management Act
  - Municipal Financial Management Act (where applicable)
  - Preferential Procurement Policy Framework Act or Public Procurement Act

### **4. Probity Controls**

- Digital conflict-of-interest declarations
- Role-based access control
- Absolute audit trail
- AI red-flag detection against collusive behaviour to improve bid rotation and curb abnormal pricing

### **F. Online Bid Adjudication**

- Digital Bid Adjudication Committee (BAC) workspace
- Live scoring visualization
- Electronic recommendation approval
- Digital signatures
- Automated award workflow

### **G. Contract Management Module**

- Contract repository
- Milestone tracking
- SLA performance scoring
- Invoice validation
- Variation management controls
- Early termination alerts
- Reduction of irregular expenditure and fruitless & wasteful expenditure features.

## H. Supplier Performance & Risk Analytics

- Delivery performance scoring
- Contract default tracking
- Risk heatmaps
- Historical price benchmarking
- Integration with MRPDS price intelligence
- Supportive innovations for strategic sourcing decisions.

## I. Transparency and Public Oversight Portal

Publishes:

- Awarded tenders
- Winning price
- Evaluation criteria
- Contract duration
- Amendment history

## J. Request for Quotation (RFQ) (minimum requirements)

The system must enable:

- RFQ creation, approval, and publication
- Supplier invitations
- Secure online quotation submission
- Time-stamped bid closing
- Configurable evaluation and scoring
- Comparative analysis
- Award approval and notifications
- Full audit trail
- The system should initiate a deviation workflow approval procedure in accordance with the authorized delegations when less than three bids are submitted.
- Publish a Request for Quotation on the system.
- Automatically generates purchase orders, for all accepted/approved proposals and quotations, sending a workflow for approval based on budget availability and delegation of authority.

## Request for proposal (minimum requirements)

- Create a request for proposal regarding a purchase requisition.
- Capability to receive tender packs on the system through the supplier portal.
- Broadcasting messages for notification for briefing sessions and closing bids per business rule of the commodity type.
- Capability for evaluation of bids on the system and validation 3rd party interfaces
- Publish a Tender on the portal system and integrated to 3rd party systems.
- Probity auditor compliance function

## Purchase Orders (minimum requirements)

The system should allow for the below capabilities in Purchase Orders management:

- Generates a unique number per purchase order transactions.
- Generate a different number range for different types of purchase orders and all other functions of po's

Other Processes to be considered, amongst others:

- Deviation
- Variation
- Cancellation
- Instruction notes for sourcing type

## Master Data Migration (minimum requirements)

The system must cater for the migration for the following data tables amongst others:

- Standard Chart of Accounts
- Purchasing organisational structures for all GPG departments
- GPG Company codes
- GPG purchasing organizations.
- GPG Plants
- Material Master
- GPG Storage locations

## Analytics and Reporting (minimum requirements)

- Reports on total GPG commitments emanating from purchase orders and contracts that have been created.

## 6. INFORMATION REQUESTED FROM SERVICE PROVIDERS

SERVICE PROVIDERS MUST PROVIDE	DOCUMENTS
Solution Overview	<ul style="list-style-type: none"> <li>➤ System architecture and modules</li> <li>➤ Deployment model</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Integration capabilities</li> <li>➤ Solution Scalability</li> </ul>
Implementation Approach	<ul style="list-style-type: none"> <li>➤ Proposed methodology</li> <li>➤ Indicative timeline</li> <li>➤ Change management strategy</li> <li>➤ Training and support model</li> </ul>
Compliance and Security	<ul style="list-style-type: none"> <li>➤ Regulatory compliance capabilities</li> <li>➤ Data security certifications</li> <li>➤ Cybersecurity framework</li> </ul>
Budgetary Cost Breakdown	<ul style="list-style-type: none"> <li>➤ Licensing model</li> <li>➤ Implementation cost estimates</li> <li>➤ Ongoing maintenance and support costs</li> </ul>

Table 2

## 7. EVALUATION METHODOLOGY

This RFI does not constitute a procurement commitment, however the information received may be used to develop final Terms of Reference for government procurement system.

**NB: Responses may be evaluated and used to issue and RFP only to bidders that expressed their interest in this RFI in a form of closed tender.**

CRITERION	COMMENT
Receipt of returnable documents	Extent to which all requested information is provided
Functional Fit	Alignment with stated procurement requirements
Technical Capability	Integration, scalability, and security
Public Sector Experience in System automation	Demonstrated government implementation experience

Table 3

## 8. SUBMISSION INSTRUCTIONS

- All proposals must be submitted online through the e-submission platform.

## 9. Enquiries

Technical/Content enquiries: Content-related enquiries should be directed to: Mr Ronald Phela [Ronald.Phela@gauteng.gov.za](mailto:Ronald.Phela@gauteng.gov.za), Tel: 011 689 6142

Enquiries related to the RFI should be directed to Ms Dikeledi Kopman [Dikeledi.Kopman@gauteng.gov.za](mailto:Dikeledi.Kopman@gauteng.gov.za)  
Tel: 011 689 6142