



Transport Education Training Authority

*Driven by Vision*

## COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

### SCHEDULE 26 - COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS

#### MANDATORY REQUIREMENTS – STAGE 1 EVALUATION

Bidders who fail to meet and of the following mandatory requirements will be disqualified at Pre-Compliance Phase:

**NB. Tick with "X" if you comply / not comply / Not Applicable**

Criterion	Requirement	Comply	Not Comply	Not Applicable
Invitation to bid (SBD 1)	<ul style="list-style-type: none"> <li>The form must be completed and signed in black ink.</li> </ul>			
Bid submission	<ul style="list-style-type: none"> <li>Bid documents must be completed in full and all declarations of interest must be signed. For JV or consortium all declarations must be signed by all parties.</li> <li><b>Only one (1) original copy</b> must be submitted, signed by an authorised representative (s).</li> <li>This is a Two-Envelope System for the <b>technical proposal</b> and <b>pricing proposal</b>.</li> <li>The Technical Proposal <b>MUST</b> be submitted <b>separately</b> from the Price Schedule and SBD 3.3. form.</li> </ul> <p>Price Schedule and SBD 3.3 form must be submitted in <b>separate</b> clearly marked sealed envelope. This envelope must be clearly marked with the bidder's name and tender description.</p> <ul style="list-style-type: none"> <li>A second copy of the <b>technical submission</b> <b>MUST</b> be submitted per a <b>virus free USB</b> and <b>MUST</b> not include</li> </ul>			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	the Pricing Schedule and information relating to Pricing.			
Declaration of Interest (SBD 4)	<ul style="list-style-type: none"> <li>The bidder must fully complete and sign the Declaration of interest form.</li> </ul> <p>For JV or consortium all parties must complete and sign this declaration, per company.</p>			
Declaration of the bidder's past SCM practices (SBD 8)	<ul style="list-style-type: none"> <li>The bidder must fully complete and sign the SBD 8 form.</li> </ul> <p>For JV or consortium all parties must complete and sign this declaration, per company.</p>			
Certificate of Independent Bid Determination (SBD 9)	<ul style="list-style-type: none"> <li>The bidder must complete and sign the SBD 9 form.</li> </ul> <p>For JV or consortium all parties must complete and sign this declaration, per company.</p>			
SARS Pin / CSD Supplier Number	<ul style="list-style-type: none"> <li>The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs.</li> <li>If SARS Pin is not submitted provide CSD Supplier Number</li> </ul> <p>In a case of a JV, all companies' Tax Clearance Certificates or SARS pins must be submitted</p>			
Proposal submission	<ul style="list-style-type: none"> <li>This is a Two-Envelope System for the technical proposal and pricing proposal</li> </ul>			
Pricing / Costing Schedule	<ul style="list-style-type: none"> <li>Price must be submitted in a <b>separate sealed envelope</b> clearly marked with bidder's name, tender description, and tender number.</li> <li><b>NB. Failure to submit Price Envelope separately from the Technical Proposal will disqualify the bid.</b></li> </ul>			
Compulsory Briefing Session	<ul style="list-style-type: none"> <li>A compulsory briefing session will be scheduled through a video conferencing facility. Details will be shared accordingly.</li> </ul>			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	<ul style="list-style-type: none"> <li><b>NB. Service providers who fail to attend the compulsory briefing session will be disqualified from the bidding process.</b></li> </ul>			
Central Supplier Database <u>Registration</u>	<ul style="list-style-type: none"> <li>The bidder must be registered as a supplier with Treasury on <a href="http://www.csd.gov.za">www.csd.gov.za</a>. (Please attach proof)</li> </ul>			

## DEFINITELY NOT NEGOTIABLE (DNN) REQUIREMENTS – STAGE 2 EVALUATION

The SCM and the User Department will further conduct evaluation of the Definitely Non-Negotiable (DNN) requirements. A bidder who fails to meet any of the Definitely Non-Negotiable Requirements will not be evaluated further on functionality. The bidder must indicate on the DNN Checklist with an X whether they comply or not comply with the requirement. **Black ink should be used for marking.**

**NB. Tick with “X” if you comply / not comply / Not Applicable**

Criterion	Requirement	Comply	Not Comply	Not Applicable
<b>Assurance with the ISO and Regulatory Requirements</b>	<p>The Service Provider must submit the proof of certification (from accredited body) with the following ISO Standards:</p> <p><b>a) ISO 270001 – Information Security Management;</b></p> <p>The bidder may provide / submit its own certification or the certification of the partner who will be the data-center they will partner with during the entire project.</p> <p><b>NB. This will be the partner for the duration of the contract, should it change – the same criteria will be applied before the change is accepted by TETA.</b></p> <p><b>b) ISO 20000 – IT Service Management;</b></p> <p>The certification by SABS or certification body will be required</p>			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	<p>at the completion of the product, once certified, the product cannot be changed or enhanced. If the company changes or enhances the product after being certified, it loses its certification and will have to be rectified after the changes or enhancement.</p> <p><b>c) ISO 9001 – Quality Management.</b></p> <p><b>NB.</b> The bidding company / JV to provide / submit their own certification.</p> <p><b>NB. Attach the certification of the standards from the certification body as proof.</b></p>			
<b>POPIA</b>	<ul style="list-style-type: none"> <li>The company must provide assurance to comply with the Protection of Personal Information Act in relation to storing of both TETA employees and TETA;s clients’ personal information in their data centers or information systems and that the information will be stored for the purposed agreed for the agreed intention only that it will not be used for any other purposes except the agreed purposes.</li> </ul> <p><b>NB. Complete, sign and attach the relevant Assurance template.</b></p>			
<b>Company experience</b>	<ul style="list-style-type: none"> <li>The company must have a minimum of <b>3 years’</b> experience in the provision, management and maintenance of each of the following solutions: <ul style="list-style-type: none"> <li>ERP or any Financial Management System</li> </ul> </li> </ul> <p><b>NB. This experience will be validated against the references furnished below</b></p> <p><b>In case of Joint-Venture, the companies must have a combined experience of at least 3 years’ in each of the solutions.</b></p>			

Criterion	Requirement	Comply	Not Comply	Not Applicable
<b>References for company's experience</b>	<ul style="list-style-type: none"> <li>The bidder must provide at <b>least 3 contactable references</b> for the following solution: <ul style="list-style-type: none"> <li>ERP or any Financial Management System</li> </ul> </li> </ul> <p><b>NB: Please complete the Experience Schedule of the bid document.</b></p>			
<b>Accreditation</b>	<ul style="list-style-type: none"> <li>The bidder must provide the accreditation certification for the product or the ERP/Financial Management System</li> </ul> <p><b>NB: Please attach the accreditation certification</b></p>			
<b>Availability of the Project Team</b>	<ul style="list-style-type: none"> <li>The bidder must provide a Pool of Project Team / Resources with the following as minimum: <ul style="list-style-type: none"> <li>a)Account / Engagement Manager;</li> <li>b)1 x Business Consultant</li> <li>c) 2 x Systems Developers</li> </ul> </li> </ul> <p><b>The above team MUST be part of the contract until completion.</b></p>			
<b>Experience of the Project Team</b>	<ul style="list-style-type: none"> <li><b>Account / Engagement Manager:</b> The Account / Engagement Manager must have more than <b>3 years'</b> IT experience in implementation and / or development of information systems;</li> <li><b>Business / Support Consultants:</b> Must have at least <b>3 years'</b> experience in systems / solutions implementation and / or development</li> <li><b>System Developers :</b> The ERP developers must have at least <b>3 years'</b> experience in the relevant ERP / financial systems development, implementation, support and maintenance</li> </ul> <p><b>NB. The Experience of the human resources must be reflected in their respective CVs.</b></p> <p><b>Further to the CV please complete the Experience Schedule of the bid document.</b></p>			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	<p><b>The names of the Account / Engagement Manager, the Business Consultants and System Developers to be used for this contract must be specified in the proposal.</b></p> <p><b>Please note that the required resources MUST be part of the contract until its completion (i.e. in case a resource leaves the employ of the appointed provider, a replacement with the same qualification and required skills and experience must be made immediately).</b></p>			
<b>Qualifications of the Key Project Team / Personnel</b>	<ul style="list-style-type: none"> <li>• <b>Account / Engagement Manager:</b> The Account / Engagement Manager must possess at least a <b>certificate</b> in Project Management from an accredited training institution, e.g. SAQA, CHE, QCTO</li> <li>• <b>Business / Support Consultants:</b> The Business Consultants must possess at least <b>certificate</b> in Business Analysis &amp; Design from an accredited training institution, e.g. SAQA, CHE, QCTO</li> <li>• <b>ERP System Developers:</b> The ERP Developers must possess at least a certificate in relevant ERP / Financial System that the bidder is proposing <b>NB. Please provide <u>certified</u> copies of the qualification or certificates (not copies of certified copies)</b></li> </ul>			
Financial Services	<ul style="list-style-type: none"> <li>• The ERP <b>must</b> have a module for Financial Services</li> </ul>			
Procurement / SCM services	<ul style="list-style-type: none"> <li>• The ERP <b>must</b> have a module for Procurement / SCM services with workflows</li> </ul>			
Asset Management	<ul style="list-style-type: none"> <li>• The ERP <b>must</b> have a module for asset management</li> </ul>			
Financial Statement	<ul style="list-style-type: none"> <li>• The ERP <b>must</b> have a module for Financial Statement</li> </ul>			
Reporting & Business Intelligence Requirements	<ul style="list-style-type: none"> <li>• The ERP <b>must</b> provide for <u>Reporting and Business Intelligence</u> Requirements functionality</li> </ul>			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Contract, Project Monitoring Requirement	<ul style="list-style-type: none"> <li>The bidder must demonstrate the capability for the provision of the <u>contract and project performance monitoring</u> requirement / functionality.</li> </ul>			

#### Functionality / KPI Compliance Matrix Checklist (ERP) – Finance and Operations

Item No	Required Functionality	Description	Compliance (Yes)	Compliance (No)	Compliance (Partial)	Comment (If Partial)
001	Budget Management	Management Accounting				
002	Financial Management	Management Accounting				
003	Risk Management	Management Accounting				
004	Asset Management	Asset Lifecycle Management				
005	Transaction Processing	Financial Accounting				
006	Reporting (External and Internal Reporting)	Management Reporting				
007	Demand Management	Supply Chain Management				
008	Acquisition Management	Supply Chain Management				
009	Logistics Management	Supply Chain Management				
010	Disposal Management	Supply Chain Management				

#### Functionality/ KPI Compliance Matrix Checklist (Other systems)

Item No	Required Functionality	Description	Compliance (Yes)	Compliance (No)	Compliance (Partial)	Comment (If Partial)
001	Redbeam	Asset Management System Hosting and support				
002	CaseWare	Finance Audit and Compliance system Hosting and Support				

Professional Services Compliance Matrix Checklist (Project and Program Management)

Item No	Required Functionality	Description	Compliance (Yes)	Compliance (No)	Compliance (Partial)	Comment (If Partial)
001	Project Management Office	Establishment and operationalization of the Program Management Office Contract and Service Level Management				

**NB: All bidders who pass the Pre-Compliance Evaluation will be further evaluated on Functionality.**