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Tab No.	**Functional Area**	**Number of Requirements**

Proposers must use the response indicators specified in the following table when responding to the requirements outlined in Attachment C.		
Indicator	**Definition**	**Instruction**
S	**Standard:** The feature/function **is part of the current software release** and will be implemented by the planned go-live date as part of the supplier's proposal in accordance with the Legal Aid SA's agreed-upon configuration planning.	To further demonstrate the system's capacity to achieve the criteria, respondents are encouraged but not obliged to provide additional information in the Comments column.
F	**Future:** The Feature/Function **will be included in a future software release made available to the Legal Aid SA,** at which time it will be deployed in accordance with the Legal Aid SA's agreed-upon configuration planning.	If a response indicator of "F" is provided for a requirement that will be addressed in a future software release, the reply must specify the planned release version and the general availability date.
C	**Customization:** The feature/function is **not included in the current software release** and will not be incorporated in any future software releases. **This feature could, however, be supplied with modifications.** Annexure B—ERP Price Schedule Worksheet—must contain a list of all associated customisation costs.	If a response indicator of "C" is provided for a requirement that will be addressed by a custom modification, the respondent must include the cost of the modification.
T	**Third Party:** Feature/Function is **not included in the current software release**, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements with a clear notation that the responses are provided by the third-party.

N	No: Feature/Function cannot be provided.	N/A

Scoring Weighting		
Product Support	**Indicator**	**Weight**
Standard	S	4
Future	F	3
Customization	C	2
Third Party	T	1
Not Available/ Possible	N	0

UNIFIED ERP FUNCTIONAL AND TECHNICAL REQUIREMENTS

Scope	Functional Area	Metric
General Ledger and Financial Reporting	Number of Funds	1
	Number of Accounts	25,137
	Chart of Accounts Structure	•Department (5 digits) •Item (5 digits)
	Banks Used	FNB
Budgeting – Operational and Capital	FY24 Operating Budget	R346,346,751
	FY24 Capital Budget	R51,845,975
Purchasing, Bids, and Contract Management	Number of Purchase Orders per Year	42,663
	Number of Contracts per Year	Procurement to provide Data
	Purchasing Structure (Centralized/De-centralized)	Decentralized
	Number of purchase cards in use	Fleet Cards
	Number of active contracts	Uncertain. Estimated to be 400
	Number of Bids Per Year	Uncertain. Estimated to be 200
Accounts Payable	Number of Vendors	40,087
	Number of Payments per Year	14,982
	International Vendors	
Accounts Receivable and Cash Receipts	Number of Invoices/Statements per Year	Uncertain - Estimated to be 1,000
	Number of Customers in Master File	2
	Number of Fixed Assets (Approx.)	6175
Fixed Assets	Fixed Asset Threshold	R5,000
HR and Personnel Management, Performance Management, and Benefits Administration	Total Number of Employees (Full/Part Time)	Approximately 2800
	Number of Permanent Employees	2400
	Number of Contract Employees	300
	Number of Retirees	5.785
	Number of Bargaining Units	2
	Number of Benefit Plans	5
	Number of Leave Plans	20
Payroll	Pay Frequency	Bi-Monthly (15th/last day of month)
		Both pay runs split in 2 batches
		1 Special Run annuall
		Total of 4 batch payments
	Number of Employees Paid per Cycle (average	Approximately 2700
Time and Attendance	Number of employees entering time	Approximately 2700
	Number of employees reviewing/approving time	Approximately 400
	Departments using physical time clocks (anticipated future)	135
	Time clock device(s) currently in use and quantity	309
	Anticipated future time clock needs	Unknown
	Number of employees to use advanced scheduling functionality (e.g. shift swaps minimum staffing, etc.)	Approximately 100
	Departments to use advanced scheduling functionality (e.g. shift swaps minimum staffing, etc.)	4

ERP - Scoring Sheet

Total Weight:	**88**						

		S	F	C	T	N
Vendor Name:						
Product Support Indicator:		S	F	C	T	N
Overall Total Scored:		0				
Total Scored for Each Category:		0				
Scored:		0	0	0	0	0
No of Response(s):		0	0	0	0	0

#	Technical Requirements	S	F	C	T	N
	Common Functional Requirements					
1.1	The system must be executed on Windows 10 or newer client machines.					
1.2	The system must use Microsoft Office 2016 or newer productivity software for any ad hoc data or file exchanges.					
1.3	Although the system must run on Microsoft Edge, it must be browser agnostic.					
1.4	The System's graphical user interface (GUI) must have an online assistance system.					
1.5	Using basic file exchanges or more complex open data protocols, the system must be able to communicate information with state systems and third-party manufacturing systems.					
	Administrator ERP system and user security functionality must be included in the system, such as:					
1.6	a) Creating a New User					
1.7	b) Changing the Name or Address of an Existing User					
1.8	c) Restricting User Access to Specific Roles					
	Total Scored for Each Category:	0				
	Scored:	0	0	0	0	0
	No of Response(s):	0	0	0	0	0
Security						
	The ERP system must comply with the minimum ERP application-level security requirements listed below:					
1.9	a. must restrict access to application functionalities and data using a permission-based approach.					
	b. must include user password management capabilities that complies with password policies, including:					
1.10	i. expiration and renewal of passwords					
1.11	ii. Password complication					
1.12	iii. must offer a method for granting or revoking user permissions without affecting application data.					
1.13	The ERP system must be able to intergrate with Service Manager					
1.14	The ERP system must be able to intergrate with Active Directory/Azure					
	Total Scored for Each Category:	0				
	Scored:	0	0	0	0	0
	No of Response(s):	0	0	0	0	0
Audit Trail						
1.15	The ERP System must record who made any modifications to ERP reference tables or financial transactions, together with the date and time of the change.					
1.16	All changes made to data by any ERP System user shall need to have the following data points captured: a.Date and Time of Change. b.User Making Change (ID) c.Database Table Change Made In d.Previous (Old) Value e.New (Changed) Value f.Any change to production data that is accomplished by automated workflow processes or triggered activities should note this in the audit logs					
1.17	System and application administrators, in addition to operations managers, must have access to audit logs of data changes performed within the ERP system.					
1.18	Audit activity logs shall be preserved or archived in line with the organization's retention period, after which they shall be archived of in a manner that allows for easy retrieval when needed.					
1.19	System should provide alerts where there are major changes/updates within the system (Capability to send Notification)					
1.20	Any changes to production data performed manually by a system or database administrator must be tracked and logged in the Administrators' activity report. And must send alert to the relevant managers,especially for changes made on Vendors data and payroll.					
	Total Scored for Each Category:	0				
	Scored:	0	0	0	0	0
	No of Response(s):	0	0	0	0	0
Document Management						
1.21	The system should be able to migrate the existing document currently residing on Sharepoint relevant to the records that will be migrated.					
1.22	The system should have some kind of standard in terms of version control for SOP and Policies					

Total	22	

Signature	

ERP - Scoring Sheet

		Total Weight:	**24**				
		Vendor Name:					
		Product Support Indicator:	S	F	C	T	N
		Overall Total Scored:			**0**		
		Total Scored for Each Category:			0		
		Scored:	0	0	0	0	0
		No of Response(s):	0	0	0	0	0

#	Technical Requirements					
Workflows						
	The System shall include the following workflow functionality					
2.1	The System shall allow Legal Aid SA staff to route and approve transactions (such as purchase orders or customer credits). These routing paths and rules shall be customizable and maintainable by Legal Aid SA staff.					
2.2	The System shall include journaling functionality which allows Legal Aid SA users to create reminders and to-do / follow up lists for clients service and other in-house functions.					
2.3	The System shall include automated reports distribution features (like e-mail list distribution, web publishing).					
2.4	The Approval Framework and the Deligation of Authority processes should be embedded to this sytstem.					
2.5	The System shall notify designated Legal Aid SA supervisors if certain workflow items or tasks needs approval before it is moved from one location to another (to be determined by Legal Aid SA).					
2.6	The ERP System shall have the ability to configure automatic alerts and escalations based on agreed time-lines					

Total   6

Signature	

Comments

ERP - Scoring Sheet

		S	F	C	T	N	Comments
Total Weight:	**292**						
Bidder Name:							
Product Support Indicator:		S	F	C	T	N	
Overall Total Scored:							
Total Scored for Each Category:							
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	

#	Technical Requirements	S	F	C	T	N	Comments
Reporting Requirements							
Phase 1							
Financial Management Reports							
3.1	Users must be able to generate reports based on parameters (such as date ranges or individual plants or goods) and modify "out of the box" reports.						
3.2	The system should enable users to generate charts and graphs based on underlying data.						
3.3	Users' online ad hoc reports must be able to be stored at any time for future reference and reuse.						
3.4	Limiting filters must be applied to the report selections in order to decrease the quantity of returned records.						
3.5	The reporting functionality of the system must include drill-down capabilities on result sets to more granular levels of detail.						
3.6	Data analysis and reporting shall be performed utilising business intelligence capabilities, without the need for SQL skills.						
3.7	The system's reporting functionality must be web-based and not need the purchase or installation of any software add-ins on end-user computers.						
3.8	Reports must be compatible with desktop applications (including but not limited to Microsoft Excel).						
3.9	Reports must be capable of being automatically scheduled for execution and distribution/publication.						
3.10	The system must allow the user to do "What-if" analyses utilising near-real-time data without impacting performance.						
3.11	Users must be able to modify forms and reports, including the addition and removal of user fields and layouts.						
3.12	The system's report generation must be robust and permit authorised people to choose data fields and change relationships in order to create queries and programmes that generate reports.						
3.13	The system shall have data fields and operations available for users to access and select, and shall make them easily accessible to permit the customization of input fields, level of agency scope, and other factors desired by users, without requiring the purchase of additional software to create, enhance, or customise the inputs and outputs to these queries and reports.						
3.14	The system must have the ability to save and export created reports to several devices and media, including printers, other software for further analysis, and presentation software.						
3.15	The ERP System must generate Trial Balance reports.						
3.16	The ERP System shall produce balance sheets						
3.17	The ERP System must generate detailed Chart of Accounts reports.						
3.18	Journal entries, adjustments, and journal history detail reports must be generated by the ERP System.						
3.19	The ERP System must generate income statements.						
3.2	Profit and loss statements must be generated by the ERP System.						
3.21	The ERP System is required to generate a Statement of Changes in Financial Position.						
3.22	The ERP System must generate comparative general ledger reports for current and prior periods, including actual and budgeted amounts.						
3.23	The ERP System shall provide standard audit control reports to balance and validate ledgers, which shall include the following: a. General Journal Proof report						
3.24	b. General Ledger Journal Audit report						
3.25	c. General Ledger Detail Audit list						
3.26	d. Suspense Account activity report						
3.27	e. General Ledger File Maintenance report						
3.28	f. General Journal Entry						
3.29	g. General Ledger Posting						
3.30	h. Invoice Batch Control Report						
3.31	i. Invoice Audit Report						
3.32	j. General Ledger Entry Report:						
3.33	The ERP System shall produce Aging Reports for Payables						
3.34	The ERP System shall produce a Purchase Invoice Journal.						
3.35	The ERP System shall produce a Vendor Master report.						
3.36	The ERP System shall produce Vendor Master File Maintenance reports.						
3.37	The ERP System shall generate lists of fixed assets (Additions, Retirements, Changes, and Valuations at user determined points in time).						
3.38	The ERP System shall generate Depreciation Schedules for Fixed Assets.						
3.39	The ERP System must generate Fixed Asset Identification reports						
3.40	The ERP System shall generate reports on Fixed Assets by location.						
3.41	The ERP System shall generate Fixed Assets File Maintenance						
3.42	The ERP System must generate Cash Requirements reports.						
3.43	The ERP system must generate Cash Receipts journals.						
3.44	The ERP System must generate Cash Disbursement journals.						
3.45	The ERP system must generate cash flow reports.						
3.46	The ERP System shall produce Budget Preparation File report						
3.47	The ERP System shall produce Budget Posting Status report						
3.48	The ERP System shall produce the capability to analyze budget variances via standard and ad hoc reports						
3.49	The ERP System shall produce the Business Units and Department Budget reports						
3.50	The ERP System shall produce Budget versus Actual analysis reports and report across multiple years						
3.51	The ERP System must generate client invoices in a manner that can be printed or sent to customers.						
3.52	The ERP System must generate Aged Receivables Reports.						
3.53	Customers will receive monthly statements from the ERP System that detail their account activities.						
3.54	The ERP System must generate collection letters for delinquent Receivables.						
3.55	The ERP System shall generate reports on delinquency.						
3.56	The ERP System must create General Ledger posting reports.						
3.57	The ERP System is required to generate Purchase Orders.						
3.58	The ERP System must generate a report on Current/Pending Orders.						
3.59	The ERP System must provide the ability to Print Purchase Orders per Supplier/account for all Local Offices						
3.60	The ERP System must generate a report on Completed/Historical Orders.						
3.61	The ERP System must generate partial order fulfilment data by cost centre.						
3.62	The ERP System must generate Purchase Order Entry and Audit						
3.63	The ERP System to produce age analysis report for unactioned tasks on the workflow						
3.64	The ERP System must generate the BI reports for PPU on all payments made for the chosen period for every region or office, age wise.						
Phase 2:							

	S	F	C	T	Comments
Total Scored for HRM Reports:					
Scored:	0	0	0	0	
No of Response(s):	0	0	0	0	

	Human Resource Management Reports						
	The system should be able to generate and customise automated reports and graphs which will include the following:						
3.65	The ERP System should have the ability to present the Salary listing Reports						
3.66	The ERP System should have the ability to present the Staff complements and Organisational Structure Reports						
3.67	The ERP System should have the ability to present the Leave Provision and Leave Balances to be signed off by employees						
3.68	The ERP System should have the ability to present the list of Terminations						
3.69	The ERP System should have the ability to present the Health and safety Reports						
3.70	The ERP System should have the ability to present the Attendance Register Reports						
3.71	The ERP System should have the ability to present the Labour Relations Reports						
3.72	The ERP System should have the ability to present the Employment Equity Reports						
3.73	The ERP System should have the ability to present the Disability Reports						

Total	73

Signature	

ERP - Scoring Sheet

								Comments
Total Weight:	**280**							
Bidder Name:								**Comments**
Product Support Indicator:		S	F	C	T	N		
Overall Total Scored:			0					
Total Scored for Each Category:			0					
Scored:		0	0	0	0	0		
No of Response(s):		0	0	0	0	0		

#	Technical Requirement	S	F	C	T	N	Comments
General Ledger (GL)							
4.1	The system must be able to draw summarized Trial Balance at consolidated level, Department and Province. The trial balance should include the budget,						
4.2	The system must have the ability to run Trial Balance per GL for both actual and Budget, and Ability to extract data per Cost Centre and Consolidate per GL						
4.3	The system must produce Trial Balance Report that can drill down per item, per cost centre.						
4.4	The Trial Balance must show negatives for credit balances when imported to excel.						
4.5	The journal should allow multiple postings of journals at once instead of a single posting.						
4.6	The system should allow finance department users to request detailed GL and TB for the whole period. This functionality must not be limited to system administrators only.						
4.7	The Financial module should be integrated with the HR Module for Z0 and Z1 Files.						
4.8	The system should have period 13 for the Finance Department to process GRN's for those services received before 31 March. It will assist in avoiding having to process accruals manually.						
4.9	The ERP System must have a chart of accounts structure that is both flexible and expandable (in terms of segment length and number of segments).						
4.10	The ERP System shall allow user controlled and automatic postings of all financial accounting transactions from any ledger or sub-ledger into a single database						
4.11	The ERP System must enable all business units with appropriate user security to access their financial data.						
4.12	The ERP System shall allow monthly closing of the GL and proof thereof						
4.13	The ERP System shall allow journal entries to be created and funds to committed in transactions that will be paid in the current financial year as per GRAP (are accounting standards issued by the Accounting Standards Board in terms of Section 89 of the PFMA)						
4.14	The ERP System shall allow Legal Aid SA users to set up and maintain accounting codes, account structures, and ledgers including reporting structures and departmental.						
4.15	The ERP System must provide five years of historical or periodic variance analysis data for comparisons of actual General Ledger balances and details at the business unit level to prior balances and details.						
4.16	The ERP System shall allow postings for prior period adjustments for audit purposes.						
4.17	The ERP System must support automatic year-end rolling of sub-ledger and general ledger control account balances.						
4.18	The ERP System must support automatic financial module balancing, as well as automated reversal of accruals journals.						
4.19	The ERP System shall allow the creation of a suspense account to hold transactions with errors that can be processed and classified at a later date.						
4.20	The ERP System must be able to keep an audit trail from the initial postings to the final posting.						
4.21	The ERP System shall provide the capability to post and maintain balances for the current period and prior period until the prior period's closing is complete.						
4.22	The ERP system should have the capability to provide controls to prevent the creation of duplicate transactions.						
Total Scored for Account Payable:			0				
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	
Accounts Payable (A/P)							
4.23	The ERP System must provide a method for calculating suppliers that are in Accounts receivables and Accounts payables.						
4.24	The ERP System must enable the drilldown of a transaction from Accounts Payable back to its source and supporting documentation.						
4.25	The ERP System must include, at a minimum, all verified data elements from the present Legal Aid SA system's Master Files including historic data across all modules in readable form for users.						
4.26	System should allow for scheduling of payments to creditors, it should also allow for reporting on outstanding purchases/invoices per creditor.						
4.27	The ERP System shall permit Legal Aid SA to configure existing payables policies and procedures in accordance with GRAP.						
4.28	The ERP System that has an ability to conduct Aging Analysis /GRN periods for outstanding invoices of vendors						
4.29	The ERP System should automatically generate remittance advices and email to suppliers						
4.30	The ERP System should have a functionality for Tracking & authorization of incoming invoices						
Total Scored for Fixed Assets:			0				
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	

Fixed Assets (FA)

4.31	The system should have the ability to calculate the residual values of the assets.						
4.32	The system should have a built-in asset verification module for the condition of the assets to either prompt disposal or impairment. If the system doesn't have an asset verification module built in, it should have an integration interface so that assets can be checked easily and quickly every month or quarter.						
4.33	The system should also include functionality to re-estimate the useful life span of the asset.						
4.34	Reports: FAR that agrees to the PPE note-asset movement schedule with all other inputs; opening date, acquisition date, cost price, description, depreciation period, residual values, accumulated depreciation, depreciation for the year, and disposal value.						
4.35	The system should have a built-in workflow for approval when transferring the assets from one cost centre to the other.						
4.36	The system should have the report, including recons, on a monthly basis.						
4.37	The system should have depreciation reports for disposals, acquisitions, and transfers for the selected periods or years.						
4.38	The ERP System shall allow Legal Aid SA to configure and maintain Fixed Asset data						
4.39	The ERP System shall track depreciation for all Fixed Assets in Legal Aid SA including all tangible assets (buildings, property, and equipment)						
4.40	The ERP System shall automatically post monthly depreciation to the general ledger						
4.41	The ERP System shall contain and support all Fixed Assets records including re-evaluations and tax reporting (exempt)						
4.42	The ERP System shall support all Fixed Assets transactions (updates, transfers, retirement)						
4.43	The ERP System shall contain, at a minimum, all the validated data elements in the current Legal Aid SA system Fixed Asset file						
4.44	The ERP System shall provide for the automatic calculation of amortization and depreciation of assets						
4.45	The cost centres should have the functionality to log a notification of an the loss of all the assets, with ability to upload a variety of required documents. Upon the submission of the asset loss notification, the system should automatically send alerts to the provinvial financial managers relevant, and national supervisor. The National Supervisor should have the functionality to send back for further comments on documents.						
Total Scored for Cash Management:			0				
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	

Cash Management (Petty Cash)

4.46	The system should be able to upload the bank statement, and it should be able to match payments so that you don't have to manually check and match.						
4.47	The ERP System must support the recording of cash charges, payments, and deposits.						
4.48	The ERP System must record cash transactions on the General Ledger and update Accounts Receivable.						
Total Scored for Budgeting:			0				
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	

Budgeting

4.49	The system should have budget worksheets built into the system, integration with employee costs, and a contract management system. (Include prior year expenditure, current budget, and future budget fields for the 3 years MTEF period)						
4.50	The system should allow the departments and branches to capture budgets online and send them for review in accordance with the approval framework (workflow), with a full audit record of the date and time of each phase processed						
4.51	The system should have the ability to extract fully itemised organization, PO, and NO budgets and review them offline						
4.52	The system should allow for the reviewed budget to be sent back to the users as workflow with comments for action. It should also enable the reviewed Microsoft Excel budget to be uploaded back to the system.						
4.53	The system should be enabled for online approval submission and should retain the data captured and not further changes once the budget has been approved.						
4.54	The system should have a real-time built-in budget transfer with a full audit trail and reference number. It should show whether the amount was increased or decreased and a date stamp.						
4.55	The system should have the ability to print a monthly itemised budget vs. expenditure report. organisational, provincial, and national offices.						
4.56	The system should allow an escalation CAP per branch (cost centre) such that the cost centre cannot exceed the CPI escalation.						
4.57	The system should have a budget analysis and comparison report, including graphs.						
Total Scored for Accounts Receivable:			0				
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	

Accounts Receivable (A/R)

4.58	The system should enable the creation of the debtors' records to be created using the mandatory unique identifier-employee number or identity number.						
4.59	The system should allow for the incorporation of employee numbers so that when a payroll deduction is done, it is applied to the debtor's balance.						
4.60	The system's age analysis should take into account payments on the total balance, not the age of the account.						
4.61	The system should have the functionality for impairment assessment incorporated.						
4.62	The system should have reminders to hand over to the Corporate Legal department in line with SOP's.						
4.63	The ERP System shall administer and monitor credit management						
4.64	The ERP system must be capable of processing payment SET-OFF and integrate seamless with the Accounts payable module for contra transactions						
4.65	The ERP System shall automatically post to the General Ledger when a batch as per Audit adjustments						
4.66	The ERP System shall permit Legal Aid South Africa to configure and maintain this function in compliance with Legal Aid South Africa's policies and procedures and outlined in the GRAP standards. The system should be able to produce a full set of Annual Financial Statements in accordance with GRAP to be audited by Auditor General. The set should include accounting policies; statement of financial perfomance;posistion; change in equity; cash flow statement; statement of actual versus budget and notes to the financial statements.						
4.67	The ERP System will permit Legal Aid SA to configure and maintain customer master data records.						
4.68	The ERP System must handle billing adjustments.						
4.69	The ERP System shall be able to record the cancellation and write-off of receivables, including interest, penalties, and administrative fees.						
4.70	The ERP System must have all verified data elements from the current Legal Aid SA system. Physical invoice header document						

Total		70

Signature	

ERP - Scoring Sheet

		S	F	C	T	N	Comments
Total Weight:	**228**						
Bidder Name:							**Comments**
Product Support Indicator:		S	F	C	T	N	
Overall Total Scored:	**0**						
Total Scored for Each Category:	**0**						
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	

#	Technical Requirements						
Vendor and Suppliers							
5.1	When capturing the vendor, the system should enable capturing of the following fields, but not limited to: a)Business Registration, including details of directors and membership b)Bank account holder information c)In the service of the state status d)Tax Compliance status e)Identity number f)B-BBEE status level g)Tender defaulting and restriction status h)Supplier address i)Female or Youth indicators						
5.2	The system should have the functionality to place all non-compliant vendors on hold in terms of the selected criteria, e.g., tender default, non-tax compliant, restricted employees.						
5.3	The system should have the ability to block the requisition and purchase order processes for non-compliant vendors and prevent processing of the GRN and payment approval						
Total Scored for Each Category:	**0**						
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	
RFQ Initiation							
5.4	The system should allow for the requirement of only one quotation when the procurement value is less than R 2000 (where rand value specified , the system should have an ability for Rand values to change overtime due to National Treasury thresholds), otherwise it should be mandatory to attach three quotations in line with the organisations' approval framework. A deviation report should be attached where three quotes cannot be obtained. The threshold values should be configurable to permit legislative requirements aments.						
5.5	The system should provide for procurement of more than R 2 000 to R 30 000 (three quotes) with approval aligned to the Approval Framework; a motivation function for less than three quotes. Ability for threshold values to change as and when legislative requirements permit. This must be at no additional cost to the organisation and managed internally.						
5.6	The system should allow for the procurement of more than R 30 000 to less than R 1 000 000 (three quotes), with a motivation function for less than three quotes to be approved in accordance with the approval framework. Ability for threshold values to change as and when legislative requirements permit. This must be at no additional cost to the organisation and managed internally.						
Total Scored for Each Category:	**0**						
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	
Sourcing							
5.7	The system should intergrate to Central Database Supplier system, allowing only active suppliers from CSD to be sourced/approached only if they meet the minimum complaint requirements (e.g. Active Supplier, No government employees/ not a restricted supplier, and Tax Complaint). .						
5.8	The system should also allow to add compliant and active suppliers for the commodity to be included apart from CSD search list prior to sending RFQ emails to suppliers.						
5.9	When sourcing the quotations, the system should verify the available budget of the cost centre or commodity budget (line item) to prevent overpaying or duplicate requests.						
5.10	Additionally, the system should have the functionality to perform the following checks: a.Budget confirmation prior to sourcing; b.Filtering of the type of goods and services required by area and region c.Inclusion of Functionality Evaluation where applicable (not all RFQ's); d.Automatic random & manual selection of a minimum of 5 suppliers per chosen commodity/per RFQ; e.The ability to upload RFQ documents (Specification, SBD's) for only the selected suppliers; f.Email functionality (ability to send the RFQ and its attachments to the selected suppliers; and a designated email address for responses by the selected suppliers per RFQ sent (per RFQ: e.g. RFQ001@legal-aid.co.za etc.); g.Creation of an system automatic timer and a manual timer (closing date and time functionality) for an RFQ with a minimum of 5 working days (more than R 2 000 to less than R 1 000 000); h.Access to quotations is only granted after an automatic timer/manual timer lapses (limited users); i.Allow portal evaluation as per functionality evaluation values per RFQ where applicable. j.Generate a recommendation once 80/20 is applied (manual or automated); k.Functionality for tax verification (e-filing linked per user/s);						
5.11	Once the sourcing recommendation has been captured, the workflow should move to the next authorizer/approver as per delegation (dependent on value as per Approval Framework);						
5.12	For a new vendor, the full details should be captured to create a new vendor/number on the system prior to approving the quotation/requisition/purchase order.						
5.13	The system should only allow the approved quotations, requisitions, and purchase orders to be linked to the CSD complaint vendors and confirm/verify the account/banking details using the CSD supplier number (MAAA Number) against the organisation records.						
5.14	The system should have the functionality to record the value of contracts, duration (once-off/period) etc.						
5.15	The system should have the functionality to provide automated summary reports of RFQ's, Requisitions and Purchase orders with filters for demographic information.						
5.16	The system should have the functionality to populate/interface with the contract module;						
Total Scored for Each Category:	**0**						
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	

5.17	The system should have comprehensive reporting capabilities, such as provision of monthly, quarterly, and annual procurement spend vs budgeted;						
5.18	Filtering of User Track Records (approved RFQ's, Requisitions and Purchase orders etc.) should be possible in the system.						
5.19	Provide supplier track record (values, type of appointment);						
5.20	Provide commodity spend analysis, demographics, area;						
Total Scored for Each Category:			**0**				
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	

Contract Schedule Inputs

5.21	The ERP System shall permit capturing of common contract schedule and create a contract ID which should include: Contract start and end dates, type of contract, value, duration etc.						
5.22	The system should have functionality to allocate the official responsible (Project Manager) linked to their relevant Executive						
5.23	The ERP System must link an invoice payment to the contract and purchase order; and detect duplicate payments/similar payments for verification prior to approval						
5.24	The system should close the contract once contract value is reached as per inputs. Only allow for higher approval for exceeding contract value by the delegated authority as per Approval Framework						
5.25	The ERP System shall allow for additional payments post the close out should be flagged (blocked/authorizer approval needed);						
5.26	The ERP System shall provision for once-off and multi-year projects as per purchase order;						
5.27	The System must allow for contract reviews/supplier performance monitoring as per milestone captured on the schedule.						
5.28	The System must prompt monthly and quarter reviews (dependent on the duration) by Project Manager and signed-off by the relevant Manager/Executive						
5.29	The system should allow for contract reviews/performance reports to be downloadable/access by Legal Aid SA authorised officials						
5.30	The system must flag below average perfomance (as per reviews) to Legal Development/relevant Executive and Procurement for intervention						
5.31	The system must send contract expiry date notifications to the Project Manager and the relevant Executive (countdown timer with monthly notifications, starting from 12 months downwards) with escalation to the COO/NOE/CLE at 3 months.						
5.32	Procurement Plan to be on the ERP system with an edit function by responsible user; link to what has been procured (BAC/RFQ signed off for appointment), should link to contract module for contract register, any payment updated (not exceeding contract amount/period)						
5.33	The system should flag and notify linked users (Project Manager/Executives) of the procurement plan timelines/periods not matched or exceeded (e.g. periodic) and completed commodity line items.						
5.34	The System must provide reports on the procurement spend: the Procurement plan estimated values and Commitment Register/Contract Schedule/approved purchase orders and invoice payments.						
5.35	The system should allow for Tender closing register, with manual populated information on bids received, electronic register/signature, will act as backup.						
Total Scored for Each Category:			**0**				
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	

Variation of Contract

5.36	The ERP system should have the ability to link cost centres and users to their correct budget general ledger codes;						
5.37	The ERP System should allow user requests to be linked to transaction values based on a threshold.						
5.38	The ERP system should allow for the uploading of supporting documents;						
5.39	The ERP System should allow a user to connect VOC to the current contract (contract schedule) and populate standard information (e.g. supplier details, SCM admin documents, etc.).						
5.40	The ERP system should allow for verification and configuration of specified fields to be mandatory when creating a variation.						
5.41	The ERP System should allow you to edit requests while they are being processed or before they are approved (for example, by adding more information).						
5.42	The ERP system should have the ability to monitor the status of the request (approval stage/s);						
5.43	The ERP system should have email notification to take action when the task requires their action.						
5.44	The ERP System should allow all role players to download final approved documents (audit purpose/trail).						
5.45	The ERP System should enable approved variations to be automatically updated on the contract schedule (linked to cost center/budget/user).						
5.46	The ERP System should notify the end user of the final approval (to action the request/operations).						
Total Scored for Each Category:			**0**				
Scored:		0	0	0	0	0	
No of Response(s):		0	0	0	0	0	

Deviations

5.47	The ERP system should have the ability to link cost centres and users to their correct budget general ledger codes;						
5.48	The ERP System should allow user requests to be linked to transaction values based on a threshold.						
5.49	The ERP system should allow for the uploading of supporting documents; at inception or prior to approval						
5.50	The ERP System should allow the user to create a contract (contract schedule) and populate standard information (e.g. contract value, duration, contract type, supplier details, SCM admin documents, etc.).						
5.51	The ERP system should allow for verification and configuration of specified fields (CSD, TAX verification, ID verification with DPSA) to be mandatory when creating the deviation.						
5.52	The ERP System should allow you to edit requests while they are being processed or before they are approved (for example, by adding more information) and keep audit trail of amendments/edits.						
5.53	The ERP system should have the ability to monitor and display the status of the request (approval stage/s);						
5.54	The ERP system should have ability email notification to take action when the task requires their action (with time limits).						
5.55	The ERP System should notify the end user of the final decision (approval/decline) by the delegated authoriser (to action the request/operations).						
5.56	The ERP System should enable approved deviation to be automatically updated on the contract schedule created (linked to cost center/budget/user).						
5.57	The ERP System should allow all role players (in the route form) to download final approved documents (audit purpose/trail).						

Total		57					
Signature							