

ANNEXURE A

SCOPE OF WORK / SPECIFIC REQUIREMENTS

[PROCUREMENT PROCESS AUTOMATION (PPA)]

Table of Contents

| | |
|---------------------------------------------------------------------|----|
| 1. EXECUTIVE SUMMARY | 4 |
| 2. INTRODUCTION | 5 |
| 2.1. CONTEXT AND BACKGROUND | 5 |
| 2.2. BUSINESS PROBLEM OR OPPORTUNITY | 5 |
| 2.3. BUSINESS STRATEGIC OBJECTIVES | 6 |
| 2.4. BUSINESS BENEFIT REALISATION | 6 |
| 2.5. ORGANISATIONAL SCOPE | 7 |
| 3. AS-IS STATE | 9 |
| 3.1. AS-IS STATE APPLICATION LANDSCAPE | 9 |
| 3.2. AS-IS PROCESSES..... | 13 |
| 3.3. SUMMARY OF RECOMMENDATIONS OF THE AS-IS STATE ASSESSMENT | 14 |
| 4. TO-BE STATE | 15 |
| 4.1. TO-BE PROCESS..... | 15 |
| 5. REQUIREMENTS SCOPE | 15 |
| 5.1. CONTEXT DIAGRAM | 15 |
| 5.2. SCOPE INCLUSIONS..... | 16 |
| 5.3. SCOPE EXCLUSIONS..... | 16 |
| 6. LEGISLATIVE AND POLICY REQUIREMENTS | 16 |
| 6.1. LEGISLATION, GOVERNMENT POLICIES & PACTS | 16 |
| 6.2. TRANSNET POLICIES AND PROCEDURES COMPLIANCE | 18 |
| 7. ASSUMPTIONS, RISKS, CONSTRAINTS, DEPENDENCIES, AND IMPACT | 19 |
| 7.1. ASSUMPTIONS | 19 |
| 7.2. CONSTRAINTS..... | 19 |
| 7.3. KEY IMPACTS..... | 19 |
| 8. SOLUTION CONCEPT REQUIRED | 20 |
| 9. BUSINESS REQUIREMENTS..... | 21 |
| 10. KEY NON-FUNCTIONAL REQUIREMENTS | 76 |
| 11. ADDITIONAL NON-FUNCTIONAL REQUIREMENTS | 78 |
| 12. REPORTING REQUIREMENTS | 87 |
| 13. BUSINESS CONTINUITY PLANNING | 93 |

List of Acronyms and Abbreviations

| Acronym | Description |
|---------|-------------------------------------------------------------------|
| AC | Acquisition Council |
| BBBEE | Broad Based Black Economic Empowerment |
| CDO | Chief Digital Office |
| BSC | Cross Functional Sourcing Team |
| BEC | Cross Functional Evaluation Team |
| CIDB | Construction Industry Development Board |
| CIPC | Companies and Intellectual Property Commission |
| COID | Compensation for Occupational Injuries and Diseases |
| CSD | Central Supplier Database |
| DOA | Delegation of Authority |
| EMEs | Exempt Micro Enterprises |
| ESD | Enterprise Supplier Development |
| GRV | Goods Received Verification |
| ICT | Information and Communications Technology, also referred to as IT |
| LDAP | Lightweight Directory Access Protocol |
| MRP | Material Requirements Planning |
| NT | National Treasury |
| OD | Operating Division |
| PFMA | Public Finance Management Act |
| PPM | Procurement Procedure Manual |
| PPPFA | Preferential Procurement Policy Framework Act |
| QSEs | Qualifying Small Enterprises |
| RACI | Responsible, Accountable, Consulted, Informed |
| RFP | Request for Proposal |
| RFQ | Request for Quotation |
| RFI | Request for Information |
| RME | Rehabilitation Maintenance Engineering |
| SAP | Systems Applications and Products |
| SAP CLM | SAP Contract Lifecycle Management |
| SAP ERP | SAP Enterprise Resource Planning |
| SAP FI | SAP Financial Accounting |

| Acronym | Description |
|---------|---------------------------------------------|
| SAP SCM | SAP Supply Chain Management |
| SAP SRM | SAP Supplier Relationship Management |
| SAP MM | SAP Material Management |
| SAPS | South African Police Service |
| SPP | Strategic Procurement Plan |
| SD | Supplier Development |
| SLA | Service Level Agreement |
| TEAR | Tender Evaluation and Recommendation Report |
| VPN | Virtual Private Network |

Table 1: Acronyms

List of Definitions

| Term | Definition |
|---------------------|-------------------------------------------------|
| Commercial contract | Revenue generating contracts |
| Purchasing contract | Contracts for procurement of goods and services |

Table 2: Definitions

1. Executive Summary

Transnet currently manages their Procurement processes mostly manually with partial automation through various on-premise SAP ERP modules and Master Data tools. The current processes are not optimized, standardized, and integrated to deliver the intended business value. These processes are time consuming and labour intensive and lacks greater governance controls leading to PFMA exposure across the organisation. A technology solution needs to be identified to automate the desired processes. The current procurement processes are not in line with the Transnet strategic vision to become a digital enterprise.

The project objective is to automate the procurement end-to-end processes, namely:

- Demand Management
 - Forecasting, planning and management of Transnet's demand for goods and services
- Strategic Sourcing
 - Identification and management of sourcing channels by which to fulfil Transnet's demand for goods and services
- Tender Management
 - Planning, publishing, and award of bids to suppliers to meet Transnet's goods and services requirements

- Contract Management
 - Creation and management of contracts with suppliers
- Tactical Procurement
 - Procure to pay and emergency procurement

The Procurement Process Automation project aims to avoid paper, manual and repetitive work, and gain procurement efficiency, improving overall spend visibility and analysis, reducing contractual risk while driving legislative and constitutional compliance. In this way, Transnet can create shared social value in communities operated in by effectively supporting and developing suppliers to perform at their best while appreciating the greater economic value from public participation. The key risks, dependencies and constraints have been clearly identified. Acceptable data quality and data governance remain a key dependency in the successful implementation of the desired solution.

2. Introduction

2.1. Context and Background

Transnet currently manages its procurement processes mostly manually with partial automation. The current processes are not optimised, standardised and integrated to deliver the intended business value. These processes are time consuming and labour intensive and lack greater governance controls leading to legislative and constitutional non-compliance exposure across the organisation. A technology solution needs to be implemented to automate the desired processes.

2.2. Business Problem or Opportunity

Transnet currently has no single, integrated, and automated technology solution to perform the end-to-end procurement processes. The current procurement processes are partially automated through various on-premise SAP ERP modules and via an in-house E-Tender Solution. SAP will not make any further enhancements to their current ERP (SAP ECC6) platform.

This means that any enhancement has to be built by Transnet on top of an aging legacy platform. This will bear even higher enhancement costs that at some point in the future will inevitably have to be replaced. The current SAP ECC6 environment maintenance and support is envisaged to come at a premium cost beyond 2025.

The current procurement environment is not in line with the Transnet strategic vision to transform into a digital enterprise. The following challenges which are an obstacle for a successful digital transformation have been identified:

- Not CUSTOMER-CENTRIC:
 - There is no standard practice across Transnet procurement processes to avoid ambiguity and subject to interpretation.
 - Longer turnaround times to conclude procurement events.

- Poor demand planning to support business. There is limited view of the business capital portfolio planning (i.e. capex, opex etc. budget planning) linked to procurement events.
- Inability to negotiate and exploit best market price offering including discounts due to delayed response to market.
- **Not PROCESS- OPTIMISED:**
 - The procurement processes are not efficient, streamlined, simplified, user-friendly and easy to adopt.
 - The procurement processes do not position Transnet as supplier centric and closer to its suppliers.
 - The procurement processes are not robust and fully compliant, making it difficult to embark on procurement events against procurement policies, procedures, and legislative requirements e.g. National Treasury directives. This has led into PFMA violations (i.e. wasteful and fruitless expenditure, irregular expenditure, criminal conduct) due to lack of controls to manage supplier contracts and DOA not followed to grant approval.
 - Lack of financial controls to prevent embarking on procurement events without prior budget approval.
 - There is no procurement plan reflecting quarterly to 12-month budget projections as required by the National Treasury.
- **Not TECHNOLOGY- ENABLED:**
 - The manual processes used are time consuming, labour intensive and characterized by high volumes of paper trails which result in inefficient and ineffective procurement management, leading to higher operating costs.
 - Absence of business intelligence tool to quickly perform queries, optimize reporting of key performance indicators (KPIs), update dashboards and scorecards in real time, and even perform predictive analytics.
 - There is no 24/7 access for users and suppliers to embark on procurement activities at any time.

2.3. Business Strategic Objectives

The primary objective of the project is to provide a fit for purpose technology solution that will enable an automated end to end procurement process with embedded business rules applied across all Transnet Operating Divisions and Business Units.

2.4. Business Benefit Realisation

| Business Benefit Name | Description of the benefit |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reduction in legislative and constitution non-compliance | <ul style="list-style-type: none"> ● Reduction in irregular expenditure related to procurement spend i.e. expenditure not in accordance with legislative and constitutional prescripts. |

| Business Benefit Name | Description of the benefit |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> Reduction in fruitless & wasteful expenditure i.e. expenditure incurred in vain that could have been avoided had reasonable care been taken. Reduction in criminal conduct related to fraudulent and illegal procurement activities and spend. Adherence to POPI Act |
| Reduction in breaches of internal procurement policies, processes, and procedures | <ul style="list-style-type: none"> Reduction in non-compliance with internal procurement policies, processes and procedures will result in reduced control deficiencies. |
| Digitally enabling the standardised procurement processes across Transnet | <ul style="list-style-type: none"> Digital enablement of standardised procurement processes through a common technology solution across Transnet to reduce variability of procurement processes. |
| Improved procurement efficiency | <ul style="list-style-type: none"> Improvement in procurement turnaround times. Performing procurement activities with optimised resources. Improved quality of procurement processes. Transparency in decision making through an automated Delegation of Authority framework. Improved document management and security. |
| Improved communication, collaboration, visibility, tracking and reporting of critical parameters | <ul style="list-style-type: none"> Leverage business intelligence and analytics capabilities to track and report on critical parameters making it easier to share information with key business stakeholders timeously. |
| Environmentally friendly solution | <ul style="list-style-type: none"> Reduce environmental impact through automation resulting in paperless governance. |
| Improved document management and retention | <ul style="list-style-type: none"> Efficient flow of procurement information and documents Electronic filing and retention of procurement documents |

Table 3: Benefits

2.5. Organisational Scope

The organisational scope of the project will include the following divisions and business units:

- Transnet Corporate Centre;
- Transnet Freight Rail;
- Transnet Engineering;
- Transnet Port Terminals;

Scope of Work / Specific Requirements - PPA

- Transnet National Ports Authority;
- Transnet Pipelines; and
- Transnet Properties;

3. As-Is State

3.1. As-Is State Application Landscape

| OD | SAP CLM | SAP SRM | SAP MM | SAP SCM | Other | Comments |
|-------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| TFR | Used to create procurement and commercial contracts. Integrated with SAP SRM & SAP ECC6 | Used to create central contracts from SAP CLM and publish to various ODs' SAP ECC6 systems | Purchase Requisitions Request for Quotations Create purchase orders for services and standard) Purchase Orders (Printed) Goods receipts (MIGO and ML81N) Invoice Verification Create/ change Contracts (ME31k and ME32K) Create/ Change Purchase orders (ME21 and ME22) | None | WebMethods, MDRM8, VMM8, STG, E-Tender, Process Integration (PI), and Contract Generation Server (CGS) | SAP SRM is only used as a middleware between SAP CLM and MM for central contracts feature. Full SRM functionality not in use. |
| TNP A | Used to create procurement and commercial contracts. Integrated with SAP SRM & SAP ECC6 | Used to create central contracts from SAP CLM and publish to various ODs' | Purchase Requisitions Request for Quotations Purchase Orders (Printed) Invoice Verification | None | Pilog VMM 8 used to create Vendors and upload to SAP ECC6 Pilog MDRM 8 used to create Materials and upload to SAP ECC6 Pilog STG used to create structured text to be used in SAP ECC6 E-Tender | SAP SRM is only used as a middleware between SAP CLM and MM. Full SRM |

| OD | SAP CLM | SAP SRM | SAP MM | SAP SCM | Other | Comments |
|----------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| | | SAP ECC6 systems | Inventory Management | | | functionality not in use. |
| TPL | Using CLM | Used to create central contracts from SAP CLM and publish to various ODs' SAP ECC6 systems | Purchase Requisitions Request for Quotations (Printed) Purchase Orders (Printed) Invoice Verification Inventory Management | None | Pilog VMM 8 used to create Vendors and upload to SAP ECC6 Pilog MDRM 8 used to create Materials and upload to SAP ECC6 Pilog STG used to create structured text to be used in SAP ECC6 E-Tender | Full SRM functionality not in use. |
| TPT | Using CLM | Not using SRM | Purchase Requisitions RFQ Contracts Purchase Orders Goods receipt Service Entry Sheet Invoice Verification | Inventory management Physical inventory count. Posting inventory count. Goods Issue Reservations | Pilog VMM 8 used to create Vendors and upload to SAP ECC6 Pilog MDRM 8 used to create Materials and upload to SAP ECC6 Pilog STG used to create structured text to be used in SAP ECC6 E-Tender | |
| TCC / TP | Used to create procurement and commercial contracts. Integrated with SAP SRM & SAP ECC6. | Used to create central contracts from SAP CLM and publish to various ODs' | Purchase Requisitions Request for Quotations Purchase Orders (Printed) | None | Outsystems ESD used to load supplier development obligations. Pilog VMM8, MDRM8, STG and E-Tender | SAP SRM is only used as a middleware between SAP CLM and MM. Full SRM |

| OD | SAP CLM | SAP SRM | SAP MM | SAP SCM | Other | Comments |
|----|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| | | SAP ECC6 systems | Invoice Verification | | | functionality not in use. |
| TE | Used to create procurement and commercial contracts. Integrated with SAP SRM & SAP ECC6. | Supplier's Portal whereby the Suppliers access and process the following doc: View PO Acknowledge PO Create ASN View GRV Upload Invoice Check payment status | Purchase Requisitions Request for Quotations Purchase Orders (emailed/SUS) Invoice Verification Inventory Management Goods Movement Material Doc Reservation Consignment MRP Service Entry Sheet Note: There are a lot of Z programs (customised) which have replaced some of the standard SAP T codes | None | Adobe Workspace-NSI Requisition interfaced with SAP STG catalogue for the NSI requisition interfaced with Adobe and Master Data Material Master Vendor Master Service Master Information records Source list Purchase Group GL accounts Cost Centre (NSI approval) Workflow (NSI process) Business Warehouse E-Tender | Group SAP SRM is used as a middleware between SAP CLM and MM. TE utilises SAP SRM SUS functionality. |

Table 4: Application Landscape

Scope of Work / Specific Requirements - PPA

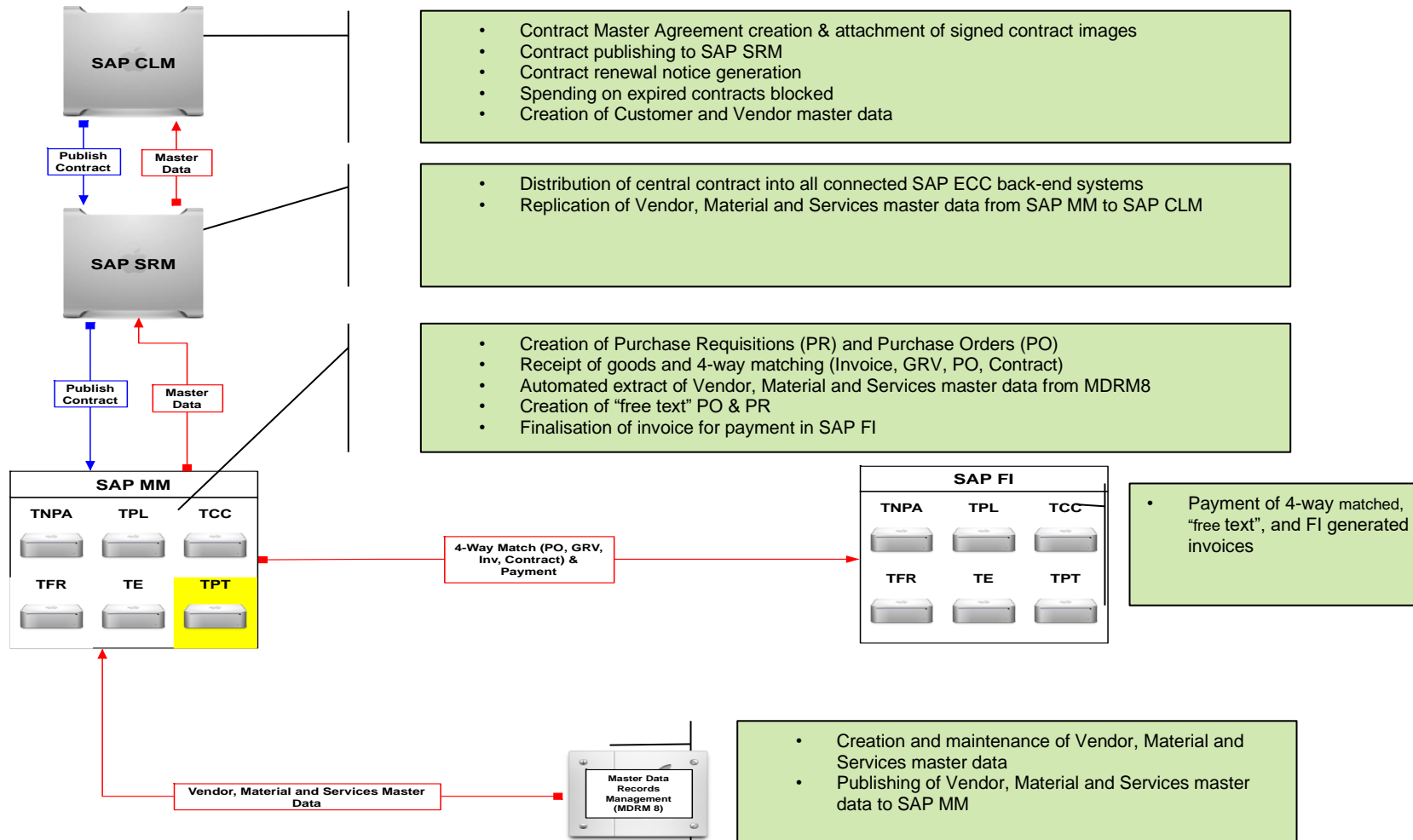


Diagram 1: Application Landscape

3.2. As-Is Processes

Transnet's As-Is process environment is based on a mixture for the following modelled process sets, the diagram below depicts the new As-Is Procurement Processes:

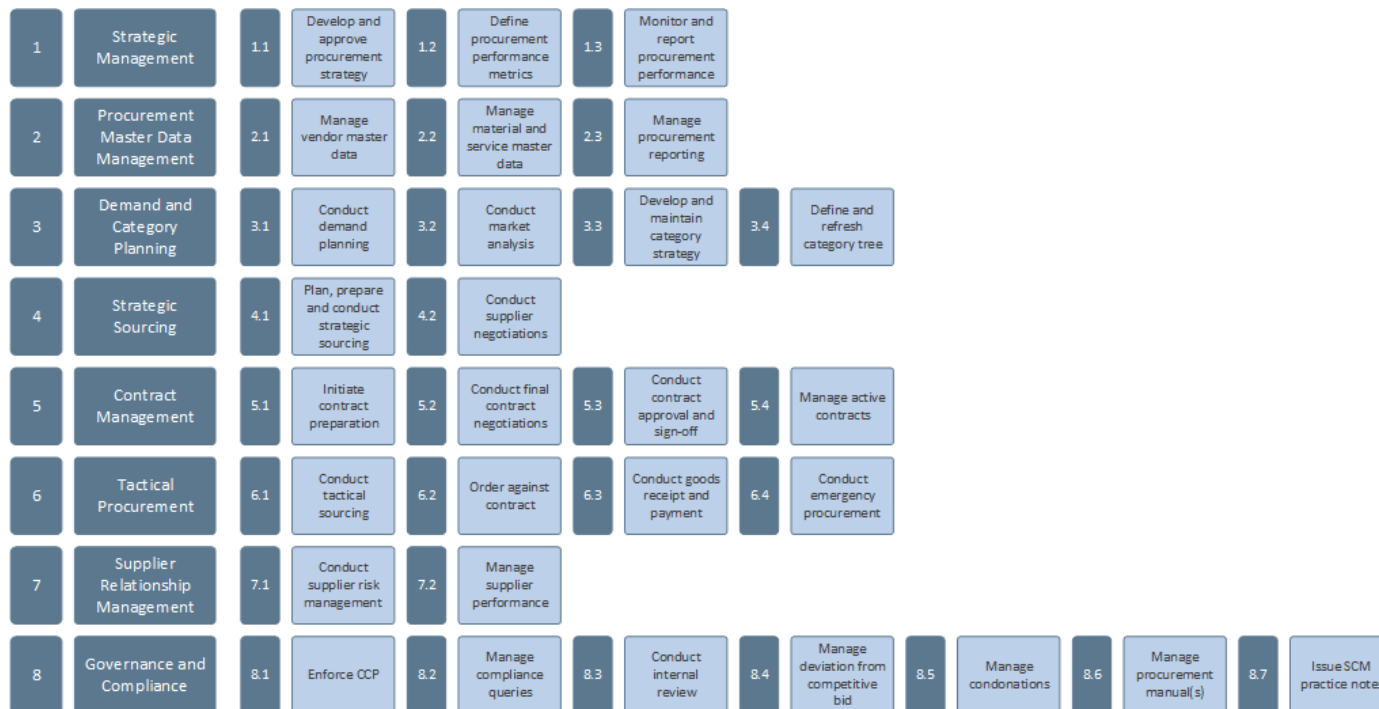


Diagram 2: As-Is Procurement Processes

Refer to Appendix A for the As-Is Processes, and associated Level 4 Process Activities.

3.3. Summary of Recommendations of the AS-IS State Assessment

- The existing partial automation of procurement processes across Transnet is enabled mainly through SAP modules and Master Data tools.
- SAP will not make any further enhancements to their current ECC6 platform. Any enhancement has to be built by Transnet on top of an aging legacy platform. This will bear even higher enhancement costs that at some point in the future will inevitably have to be replaced.
- A long-term technology solution is required to enable integrated, end-to-end procurement processes.
- Integration into the in-house E-Tender solution or provision of a viable alternative.

4. To-Be State

4.1. To-Be Process

To-Be state will be subject to change based on the automation possibilities provided by the solution offered by the Service Provider.

5. Requirements Scope

5.1. Context Diagram

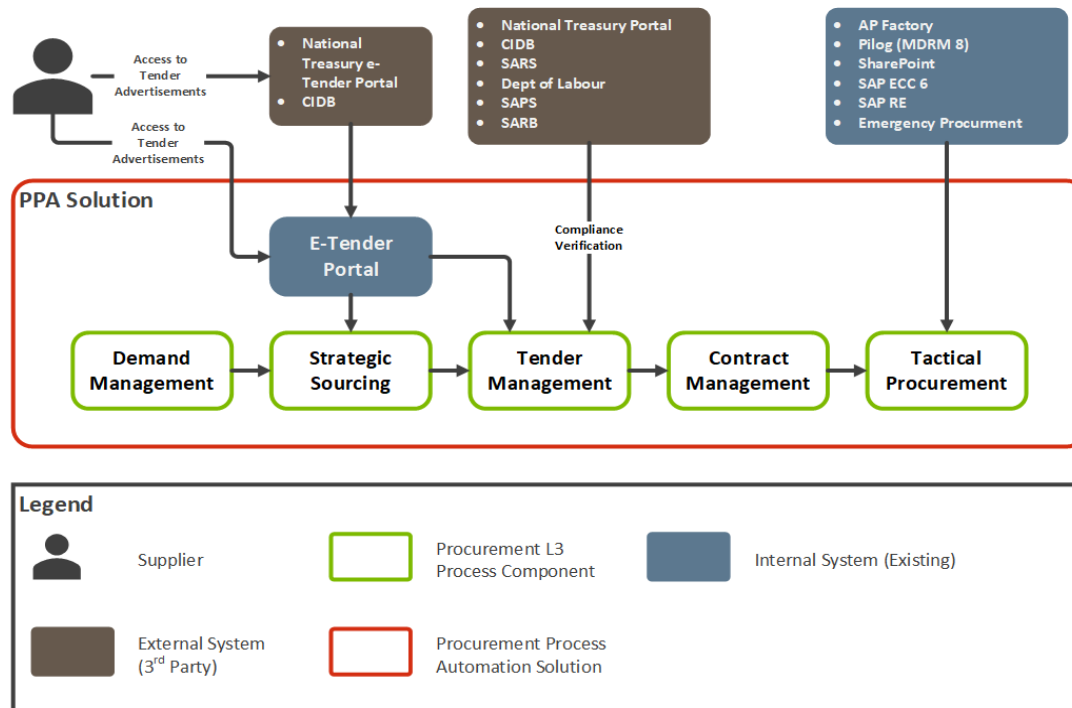


Diagram 3: Context Diagram

5.2. Scope Inclusions

- This solution scope includes all the processes for:
 - Demand Management;
 - Sourcing;
 - Tender Management (Integration to E-Tender or viable alternative);
 - Contract Management (All types of Contracts); and
 - Tactical Procurement (Procure to Pay and Emergency Procurement)
- Data Migration from current landscape into the proposed solution; not creation of links to where the data is residing.
- Purchasing Contracts.

5.3. Scope Exclusions

- Re-engineering of the approved As-Is procurement compliance policies control frameworks, procurement procedures and toolkits;
- Procurement Master Data Analysis, Vendor Cleansing and Enrichment;
- Shared Services Centre project scope; and
- Warehouse Management & Stock Management (Inventory Management)

6. Legislative and Policy Requirements

6.1. Legislation, Government Policies & Pacts

| Requirement ID | Description |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LEG001 | <ul style="list-style-type: none"> • Corporate Governance of ICT Policy Framework • King IV Code Principles • The Broad-Based Black Economic Empowerment Act, 53 of 2003 as amended, including the Department of Trade & Industry's 2007 and 2013 Codes of Good Practice • The Companies Act, 71 of 2008 as amended • The Competition Act, 89 of 1998 as amended • The Competitive Supplier Development Programme (CSDP) (refer to Chapter 10 of the PPM) • The Constitution of the Republic of South Africa Act, 108 of 1996 • The Construction Industry Development Board Act (CIDB Act), 38 of 2000 including the CIDB Regulations and Standard for Uniformity, as amended • The Conventional Penalties Act, 15 of 1962 • The Electronic Communications and Transaction Act, 25 of 2002 • The Framework for the Operationalisation of Government's Procurement Policies in State Owned Enterprises (dated 31 July 2001) • The Financial Intelligence Centre Act, 38 of 2001 |

| Requirement ID | Description |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • The Industrial Strategy • The Local Procurement Accord • The National Industrial Participation Programme (refer to Chapter 10 of the PPM) • The National Development Plan (NDP) • The National Environmental Management Act, 107 of 1998 • The New Growth Path (NGP) • The Occupational Health and Safety Act, 85 of 1993 • The Preferential Procurement Policy Framework Act (PPPFA), 5 of 2000 as amended, including the Preferential Procurement Regulations of 2022 – effective 16 January 2012 • The Prevention and Combating of Corrupt Activities Act, 12 of 2004 as amended • The Promotion of Access to Information Act (PAIA), 2 of 2000 as amended • The Promotion of Administrative Justice Act (PAJA), 3 of 2000 as amended • The Protection of Constitutional Democracy Against Terrorist and Related Activities Act, 33 of 2004 • Protection of Personal Information Act, 4 of 2013 • The Public Finance Management Act (PFMA), 1 of 1999 as amended (The Supply Chain regulations issued in terms of this Act are not applicable to Transnet) • Directives and Instruction Notes including Guidelines issued by National Treasury (and other government agencies) from time to time which are applicable to entities listed in Schedule 2 of the PFMA. • The United Nations Global Compact • CIDB Act |

Table 5: Legislative

6.2. Transnet Policies and Procedures Compliance

| Requirement ID | Description |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| REG001 | <ul style="list-style-type: none"> • SCM Policy • Preferential Procurement Policy • Goods and Services Procurement Procedures Manual • Construction Procurement Manual • SCM Work Instructions • Contract Management Policy • Demand Management Policy • Bid Committees Terms of Reference • Bid Committees Checklist • The Public Finance Management Act • Procure to Pay (P2P) Procedures • High Value Tender Process • Supplier Development Plan • Transnet Broad-Based Black Economic Empowerment Policy • Anti-Fraud Policy • Whistle Blowing Policy • Transnet Code of Ethics • Cell phone Policy • PC Disposal Policy • Declaration of Interest and Related Party Disclosure Policy • Delegation of Authority Framework • Group Compliance Policy • Gifts and Hospitality Policy • Records Management Policy • Transnet Disposal and Scrap Directive for movable assets, components, production materials and scrap metal • Finance Risk Management Framework • Integrated Risk Management Policy • Transnet Preferential Procurement Policy • Enterprise Development Strategy • Enterprise Development Procedures Manual • Supply Chain Complaints Management Policy • VAT Act |

Table 6: Policies

7. Assumptions, Risks, Constraints, Dependencies, and Impact

7.1. Assumptions

| Assumption ID | Assumption Statement |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ASS001 | Data quality is acceptable at the time of project roll-out and adoption. |
| ASS002 | E-Tender Submission project scope will be aligned to the PPA programme objectives and solution architecture. This may include necessary system interface based on readiness at the time of PPA programme execution. |
| ASS003 | Transnet is in the process of migrating to SAP S4/HANA for certain components of its ERP environment |
| ASS004 | Transnet has a working in-house solution for E-Tender |

Table 7: Assumptions

7.2. Constraints

| Constraint ID | Constraint Statement |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CON001 | <ul style="list-style-type: none"> SAP will not make any further enhancements to their current ECC6 platform; any enhancement has to be built by Transnet on top of an aging. Legacy platform. This will bear even higher enhancement costs – that at some point in the future will inevitably have to be replaced. SAP support and maintenance on the existing environment will come at a premium cost beyond 2025. |

Table 8: Constraints

7.3. Key Impacts

| Impact ID | Impact Statement | Impacted Business Area |
|-----------|---------------------------------------------------------------------------|------------------------|
| IMP001 | Current SAP CLM, SRM, MM, SCM, FI, PS and PI Process Integration modules. | ALL ODs |

Table 9: Impacts

8. Solution Concept Required

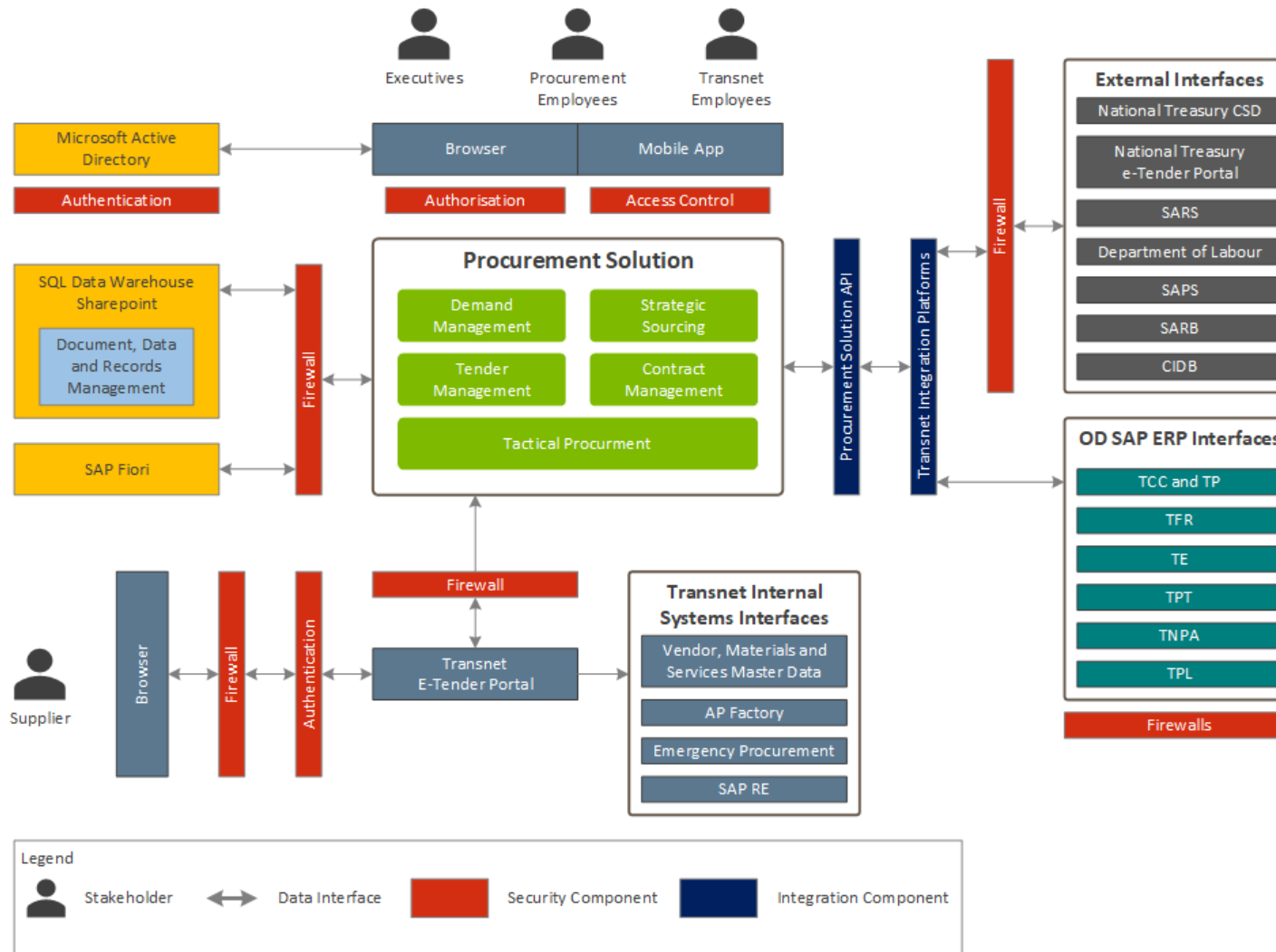


Diagram 4: Solution Concept

9. Business Requirements

The Business Requirements are aligned to the following sections:

- Demand Management
- Strategic Sourcing
- Tender Management
 - RFX Templates
 - RFX Document Creation
 - RFX Approval/s
 - RFX Advertising
 - RFX Issuing
 - RFX Response Receipt
 - RFX Response Evaluation
 - RFX Response Recommendation
 - RFX Adjudication
 - RFX Award
- Contract Templates
- Contract Management
- Supply Chain Query Management
- Tactical Procurement
- Data Structure
- Business Intelligence and Analytics
- Reporting
- Workflow
- Alerts and Notifications
- General / Other

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|--------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| Demand Management | | | | | |
| DM_RQ001 | Demand Management | Solution must allow for the linking of Budgets to the Demand Plan | Functional requirement | All | Must have |
| DM_RQ002 | Demand Management | Solution must allow for the creation, editing, update and maintenance of a Commodity View for Transnet and Operating Divisions | Functional requirement | All | Must have |
| DM_RQ003 | Demand Management | Solution must allow for the creation, editing, update and maintenance of a Category View for Transnet and Operating Divisions | Functional requirement | All | Must have |
| DM_RQ004 | Demand Management | Solution must allow for the creation, editing, update and maintenance of a Portfolio, Programme and Project View for Transnet and Operating Divisions | Functional requirement | All | Must have |
| DM_RQ005 | Demand Management | Solution must allow for the creation, editing, update and maintenance of a Spend Analysis View for Procurement | Functional requirement | All | Must have |
| DM_RQ006 | Demand Management | Solution must allow for the creation, editing, update and maintenance of a Programmatic View for Commodities, Categories, Portfolio, Programme and Projects | Functional requirement | All | Must have |
| DM_RQ007 | Demand Management | Solution must allow for the creation, editing, update and maintenance of a Programmatic View for Categories | Functional requirement | All | Must have |
| DM_RQ008 | Demand Management | Solution must allow for the creation, editing, update and maintenance of a Programmatic View for Portfolios, Programme and Projects | Functional requirement | All | Must have |
| DM_RQ009 | Demand Management | Solution allow the creation, editing, update, maintenance, and management of a Catalogue/s for an approved list of suppliers | Functional requirement | All | Must have |
| DM_RQ010 | Demand Management | Solution must allow for the creation, editing, update and maintenance of the Annual Procurement Plan | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| DM_RQ011 | Demand Management | Solution must allow for the linking of solution elements to the Demand Plan e.g.: <ul style="list-style-type: none"> Commodity View Spend Analysis Contract Number (currently in SAP) Purchase Order Number Annual Procurement Plan | Functional requirement | All | Must have |
| DM_RQ012 | Demand Management | Solution must allow for the linking of Corporate Plan approved budget cycles for: <ul style="list-style-type: none"> Opex Capex Copex Commitments to the Annual Procurement Plan | Functional requirement | All | Must have |
| DM_RQ013 | Demand Management | Solution must allow for the linking of existing contracts to the Demand Plan so that the following can be identified: <ul style="list-style-type: none"> Contract Start Date Contract End Date Rand Value Reporting Dates Spend Against Contract Revised Forecast Spend Allowed Approved Budget | Functional requirement | All | Must have |
| DM_RQ014 | Demand Management | Solution must allow for linking of solution elements to the approved Demand Plan | Functional requirement | All | Must have |
| DM_RQ015 | Demand Management | Solution must allow for the DoA and NT Instruction Note for approval to be followed when deviating from the approved Demand Plan | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| DM_RQ016 | Demand Management | Solution must integrate into Material Master Data source/s in order to identify material and service requirements common across the organisation | Functional requirement | All | Must have |
| DM_RQ017 | Demand Management | Solution must allow for flagging of common material and service requirements across the organisation OD's i.e. identification of materials and services for potential consolidation | Functional requirement | All | Must have |
| DM_RQ018 | Demand Management | Solution must allow for common material and service requirements across the organisation to be consolidated into the Demand Plan for Transversal Contracts | Functional requirement | All | Must have |
| DM_RQ019 | Demand Management | Solution must integrate into the Contract Management solution in order for analysis of existing contracts to be performed, so that contract "piggy-backing" opportunities may be identified | Functional requirement | All | Must have |
| DM_RQ020 | Demand Management | Solution must allow for out of contract sourcing events to be identified | Functional requirement | All | Must have |
| DM_RQ021 | Demand Management | Solution must allow for repetitive sourcing events to be identified | Functional requirement | All | Must have |
| DM_RQ022 | Demand Management | Solution must act as a central entry point for all sourcing events across the organisation, regardless of size or value of the sourcing event | Functional requirement | All | Must have |
| DM_RQ023 | Demand Management | Solution must allow for the creation of RACI models for assigning of Responsibility, Accountability, Consulted and Informed to relevant procurement stakeholders | Functional requirement | All | Must have |
| DM_RQ024 | Demand Management | Solution must allow for the assigning of RACI roles to relevant procurement stakeholders | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| DM_RQ025 | Demand Management | Solution must allow for tracking of procurement events against RACI roles assigned to procurement stakeholders | Functional requirement | All | Must have |
| DM_RQ026 | Demand Management | Solution must allow for tracking of procurement events against RACI roles assigned to pre-defined procurement stakeholder teams | Functional requirement | All | Must have |
| DM_RQ027 | Demand Management | Solution must allow for version control of all procurement related documentation within it | Functional requirement | All | Must have |
| DM_RQ028 | Demand Management | Solution must allow for release management of procurement related documentation within it | Functional requirement | All | Must have |
| DM_RQ029 | Demand Management | Solution must allow for only authorized parties to edit and or update procurement related documentation upon release by relevant authorized procurement stakeholder/s | Functional requirement | All | Must have |
| DM_RQ030 | Demand Management | Solution must allow for full audit capability of procurement related documentation within it i.e. an audit history of all parties who worked on a document and the changes that were made | Functional requirement | All | Must have |
| DM_RQ031 | Demand Management | Solution must allow for visibility of users currently working of procurement related documentation within the solution | Functional requirement | All | Must have |
| DM_RQ032 | Demand Management | Solution must allow for electronic sign of off procurement related documentation within it in line with the DoA and RACI assigned roles and NT Instruction Note 2 of 2016/2017 | Functional requirement | All | Must have |
| DM_RQ033 | Demand Management | Solution must allow for tracking of time taken for activities to be completed within its Quarters as per the Annual Demand Plan | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|---------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| DM_RQ034 | Demand Management | Solution must allow for display of the time taken to complete activities within it for the purposes of analysis and performance monitoring | Functional requirement | All | Must have |
| DM_RQ035 | Demand Management | Solution must allow for logging of changes to Demand Requests post their initial approval | Functional requirement | All | Must have |
| DM_RQ036 | Demand Management | Solution must allow for modified Demand Requests (post their initial approval) to follow appropriate workflow for re-approval by relevant procurement stakeholders | Functional requirement | All | Must have |
| DM_RQ037 | Demand Management | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| Strategic Sourcing | | | | | |
| SS_RQ001 | Demand Management / Sourcing | Solution must allow for loading and storage of market price analysis per commodity | Functional requirement | All | Must have |
| SS_RQ002 | Demand Management / Sourcing | Solution must allow for loading and storage of market analysis per commodity for the alignment to the Transnet Preferential Procurement Policy relating to: <ul style="list-style-type: none"> • Sub-contracting; • B-BBEE Level; • EMEs; and • QSEs | Functional requirement | All | Must have |
| SS_RQ003 | Demand Management / Sourcing | Solution must allow for development, storage, updating and maintenance of the Sourcing Strategy to be performed on the solution | Functional requirement | All | Must have |
| SS_RQ004 | Demand Management / Sourcing | Solution must allow for all mandatory requirements relating to the Sourcing Strategy to be loaded and stored on the solution | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| SS_RQ005 | Demand Management / Sourcing | Solution must allow for storage Business Case documents and Business Case supporting documents to be stored on the solution e.g.: <ul style="list-style-type: none"> • CAPIC • CAN • Sub-CAN | Functional requirement | All | Must have |
| SS_RQ006 | Demand Management / Sourcing | Solution must allow for existing procurement events to be linked to a single approved budget i.e. one Warrant | Functional requirement | All | Must have |
| SS_RQ007 | Demand Management / Sourcing | Solution must allow for the creation, editing, updating and maintenance of procurement mechanism workflows | Functional requirement | All | Must have |
| SS_RQ008 | Demand Management / Sourcing | Solution must allow for the creation, editing, updating and maintenance of required approvals associated procurement mechanism workflows | Functional requirement | All | Must have |
| SS_RQ009 | Demand Management / Sourcing | Solution must allow for DoA and RACI assigned roles to be linked to the procurement mechanism approvals workflows | Functional requirement | All | Must have |
| SS_RQ010 | Demand Management / Sourcing | Solution must allow for the chosen procurement mechanism to follow the associated/relevant procurement mechanism workflow | Functional requirement | All | Must have |
| SS_RQ011 | Demand Management / Sourcing | Solution must allow for the creation, editing, update and maintenance for a Bid Specification Committee (BSC) associated with the procurement event | Functional requirement | All | Must have |
| SS_RQ012 | Demand Management / Sourcing | Solution must allow for the creation, editing, update and maintenance for a Bid Evaluation Committee (BSC) associated with the procurement event | Functional requirement | All | Must have |
| SS_RQ013 | Demand Management / Sourcing | Solution must allow for the assigning of relevant individuals to the BSC | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| SS_RQ014 | Demand Management / Sourcing | Solution must allow for the assigning of relevant individuals to the BEC | Functional requirement | All | Must have |
| SS_RQ015 | Demand Management / Sourcing | Solution must allow for notification to be sent to individuals assigned to a BSC or BEC notifying them of their appointment to the BSC or BEC | Functional requirement | All | Must have |
| SS_RQ016 | Demand Management / Sourcing | Solution must allow for the Mandate of the BSC or BEC to be sent to individuals assigned to a BSC or BEC | Functional requirement | All | Must have |
| SS_RQ017 | Demand Management / Sourcing | Solution must allow for the individuals appointed to a BSC or BEC to complete a Non-Disclosure Agreement (NDA) on the solution and electronically sign | Functional requirement | All | Must have |
| SS_RQ018 | Demand Management / Sourcing | Solution must allow for the individuals appointed to a BSC or BEC to complete a Declaration of Interest on the solution and electronically sign | Functional requirement | All | Must have |
| SS_RQ019 | Demand Management / Sourcing | Solution must allow for the capture and storage of decisions relating to the channels in or on which the procurement event will be advertised e.g. Print Media, Online or Other | Functional requirement | All | Must have |
| SS_RQ020 | Demand Management / Sourcing | Solution must allow for the creation, editing, update and maintenance of an Evaluation Methodology library | Functional requirement | All | Must have |
| SS_RQ021 | Demand Management / Sourcing | Solution must allow for the creation, editing, update and maintenance of an Evaluation Criteria library | Functional requirement | All | Must have |
| SS_RQ022 | Demand Management / Sourcing | Solution must allow for the linking of Evaluation Criteria to Evaluation Methodology/s | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| SS_RQ023 | Demand Management / Sourcing | Solution must allow for the creation, editing, update and maintenance of Evaluation Thresholds | Functional requirement | All | Must have |
| SS_RQ024 | Demand Management / Sourcing | Solution must allow for the creation, editing, update and maintenance of Evaluation Weightings | Functional requirement | All | Must have |
| SS_RQ025 | Demand Management / Sourcing | Solution must allow for the review and approval of: <ul style="list-style-type: none"> • Evaluation Methodologies; • Evaluation Criteria; • Evaluation Thresholds; and • Evaluation Weightings On the solution | Functional requirement | All | Must have |
| SS_RQ026 | Demand Management / Sourcing | Solution must allow for workflow of review and approval for chosen Evaluation Methodology and Evaluation Criteria chosen for a procurement event | Functional requirement | All | Must have |
| SS_RQ027 | Demand Management / Sourcing | Solution must allow for envisioned award allocation to be created and loaded on the solution e.g.: <ul style="list-style-type: none"> • Single Award; or • Split Award | Functional requirement | All | Must have |
| SS_RQ028 | Demand Management / Sourcing | Solution must allow for the creation and loading of approved specifications and or scope requirements against a procurement event | Functional requirement | All | Must have |
| SS_RQ029 | Demand Management / Sourcing | Solution must allow for modified Demand Documentation (post initial approval) to follow appropriate workflow for re-approval by relevant procurement stakeholders | Functional requirement | All | Must have |
| SS_RQ030 | Demand Management / Sourcing | Solution must allow for the creation and loading of an approved budget associated with the procurement event | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|--------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| SS_RQ031 | Demand Management / Sourcing | Solution must allow for the relevant owner (Cost Centre Owner or Warrant Owner) of the approved budget to approve the budget on the solution | Functional requirement | All | Must have |
| SS_RQ032 | Demand Management / Sourcing | Solution must allow the required sign-off of the procurement event to be aligned to the DoA and RACI Roles based on the value of the procurement event | Functional requirement | All | Must have |
| SS_RQ033 | Demand Management / Sourcing | Solution must allow for differentiated procurement mechanism processes in alignment with DOA and RACI Roles approvals | Functional requirement | All | Must have |
| SS_RQ034 | Demand/Sourcing/ Tender management/ Contracts Management | Solution must allow for DOA and RACI Roles approval/s (where required) in the procurement mechanism processes e.g.: <ul style="list-style-type: none"> • Deviation from competitive bidding • Confinement (Value Thresholds apply) | Functional requirement | All | Must have |
| SS_RQ035 | Demand Management / Sourcing | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| Tender Management | | | | | |
| TM_RQ001 | Tender Management | Solution must allow for the creation, editing, update and maintenance of an Electronic Tendering Repository, OR integration into the existing E-Tender solution (if required) | Functional requirement | All | Must have |
| TM_RQ002 | Tender Management | Solution must allow for the Electronic Tendering Repository to: <ul style="list-style-type: none"> • Creation of Tenders • Issuing of Tenders to market • Receipt of Tenders from Suppliers | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| TM_RQ003 | Tender Management | Solution must allow for the Electronic Tendering Repository to maintain a secure environment i.e.: <ul style="list-style-type: none"> Secure Login Authentication Read, Write, Edit Controls User Rights Management | Functional requirement | All | Must have |
| TM_RQ004 | Tender Management | Solution must allow for the creation, editing, update, maintenance, and monitoring of the following during the Tender process: <ul style="list-style-type: none"> Tasks Schedules Process/s | Functional requirement | All | Must have |
| TM_RQ005 | Tender Management | Solution must allow for the tracking of the Tenders status e.g.: <ul style="list-style-type: none"> Submitted for Approval Under Review/Assessment Awarded Declined Cancelled | Functional requirement | All | Must have |
| TM_RQ006 | Tender Management | Solution must allow for the receipt of electronic bids from Suppliers | Functional requirement | All | Must have |
| TM_RQ007 | Tender Management | Solution must allow for linking of bids received from suppliers to Tenders | Functional requirement | All | Must have |
| TM_RQ008 | Tender Management | Solution must allow for the receipt of unsolicited bids from Suppliers (in electronic format) | Functional requirement | All | Must have |
| TM_RQ009 | Tender Management | Solution must allow for the receipt of manual (hard copy i.e. paper) bids from Suppliers (if required) | Functional requirement | All | Must have |
| TM_RQ010 | Tender Management | Solution must allow for scanning of manual (hard copy) bids from Suppliers into the solution (if required) | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| TM_RQ011 | Tender Management | Solution must allow for closing/locking the uploading of electronic bids from Suppliers | Functional requirement | All | Must have |
| TM_RQ012 | Tender Management | Solution must allow for setting of closing dates and times by when bids from Suppliers must be received | Functional requirement | All | Must have |
| TM_RQ013 | Tender Management | Solution must link the closing/locking of electronic bids from Suppliers to the closing date and time of the Tender | Functional requirement | All | Must have |
| TM_RQ014 | Tender Management | Solution must allow for the cancellation of a Tender in line with the DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TM_RQ015 | Tender Management | Solution must allow for the work flowing of approval against the DOA and or RACI assigned roles for the cancellation of a Tender | Functional requirement | All | Must have |
| TM_RQ016 | Tender Management | Solution must allow for the notification of individuals in the DOA and or RACI assigned Roles in the event that a Tender needs to be cancelled a second time | Functional requirement | All | Must have |
| TM_RQ017 | Tender Management | Solution must allow for integration into the Transnet Vendor Management solution for maintenance and monitoring | Functional requirement | All | Must have |
| TM_RQ018 | Sourcing/ Tender management | Solution must allow for linking and or integration to the following systems: <ul style="list-style-type: none"> National Treasury Portal for advertising National Treasury Central Supplier Database to verify Tax clearance, CIPC registration, BBBEE status etc. related documentation for suppliers. SARS for verification of tax compliance status- Need to verify with both CSD and SARS interfaces – Sometimes CSD Tax Status does not correspond to SARS status. CIDB for construction tenders to verify contractors CIDB grading and status. | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| | | <ul style="list-style-type: none"> Department of Labour for COID and other verifications. SAPS for list of measures imposed on individuals or entities by UNSC. NT database of restricted suppliers and register of tender defaulters. Any future systems that NT may implement in relation to reporting (e.g. Annual Procurement Plan) | | | |
| TM_RQ019 | Tender Management | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| RFX Templates | | | | | |
| RFX_T_RQ001 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of a Library to house RFX Documentation Templates | Functional Requirement | All | Must have |
| RFX_T_RQ002 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of RFX Document Templates e.g.: <ul style="list-style-type: none"> Request for Information (RFI); Request for Quotation (RFQ); and Request for Proposal (RFP) | Functional Requirement | All | Must have |
| RFX_T_RQ003 | Demand / Sourcing | Solution must allow for the version control of RFX Document Templates | Functional Requirement | All | Must have |
| RFX_T_RQ004 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of a Library to house Standard Clauses relating to RFX Document Templates | Functional Requirement | All | Must have |
| RFX_T_RQ005 | Demand / Sourcing | Solution must allow for creation, editing, update and maintenance of Standard Clauses within RFX Document Templates | Functional Requirement | All | Must have |
| RFX_T_RQ006 | Demand / Sourcing | Solution must allow for the version control of Standard Clauses within RFX Document Templates | Functional Requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_T_RQ007 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of standard fields within the RFX Document Template | Functional Requirement | All | Must have |
| RFX_T_RQ008 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of mandatory fields within the RFX Document Template | Functional Requirement | All | Must have |
| RFX_T_RQ009 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of a Library to house Standard Annexures within RFX Document Templates | Functional Requirement | All | Must have |
| RFX_T_RQ010 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of Standard Annexures relating to RFX Documentation Templates | Functional Requirement | All | Must have |
| RFX_T_RQ011 | Demand / Sourcing | Solution must allow for creation, editing, update and maintenance of a Library for Supporting Content relating to RFX Document Templates | Functional Requirement | All | Must have |
| RFX_T_RQ012 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of Supporting Content relating to RFX Document Templates | Functional Requirement | All | Must have |
| RFX_T_RQ013 | Demand / Sourcing | Solution must allow for version control of Supporting Content relating to RFX Document Templates | Functional Requirement | All | Must have |
| RFX_T_RQ014 | Demand / Sourcing | Solution must allow for differentiation between RFX document types and provide guidance on the use thereof e.g.: <ul style="list-style-type: none"> • RFP with Local Content; • RFP without Local Content; • RFP Goods and Services; • RFP Two Stage; • RFQ; • RFI; and • CIDB Tenders | Functional Requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_T_RQ015 | Demand / Sourcing | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| RFX Document Creation | | | | | |
| RFX_DC_RQ001 | Demand/Sourcing | Solution must allow for a RFX Document creation “Wizard” i.e. The ability for the end user to select the type of RFX Document they wish to create from a checklist with the “Wizard” guiding the end user through the process | Functional requirement | All | Must have |
| RFX_DC_RQ002 | Demand/Sourcing | Solution must allow for the RFX Document to be linked to the procurement event | Functional requirement | All | Must have |
| RFX_DC_RQ003 | Demand/Sourcing | Solution must automatically populate the RFX document with the relevant Standard Clauses | Functional requirement | All | Must have |
| RFX_DC_RQ004 | Demand/Sourcing | Solution must automatically populate the RFX Document with the Evaluation Methodology from the approved Strategy associated with the procurement event | Functional requirement | All | Must have |
| RFX_DC_RQ005 | Demand/Sourcing | Solution must automatically populate the RFX Document with the Evaluation Criteria associated with the procurement event | Functional requirement | All | Must have |
| RFX_DC_RQ006 | Demand/Sourcing | Solution must allow for fields in the RFX Document to be made mandatory e.g.: <ul style="list-style-type: none"> • Description of Goods/Services • Closing Date • Validity Period | Functional requirement | All | Must have |
| RFX_DC_RQ007 | Demand/Sourcing | Solution must allow for the validity period of the RFX Document to be defined as “Business Day” for calculation purposes | Functional requirement | All | Must have |
| RFX_DC_RQ008 | Demand/Sourcing | Solution must allow for workflow to allow multiple contributors to provide their inputs i.e. Subject Matter | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| | | <p>Experts (SME's) must be able to add their relevant contributions in parallel e.g.:</p> <ul style="list-style-type: none"> • Supplier Development; • Governance; • End User; • Price Evaluation; • Tax; and • Legal | | | |
| RFX_DC_RQ009 | Demand/Sourcing | Solution must allow for mandatory fields to be created for designated groups to be subcontracted | Functional requirement | All | Must have |
| RFX_DC_RQ010 | Demand/Sourcing | Solution must allow for mandatory fields to be created for local content designated commodities | Functional requirement | All | Must have |
| RFX_DC_RQ011 | Demand/Sourcing | Solution must automatically populate the RFX Document with the Local Content criteria from the approved procurement event strategy | Functional requirement | All | Must have |
| RFX_DC_RQ012 | Demand/Sourcing | Solution must automatically populate the RFX Document with the NIPP obligation from the approved procurement event sourcing strategy | Functional requirement | All | Must have |
| RFX_DC_RQ013 | Demand/Sourcing | Solution must allow for mandatory fields to be created for NIPP obligations | Functional requirement | All | Must have |
| RFX_DC_RQ014 | Demand/Sourcing | Solution must automatically populate the RFX Document with the Job Creation obligations for the approved procurement event sourcing strategy | Functional requirement | All | Must have |
| RFX_DC_RQ015 | Demand/Sourcing | <p>Solution must allow for mandatory fields to be created for Job Creation obligations in line with the Job Creation Schedule e.g.:</p> <ul style="list-style-type: none"> • Number and Rand value of new skilled jobs for Black Individuals to be created due to award of contract; | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| | | <ul style="list-style-type: none"> Number of new skilled jobs to be created in rural areas; and Number of new skilled jobs for Black women. | | | |
| RFX_DC_RQ016 | Demand/Sourcing | Solution must allow for additional commodity specific clauses to be included in the RFX Document | Functional requirement | All | Must have |
| RFX_DC_RQ017 | Demand/Sourcing | Solution must allow for standard Annexures to be attached to the attached to the RFX Document e.g.: <ul style="list-style-type: none"> Transformation obligations; Local Content; Job Creation Schedule; and Sub-contracting and Portfolio Evidence | Functional requirement | All | Must have |
| RFX_DC_RQ018 | Demand/Sourcing | Solution must allow for procurement event specific Annexures to be attached to the RFX Document e.g.: <ul style="list-style-type: none"> Drawing; Detailed technical specification; Questionnaires; and Pricing schedules | Functional requirement | All | Must have |
| RFX_DC_RQ019 | Demand/Sourcing | Solution must allow for the setting of threshold parameters for the required number of responses to the RFX | Functional requirement | All | Must have |
| RFX_DC_RQ020 | Demand/Sourcing | Solution must allow for the setting of the threshold parameters to be approved in line with the DOA and RACI assigned roles | Functional requirement | All | Must have |
| RFX_DC_RQ021 | Demand/Sourcing | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| RFX Approval/s | | | | | |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_A_RQ001 | Demand/Sourcing | Solution must allow for workflow of review and approval of the RFX document in line with DOA and RACI assigned roles | Functional Requirement | All | Must Have |
| RFX_A_RQ002 | Demand/Sourcing | Solution must allow for parallel review and approval of the RFX document in line with the DOA and RACI assigned roles | Functional Requirement | All | Must Have |
| RFX_A_RQ003 | Demand/Sourcing | Solution must allow for parallel approval of RFX document and Strategy document | Functional Requirement | All | Must Have |
| RFX_A_RQ004 | Demand/Sourcing | Solution must allow for visibility of the review and approval of the RFX document signatories i.e. ability to identify and track who has signed and the time taken to sign | Functional Requirement | All | Must Have |
| RFX_A_RQ005 | Demand/Sourcing | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| RFX Advertising | | | | | |
| RFX_ADV_RQ001 | Sourcing | Solution must allow for notification/alerting of relevant DOA and or RACI assigned roles to publish the approved RFX on National Treasury e-Publication Portal | Functional requirement | All | Must have |
| RFX_ADV_RQ002 | Sourcing | Solution must allow for alignment to National Treasury e-Publication Portal RFX advertising fields | Functional requirement | All | Must have |
| RFX_ADV_RQ003 | Sourcing | Solution must allow for automated publishing of the approved RFX to National Treasury e-Publication Portal | Functional requirement | All | Must have |
| RFX_ADV_RQ004 | Sourcing | Solution must allow for publishing of the approved RFX on the National Treasury e-Tender Portal | Functional requirement | All | Must have |
| RFX_ADV_RQ005 | Sourcing | Solution must allow for automated publishing of the approved RFX to the Transnet website/s | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|--------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_ADV_RQ006 | Sourcing | Solution must allow for the information relating to the approved RFX published on the National Treasury e-Tender Portal to be mirrored on the Transnet website/s | Functional requirement | All | Must have |
| RFX_ADV_RQ007 | Sourcing | Solution must allow for the creation, editing, updating, maintenance and archiving of the approved RFX Advert/s | Functional requirement | All | Must have |
| RFX_ADV_RQ008 | Sourcing | Solution must allow for workflow of the review, approval, and publishing of the Advert for the approved RFX in line with DOA and or RACI assigned roles | Functional requirement | All | Must have |
| RFX_ADV_RQ009 | Sourcing | Solution must allow for notification/alerting of relevant DOA and or RACI assigned roles to publish the approved RFX the CIDB (Construction Industry Development Board) should the approved RFX be CIDB in nature | Functional requirement | All | Must have |
| RFX_ADV_RQ010 | Sourcing | Solution must allow for specification of mechanisms/channels for the issuing/publication of RFQ's e.g.: <ul style="list-style-type: none"> Email; Transnet Website/s; and E-Publication Portal | Functional requirement | All | Must have |
| RFX_ADV_RQ011 | Sourcing | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| RFX Issuing | | | | | |
| RFX_I_RQ001 | Demand / Sourcing | Solution must allow for integration into the Transnet E-Tender Portal | Functional Requirement | All | Must have |
| RFX_I_RQ002 | Demand / Sourcing | Solution must allow for approved RFX documents to be automatically uploaded to the Transnet E-Tender Portal | Functional Requirement | All | Must have |
| RFX_I_RQ003 | Demand / Sourcing | Solution must allow for Bidders participating in the RFX to upload their contact details to the solution | Functional Requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_I_RQ004 | Demand / Sourcing | Solution must allow for Bidder contact details to be linked to an RFX | Functional Requirement | All | Must have |
| RFX_I_RQ005 | Demand / Sourcing | Solution must allow for Bidder proof of payment of bid fees to be uploaded to the solution | Functional Requirement | All | Must have |
| RFX_I_RQ006 | Demand / Sourcing | Solution must allow for Bidder proof of payment of bid fees to be linked to an RFX | Functional Requirement | All | Must have |
| RFX_I_RQ007 | Demand / Sourcing | Solution must allow for qualifying Bidders to be added to the RFX bid issue register | Functional Requirement | All | Must have |
| RFX_I_RQ008 | Demand / Sourcing | Solution must allow for receipt of requests for clarification from qualifying Bidders regarding an RFX | Functional Requirement | All | Must have |
| RFX_I_RQ009 | Demand / Sourcing | Solution must allow for the relevant Transnet Procurement Official (as duly authorised by the DOA and or RACI assigned roles) to respond to qualifying Bidders regarding an RFX through the solution | Functional Requirement | All | Must have |
| RFX_I_RQ010 | Demand / Sourcing | Solution must allow for Transnet to send clarification regarding an RFX to qualifying Bidders | Functional Requirement | All | Must have |
| RFX_I_RQ011 | Demand / Sourcing | Solution must allow for Transnet to receive clarification regarding an RFX from qualifying Bidders | Functional Requirement | All | Must have |
| RFX_I_RQ012 | Demand / Sourcing | Solution must allow for Transnet to issue addenda relating to the RFX to qualifying bidders. This must however be subject to relevant DOA and or RACI assigned role approvals. Examples of addenda may include: <ul style="list-style-type: none"> • Notification to extend closing date of RFX • Validity period of RFX • Validity period of Bidder responses | Functional Requirement | All | Must have |
| RFX_I_RQ013 | Demand / Sourcing | Solution must allow for notification/alerting of relevant RACI assigned roles in the event that a request for | Functional Requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|-----------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| | | clarification from an approved Bidder has not be addressed and or responded to | | | |
| RFX_I_RQ014 | Demand / Sourcing | Solution must allow for clarifications to be sent to singular qualifying Bidders | Functional Requirement | All | Must have |
| RFX_I_RQ015 | Demand / Sourcing | Solution must allow for clarifications to be sent to multiple qualifying Bidders | Functional Requirement | All | Must have |
| RFX_I_RQ016 | Demand / Sourcing | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| RFX Response Receipt | | | | | |
| RFX_RR_RQ001 | Demand / Sourcing | Solution must allow for electronic receipt of RFX responses from qualifying bidders | Functional requirement | All | Must have |
| RFX_RR_RQ002 | Demand / Sourcing | Solution must allow for the setting of closing dates and times for the receipt of electronic RFX responses from qualifying bidders | Functional requirement | All | Must have |
| RFX_RR_RQ003 | Demand / Sourcing | Solution must be able to adjust the closing date and time for the receipt of electronic RFX responses from qualifying bidders. This must however be subject to relevant DOA and or RACI assigned role approvals | Functional requirement | All | Must have |
| RFX_RR_RQ004 | Demand / Sourcing | Solution must allow for the prevention of RFX response submission after the closing date and time has lapsed | Functional requirement | All | Must have |
| RFX_RR_RQ005 | Demand / Sourcing | Solution must allow for the sending of notifications to the Bidder/s responding to an RFX after the cut-off date and time that their bid will not be accepted | Functional requirement | All | Must have |
| RFX_RR_RQ006 | Demand / Sourcing | Solution must allow for the sending of notifications to the Bidder/s responding to an RFX after the cut-off date and time that they may petition the Acquisition Council (AC) Chairperson to consider their bid | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_RR_RQ007 | Demand / Sourcing | Solution must allow for late responses to an RFX to be stored electronically in a separate folder and to be marked as such | Functional requirement | All | Must have |
| RFX_RR_RQ008 | Demand / Sourcing | Solution must allow for Bidders to submit their responses on the solution | Functional requirement | All | Must have |
| RFX_RR_RQ009 | Demand / Sourcing | Solution must allow for Bidders to submit relevant information/documentation (returnables) in alignment to Transnet's evaluation methodology e.g.: <ul style="list-style-type: none"> • Administrative • Substantive • Technical • Financial | Functional requirement | All | Must have |
| RFX_RR_RQ010 | Demand / Sourcing | Solution must allow for minimal to no constraints for electronic file size/s received from qualifying Bidders in response to and RFX | Functional requirement | All | Must have |
| RFX_RR_RQ011 | Demand / Sourcing | Solution must allow for scanning of received electronic files from qualifying Bidders responding to an RFX to ensure that no malicious content is received i.e. scanning for viruses, malware, ransomware etc. | Functional requirement | All | Must have |
| RFX_RR_RQ012 | Demand / Sourcing | Solution must allow for watermarking of electronic files received Bidders responding to an RFX. The watermarking must include the following as a minimum, but may include additional identifying information: <ul style="list-style-type: none"> • Date of receipt • Time of Receipt | Functional requirement | All | Must have |
| RFX_RR_RQ013 | Demand / Sourcing | Solution must allow for creation of an audit trail for all Bidder responses to RFX/s | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|--------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_RR_RQ014 | Demand / Sourcing | Solution must allow for notification of relevant DOA and or RACI assigned roles in the event that the number of responses falls below required thresholds | Functional requirement | All | Must have |
| RFX_RR_RQ015 | Demand / Sourcing | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| RFX Response Evaluation | | | | | |
| RFX_RE_RQ001 | Demand / Sourcing | Solution must allow for linking the RFX to the associated Strategy Document chosen for the procurement event | Functional Requirement | All | Must have |
| RFX_RE_RQ002 | Demand / Sourcing | Solution must allow for linking to the associated Evaluation Methodology chosen for the procurement event | Functional Requirement | All | Must have |
| RFX_RE_RQ003 | Demand / Sourcing | Solution must allow for linking to the associated Evaluation Criteria chosen for the procurement event | Functional Requirement | All | Must have |
| RFX_RE_RQ004 | Demand / Sourcing | Solution must prevent alteration of the approved Evaluation Methodology allocated to the RFX e.g.: <ul style="list-style-type: none"> • Alteration of Evaluation Thresholds • Alteration of Evaluation Weightings | Functional Requirement | All | Must have |
| RFX_RE_RQ005 | Demand / Sourcing | Solution must allow for the sending of notifications to the individuals assigned to the BEC in line with the RACI assigned roles that evaluation of RFX responses may be performed | Functional Requirement | All | Must have |
| RFX_RE_RQ006 | Demand / Sourcing | Solution must allow for members of the BEC to complete a Declaration of Interest each time they attend an evaluation session. (This is to ensure that conflicts arising during the course of an evaluation are recorded and suitable interventions actioned) | Functional Requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_RE_RQ007 | Demand / Sourcing | Solution must allow for the creation of Bidder returnables checklists to ensure that all required Bidder returnables have been submitted | Functional Requirement | All | Must have |
| RFX_RE_RQ008 | Demand / Sourcing | Solution must allow for the creation of Bidder pre-qualifications checklists to ensure that all required Bidder pre-qualifications are met | Functional Requirement | All | Must have |
| RFX_RE_RQ009 | Demand / Sourcing | <p>Solution must allow for the capture of Administrative Testing outcomes. Examples of Administrative Testing include:</p> <ul style="list-style-type: none"> • Bidder RFX response submitted before RFX closing date and time • Bidder returnables completed and submitted before RFX closing date and time • Validity of Bidder returnables • Bidder RFX has been signed by authorised respondent | Functional Requirement | All | Must have |
| RFX_RE_RQ010 | Demand / Sourcing | Solution must allow for Bidders not meeting the Administrative Responsiveness Test to be disqualified | Functional Requirement | All | Must have |
| RFX_RE_RQ011 | Demand / Sourcing | Solution must allow for the capture of the decision to disqualify a Bidder for failing to meet the Administrative Test requirements | Functional Requirement | All | Must have |
| RFX_RE_RQ012 | Demand / Sourcing | <p>Solution must allow for the capture of Substantive Responsiveness Testing outcomes. Examples Substantive Responsiveness Testing include:</p> <ul style="list-style-type: none"> • Bidder has met pre-qualification criteria • Bidders response to RFX contained a priced offer • Bidders response to RFX material complies with the scope/specification of the RFX document • Bidder has met Technical pre-qualification criteria (where applicable) | Functional Requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_RE_RQ013 | Demand / Sourcing | Solution must allow for Bidders not meeting the Substantive Responsiveness Test to be disqualified | Functional Requirement | All | Must have |
| RFX_RE_RQ014 | Demand / Sourcing | Solution must allow for the capture of the decision to disqualify a Bidder for failing to meet the Substantive Test requirements | Functional Requirement | All | Must have |
| RFX_RE_RQ015 | Demand / Sourcing | Solution must allow for the capture of Technical Evaluation outcomes | Functional Requirement | All | Must have |
| RFX_RE_RQ016 | Demand / Sourcing | Solution must allow for Bidders not meeting the Technical Evaluation requirements to be disqualified | Functional Requirement | All | Must have |
| RFX_RE_RQ017 | Demand / Sourcing | Solution must allow for the capture of the decision to disqualify a Bidder for failing to meet the Technical Evaluation requirements | Functional Requirement | All | Must have |
| RFX_RE_RQ018 | Demand / Sourcing | Solution must allow for testing of whether a Bidder has met required minimum Local Content thresholds (where applicable) | Functional Requirement | All | Must have |
| RFX_RE_RQ019 | Demand / Sourcing | Solution must allow for capture of commentary against a Bidders RFX response to Local Content requirements (where applicable) | Functional Requirement | All | Must have |
| RFX_RE_RQ020 | Demand / Sourcing | Solution must allow for Bidders not meeting the Local Content requirements to be disqualified (where applicable) | Functional Requirement | All | Must have |
| RFX_RE_RQ021 | Demand / Sourcing | Solution must allow for the capture of the decision to disqualify a Bidder for failing to meet the Local Content requirements (where applicable) | Functional Requirement | All | Must have |
| RFX_RE_RQ022 | Demand / Sourcing | Solution must allow for individual BEC members scoring of a Bidders RFX response to be captured to a consolidated Bidder scorecard | Functional Requirement | All | Must have |
| RFX_RE_RQ023 | Demand / Sourcing | Solution must automatically send the Bidder scorecard to the Chairperson of the Evaluation Committee | Functional Requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_RE_RQ024 | Demand / Sourcing | Solution must allow for meeting minutes of the evaluation to be created and maintained on the solution | Functional Requirement | All | Must have |
| RFX_RE_RQ025 | Demand / Sourcing | Solution must allow for the calculation of variances | Functional Requirement | All | Must have |
| RFX_RE_RQ026 | Demand / Sourcing | Solution must allow for parameters to be set against calculated variances | Functional Requirement | All | Must have |
| RFX_RE_RQ027 | Demand / Sourcing | Solution must allow for the sending of notifications to the individuals assigned to the BEC in line with the RACI assigned roles when calculated variances fall outside of set parameters | Functional Requirement | All | Must have |
| RFX_RE_RQ028 | Demand / Sourcing | Solution must allow for re-evaluation of Bidders RFX response/s. This is in instances where an adjudication body has referred the matter back to the BEC | Functional Requirement | All | Must have |
| RFX_RE_RQ029 | Demand / Sourcing | Solution must allow for averaging of evaluation criteria | Functional Requirement | All | Must have |
| RFX_RE_RQ030 | Demand / Sourcing | Solution must allow for weighting of evaluation criteria | Functional Requirement | All | Must have |
| RFX_RE_RQ031 | Demand / Sourcing | Solution must allow for identification of Bidders not meeting evaluation criteria | Functional Requirement | All | Must have |
| RFX_RE_RQ032 | Demand / Sourcing | Solution must allow for rounding of scoring in line with relevant policy/manual requirements | Functional Requirement | All | Must have |
| RFX_RE_RQ033 | Demand / Sourcing | Solution must allow for rates/price analysis. This is in order to determine whether a market-related price has been achieved | Functional Requirement | All | Must have |
| RFX_RE_RQ034 | Demand / Sourcing | Solution must allow for the applicable preference points system to be conducted on the solution i.e. 90/10 or 80/20 | Functional Requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_RE_RQ035 | Demand / Sourcing | Solution must allow for applicable BBBEE scoring based on the chosen preference points system to be loading in the solution | Functional Requirement | All | Must have |
| RFX_RE_RQ036 | Demand / Sourcing | Solution must allow for applicable BBBEE scoring to be allocated to Bidders based on their BBBEE level | Functional Requirement | All | Must have |
| RFX_RE_RQ037 | Demand / Sourcing | Solution must allow for the price formulae prescribed by the PPPFA to be applied to Bidders | Functional Requirement | All | Must have |
| RFX_RE_RQ038 | Demand / Sourcing | Solution must allow for automatic ranking of Bidders based on evaluation and scoring outcomes | Functional Requirement | All | Must have |
| RFX_RE_RQ039 | Demand / Sourcing | Solution must allow for automatic premiums to be applied to Bidders based on evaluation and scoring outcomes (where applicable) | Functional Requirement | All | Must have |
| RFX_RE_RQ040 | Demand / Sourcing | Solution must allow for Bidder financial stability evaluations to be performed. (Audited financial statements for the basis of financial stability evaluations) | Functional Requirement | All | Must have |
| RFX_RE_RQ041 | Demand / Sourcing | Solution must allow for calculation of Bidder financial stability based on key financial ratios. Examples of key financial ratios include: <ul style="list-style-type: none"> • Current Ratio • Turnover/Contract Value • Interest Cover • Gearing | Functional Requirement | All | Must have |
| RFX_RE_RQ042 | Demand / Sourcing | Solution must allow for an independent risk assessment of Bidders to be created, edited, updated, and maintained in the solution | Functional Requirement | All | Must have |
| RFX_RE_RQ043 | Demand / Sourcing | Solution must allow for the sending of notifications to the individuals assigned to the BEC in line with the RACI assigned roles that negotiations must take place when a market related price has not been achieved | Functional Requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|--------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_RE_RQ044 | Demand / Sourcing | Solution must allow for negotiation with the top three ranked Bidders (sequentially), or cancellation of the RFX if a market related price has not been achieved | Functional Requirement | All | Must have |
| RFX_RE_RQ045 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of template/s for negotiation strategy/s | Functional Requirement | All | Must have |
| RFX_RE_RQ046 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of guidelines for negotiation on commodity types | Functional Requirement | All | Must have |
| RFX_RE_RQ047 | Demand / Sourcing | Solution must allow for review and approval of negotiation strategy template/s to be work flowed in line with the DOA and or RACI assigned roles | Functional Requirement | All | Must have |
| RFX_RE_RQ048 | Demand / Sourcing | Solution must allow for review and approval of guidelines for negotiation on commodities to be work flowed in line with the DOA and or RACI assigned roles | Functional Requirement | All | Must have |
| RFX_RE_RQ049 | Demand / Sourcing | Solution must allow for review and approval of chosen negotiation strategy to be work flowed in line with the DOA and or RACI assigned roles | Functional Requirement | All | Must have |
| RFX_RE_RQ050 | Demand / Sourcing | Solution must prevent award issuing of Letter of Award before the negotiation strategy has been approved | Functional Requirement | All | Must have |
| RFX_RE_RQ051 | Demand / Sourcing | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| RFX Response Recommendation (TEAR Report) | | | | | |
| RFX_REC_RQ001 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of a Library to house TEAR Report Template/s | Functional Requirement | All | Must have |
| RFX_REC_RQ002 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of TEAR Report Template/s | Functional Requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_REC_RQ003 | Demand / Sourcing | Solution must allow for the version control of the TEAR Report Template/s | Functional Requirement | All | Must have |
| RFX_REC_RQ004 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of a Library to house TEAR Report Standard Clauses/Sections | Functional Requirement | All | Must have |
| RFX_REC_RQ005 | Demand / Sourcing | Solution must allow for creation, editing, update and maintenance of TEAR Report Standard Clauses/Sections | Functional Requirement | All | Must have |
| RFX_REC_RQ006 | Demand / Sourcing | Solution must allow for the version control of Standard Clauses/Sections within the TEAR Report | Functional Requirement | All | Must have |
| RFX_REC_RQ007 | Demand / Sourcing | Solution must allow for automatic population of Bidder RFX Evaluation stages outcomes in the TEAR Report | Functional Requirement | All | Must have |
| RFX_REC_RQ008 | Demand / Sourcing | Solution must allow for linking of Bidder RFX Evaluation Scorecards to the TEAR Report | Functional Requirement | All | Must have |
| RFX_REC_RQ009 | Demand / Sourcing | Solution must allow for recommendation of supplier rotation and or notification of required supplier rotation | Functional Requirement | All | Must have |
| RFX_REC_RQ010 | Demand / Sourcing | Solution must allow for verification of preferred Bidders CSD and Tax compliance status (This is a second check of these statuses to ensure continued Bidder compliance prior to award) | Functional Requirement | All | Must have |
| RFX_REC_RQ011 | Demand / Sourcing | <p>Solution must allow for notification/alerting of relevant RACI assigned roles to perform a check of the following databases to ensure that the preferred Bidders do not appear:</p> <ul style="list-style-type: none"> National Treasury Databases <ul style="list-style-type: none"> Restricted Suppliers Register of Tender Defaulters Entities associated with Terrorist Activities | Functional Requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|-----------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| | | <ul style="list-style-type: none"> SAPS Website (Listing of entities or individuals subject to measures imposed by the United Nations Security Council) Transnet Employee Database | | | |
| RFX_REC_RQ012 | Demand / Sourcing | Solution must allow for background checks of supplier employees, board members, affiliates etc. for conflicts of interest, and or restricted supplier databases | Functional Requirement | All | Must have |
| RFX_REC_RQ013 | Demand / Sourcing | Solution must allow for notification/alerting of relevant RACI assigned roles to perform a conflict of interest check on preferred Bidders and Individuals | Functional Requirement | All | Must have |
| RFX_REC_RQ014 | Demand / Sourcing | Solution must allow for a conflict of interest check to be performed on Transnet and government employees i.e. Confirm that Transnet and Government employees are not listed as respondents in the Bidders RFX response | Functional Requirement | All | Must have |
| RFX_REC_RQ015 | Demand / Sourcing | Solution must allow for the TEAR Report recommendation to be prepared on the solution | Functional Requirement | All | Must have |
| RFX_REC_RQ016 | Demand / Sourcing | Solution must allow for the TEAR Report and supporting documentation to be reviewed and approved by the relevant DOA and or RACI assigned roles on the solution | Functional Requirement | All | Must have |
| RFX_REC_RQ017 | Demand / Sourcing | Solution must allow for work flowing of the approved TEAR Report and supporting documentation to be sent to the Acquisition Council Secretariat | Functional Requirement | All | Must have |
| RFX_REC_RQ018 | Demand / Sourcing | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| RFX Adjudication (Acquisition Council) | | | | | |
| RFX_AC_RQ001 | Demand Sourcing / | Solution must allow for all matters relating to the Acquisition Council (AC) to be received on the solution | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_AC_RQ002 | Demand / Sourcing | Solution must allow for the AC to review and approve TEAR Reports on the solution | Functional requirement | All | Must have |
| RFX_AC_RQ003 | Demand / Sourcing | Solution must allow for the setting on deadlines for receipt of AC related matters and or content in line with the dates that the AC meets | Functional requirement | All | Must have |
| RFX_AC_RQ004 | Demand / Sourcing | Solution must allow for the AC to accept a matter for consideration | Functional requirement | All | Must have |
| RFX_AC_RQ005 | Demand / Sourcing | Solution must allow for the AC to request additional clarification from the RFX Administrator | Functional requirement | All | Must have |
| RFX_AC_RQ006 | Demand / Sourcing | Solution must allow for RFX and RFX supporting documentation required for AC adjudication to be automatically sent to the AC based on the date of their next meeting | Functional requirement | All | Must have |
| RFX_AC_RQ007 | Demand / Sourcing | Solution must allow creation, editing, updating and maintenance of AC meeting minutes | Functional requirement | All | Must have |
| RFX_AC_RQ008 | Demand / Sourcing | Solution must allow for AC meeting minutes to be distributed to AC members | Functional requirement | All | Must have |
| RFX_AC_RQ009 | Demand / Sourcing | Solution must allow for AC members to provide inputs and or feedback on AC meeting minutes | Functional requirement | All | Must have |
| RFX_AC_RQ010 | Demand / Sourcing | Solution must allow for the review and approval of AC meeting minutes by the AC Chairperson on the solution | Functional requirement | All | Must have |
| RFX_AC_RQ011 | Demand / Sourcing | Solution must allow for the sending of notifications to of AC meeting outcomes relating to RFX adjudications to be sent to the relevant RFX Administrator timeously | Functional requirement | All | Must have |
| RFX_AC_RQ012 | Demand / Sourcing | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| RFX Award | | | | | |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_AWD_RQ001 | Demand Sourcing / | Solution must allow for the creation, editing, update and maintenance of a Library to house Templates for: <ul style="list-style-type: none"> Letter/s of Award Letter/s of Intent Letter/s of Regret (If Required) | Functional requirement | All | Must have |
| RFX_AWD_RQ002 | Demand / Sourcing | Solution must allow for the creation, editing, update and maintenance of Template/s for: <ul style="list-style-type: none"> Letter/s of Award Letter/s of Intent Letter/s of Regret (If Required) | Functional requirement | All | Must have |
| RFX_AWD_RQ003 | Demand / Sourcing | Solution must allow for the version control of the T Template/s for: <ul style="list-style-type: none"> Letter/s of Award Letter/s of Intent Letter/s of Regret (If Required) | Functional requirement | All | Must have |
| RFX_AWD_RQ004 | Demand / Sourcing | Solution must allow for customisation of Templates for: <ul style="list-style-type: none"> Letter/s of Award Letter/s of Intent Letter/s of Regret (If Required) Prior to them being sent to Bidders e.g. customisation of the standard template/s to address a component unique to an RFX | Functional requirement | All | Must have |
| RFX_AWD_RQ005 | Demand / Sourcing | Solution must allow for automatic population of Letters of Regret with reasons based on the reasons provided during the evaluation phase | Functional requirement | All | Must have |
| RFX_AWD_RQ006 | Demand / Sourcing | Solution must allow for the relevant DOA and or RACI assigned roles to review and approve on the solution: <ul style="list-style-type: none"> Letter/s of Award Letter/s of Intent | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| | | <ul style="list-style-type: none"> Letter/s of Regret (If Required) Prior to them being sent to Bidders | | | |
| RFX_AWD_RQ007 | Demand / Sourcing | Solution must allow for relevant DOA and or RACI assigned roles to digitally sign: <ul style="list-style-type: none"> Letter/s of Award Letter/s of Intent Letter/s of Regret (If Required) | Functional requirement | All | Must have |
| RFX_AWD_RQ008 | Demand / Sourcing | Solution must allow for the sending of notifications to relevant DOA and or RACI assigned roles in the event of outstanding: <ul style="list-style-type: none"> Letter/s of Award Letter/s of Intent Letter/s of Regret (If Required) | Functional requirement | All | Must have |
| RFX_AWD_RQ009 | Demand / Sourcing | Solution must allow for publishing of details of Award of business on the following: <ul style="list-style-type: none"> National Treasury E-Tender Publication Portal Transnet E-Tender Portal Transnet Website/s | Functional requirement | All | Must have |
| RFX_AWD_RQ010 | Demand / Sourcing | Solution must allow for triggering of the contract creation process post award of business | Functional requirement | All | Must have |
| RFX_AWD_RQ011 | Demand / Sourcing | Solution must allow for the creation of the contract on the solution | Functional requirement | All | Must have |
| RFX_AWD_RQ012 | Demand / Sourcing | Solution must allow for the review and approval of the contract by relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| RFX_AWD_RQ013 | Demand / Sourcing | Solution must allow for the approved contract to be sent to the successful Bidder | Functional requirement | All | Must have |
| RFX_AWD_RQ014 | Demand / Sourcing | Solution must allow for the signing of the contract by the successful Bidder | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|---------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| RFX_AWD_RQ015 | Demand / Sourcing | Solution must allow for the sending of notifications to relevant DOA and or RACI assigned roles in the event of outstanding signing of contract/s | Functional requirement | All | Must have |
| RFX_AWD_RQ016 | Demand / Sourcing | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| Contract Templates | | | | | |
| CT_RQ001 | Contract Management | Solution must allow for the creation, editing, update and maintenance of a Library to house Contract Templates | Functional Requirement | All | Must have |
| CT_RQ002 | Contract Management | Solution must allow for the creation, editing, update and maintenance of Contract Templates | Functional Requirement | All | Must have |
| CT_RQ003 | Contract Management | Solution must allow for the version control of Contract Templates | Functional Requirement | All | Must have |
| CT_RQ004 | Contract Management | Solution must allow for the creation, editing, update and maintenance of a Library to house Standard Clauses relating to Contract Templates | Functional Requirement | All | Must have |
| CT_RQ005 | Contract Management | Solution must allow for creation, editing, update and maintenance of Standard Clauses within Contract Templates | Functional Requirement | All | Must have |
| CT_RQ006 | Contract Management | Solution must allow for the version control of Standard Clauses within Contract Templates | Functional Requirement | All | Must have |
| CT_RQ007 | Contract Management | Solution must allow for the creation, editing, update and maintenance of standard fields within Contract Templates | Functional Requirement | All | Must have |
| CT_RQ008 | Contract Management | Solution must allow for the creation, editing, update and maintenance of mandatory fields within Contract Templates | Functional Requirement | All | Must have |
| CT_RQ009 | Contract Management | Solution must allow for the creation, editing, update and maintenance of a Library to house Standard Annexures within Contract Templates | Functional Requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| CT_RQ010 | Contract Management | Solution must allow for the creation, editing, update and maintenance of Standard Annexures relating to Contract Templates | Functional Requirement | All | Must have |
| CT_RQ011 | Contract Management | Solution must allow for creation, editing, update and maintenance of a Library for Supporting Content relating to Contract Templates | Functional Requirement | All | Must have |
| CT_RQ012 | Contract Management | Solution must allow for the creation, editing, update and maintenance of Supporting Content relating to Contract Templates | Functional Requirement | All | Must have |
| CT_RQ013 | Contract Management | Solution must allow for version control of Supporting Content relating to Contract Templates | Functional Requirement | All | Must have |
| CT_RQ014 | Contract Management | Solution must allow for differentiation between Contract types and provide guidance on the use thereof | Functional Requirement | All | Must have |
| CT_RQ015 | Contract Management | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| Contract Management | | | | | |
| CM_RQ001 | Contract Management | Solution must allow for integration into existing Contract Management systems (if required) | Functional requirement | All | Must have |
| CM_RQ002 | Contract Management | Solution must allow for integration into existing Supplier Relationship Management systems (if required) | Functional requirement | All | Must have |
| CM_RQ003 | Contract Management | Solution must allow for contracts to be stored centrally in the solution e.g. a Contract Repository | Functional requirement | All | Must have |
| CM_RQ004 | Contract Management | Solution must allow for contracts to be linked to the sourcing event that resulted in the contract/s | Functional requirement | All | Must have |
| CM_RQ005 | Contract Management | Solution must allow for contract supporting documentation/content to be stored centrally in the solution | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| CM_RQ006 | Contract Management | Solution must allow for contract supporting documentation/content to be linked to the contract | Functional requirement | All | Must have |
| CM_RQ007 | Contract Management | Solution must allow for the creation, editing, updating and maintenance of contract supporting documentation/content e.g.: <ul style="list-style-type: none"> Contract extension approvals Follow on contracts | Functional requirement | All | Must have |
| CM_RQ008 | Contract Management | Solution must allow for the creation, editing, updating, variation, maintenance, expiration, renewal, and termination of contracts in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| CM_RQ009 | Contract Management | Solution must allow for negotiation of contracts with Suppliers to be managed and maintained on the solution e.g.: <ul style="list-style-type: none"> Tracking of changes in contract documentation Digital signing of contract documentation | Functional requirement | All | Must have |
| CM_RQ010 | Contract Management | Solution must allow for contracts to be linked to RFX/s | Functional requirement | All | Must have |
| CM_RQ011 | Contract Management | Solution must allow for contracts to be linked to Supplier/s | Functional requirement | All | Must have |
| CM_RQ012 | Contract Management | Solution must allow for integration into Vendor Master solution/s | Functional requirement | All | Must have |
| CM_RQ013 | Contract Management | Solution must allow for contracts to be linked to budgets and or cost centres | Functional requirement | All | Must have |
| CM_RQ014 | Contract Management | Solution must allow for contracts linked to budgets and or cost centres to be approved in line with the DOA and RACI assigned roles | Functional requirement | All | Must have |
| CM_RQ015 | Contract Management | Solution must allow for linking of contracts to catalogues | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| CM_RQ016 | Contract Management | Solution must allow for contracts to be linked to Purchase Requisitions (enablement of tactical procurement i.e. automation of Purchase Order to Payment) | Functional requirement | All | Must have |
| CM_RQ017 | Contract Management | Solution must allow for contracts to be linked to Purchase Orders | Functional requirement | All | Must have |
| CM_RQ018 | Contract Management | Solution must allow for contracts to be linked to Goods/Services Received Notes (GRV) | Functional requirement | All | Must have |
| CM_RQ019 | Contract Management | Solution must allow for contracts to be linked to invoices | Functional requirement | All | Must have |
| CM_RQ020 | Contract Management | Solution must allow for linking of contract payments to original contract value | Functional requirement | All | Must have |
| CM_RQ021 | Contract Management | Solution must allow for the creation, editing, updating and maintenance of a Contract RACI i.e. A list of individuals responsible for the administration of the contract | Functional requirement | All | Must have |
| CM_RQ022 | Contract Management | Solution must be capable of setting alerts and notifications relating to contract creation, editing, updating, expiration, renewal, and termination | Functional requirement | All | Must have |
| CM_RQ023 | Contract Management | Solution must be capable of linking alerts and notifications to individuals in the Contract RACI | Functional requirement | All | Must have |
| CM_RQ024 | Contract Management | Solution must allow for the creation, editing, update and maintenance of a Contract Tracker | Functional requirement | All | Must have |
| CM_RQ025 | Contract Management | Solution must allow for the Contract Tracker to monitor the following: <ul style="list-style-type: none"> Contract Consumption Contract Expiration Contract Variations/Amendments (Time and Value) Contract Spend | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| CM_RQ026 | Contract Management | Solution must allow for the tracking and management of Contract against the following: <ul style="list-style-type: none"> Value vs Contract Spend vs Duration of Contract vs Allocated Budget (GL Account Linked) | Functional requirement | All | Must have |
| CM_RQ027 | Contract Management | Solution must allow for of setting alerts and notifications relating to the Contract Tracker e.g. Alert when contract spend has reached 50%, 75% and 90% of the contract value | Functional requirement | All | Must have |
| CM_RQ028 | Contract Management | Solution must allow for of linking alerts and notifications to individuals in the Contract RACI | Functional requirement | All | Must have |
| CM_RQ029 | Contract Management | Solution must allow for escalation of alerts and notification to individuals in the Contract RACI if not actioned in agreed timelines | Functional requirement | All | Must have |
| CM_RQ030 | Contract Management | Solution must allow for the creation, editing, updating and maintenance of a Supplier Performance Management Mechanism (SPMM) | Functional requirement | All | Must have |
| CM_RQ031 | Contract Management | Solution must allow for the creation, editing, updating and maintenance of a Supplier Lifecycle Management Mechanism | Functional requirement | All | Must have |
| CM_RQ032 | Contract Management | Solution must allow for the creation, editing, updating and maintenance of Service Level Agreements (SLA) | Functional requirement | All | Must have |
| CM_RQ033 | Contract Management | Solution must allow for the monitoring of Supplier performance in the SPMM in line with SLA requirements | Functional requirement | All | Must have |
| CM_RQ034 | Contract Management | Solution must allow for flagging of suppliers for non-performance and or deviation from SLA requirements | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| CM_RQ035 | Contract Management | Solution must allow for the management of Supplier performance through the linking of penalties in the SLA to the contract | Functional requirement | All | Must have |
| CM_RQ036 | Contract Management | <p>Solution must allow for tracking of Supplier performance against the following agreed Transformation target and obligation KPI metrics:</p> <ul style="list-style-type: none"> • Investment in Plant • IP & Technology Transfer • Skills Development Plan • Job Creation • Indirect Job Creation • Job Preservation • Capacity and Capability Building • Rural Development/ Integration • Small Business Promotion | Functional requirement | All | Must have |
| CM_RQ037 | Contract Management | <p>Solution must allow for tracking of Supplier performance against the following Sub-Contracting obligation KPI metrics:</p> <ul style="list-style-type: none"> • Contract spend • Spend on sub-contracting • Percentage value of sub-contracting against the contract spend • Spend on sub-contracting per supplier • Percentage value of sub-contracting against the contract spend per supplier • EME Affidavit/B-BBEE Level certificate | Functional requirement | All | Must have |
| CM_RQ038 | Contract Management | Solution must allow for Operational Contracts to be linked to ERP purchasing | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|--------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| CM_RQ039 | Contract Management | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| Supply Chain Query Management | | | | | |
| SCQM_RQ001 | Query Management | Solution must allow for an external interface through which queries can be logged by external parties | Functional requirement | All | Must have |
| SCQM_RQ002 | Query Management | Solution must allow for an internal interface through which queries can be logged by Transnet on behalf of external parties | Functional requirement | All | Must have |
| SCQM_RQ003 | Query Management | Solution must allow for supporting documentation to be uploaded to the internal and or external interface | Functional requirement | All | Must have |
| SCQM_RQ004 | Query Management | Solution must allow for scanning of uploaded supporting documentation to ensure no malicious content is present i.e. Scanning for: <ul style="list-style-type: none"> • Viruses • Malware • Spyware • Ransomware • Other | Functional requirement | All | Must have |
| SCQM_RQ005 | Query Management | Solution must allow for a unique identifier to be assigned to each query on the internal and or external interface | Functional requirement | All | Must have |
| SCQM_RQ006 | Query Management | Solution must allow for work flowed review of queries before they are assigned to the relevant stakeholder for actioning | Functional requirement | All | Must have |
| SCQM_RQ007 | Query Management | Solution must allow for the creation, editing, update and maintenance of user support guide/s for the internal and or external interface | Functional requirement | All | Must have |
| SCQM_RQ008 | Query Management | Solution must allow for the creation, editing, update and maintenance of a Library to house Feedback Templates | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| SCQM_RQ009 | Query Management | Solution must allow for the creation, editing, update and maintenance of Feedback Templates | Functional requirement | All | Must have |
| SCQM_RQ010 | Query Management | Solution must allow for the version control of Feedback Templates | Functional requirement | All | Must have |
| SCQM_RQ011 | Query Management | Solution must allow for analytics to be performed on the query records in the internal and or external interface | Functional requirement | All | Must have |
| SCQM_RQ012 | Query Management | Solution must allow for reporting to be performed on the query records in the internal and or external interface e.g. <ul style="list-style-type: none"> • Queries logged per OD • Number of queries recorded • Time taken to resolve queries (aging) • Escalation of queries • Status of queries (open, under investigation, closed) • Outcome of queries (consequence management, recoveries, criminal referrals) • Date and time of logged queries • Summaries of queries | Functional requirement | All | Must have |
| SCQM_RQ013 | Query Management | Solution must allow for dashboarding of the query records in the internal and or external interfaces | Functional requirement | All | Must have |
| SCQM_RQ014 | Query Management | Solution must allow for alerts and or notifications to be sent to external parties regarding the status of their query | Functional requirement | All | Must have |
| SCQM_RQ015 | Query Management | Solution must allow for linking of queries to solution elements | Functional requirement | All | Must have |
| SCQM_RQ016 | Query Management | Solution must allow for linking of queries to SLA's | Functional requirement | All | Must have |
| SCQM_RQ017 | Query Management | Solution must allow for alerts and notifications to be sent to the relevant DOA and or RACI assigned roles associated with the SLA | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|-----------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| SCQM_RQ018 | Query Management | Solution must allow for alerts and notifications to be sent to the relevant DOA and or RACI assigned role to report to National Treasury | Functional requirement | All | Must have |
| SCQM_RQ019 | Query Management | Solution must allow for work flowed routing of queries relating to the Accounting Authority to be sent to the relevant Chief Financial Officer for forwarding to National Treasury for investigation | Functional requirement | All | Must have |
| Tactical Procurement | | | | | |
| TP_RQ001 | Purchase Requisition | Solution must allow for the generation/creation of Purchase Requisitions against Contract/s | Functional requirement | All | Must have |
| TP_RQ002 | Purchase Requisition | Solution must allow for the linking of Purchase Requisitions to Goods/Services Catalogue item/s | Functional requirement | All | Must have |
| TP_RQ003 | Purchase Requisition | Solution must allow for the linking of Purchase Requisitions to Contract/s | Functional requirement | All | Must have |
| TP_RQ004 | Purchase Requisition | Solution must allow for the linking of Purchase Requisitions to Cost Centre/s | Functional requirement | All | Must have |
| TP_RQ005 | Purchase Requisition | Solution must allow for linking of Purchase Requisitions to approved Budgets | Functional requirement | All | Must have |
| TP_RQ006 | Purchase Requisition | Solution must allow for review of Purchase Requisition/s in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ007 | Purchase Requisition | Solution must allow for update/amendment/cancellation of Purchase Requisitions | Functional requirement | All | Must have |
| TP_RQ008 | Purchase Requisition | Solution must allow for approval of Purchase Requisitions in line with relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ009 | Purchase Requisition | Solution must allow for generation/creation of Purchase Requisitions without a Contract in Place | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| TP_RQ010 | Purchase Requisition | Solution must allow for sourcing of quotes for a Purchase Requisition | Functional requirement | All | Must have |
| TP_RQ011 | Purchase Requisition | Solution must allow for the receiving of quotes (relating to a Purchase Requisition) from Suppliers | Functional requirement | All | Must have |
| TP_RQ012 | Purchase Requisition | Solution must allow for the creation, editing, update and maintenance of a Library to house Quotation Scorecard Templates | Functional requirement | All | Must have |
| TP_RQ013 | Purchase Requisition | Solution must allow for the version control of Quotation Scorecard Templates | Functional requirement | All | Must have |
| TP_RQ014 | Purchase Requisition | Solution must allow for creation of Scorecards for evaluation of Supplier Quotes | Functional requirement | All | Must have |
| TP_RQ015 | Purchase Requisition | Solution must allow for the review of Quotation Scorecards in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ016 | Purchase Requisition | Solution must allow for the approval of Quotation Scorecards in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ017 | Purchase Order | Solution must allow for the generation/creation of Purchase Orders based on approved Purchase Requisitions | Functional requirement | All | Must have |
| TP_RQ018 | Purchase Order | Solution must allow for review of the Purchase Order in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ019 | Purchase Order | Solution must allow for approval of the Purchase Order in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ020 | Purchase Order | Solution must allow for issuing of a Purchase Order to a Supplier/s in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ021 | Goods/Services Receipt | Solution must allow for receipting of Goods/Services | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| TP_RQ022 | Goods/Services Receipt | Solution must allow for generation/creation of a Receiving Report for Goods/Services | Functional requirement | All | Must have |
| TP_RQ023 | Goods/Services Receipt | Solution must allow for flagging of Goods/Services received for inspection if required | Functional requirement | All | Must have |
| TP_RQ024 | Goods/Services Receipt | Solution must allow for evaluation of Goods/Services for the following: <ul style="list-style-type: none"> Quantity Quality Specification | Functional requirement | All | Must have |
| TP_RQ025 | Goods/Services Receipt | Solution must allow for flagging of Goods/Services not meeting requirements e.g.: <ul style="list-style-type: none"> Incorrect quantity (Under or over delivery) Incorrect quality Incorrect Specification Damage | Functional requirement | All | Must have |
| TP_RQ026 | Goods/Services Receipt | Solution must allow for Reverse Logistics of Goods/Services not meeting requirements | Functional requirement | All | Must have |
| TP_RQ027 | Goods/Services Receipt | Solution must allow for review of the Receiving Report for Goods/Services in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ028 | Goods/Services Receipt | Solution must allow for approval of the Receiving Report for Goods/Services in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ029 | Goods/Services Receipt | Solution must allow for Receipting of Goods/Services into the solution | Functional requirement | All | Must have |
| TP_RQ030 | Goods/Services Receipt | Solution must allow for reconciling of receipted Goods/Services e.g. in order to: <ul style="list-style-type: none"> Track spend against Contract Track spend against Budget | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| | | <ul style="list-style-type: none"> Track Demand Track Contract | | | |
| TP_RQ031 | Invoice Management | Solution must allow for receipt of Invoices for Goods/Services from Suppliers | Functional requirement | All | Must have |
| TP_RQ032 | Invoice Management | Solution must allow for the creation of an Invoice Receipt Record | Functional requirement | All | Must have |
| TP_RQ033 | Invoice Management | Solution must allow for the creation of Invoice Metadata | Functional requirement | All | Must have |
| TP_RQ034 | Invoice Management | <p>Solution must allow for validation of Invoice Metadata i.e. a pre-check of invoice validity before Matching occurs. Examples may include:</p> <ul style="list-style-type: none"> Presence of PO Number on Invoice Presence of Supplier Details Presence of itemised billing | Functional requirement | All | Must have |
| TP_RQ035 | Invoice Management | <p>Solution must allow for matching of Supplier Invoices against the following:</p> <ul style="list-style-type: none"> Purchase Order Receiving Report / Goods/Services Receipt Note Invoice | Functional requirement | All | Must have |
| TP_RQ036 | Invoice Management | <p>Solution must allow for additional matching metrics of Supplier Invoices e.g.:</p> <ul style="list-style-type: none"> Matching to Contract Matching to Quote | Functional requirement | All | Must have |
| TP_RQ037 | Invoice Management | Solution must allow for exception handling of Supplier Invoices not meeting matching requirements | Functional requirement | All | Must have |
| TP_RQ038 | Invoice Management | Solution must allow for escalation of Supplier Invoices not meeting matching requirements i.e. escalation for investigation of Supplier Invoice should fraud be suspected | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| TP_RQ039 | Invoice Management | Solution must allow for approval of the Supplier Invoice for payment in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ040 | Invoice Payment | Solution must allow for payment of approved Supplier Invoices | Functional requirement | All | Must have |
| TP_RQ041 | Invoice Payment | Solution must allow for batch processing/payment of approved Supplier Invoices | Functional requirement | All | Must have |
| TP_RQ042 | Invoice Payment | Solution must allow for exception handling of approved Supplier Invoices | Functional requirement | All | Must have |
| TP_RQ043 | Invoice Payment | Solution must allow for multiple release of payments for Supplier Invoices e.g. 1 st Release, 2 nd Release | Functional requirement | All | Must have |
| TP_RQ044 | Invoice Payment | Solution must allow for reconciliation of Supplier Invoice Payments | Functional requirement | All | Must have |
| TP_RQ045 | Emergency Procurement | Solution must allow for emergency procurement in line with approved policies and procedures | Functional requirement | All | Must have |
| TP_RQ046 | Emergency Procurement | Solution must allow for generation/creation of emergency procurement events | Functional requirement | All | Must have |
| TP_RQ047 | Emergency Procurement | Solution must allow for review of emergency procurement events in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ048 | Emergency Procurement | Solution must allow for approval of emergency procurement events in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ049 | Emergency Procurement | Solution must allow for the Emergency Procurement documentation to be sent to the Supplier for the provision of Goods/Services | Functional requirement | All | Must have |
| TP_RQ050 | Emergency Procurement | Solution must allow for the retroactive generation/creation of a Purchase Order for the Emergency Procurement event | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|-----------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| TP_RQ051 | Emergency Procurement | Solution must allow for the linking of the Emergency Procurement approval to the retroactive Purchase Order | Functional requirement | All | Must have |
| TP_RQ052 | Emergency Procurement | Solution must allow for the creation of a Risk Assessment relating to the Emergency Procurement event | Functional requirement | All | Must have |
| TP_RQ053 | Emergency Procurement | Solution must allow for review of the of the Risk Assessment in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ054 | Emergency Procurement | Solution must allow for the validation of the Risk Assessment in line with the relevant DOA and or RACI assigned roles | Functional requirement | All | Must have |
| TP_RQ055 | Emergency Procurement | Solution must allow for the reporting of the Emergency Procurement to the National Treasury | Functional requirement | All | Must have |
| TP_RQ056 | Tactical Procurement | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| Data Structure | | | | | |
| DS_RQ001 | Data Structure | Solution must allow for the creation of standard fields | Functional requirement | All | Must have |
| DS_RQ002 | Data Structure | Solution must allow for the creation of customized fields | Functional requirement | All | Must have |
| DS_RQ003 | Data Structure | Solution must allow for standard fields common to OD's and/or Transnet to be created, edited, maintained, and archived | Functional requirement | All | Must have |
| DS_RQ004 | Data Structure | Solution must allow for customized fields specific to OD's and/or Business Areas to be created, edited, maintained, and archived | Functional requirement | All | Must have |
| DS_RQ005 | Data Structure | Solution must allow for selected fields to be made mandatory for population | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|--------------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| DS_RQ006 | Data Structure | Solution must be able to make selected solution elements mandatory for population | Functional requirement | All | Must have |
| DS_RQ007 | Data Structure | Solution must allow for data fields to be configured according to the information required to be captured in them | Functional requirement | All | Must have |
| DS_RQ008 | Data Availability | Data must be stored on database/s in industry recognized best practice formats that allows ease of use for analysis purposes. | Functional requirement | All | Must have |
| DS_RQ009 | Data Availability | Data must be stored on database/s in industry recognized best practice formats that allow ease of visualization for dashboarding and reporting purposes. | Functional requirement | All | Must have |
| DS_RQ010 | Data Structure | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| Business Intelligence and Analytics | | | | | |
| BIA_RQ001 | Business Intelligence & Analytics | Solution must allow for extraction, transformation, and loading (ETL) of all data within it for analytics purposes | Functional requirement | All | Must have |
| BIA_RQ002 | Business Intelligence & Analytics | Solution must allow for real-time/near real time performance monitoring of transactions, processes, and workflows within the solution | Functional requirement | All | Must have |
| BIA_RQ003 | Business Intelligence & Analytics | Solution must allow for integration into Machine Learning (ML) tools, and or of Machine Learning tools into the solution | Functional requirement | All | Should have |
| BIA_RQ004 | Business Intelligence & Analytics | Solution must allow for integration into Artificial Intelligence (AI) tools, and or of AI tools into the solution | Functional requirement | All | Should have |
| BIA_RQ005 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendation of optimised requirements and forecasting based on lead times | Functional requirement | All | Should have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| | | patterns | | | |
| BIA_RQ006 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendation of plans/scenarios for resource staking and or management | Functional requirement | All | Should have |
| BIA_RQ007 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendation for prediction of “right” commodity buy price (based on market factors, structured, and unstructured data) | Functional requirement | All | Should have |
| BIA_RQ008 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendation of pattern identification in Transnet Data sets e.g. Spend Analysis | Functional requirement | All | Should have |
| BIA_RQ009 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendations to improve commodity and other spend e.g.: <ul style="list-style-type: none"> • Quantification of savings • Sources of savings • Sourcing initiative/s | Functional requirement | All | Should have |
| BIA_RQ010 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendation on methods of E-Sourcing based on spend analysis | Functional requirement | All | Should have |
| BIA_RQ011 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendation on probable demand for products/material | Functional requirement | All | Should have |
| BIA_RQ012 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendation on Vendor Risk Profiles based on: <ul style="list-style-type: none"> • Background check information • Media presence • 3rd Party data sources | Functional requirement | All | Should have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| BIA_RQ013 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendation predictive alerts and exception reports for: <ul style="list-style-type: none"> • Fast moving stock • Slow moving stock • Stock items Through integration with suppliers to initiate buybacks and or trigger re-ordering | Functional requirement | All | Should have |
| BIA_RQ014 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendation predicative alerts and exception reports for procurement spend | Functional requirement | All | Should have |
| BIA_RQ015 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendations based on Customer Satisfaction Index and or Health Statuses based on pre-defined matrixes | Functional requirement | All | Should have |
| BIA_RQ016 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendations on Contract Management Dashboards | Functional requirement | All | Should have |
| BIA_RQ017 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendation on Supplier Performance Dashboards | Functional requirement | All | Should have |
| BIA_RQ018 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendation on production purchasing through integrations with: <ul style="list-style-type: none"> • Inventory management • Warehouse management To provide alerts and exception reports | Functional requirement | All | Should have |
| BIA_RQ019 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendations for production planning and packaging through integration with: | Functional requirement | All | Should have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| | | <ul style="list-style-type: none"> • Stock levels • Maintenance plans To provide alerts and exception reports | | | |
| BIA_RQ020 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendations to predict bulk requirements and forecasting of long lead time materials through alerts and or exception reports | Functional requirement | All | Should have |
| BIA_RQ021 | Business Intelligence & Analytics | Solution must allow for Analytics and or ML and or AI calculation and recommendations through predictive analysis of procurement events, based on complexities of projects and associated risks through alerts (especially material lead time alerts) | Functional requirement | All | Should have |
| BIA_RQ022 | Data Structure | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| Reporting | | | | | |
| REP_RQ001 | Reporting | Solution must allow for creation of standardized reporting templates | Functional requirement | All | Must have |
| REP_RQ002 | Reporting | Solution must allow for creation of customized reporting templates | Functional requirement | All | Must have |
| REP_RQ003 | Reporting | Solution must allow for creation of standardized dashboards | Functional requirement | All | Must have |
| REP_RQ004 | Reporting | Solution must allow for creation of customized dashboards | Functional requirement | All | Must have |
| REP_RQ005 | Data Accuracy, Completeness and Validity | Solution must create and maintain audit logs of all transactions that take place within it, for audit, reconciliation, and reporting purposes. | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| REP_RQ006 | Reporting | Solution must allow for scheduling of automatic reporting e.g. Hourly, Daily, Weekly, Monthly, Quarterly and Annually | Functional requirement | All | Must have |
| REP_RQ007 | Reporting | Solution must allow for Push Reporting i.e. automatically generated reports to be sent (pushed) to relevant Transnet stakeholders, with the option to push to 3rd parties if required. | Functional requirement | All | Must have |
| REP_RQ008 | Reporting | Solution must allow for Pull Reporting i.e. reports to be pulled from the Single Source of the Truth by relevant Transnet stakeholders, with the option for authorized 3rd parties to pull reports if required. | Functional requirement | All | Must have |
| REP_RQ009 | Reporting | Solution must be able to output data, analytics reports, and dashboards in the following formats, including but not limited to: <ul style="list-style-type: none"> • MS Word • MS Excel • MS PowerPoint • Adobe PDF | Functional requirement | All | Must have |
| REP_RQ010 | Integration | Solution must allow for integration into exiting Transnet Reporting Platforms e.g. Single Source of Truth (SSoT) | Functional requirement | All | Must have |
| REP_RQ011 | Integration | Solution must allow for the generation of Deviation reports for all components of the solution e.g.: <ul style="list-style-type: none"> • Procurement Deviations • Contract Deviations | Functional requirement | All | Must have |
| REP_RQ012 | Integration | Solution must allow for the generation of Variation reports for all components of the solution e.g.: <ul style="list-style-type: none"> • Contract Variations | Functional requirement | All | Must have |
| REP_RQ013 | Data Structure | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|---------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| Workflow | | | | | |
| WF_RQ001 | Workflow | Solution must allow for solution elements to be assigned to relevant persons i.e.: <ul style="list-style-type: none"> Accountable Person/s Responsible Person/s Consulted Person/s Informed Persons/s | Functional requirement | All | Must have |
| WF_RQ002 | Workflow | Solution allow for the assigning of alternates or multiple roles/parties/persons to the Accountable, Responsible, Consulted, and Informed roles associated with elements in the solution. | Functional requirement | All | Must have |
| WF_RQ003 | Workflow | Solution must allow for the creation and maintenance of standard workflows with the solution | Functional requirement | All | Must have |
| WF_RQ004 | Workflow | Solution must allow for the creation and maintenance of customised workflows within the solution | Functional requirement | All | Must have |
| WF_RQ005 | Workflow | Solution must allow for workflows to be linked to solution elements | Functional requirement | All | Must have |
| WF_RQ006 | Workflow | Solution must allow for workflows to be linked to roles/users in the solution | Functional requirement | All | Must have |
| WF_RQ007 | Workflow | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| Alerts and Notifications | | | | | |
| AN_RQ001 | Notification | Solution must have the ability to set and trigger alerts relating to solution elements | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| AN_RQ002 | Notification | Solution must be able to send notifications to relevant DOA and RACI assigned Roles via messaging platforms e.g.: <ul style="list-style-type: none"> Email MS Teams WhatsApp (if required) SMS (if required) | Functional requirement | All | Must have |
| AN_RQ003 | Notification | Solution must have the ability to trigger time-based escalation alerts | Functional requirement | All | Must have |
| AN_RQ004 | Notification | Solution must have the ability to trigger alerts against the Accountable, Responsible, Consulted, and Informed persons. E.g. If an alert is not addressed by the responsible person after a period of time, the Accountable person is notified i.e. escalation | Functional requirement | All | Must have |
| AN_RQ005 | Notification | Solution must have the ability to link alerts relating to incidents to a relevant person/s i.e.: <ul style="list-style-type: none"> Accountable person/s Responsible person/s Consulted person/s Informed person/s | Functional requirement | All | Must have |
| AN_RQ006 | Workflow | Solution must allow for automation of the above requirements wherever possible | Functional requirement | All | Must have |
| General / Other | | | | | |
| GO_RQ001 | Access Control | Solution must allow the granting of permissions to approved individuals to read / write / edit / delete elements and content on the solution | Functional requirement | All | Must have |

| Requirement ID | Capability | Requirement Description | Requirement Type | OD | Requirement Priority (MoSCoW) |
|----------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|-------------------------------|
| GO_RQ002 | Access Control | Solution must allow for lifecycle management of users read / write / edit / delete permissions on the solution | Functional requirement | All | Must have |
| GO_RQ003 | Accessibility | Solution must allow for access via web browser e.g. Firefox, Chrome, Edge | Functional requirement | All | Must have |
| GO_RQ004 | Accessibility | Solution must allow for access via: <ul style="list-style-type: none"> • Desktop PC • Laptop • Tablet • Smart Phone | Functional requirement | All | Must have |
| GO_RQ005 | Supporting Documentation | Solution service provider must develop all associated training material and manuals to support Transnet end users use of the solution | Functional requirement | All | Must have |
| GO_RQ006 | Supporting Documentation | Solution service provider must develop and provide Transnet with a Function Requirements Specification/s for all components of the solution | Functional requirement | All | Must have |
| GO_RQ007 | Supporting Documentation | Solution service provider must develop and provide Transnet with a Technical Design Specification document/s for all components of the solution | Functional requirement | All | Must have |
| GO_RQ008 | Supporting Documentation | Solution must allow for storage of all content and supporting content relating to Functional Requirement Specification/s | Functional requirement | All | Must have |
| GO_RQ009 | Supporting Documentation | Solution must allow for storage of all content and supporting content relating to the Technical Design Specification/s | Functional requirement | All | Must have |
| GO_RQ010 | Governance | Solution must comply with all regulatory, legislative requirements and policies that Transnet is bound to | Functional requirement | All | Must have |

Table 15: Business Requirements

10. Key Non-Functional Requirements

| Requirement ID | Requirement description |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| High Level Interface Requirements | |
| INT001 | Interface with External Party Systems <ul style="list-style-type: none"> • CIDB • SARS • National Treasury E-Tender Portal • National Treasury CSD • CIPC • Department of Labour • SAPS • National Treasury on the database of restricted suppliers and register of tender defaulters • SARB (Rate of currency exchange) |
| INT002 | Interface with Transnet existing solutions <ul style="list-style-type: none"> • Pilog Master Data Records Management (MDRM 8) • SharePoint (Document Management system) • SAP ECC6 • SAP Real Estate (RE) • Accounts Payable (AP) Factory • Emergency Procurement Solution |
| Security Requirements | |
| SEC001 | Authorization and authentication <ul style="list-style-type: none"> • Ability to apply access controls and privileges-based access to specific areas • Authentication for internal systems should be against the internal LDAP database • Every authentication attempt must be logged |

| Requirement ID | Requirement description |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • System should guarantee that the service is only accessible to users as stipulated in the Transnet User Management Standard. • Secure password and user identification for bidder's profile (as part of Tender Management – Bidder's Response) |
| SEC002 | Encryption <ul style="list-style-type: none"> • All private or sensitive information is transmitted using strong encryption and authentication • 128 bit or better encryption for SSL/https • AES (Advanced Encryption Standard) or better encryption for VPN connections • No private data stored on Internet accessible machines |
| SEC003 | Access and control <ul style="list-style-type: none"> • Authorization for internal systems should be centralised into an LDAP database • Linked to approved DOA framework • System must guarantee that authenticated users can only access services or data matching their role and access rights. |
| SEC004 | Login <ul style="list-style-type: none"> • Single log-on of authenticated users |
| SEC005 | Auditing <ul style="list-style-type: none"> • Include all authentication and authorization events will have detailed audit logs • The transaction will have a detailed audit log • Inquiries will have a detailed audit log |
| SEC006 | Data privacy <ul style="list-style-type: none"> • Ability to keep personal data secure. • System must guarantee confidentiality that the data exchanged between the person requesting it and the service provider cannot be intercepted or accessed by a third non-authorised party |

| Requirement ID | Requirement description |
|----------------|------------------------------------------------------------------------------------------|
| SEC007 | Connectivity <ul style="list-style-type: none"> Restricted Network |

Table 10: Key Non-Functional Requirements

11. Additional Non-Functional Requirements

| Requirement ID | Requirement description |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Disaster Recovery | |
| NFR001 | The following System Areas will be required to be available in the event of a Disaster. <ul style="list-style-type: none"> Secure storage environment Data backups |
| NFR002 | Based on the Class 2 System / Service Criticality Classification: <ul style="list-style-type: none"> RTO/ Restore time (i.e. the targeted time within which a business process must be restored) = less than 24 Hours RPO/ Backup time (i.e. the time duration that business is prepared to accept loss of data) = Near 0 Data Loss (synchronous and daily back up) Maximum Tolerable Period of Disruption (MTPD) = 24 hours |
| High Availability | |
| NFR003 | High availability required for the users and bidder's ability to interact with the system 24/7 |
| Scalability | |
| NFR004 | Storage: All currently stored Procurement data at the time of execution. |
| NFR005 | Growth requirements: Data growth in the next 3-5 years = 5% |

| Requirement ID | Requirement description |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NFR006 | Ability to scale up to n users in a year (read only) = all procurement personnel across Transnet |
| NFR007 | Ability to scale up to n users in a year (transactions) = all super users |
| Redundancy | |
| NFR008 | No redundancy requirements anticipated |
| Systems Availability | |
| NFR009 | Time required for the system to become available in normal recovery mode in line with high availability systems |
| NFR010 | Geographies and time zones that impact the systems = Not applicable |
| NFR011 | Availability requirements for different geographies = Not applicable |
| NFR012 | Frequency of scheduled planned outage activity that is acceptable = Monthly |
| NFR013 | System availability for the users = 24/7 |
| NFR014 | Support service based on standard coverage = Business hours, Mon - Fri, excluding public holidays |
| NFR015 | Elapsed time acceptable for service to recover from incident = 24 hrs |
| NFR016 | SLA based on IT Data Services Masters Services Agreement, |
| Performance | |
| NFR017 | Throughput: <ul style="list-style-type: none"> Number of maximum transactions on the system for (from day 1 of Production). = unlimited Number of concurrent users during peak periods = unlimited no of users |

| Requirement ID | Requirement description |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NFR018 | Response time <ul style="list-style-type: none"> Simple Query processing time = less than 2 seconds Complex Query processing time (read only) = 5 seconds |
| Data Take-On | |
| NFR019 | All data residing to current system required to be migrated from the old systems to new system for continuity and retention. Any data conversion must be compatibility with new system. |
| Verifiability and Dual Operation | |
| NFR020 | Parallel operation No further requirements |
| NFR021 | When a new version of the system is released, it shall be possible to upgrade to it from any previous version. |
| NFR022 | The maximum number of test cases to cover testing of any particular source code module shall be guided by the Transnet Test & Release Strategy |
| Off-Line Operation | |
| NFR023 | The system must allow the following critical functional area in offline mode <ul style="list-style-type: none"> Offline storage of specific data generated by the user Application caching - to retain latest changes if the user lost connectivity |
| Data Accuracy and Integrity | |
| NFR024 | The system shall be 100% accurate in its retention of all information that has been entered and confirmed by the system |
| NFR025 | The system will notify the system administrator if the input data source is corrupted |
| Training | |

| Requirement ID | Requirement description |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NFR026 | Offer user training sessions to help procurement officers and suppliers to fulfil their roles when using functions and services of the system |
| On-Line Help and Documentation | |
| NFR027 | Demonstration and Simulation <ul style="list-style-type: none"> e-Learning demonstrators and testing environments (simulating the operation of the real system) can assist users to better understand the complete functionality of the eProcurement system. A short tutorial video will be created on how to use the system effectively |
| NFR028 | e-Learning documentation <ul style="list-style-type: none"> Provide documentation to assist users to understand the details of the process, as well as the exact functionality of the system. eProcurement guides, Q&A, and training manuals on line |
| NFR029 | The system shall include a custom help screen on which the user may perform typical CRUD (Create-Retrieve-Update- Delete) functions |
| NFR030 | All system documentation must be embedded in the source code |
| Audit Trails and Logs | |
| NFR031 | Audit trailing <ul style="list-style-type: none"> Required to monitor activities performed by users, either successful or unsuccessful (such as attempted but failed logons). Audit trails need to be archived indefinitely in case security incidents or disputes need to be investigated (thus providing for non-repudiation). System performance should not be adversely impacted as a result of audit log retention. |
| NFR032 | Logging <ul style="list-style-type: none"> Log files need to be generated throughout the user interaction and used for monitoring |
| Capacity | |

| Requirement ID | Requirement description |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NFR033 | Maximum number of concurrent transactions = based on no of Procurement users |
| NFR034 | Expected number of peak users = based on no of Procurement users |
| NFR035 | Number of records (active and archived) = Based on Records Management policy |
| NFR036 | Ability to store and retrieve business data = 5 years |
| Reliability | |
| NFR037 | Frequency and severity of failure <ul style="list-style-type: none"> MTBF -The system shall fail no more frequently that once a week |
| NFR038 | Recovery Time Objective (RTO) –the maximum period of time within which systems, applications or functions must be recovered after an outage and handed over to the users = 24 hrs |
| NFR039 | Recovery Point Objective (RPO) – There must be close to zero data loss after an outage or a maximum of zero hours of lost data is tolerable. |
| NFR040 | Downtime Notifications: <ul style="list-style-type: none"> System must automatically issue notifications to the users when the system is going down for maintenance xxx days in advance |
| NFR041 | Maximum Tolerable Period of Disruption (MTPD) – Represents the maximum period of time after which Transnet business will be irreparably damage if service delivery cannot continue = aligned with Bronze support package |
| NFR042 | Data integrity <ul style="list-style-type: none"> Dependent data not to be impacted by uncommitted data (Consistent, Atomic) Long running transactions not to impact read processes (Isolated) Committed transactions to survive system crashes or downtime (Durable) |
| NFR043 | Application integrity |

| Requirement ID | Requirement description |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> Application rollbacks to keep the data consistent. Ability to access system from external environments via secure web interfaces; based on privilege access controls |
| Maintainability | |
| NFR044 | Mean Time to Change (MTTC) for defects < 2 person-days |
| NFR045 | Ability to customise business rules. All business rules must not be hard-coded. |
| NFR046 | There is a preference for a system that will include the use of a source code version control |
| NFR047 | Ability to change one component without affecting others, and without causing unexpected failures |
| NFR048 | Ability to investigate a failure |
| NFR049 | Ease with which an application can be deployed and upgraded. |
| NFR050 | List of active users subscribed should be maintained by the administrator |
| NFR051 | Functionalities to be maintaining at customer level |
| NFR052 | Ability for error messages to be customisable by an administrator |
| Extensibility | |
| NFR053 | Ability to extend or modify the product easily |
| NFR054 | The logical separation of the application into different tiers (client, presentation, business logic, integration and EIS tier) allows a system to be flexible and easily maintainable |
| NFR055 | Leveraging design patterns throughout the application architecture. |

| Requirement ID | Requirement description |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NFR056 | Object orientation like encapsulation, inheritance, low coupling, and high cohesion are leveraged in application design |
| NFR057 | Is supported by proper documentation of the application |
| NFR058 | Independence of interface from implementation |
| Manageability | |
| NFR059 | Alerts required when the system suffers from a recoverable interruption |
| NFR060 | Alerts required with the system does not complete its overnight processing in the allotted time frame |
| NFR061 | The key data that needs to be captured to measure the performance of the system against the SLAs |
| NFR062 | Logging and tracking <ul style="list-style-type: none"> Includes all authentication and authorization events The transaction will have a detailed audit Inquiries will have a detailed audit Ability to log user activity and access/recall based on privileges; that is, registration, authentication, product, content, third party |
| Interoperability | |
| NFR063 | Compatibility: <ul style="list-style-type: none"> with shared applications (other systems it needs to integrate with) - SAP, PILOG, SharePoint, OpenText, etc. with third party applications (other systems it has to live with amicably) – CSD and National Treasury portal with various Operating Systems - S/4 HANA on different platforms (hardware platforms it needs to work on) |

| Requirement ID | Requirement description |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NFR064 | Application Interface: <ul style="list-style-type: none"> Ability to communicate to internal and external systems through recognised and accepted protocols. These protocols include SOAP, HTTP, FTP, and XML. Ability to communicate to other internal and external systems through known mechanisms. These include SOA and Event-Driven mechanisms. Export of information to be available in approved formats and standards. These standards include CSV and XML. Ability to comply with the W3C Web Content Accessibility Guidelines (WCAG). |
| NFR065 | Timestamping <ul style="list-style-type: none"> Must have a secure and reliable time-proofing mechanism through the Time-Stamp Protocol (TSP). Through this mechanism the audit trailing module can use an accurate timestamp to record all activities performed. |
| NFR066 | Synchronous Communication <ul style="list-style-type: none"> Allow the real-time exchange of messages for Questions and Answers sessions |
| NFR067 | Asynchronous Communication <ul style="list-style-type: none"> Must have functionality for supporting electronic mail that can be read or sent from within the system. |
| NFR068 | Semantic Interoperability <ul style="list-style-type: none"> Integration of resources which were developed using different vocabularies and possibly different data perspectives and capable of exchanging data in a way which makes the precise meaning of the data readily accessible. |
| NFR069 | Ability to work with existing systems. |
| Accessibility | |
| NFR070 | Application being usable by persons with special needs such as colour blindness. |
| Data Retention | |
| NFR071 | Retain all stored data residing on current system |

| Requirement ID | Requirement description |
|---------------------|------------------------------------------------------------------------------------------------------------------------------|
| Useability | |
| NFR072 | The UI must be consistent and user-friendly |
| NFR073 | The UI must be intuitive |
| NFR074 | All menus must have a consistent format. |
| NFR075 | Limit number of clicks to maximum 3 clicks to complete any transaction |
| NFR076 | Different user groups should be able to use the product with or without training |
| NFR077 | Ability to re-use existing components and create new re-usable components |
| Localisation | |
| NFR078 | At this time, only support of English (US) will be anticipated. No requirement yet to customise for other natural languages. |
| Testability | |
| NFR079 | All major use cases must be regression tested |

Table 11: Additional Non-Functional Requirements

12. Reporting Requirements

| Report ID | Report Name | Report Description /Purpose | Report Fields | Report Frequency | Target Audience |
|-----------|---------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|
| REP001 | Enterprise Supplier Development | Transformation Obligation performance and compliance monitoring report | <ul style="list-style-type: none"> • BBBEE improvement plans • Transformation Obligation SLA • Tracking of the following Key Performance Indicators/ initiatives / plans: <ol style="list-style-type: none"> 1. Intellectual Property & Technology Transfer <ul style="list-style-type: none"> - Rand value of proposed capital asset / Intellectual Property Rights [IPR] transfers against award of contract; - Rand value of other technology and IPR initiatives and value of the know-how transferred to suppliers as detailed in the SD Proposal. 2. Skills Development <ul style="list-style-type: none"> - Number and Rand value of Blacks to be trained over the contract period. - Number and Rand value of Black women to be trained over the contract period in designated development programmes. - Number of Black Youth to be trained over the contract period [where "Youth" means individuals between the ages of 16 - 35 years] - Number of black persons with disabilities to | Near real-time | ESD managers |

| Report ID | Report Name | Report Description /Purpose | Report Fields | Report Frequency | Target Audience |
|-----------|-------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|
| | | | <p>be trained over the contract period</p> <p>3. Investment in Plant;</p> <ul style="list-style-type: none"> - Value of investment in plant - Percentage of the investment of plant purchased in South Africa - Percentage indication of the increase in locally supplied items with resultant decrease in and dependency on imported items - Potential value of increase in exports through development of local industrial capability. <p>4. Job Creation</p> <ul style="list-style-type: none"> - Total Number and Rand value of new skilled jobs for Black Individuals to be created due to award of contract - Number of new skilled jobs to be created in rural areas - Number of new skilled jobs for Black women - Number of new skilled jobs for Black persons with disabilities - Number of new skilled jobs for Black Youth [where "Youth" means individuals between the ages of 16 - 35 years] - Number and Rand value of new unskilled jobs to be created by award of contract | | |

| Report ID | Report Name | Report Description /Purpose | Report Fields | Report Frequency | Target Audience |
|-----------|-------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|
| | | | <ul style="list-style-type: none"> - Number of unskilled jobs to be created in rural areas - Number of unskilled jobs for Black individuals and/or contractors - Number of unskilled jobs for Black women - Number of unskilled jobs for Black persons with disabilities - Number of unskilled jobs for Black Youth [where "Youth" means individuals between the ages of 16 - 35 years] <p>5. Job Preservation</p> <ul style="list-style-type: none"> - Number of jobs which would be preserved through award of contract <p>6. Capacity and Capability Building</p> <ul style="list-style-type: none"> - Number of local suppliers that would be utilized in the fulfilment of the contract. <p>7. Rural Development/ Integration</p> <ul style="list-style-type: none"> - Rand value spent on businesses within the town/city of operation - Number and Rand value of rural businesses that the Service Provider plans to develop as a result of the contract. <p>8. Small Business Promotion</p> | | |

| Report ID | Report Name | Report Description /Purpose | Report Fields | Report Frequency | Target Audience |
|-----------|-------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|
| | | | <ul style="list-style-type: none"> Percentage of your projected annual procurement spend from Black Owned Businesses with an annual turnover of less than R50 million [QSEs] Percentage of your projected annual procurement spend from Black Owned Businesses with an annual turnover of less and equal to R10 million [EMEs] Rand Value that the Supplier plans to provide for Enterprise Development Initiatives. The solution must be able to track the performance of the vendor according to the agreed sub-contracting obligations for the following KPIs: <ul style="list-style-type: none"> Contract spend Spend on sub-contracting Percentage value of sub-contracting against the contract spend Spend on sub-contracting per supplier Percentage value of sub-contracting against the contract spend per supplier EME Affidavit/B-BBEE Level certificate. The system must allow Suppliers to report on actual values against Transformation Obligations KPIs and targets | | |

| Report ID | Report Name | Report Description /Purpose | Report Fields | Report Frequency | Target Audience |
|-----------|---------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------|
| | | | <ul style="list-style-type: none"> Suppliers must be able to upload minim required Portfolio of Evidence as per attached Annexures The system must automate reporting of actuals reported by the Supplier against Transformation Obligations per OD The system must automate reporting of consolidated actuals against each KPI's The system must automate reporting on Suppliers with Local content and NIPP obligation The system must automate reporting on Contract spend suppliers with Transformation Obligations, Local Content and NIPP Obligations | | |
| REP002 | Contract Management | Effective Contract Management against spend | <ul style="list-style-type: none"> Contract Spend against contract amount/supplier; Key Performance Indicators/Measurements to be enabled for functional areas; Service Level Agreement and proactive alerts enabled Contract expiry report Report on renewable contracts Contract variations report | Near real-time | Contract managers / Commercial managers |
| REP003 | Tender Management | Tender process monitoring | <ul style="list-style-type: none"> Number of tenders issued Status of tenders Number of tenders awarded and /or cancelled | Near real-time | Procurement managers |

| Report ID | Report Name | Report Description /Purpose | Report Fields | Report Frequency | Target Audience |
|-----------|-------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------|
| | | | <ul style="list-style-type: none"> Track in particular the validity period of RFX's. Automated alerts to be sent via email and whenever one logs in that the expiry of the validity date is, for example, 30 days away Track the length of any process | | |
| REP004 | Procurement Regulatory & Compliance | Legislative reporting requirements | <ul style="list-style-type: none"> The system must automate as far as possible legislative reporting requirements to Regulators such as National Treasury, Department of Trade and Industry and Department of Public Enterprise (e.g. Reporting on Annual Procurement Plans, local content, transformation targets, emergencies etc. | Near real-time | Regulators and Transnet Executives |

Table 12: Reporting Requirements

13. Business Continuity Planning

Refer Disaster Recovery, System Availability and Off-line Operation requirements have been addressed in Non-Functional Requirement section of this document