REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	*SAP Vendor Master Data Automation for 500 Hours*		
Quotation or Proposal no:	*SAP MDM 6000001497*		
RFQ Issue date:	**07 September 2023**		
Briefing session date, time and venue	**N/A**		
Closing date:	**13 September 2023**		
Closing time:	**12h00**	**Validity period:**	**30** days

You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	Tumelo Buang
Telephone no:	011 471 4433
E-mail:	buangtp@sentech.co.za please use on subject line: **SAP MDM 6000001497**

Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words) …………………………………………………………………..……………………………………………………..

… ....Rand;

R...(in figures)

THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

_____   _____

Name(s)	....	....
Capacity	....	....
For the tenderer:	....	....
	....	
Name & signature of witness	*(Insert name and address of organisation)*	Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)		
Name(s)	....	....
Capacity	....	....
for the Employer	....	....
	....	
Name & signature of witness	*(Insert name and address of organisation)*	Date

RFQ Data

1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

1.1. Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that they are tax compliant and that all required information is submitted to Sentech. Supplier's providing quotations must be registered on the Sentech Supplier Database.

1.2. **Quotations must be in a Company Letterhead.**

1.3. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.

1.4. Quotations or Proposals must be fully completed and signed in BLACK ink.

1.5. Quotations must be submitted via Email.

1.6. The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 5. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

3. BRIEFING SESSION

N/A

4. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

Evaluation Method	1. **Stage 1 – Administrative Responsiveness Evaluation** All the Quotations will be evaluated against the **Administrative responsiveness requirements** as set out in section 2 of the RFQ Data. 2. **Stage 2 – Functional Evaluation Criteria** The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further. 3. **Stage 3 – Price and Preference** Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20 Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.

5. Evaluation of Price and Preference

The Service Provider will be evaluated on a points system for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

6. TECHNICAL EVALUATION CRITERIA

6.1 Mandatory Evaluation Criteria (Stage 2)

Mandatory Eligibility Criteria	Compliant (Indicate Yes or No)	What Proof is required to show compliance to Mandatory Eligibility Criteria	Reference proof supplied by reference the page number where the information is located in your Tender submission
Provide vendor SAP Partner Certificate or Letter		Certificate or Letter	
Provide consultant SAP SRM CV with experience of 5 or more – K3		Copy of CV and Qualifications	
Provide consultant SAP ABAP/Workflow Developer CV with SRM and Integration experience of 8 or more – K4/K5		Copy of CV and Qualifications	
NOTE: Bidders that do not comply with all the above criteria will not be evaluated further. Annexure 1 to be fully completed. If not completed, bidders will be disqualified			

6.2 Functional / Quality criteria (if applicable) (Stage 3)
Please refer to the Scope of Works

	Evaluation scoring criteria based on compulsory covering sheet submitted	Max allowable points	Points allocation	Proof Required
1				
2				
3				
4				
		Total (maximum points)		
Minimum Score to Qualify for Further Evaluation				

6.3 Technical Evaluation (Stage 4) N/A

	Item Description	Score	Comments	Proof required
1				
2				
2.1				
a				
c	Product warranty	2	Above 12year product (2); 10 - 11, year product (1,5); 5 -9 year product (0.1)	Attach spec sheet from Manufacturer

	Item Description	Score	Comments	Proof required
d	Output Performance warranty	2	Equal to or above 25 year perf. (2); 15 - 24 year perf. (1.5); 10 -14 year perf (0.1)	Attach spec sheet from Manufacturer
		<u>10</u>		
	Total score		**The pass mark for further evaluation is 120 or more out of 170 points. Any points scored lower than the pass mark will the render the submission disqualified.**	

*Bidders must complete the two annexures attached with this document.(.i.e. Annexure 1- Compulsory covering sheet and Annexure 2- Technical evaluation).

6.4 RISK ASSESSMENT (Stage 5)

All bids that meet the minimum qualifying score for technical evaluation may undergo a risk assessment based on the following framework:

- Any aspects that emanate from the bidders' individual responses

- Any information received from past references

- Site Visit of similar work done

- Assessment of Financial Statements

Sentech may disqualify bidders based on the outcome of the risk assessment.

6.5 Evaluation of Price and Preference (Stage 6)
This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

7. The price / preference weighting applicable for RFQ are as follows:

Price / Preference	Points
Preference:	**20**
Price:	**80**
Total must equal:	**100**

8. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability
Total Points	**20**	

a.   Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$Ps = 80 \left[1 - \frac{(Pt - Pmin)}{Pmin} \right]$$

Where:

Ps   =   Points scored for price of bid under consideration

Pt   =   Rand value of bid under consideration

Pmin   =   Rand value of lowest acceptable bid

9. Scope of Works/Specification

SENTECH requires the services of a certified SAP Partner that will assist:

- To develop requests submission and approvals user interface in a SRM. SCM departments needs todigitalise current manual requests sent to their department for vendor master data maintenance.

- The user interface will be required to integrate with SAP ECC via RFC's as it is vendor master data source.

- The user interface might be required to integrate with CSD if the current integration does not provide sufficient information.

- The following process will be part of the user interface
  - ✓ CSD Vendors Auto Creation Request
  - ✓ CSD Vendors Exemption Request
  - ✓ Foreign Vendors Auto Creation Request
  - ✓ Vendor Change Update Request
  - ✓ Vendor Deletion/Block Request
- SCM requires custom report developments to be part of this project
  - ✓ Vendor Auto Confirmation Report
  - ✓ Vendor Spend Report
  - ✓ Vendor BEE Preferential Report
  - ✓ Vendor Rotational Report
  - ✓ Vendor Maintenance Requests Report

The certified SAP Partner is required to:
- Provide CVs of the certified SAP SRM Consultant.

- Provide CVs of the certified SAP ABAP/Workflow Consultant with SAP and 3rd Party integration experience.
- Provide an hourly rate of the certified SAP SRM consultant.
- Provide a high-level project plan
- Functional Specifications
- Technical Specifications
- Training Manuals
- Training Short Videos
- Process Flow Documentation
- Provide solution documentation
- This request is based on 500HRS of work and rate per hour must be provided.

High Level User Requirements

1. CSD Vendors Auto Creation Request	SAP ECC	SAP SRM
Request Captured Submitted	☐	☒
Data Verification	☐	☒
Get Vendor CSD Information • CSD interface to retrieve data already developed and might need enhancement if data is not sufficient		
Auto Vendor Creation using CSD Details	☒	☐
Auto Confirmation	☒	☐
Auto Replicate	☐	☒
Email Notification to Requestor / Vendor Creation Team	☐	☒
Weekly email report for auto created CSD vendors to SCM Management	☒	☐
2. CSD Vendors Exemption Request	SAP ECC	SAP SRM
Request Captured Submitted	☐	☒
Exemption Reason Required	☐	☒
Document Number and Type	☐	☒
Auto Populate Vendor Details	☐	☒

Auto Populate CSD Details	☐	☒
Data Verification	☐	☒
Request for CSD Exemption is sent to SCM for approval	☐	☒
Approved Requests updates CSD Vendor Exemption Table	☒	☐
Rejection/Approval Notification sent to the Requestor	☐	☒

Foreign Vendors Auto Creation Request	SAP ECC	SAP SRM
Request Captured Submitted	☐	☒
Data Verification	☐	☒
Request sent to SCM for review	☐	☒
Approved request auto creates vendor	☒	☐
Request for Confirmation sent to SCM	☐	☒
Auto Replicate	☐	☒
Rejection/Approval Notification sent to the Requestor	☐	☒

Vendor Change Update Request	SAP ECC	SAP SRM
Request Captured Submitted	☐	☒
Request sent to SCM for review	☐	☒
Approved request auto update vendor master data	☒	☐
Request for Confirmation sent to SCM (if required)	☐	☒
Rejection/Approval Notification sent to the Requestor	☐	☒

Vendor Deletion/Block Request	SAP ECC	SAP SRM
Request Captured Submitted on SAP SRM	☐	☒
Request sent to SCM for review	☐	☐
Approved request auto marks vendor for deletion/blocks vendor account	☒	☐
Rejection/Approval Notification sent to the Requestor	☐	☒

SCM Reports	SAP ECC	SAP SRM
Vendor Auto Confirmation Report	☐	☒
Vendor Spend Report • Data Extraction Function Module Already Developed in ECC • Report Input and Output required to be displayed on SRM	☐	☒
Vendor BEE Preferential Report • Data Extraction Function Module Already Developed in ECC • Report Input and Output required to be displayed on SRM	☐	☒
Vendor Rotational Report • Data Extraction Function Module Already Developed in ECC • Report Input and Output required to be displayed on SRM	☐	☒

Vendor Maintenance Requests Report (Requestor and SCM)	☐	☒

10. Other requirements

Kindly provide company's BBBEE Certificate, latest CSD report, TAX Pin and filled SBD 4 form.