1. SPECIFICATION – FIXED ASSETS VERIFICATION SCANNING SYSTEM

1.1 SERVICE REQUIRED

Fixed Assets Verification Scanning System.

1.2 INTRODUCTION

1.2.1 Legal Aid South Africa wishes to procure a system to assist with the fixed assets verification process nationally.

1.2.2 Legal Aid SA is currently structured as follows:

1.2.3 National Office – Braamfontein;

1.2.4 6 Provincial Offices – Pinetown, Stellenbosch, Polokwane, Centurion, Gqeberha and Bloemfontein;

1.2.5 64 Local Offices nationally;

1.2.6 64 Satellite Offices linked to the Local Offices.

1.3 LEGAL AID SA REQUIRES THAT THE SUCCESSFUL BIDDER MUST BE ABLE TO PROVIDE THE FOLLOWING:

1.3.1 The bidders must provide a system that will be able to perform the following functionalities, namely: -

1.3.2 Sync with Syspro asset module in terms of all necessary fields as outlined under 3.7.

1.3.3 Update status of each asset from Syspro, i.e. newly acquired assets, disposed assets, deleted assets and assets transferred to other locations (*Cost Centres*);

1.3.4 Disposed and deleted assets must not appear on the list of existing assets as they are no longer appearing on Syspro;

1.3.5 Imports from Syspro should remain as it is on Asset Verification Application until scanning and synchronisation start;

1.3.6 Software upgrades should be at no cost to Legal Aid SA during the course of the contract;

1.3.7 The application must be able to show asset number, asset description, asset types, asset location and serial numbers;

1.3.8 Be able to archive all the previous verification files where they can be accessed should the need arise;

1.3.9 Be able to show progress reports for all sites during the course of verification in terms of percentage of completion;

1.3.10 Scanners must be able to read asset barcodes up to 7 digits;

1.3.11 Scanners must be able to scan and recognise all existing assets;

1.3.12 Scanners to be able to read serial numbers in full.

1.3.13 The asset verification scanning system should be able to produce exception reports which will highlight issues that need attention like:

1.3.13.1 Assets with incorrect serial numbers

1.3.13.2 Assets which are not on existing Asset Register

1.3.13.3 Assets which are impaired

1.3.13.4 Assets which need to be repaired

1.3.13.5 Assets which are not in use

1.3.13.6 Assets which have changed location

1.3.13.7 Assets which do not have tags

1.4 OPERATION CONCEPT

1.4.1 QUANTITY:

1.4.1.1 Legal Aid SA requires 90 scanners (with software) and one main application software which will be kept at National Office.

1.4.1.2 These scanners will be used at National Office departments as well as Local Offices together with their Satellite Offices.

1.4.1.3 Satellite Offices will share scanners with Local Offices.

1.5 PRE-QUALIFICATION REQUIREMENTS

 # Failure to provide any of the following requirements will lead to disqualification:

1.5.1 The bidder must provide proof of practical experience of having provided assets verification scanning system to clients of a similar nature in the last three years (system that can handle at least 7,000 assets).

 # For the above requirement the table below must be completed:

Client Name	Contract Date	Period of the contract	Number of assets owned by the client

1.5.2 Minimum of three letters from contactable references to be provided which must be signed by relevant representative.

1.5.3 The system must be able to import the asset file from the current Syspro Financial System or similar systems which may be used by Legal Aid SA, for the purpose of extracting the most updated assets used for asset verification. The scanning devices must be able to sync with the Microsoft Operating System.

1.5.4 The system must be compatible with the below software:

- Syspro 7 Update 1
- Microsoft SQL server 2019 or latest version
- Microsoft Server 2019 Operating System or latest version
- Microsoft 365
- Microsoft Windows 10 Operating System

1.6 EVALUATION CRITERIA:

1.6.1 Administrative Evaluation

1.6.1.1 All the bids received by close of tender will be assessed to verify if the following documents have been submitted together with the bids, namely-
(a) Fully completed and signed SBD 1, SBD 3.1, SBD 4, and SBD 6.1 forms.
(b) Proof of registration with CSD.

1.6.2 In the event that a bid does not have the complete set of documents outlined in paragraph 1.6.1.1 above, such bid may not be evaluated on functionality and may be disqualified.

1.7 Functionality Evaluation

 # For the purpose of the functionality evaluation, Annexure A has been attached below for the bidder's completion and ease of reference. Failure to complete this annexure may lead to points reduction.

The first stage of the evaluation will entail functionality. The following weights will be applied:

No.	Criteria	Total score
1.	Update status of assets from Syspro • Assets which have been disposed or deleted on Syspro must not appear with active assets on the asset verification scanning system. (3) • Assets must remain under the same asset type, location and description as they are on Syspro. (4) • Assets recently added on Syspro must also appear on the scanning system after the import. (3) **Bidder must provide an example of such in a picture format, failure to do so, no point awarded.**	10
2.	Access control • There must be an administrator (super user able to delete), must include example of such, failure to do so zero points awarded. (5) • Access control must be controlled by the use of user name and password; these must be managed by the administrator at the National Office. (5) • There must be different levels of authorisation in terms of access. (5)	15

	Bidder must provide an example of such in a picture format, failure to do so, no point awarded.	
3.	Progress reports for all sites • One report showing all cost centres percentage of completion. (15) • This report will be viewed by the users and managers to check the progress on scanning of assets. (5) • Verifications of assets which are conducted 4 times a year. (5) • Progress report must be available throughout the duration of each verification session (4 sessions a year). (5) **Bidder must provide an example of such in a picture format, failure to do so, no point awarded.**	30
4.	Read asset barcodes • Scanners must be able to read barcodes up to 7 digits. • There must be no instances where a scanner fails to read barcodes. (10) **Bidder must provide an example of such in a picture format, failure to do so, no point awarded.**	10
5.	Scan and recognise all existing assets • Scanner must be able to recognise all assets downloaded from Syspro to the asset verification application and scanners. (10) **Bidder must provide an example of such in a picture format, failure to do so, no point awarded.**	10
6.	The system must be highly reliable. • Scanners freezing during verification process should be avoided. (4) • Scanners losing direct links for logging in should be avoided. (2) • Scanners not responding at times (not switching on) should be eliminated. (2) • Scanners should be able to delete previous files to clear up space when necessary. (2) **Bidder must provide an example of such in a picture format, failure to do so, no point awarded.**	10
8.	After sales service and maintenance and turnaround times • The supplier must be able assist with all problems experienced by Legal Aid SA. The Supplier must attend to any request for assistance as follows: - (a) Emergency call – within 2 hours of call being logged. (4) (b) Normal call – within 4 hours of call being logged. (4) • System must be fully operational at all times. (7)	15
	Total	**100**

Bidders must score a minimum of 80% on functionality to proceed to the next stage of evaluation. Bidders scoring less than 80% will be disqualified.

Proposals will be evaluated both in terms of the 80/20 points scoring system, where Price = 80 points and BEE rating = 20 points.

Bidders will be invited for a briefing session.

Bidders may also be invited to do presentation on Proof of Content at no cost to Legal Aid SA.

2. <u>BID CONDITIONS</u>

2.1 Bidders <u>may</u> be requested to attend a meeting where they will be given an opportunity to demonstrate the functionality of the system proposed as per RFP requirements.

2.2 Bids are encouraged to submitted their proposals in line with any attached annexures and the detailed specifications.

2.3 The General Conditions of Contract as stipulated by the National Treasury will be applicable and or any other special conditions of the contract.