SOUTH AFRICA

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Electoral Commission

Auction # 0010556463

SAP SERVICES

IMPORTANT NOTICE

Failure to comply with the completion of the auction conditions and the required information (i.e. technical specifications) or submission of the required stipulated documents indicated in the document shall invalidate a bid.

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1 Introduction

1.1 The Electoral Commission seeks to procure SAP Services to implement the following SAP modules:

    1.1.1 Success Factors: Performance and Goal Management; and

    1.1.2 Local office management system

1.2 **Suppliers must place a bid on the Votaquotes (e-Procurement) system and then provide all the required documentation before the due dates as specified in this document and on the Votaquotes web site. Bidders must be registered and approved to bid on this auction.**

2 Background Information

2.1 The Electoral Commission has been using SAP ECC6 for a number of years as its enterprise resource planning (ERP) solution.

2.2 This forms the core of the Electoral Commission's ERP solution to enable and support business processes in inter alia the following areas:

1. Corporate support services
2. Financial management (FI/CO)
3. Asset management (AM)
4. Supply chain management (SCM)
5. Human resources (HCM)
6. Materials Management (MM)
7. Project Systems (PS)
8. Governance Risk and Compliance (GRC)

2.3 The SAP ERP solution has evolved and from time to time has been upgraded and patched to align with changes in technology, security, regulatory and business processes

2.4 The IEC has invested extensively in ICT technologies, which provide a platform to effectively support and enable its business processes and to meet its goal of providing a free and fair election process in an open and transparent environment. The IEC's ICT Department intends to continue running a highly efficient, secure and stable ICT environment making full use of industry standards, best practices and disciplines

based upon stable, secure and reliable technologies.

3 Technical Requirements

3.1 The technical specifications for the required product are as specified below. It must be noted that the specifications below are the minimum requirements; the only variation that may be accepted will be in case where the bidder's specification is better. Anything below specification will be disqualified.

3.2 The bidder must implement the following on SAP:

    3.2.1 Success Factors for Talent Management Activities

    3.2.2 Flexible Real Estate (RE-FX) to implement an Office Management System

3.3 Success Factors: Performance and Goal Management Implementation

    3.3.1 The bidder is to provide a service to implement Success Factors. The service includes setting up the Development, Test and Production environments, the implementation and setting up of the performance management process and. the development of data integration services between SAP ECC and SuccessFactors.

    3.3.2 The service must also include Blueprinting services as per below:

        3.3.2.1 Analyse business requirements related to IEC's performance management process, document the requirements, and conduct gap analysis.

        3.3.2.2 Translate business requirements into functional specifications for the SAP SuccessFactors Performance and Goals Management module.

        3.3.2.3 Design and configure the system to meet the specific IEC performance management needs, including process flows and reporting.

    3.3.3 The service must also include system configuration and implementation services as per below:

        3.3.3.1 Installation and setup of SAP Cloud Service instance

3.3.3.2 Installation of SAP HXM Suite Preconfigured Process Content into Customer Test and Production Environments

3.3.3.3 Set up of the provisioning environment for Success Factors

3.3.3.4 Configuration of Performance and Goals-related items to be provided in the scope documents

3.3.3.5 Creation and set up access control

3.3.3.6 Detailed workshops for Role-based Permissions (RBP) and Reporting

3.3.3.7 Configuration of Success Factors integration services

3.3.3.8 HR master data upload

3.3.3.9 Provision of templates and instructions for employee data loading

3.3.3.10 System Administration Training

3.3.3.11 System testing (unit, integration, and user acceptance testing) to ensure the system functions correctly.

3.3.3.12 Data migration support activities during the implementation process.

3.4 Office Management System

3.4.1 The bidder is to provide services to implement SAP Flexible Real Estate (RE-FX).

3.4.2 The bidder will be responsible for custom development – develop custom programs, enhancements, workflow and reports within the RE-FX module using ABAP and related technologies to fulfil identified gaps during blueprint phase.

3.4.3 The bidder will also be responsible for data migration – develop data migration programs for uploading of legacy data: Business Partners, Contracts, Rental Objects and Transactional Data using BAPIs.

3.4.4 The bidder must provide blueprinting services as per below:

3.4.4.1 Analyse business requirements related to management of IEC leased properties, document the requirements and gap analysis.

3.4.4.2 Translate business requirements into functional specifications for the SAP RE-FX module.

3.4.4.3 Design and configure the SAP RE-FX system to meet the specific needs of the IEC, including contract management, valuation, and reporting.

3.4.5 The bidder must provide system configuration and Implementation services as per below:

3.4.5.1 Configure the SAP RE-FX module, including setting up of master data (Property, Business Partner, and Rental Objects), contracts, and business rules.

3.4.5.2 Integrate SAP RE-FX module with existing modules (SAP FI/CO, Supply chain management MM, Project systems PS, Human capital management HCM, Asset management, GRC and Authorisation management.)

3.4.5.3 Conduct system testing (unit, integration, and user acceptance testing) to ensure the system functions correctly.

3.4.5.4 Support data migration activities during the implementation process.

3.4.6 The service provider must also cater for Special Requirements as per below:

3.4.6.1 Lease straight lining and IFRS/GRAAP requirements considerations.

3.4.6.2 Geographic Information System (GIS) integration.

3.5 The services provided must be provided within a Project Management framework as per below:

3.5.1 Participate in project planning working closely with management and other consultants in executing the project.

        3.5.2   Manage project timelines to ensure timeous delivery and within Budget.

3.6   The bidder must provide User Training and Support services as per below

        3.6.1   Develop training manuals and conduct user training.

        3.6.2   Go live support

4   Planning Assumptions

The Electoral Commission has made the following assumptions:

4.1   The Electoral Commission will provide technical resources for all the work designated for the Electoral Commission including setup and configuration of own systems and databases.

4.2   The Electoral Commission will issue a formal purchase order to the successful bidder before any products/services can be delivered.

4.3   Delivery of the required product shall only be accepted by the Electoral Commission on the basis of presentation of the service provider's project close out document signed by the Electoral Commission

4.4   No payment shall be made until full and final delivery has taken place and the product has been confirmed and delivered in accordance with the specifications

4.5   The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the organisation.

4.6   The successful bidder may be required to enter into a service level agreement including a non-disclosure agreement.

5   General Bid Conditions

The following standard bid conditions must be adhered to and complied with, failing of which the bid will be disqualified:

5.1   All bids must be placed online on eProcurement website https://votaquotes.elections.org.za

5.2   Bidders must submit their bids by not later than the stipulated closing date and time.

5.3   Bidders must demonstrate compliance with the technical specification by completing and submitting Appendix A – Technical Response Sheet. Failure to submit Appendix

A shall invalidate a bid.

5.4 The bidder must provide at least five (5) contactable reference of past services of a similar nature i.e. implementation of Success Factors (3 references) and SAP Flexible Real Estate RE-FX (2 references). Reference details must include the following: customer name, contact person, contact details (telephone, email, physical address), Bidders are to use Appendix C as guideline.

5.5 The bidder must be an authorized SAP Partner.

5.6 The bidder must include two CVs of consultants who have experience in Success Factors and SAP Flexible Real Estate RE-FX. The CV should indicate the number of years of experience with the product and the number of projects executed.

5.7 The bidder is to include a project plan outlining their project approach and timelines for the delivery of the two requirements.

5.8 Bidders must adhere to the delivery schedule in Section 10.

5.9 The bidder must comply with all applicable statutory and regulatory requirements applicable in the telecommunications services industry.

5.10 By bidding on this auction the bidder warrants and agrees to all the terms and conditions of this bid specification.

6 Quality Control

The following quality control conditions must be adhered to and complied with, failing of which the bid will be disqualified:

6.1 The successful bidder will have the primary responsibility of ensuring that the proposed solution and services comply with the required specifications in terms of functionality and technical specification including quantity and quality.

6.2 The proposed solution must be complete, fully functional and ready for deployment without dependencies on additional equipment, software or components that may be required to make it work if such additional requirements are not included in the bid.

6.3 The bidder must undertake and warrant that the proposed solution is in good condition and in line with bid specifications.

6.4 In addition, the IEC may also call on bidders to make presentations and demonstration of the proposed solution in order for the IEC to ensure full compliance with all its

requirements and as part of the auction evaluation process prior to the conclusion of the adjudication of the auction.

7 Supplier Performance

7.1 Contracting of any service provider to render goods and/or services to the Electoral Commission are subject to the fulfilment of the Electoral Commission's due diligence audit requirements.

7.2 An essential component of the Electoral Commission's due diligence audit requirements may involve site visits to potential suppliers/contractors as well as inspection of various key documents underpinning the establishment of the companies involved in bids of the Electoral Commission. This also includes confirmation of capability and capacity requirements to execute the services specified in such bids. Upon notification of the Electoral Commission's intention to award a contract, the successful bidder may be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.

7.3 The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to fix performance criteria within the key requirements of this auction, namely quantity, quality and delivery.

7.4 The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.

7.5 The Electoral Commission reserves the right to reject any services delivered not conforming to the bid specification.

7.6 Where previously agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier.

8   Pricing Requirements

When pricing bid proposals, bidders are advised to take into account that the following issues are factored into the price. The Electoral Commission will not entertain additional charges on these items.

8.1   Bid price must be submitted online on the eProcurement (Votaquotes) portal. This bid price will be used for adjudication.

8.2   Bidder must complete and submit Appendix B - Pricing Schedule

8.3   Bid price must include delivery costs to the Electoral Commission's national office in Centurion, Gauteng, South Africa.

8.4   Bid prices must be VAT inclusive and must be firm for a period of 180 days.

9   Award of Contract

9.1   The bid adjudication process may include short-listing, presentation and demonstration of the solution and services by the short-listed finalists.

9.2   The order will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver and support the product, and in terms of the provisions of the Preferential Procurement Policy Framework Act, 2022.

9.3   The successful bidder may also be required to enter into a service level agreement (SLA/contract) with the Electoral Commission in order to formalise and confirm the exact solutions to be delivered.

9.4   The Electoral Commission will enter into a formal contract or issue a formal purchase order before any services or equipment can be delivered.

10 Delivery and Implementation Timeframe

10.1 The successful bidder will be required to deliver the solution within 4 to 5 months of receiving an order from the Electoral Commission.

11 Briefing Session

11.1 No briefing session will be held. Bidders may, however, direct enquiries to Yash Sookan at telephone number 012 622 5700 or email: SookanY@elections.org.za or

capture their enquiries on e-Procurement website.

12 Submissions of Bid Documentation

12.1 All submissions must be received on or before the closing date and time for submissions, as stipulated on the e-Procurement website https://votaquotes.elections.org.za. Submissions received after the final date and time will lead to bids being disqualified and not considered. Written submissions must be delivered to the Electoral Commission's Procurement & Asset Management Department. Delivery can be through any of the following means:

- Upload to the auction website.
- Place in the Electoral Commission tender box situated in the foyer of the Electoral Commission national office in Centurion at the following address before the closing date and time of this auction.

Election House

Riverside Office Park,

1303 Heuwel Avenue,

Centurion,

0157

Note: Clearly mark your submission: For the attention of <u>Procurement and Asset Management – AUCTION 0010556463</u>

12.2 Failure to submit all of the required documentation before the closing date and time shall invalidate the bid. It remains the responsibility of the bidder to confirm receipt of the required documentation with the Electoral Commission Procurement and Asset Management Department.

12.3 *Summary of Submission Requirements*

12.3.1 Bidder must complete and submit Appendix A (Technical Response Sheet) to demonstrate compliance as per 5.3.

12.3.2 Bidders must provide a detailed pricing breakdowns (breakdown of the bid price into implementation costs per phase and any other costs) as per 8.2

12.3.3 Bidders must provide a letter of proof of SAP Partnership

12.3.4 Five contactable references as per 5.4

12.3.5   Two CVs of consultants as per 5.6

12.3.6   Project Plan as per 5.7

13 Closing Date

The closing date and time of this auction is as specified on the eProcurement (Votaquotes) website. The closing date and time is determined by the clock on the IEC's servers and is not negotiable.

Bidders must also take note supporting documentation must be delivered **before closing date and time of supporting documentation**.

14 APPENDIX A: TECHNICAL BID RESPONSE SHEET

	Section	Description	Reference	Indicate whichever is applicable		Bidder's response/technical specification for proposed solution Bidder must indicate how they meet the requirement
Annexure A – Technical Bid Response Sheet						
Completion of this technical response sheet by the bidder is compulsory. Bidder must respond to each and every item in the response sheet. Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.						
				Yes	**No**	
1.	Success Factors: Performance and Goal Management	The bidder is to provide a service to implement Success Factors including the following:	3.3.1			
2.		The service includes setting up the Development, Test and Production environments,	3.3.1			
3.		The implementation and setting up of the performance management process and.	3.3.1			
4.		The development of data integration services between SAP ECC and SuccessFactors.	3.3.1			
5.		Analysis of the business requirements	3.3.2.1			
6.		Translation of business requirements into functional specifications	3.3.2.2			
7.		Design and Configuration of the system	3.3.2.3			
8.		Installation and configuration of SAP Cloud Instance including SAP HXM Suite Preconfigured Process Content	3.3.3			
9.		Configuration of Performance and Goals related as per requirements document	3.3.3			
10.		Access Control Creation and Setup including role-based permissions and reporting	3.3.3			
11.		Configuration of integration services	3.3.3			

	Section	Description	Reference	Indicate whichever is applicable		Bidder's response/technical specification for proposed solution Bidder must indicate how they meet the requirement
				Yes	**No**	
12.		HR Master Data upload	3.3.3			
13.		System Administration Training and Skills Transfer	3.3.3			
14.		System Testing (Unit, Integration and User Acceptance Testing)	3.3.3			
15.		Data Migration	3.3.3			
16.	Local Office Management System	The bidder is to provide services to implement SAP Flexible Real Estate RE-FX.	3.4.1			
17.		The bidder is responsible for Custom Development - Develop custom programs, enhancements, workflow and reports within the RE-FX module using ABAP and related technologies to fulfil identified gaps during blueprint.	3.4.2			
18.		The bidder is responsible for Data Migration - Develop data migration programs for uploading of legacy data: Business Partners, Contracts, Rental Objects and Transactional Data using BAPIs.	3.4.3			
19.		The bidder will analyse business requirements	3.4.4			
20.		The bidder will translate business requirements info functional requirements	3.4.4			
21.		The bidder will design and configure SAP RE-FX system to meet the needs of the Electoral Commission including contract management, valuation and reporting	3.4.4			

Annexure A – Technical Bid Response Sheet
Completion of this technical response sheet by the bidder is compulsory. Bidder must respond to each and every item in the response sheet.
Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.

	Section	Description	Reference	Indicate whichever is applicable		Bidder's response/technical specification for proposed solution Bidder must indicate how they meet the requirement
				Yes	**No**	
22.		The bidder will configure SAP RE_FX module including setting up the Master data (Property, Business Partner and Rental Objects), contracts and business rules	3.4.5			
23.		The bidder will integrate SAP RE-FX module with existing modules (SAP FI/CO, SCM, MM, PS,HCM, Asset Management, GRC and Authorization management)	3.4.5			
24.		Bidder will provide system testing (Unit, integration and user acceptance)	3.4.5			
25.		Support Data Migration	3.4.5			
26.		The bidder shall provide integration to Geographic Information System (GIS)	3.4.6			
27.	Over-arching Requirements	The bidder shall provide Administrator Training and Skills Transfer	3.6			
28.		The bidder shall prepare training manuals and provide training	3.6			
29.		The bidder shall project manage the entire project	3.5			

15 APPENDIX B: PRICING SCHEDULE

<table>
<tr><td colspan="3" align="center">APPENDIX B - PRICING SCHEDULE</td></tr>
<tr><td colspan="3">The completion of all pricing schedules is compulsory. Failure to complete the table below will result in the bid being disqualified.</td></tr>
<tr><td>No.</td><td>Description of Primary Services</td><td>Cost Including VAT</td></tr>
<tr><td>1.</td><td>Success Factors Implementation</td><td>R_____</td></tr>
<tr><td>2.</td><td>Local Office Management System Implementation</td><td>R_____</td></tr>
<tr><td>3.</td><td>Project Management</td><td>R_____</td></tr>
<tr><td>4.</td><td>Skills Transfer and User Training</td><td></td></tr>
<tr><td>5.</td><td>Miscellaneous Costs</td><td>R_____</td></tr>
<tr><td></td><td>Total Bid Price*</td><td>R_____</td></tr>
<tr><td colspan="3">* The Total Bid Price must be all inclusive and complete for the delivery of the proposed solution.
The Total Bid Price must be stated on this pricing schedule. The Total Bid Price must match the Bid price submitted online.</td></tr>
</table>

16 Appendix C: Guideline Reference Table

Reference # 1 (Success Factors)

Appendix C – Guideline Reference Table		
Bidder must provide 5 References as per Section 5		
EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS AT THE LEAST		
Customer name		
Contact Person		
Contact Details	eMail	
	Telephone	
Service Description		
Service Provided	Number of Consultants used	
	When was the service provided?	

Reference # 2 (Success Factors)

Appendix C – Guideline Reference Table		
Bidder must provide 5 References as per Section 5		
EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS AT THE LEAST		
Customer name		
Contact Person		
Contact Details	eMail	
	Telephone	
Service Description		
Service Provided	Number of Consultants used	
	When was the service provided?	

Reference # 3 (Success Factors)

Appendix C – Guideline Reference Table		
Bidder must provide 5 References as per Section 5		
EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS AT THE LEAST		
Customer name		
Contact Person		
Contact Details	eMail	
	Telephone	
Service Description		
Service Provided	Number of Consultants used	
	When was the service provided?	

Reference # 4 (SAP Flexible Real Estate RE-FX)

Appendix C – Guideline Reference Table		
Bidder must provide 5 References as per Section 5		
EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS AT THE LEAST		
Customer name		
Contact Person		
Contact Details	eMail	
	Telephone	
Service Description		
Service Provided	Number of Consultants used	
	When was the service provided?	

Reference # 4 (SAP Flexible Real Estate RE-FX)

Appendix C – Guideline Reference Table		
Bidder must provide 5 References as per Section 5		
EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS AT THE LEAST		
Customer name		
Contact Person		
Contact Details	eMail	
	Telephone	
Service Description		
Service Provided	Number of Consultants used	
	When was the service provided?	

17 Appendix D: Evaluation Criteria

Bidders are advised to refer to Appendix D to ensure that they have addressed all critical bid requirements which will be used for assessing the bids. Bidders are NOT expected to complete and submit this section.

17.1 Stage 1: Assessment of Bidder's Disclosure

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

17.1.1 The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

17.1.2 As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, is attached herewith for all entities who participate in the bid process.

17.1.3 As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.

17.1.4 In so doing, it must be noted that if the bid evaluation establishes that:

(a) a person within the bidding entity is an employee of the State, the Electoral Commission's CEO must request the relevant accounting officer/accounting authority whether the person-

    (i)   Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or

    (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee.

(b) the conduct of a person constitutes a transgression of the Prevention and Combating

of Corrupt Activities Act, 2004.

    (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and

    (d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

17.1.5 If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

17.1.6 The Electoral Commission's CEO must inform National Treasury of any action taken against a person within 30 days of implementing the action.

17.1.7 During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in-

    (a) the Register of Tender Defaulters; and

    (b) the list of restricted suppliers.

17.1.8 A bid related to a restricted bidder or tender defaulter shall be rejected.

17.1.9 The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

	Assessment Criteria	Bidder Requirement (YES/NO)	Comments
1.	Bidder is registered on the National Treasury Central Supplier Database (CSD). *		
2.	Bidder is tax compliant. **		
3.	The bidder is not an employee of the state.		
4.	Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.		
5.	Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		

	Assessment Criteria	Bidder Requirement (YES/NO)	Comments
6.	The bidder is not a tender defaulter as per the register published on the National Treasury website.		
7.	The bidder is not a restricted supplier as per the register published on the National Treasury website.		

* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

** A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

17.2 Stage 2: Key Qualifying Criteria

No.	Description	Yes	No	Comments
Stage 2 – Mandatory Qualifying Criteria			
Stage 2 – Mandatory Qualifying Criteria				
Failure to comply with any of the requirements below will result in the bid being disqualified				
1.	Did the bidder place their bid online as per section 5.1?			
2.	Did the bidder complete and submit technical specification as per section 5.3?			
3.	Did the bidder complete and submit pricing schedule as per 8.2?			
4.	Did the bidder submit five (5) contactable references as per section 5.4?			
5.	Is the Bidder a SAP Partner as per 5.5?			
6.	Did the bidder include two relevant CVs of SAP Consultants as per 5.6?			
7.	Did the bidder include a project plan as per 5.7?			

Overall Stage 2 Outcomes:	**Assessment Comments:**
	Bid qualifies for further consideration: (YES/NO):

17.3 Stage 3: Technical Evaluation

	Section	Description	Reference	Bidder's indication		Comments
				Yes	No	
1.	Success Factors: Performance and Goal Management	The bidder is to provide a service to implement Success Factors including the following:	3.3.1			
2.		The service includes setting up the Development, Test and Production environments,	3.3.1			
3.		The implementation and setting up of the performance management process and.	3.3.1			
4.		The development of data integration services between SAP ECC and SuccessFactors.	3.3.1			
5.		Analysis of the business requirements	3.3.2.1			
6.		Translation of business requirements into functional specifications	3.3.2.2			
7.		Design and Configuration of the system	3.3.2.3			
8.		Installation and configuration of SAP Cloud Instance including SAP HXM Suite Preconfigured Process Content	3.3.3			

Stage 3 – Technical Evaluation – Technical Disqualifying Factors.
Failure to comply with any of the requirements below will result in the bid being disqualified.

	Section	Description	Reference	Bidder's indication		Comments
				Yes	No	
Stage 3 – Technical Evaluation – Technical Disqualifying Factors. Failure to comply with any of the requirements below will result in the bid being disqualified.						
9.		Configuration of Performance and Goals related as per requirements document	3.3.3			
10.		Access Control Creation and Setup including role-based permissions and reporting	3.3.3			
11.		Configuration of integration services	3.3.3			
12.		HR Master Data upload	3.3.3			
13.		System Administration Training and Skills Transfer	3.3.3			
14.		System Testing (Unit, Integration and User Acceptance Testing)	3.3.3			
15.		Data Migration	3.3.3			
16.	Local Office Management System (SAP Flexible Real Estate RE-FX)	The bidder is to provide services to implement SAP Flexible Real Estate RE-FX.	3.4.1			

	Section	Description	Reference	Bidder's indication		Comments
				Yes	No	
		Stage 3 – Technical Evaluation – Technical Disqualifying Factors. Failure to comply with any of the requirements below will result in the bid being disqualified.				
17.		The bidder is responsible for Custom Development - Develop custom programs, enhancements, workflow and reports within the RE-FX module using ABAP and related technologies to fulfil identified gaps during blueprint.	3.4.2			
18.		The bidder is responsible for Data Migration - Develop data migration programs for uploading of legacy data: Business Partners, Contracts, Rental Objects and Transactional Data using BAPIs.	3.4.3			
19.		The bidder will analyse business requirements	3.4.4			
20.		The bidder will translate business requirements info functional requirements	3.4.4			
21.		The bidder will design and configure SAP RE-FX system to meet the needs of the Electoral Commission including contract management, valuation and reporting	3.4.4			
22.		The bidder will configure SAP RE_FX module including setting up the Master data (Property, Business Partner and Rental Objects), contracts and business rules	3.4.5			

	Section	Description	Reference	Bidder's indication		Comments
				Yes	No	
		Stage 3 – Technical Evaluation – Technical Disqualifying Factors. **Failure to comply with any of the requirements below will result in the bid being disqualified.**				
23.		The bidder will integrate SAP RE-FX module with existing modules (SAP FI/CO, SCM, MM, PS, HCM, Asset Management, GRC and Authorization management)	3.4.5			
24.		Bidder will provide system testing (Unit, integration and user acceptance)	3.4.5			
25.		Support Data Migration	3.4.5			
26.		The bidder shall provide integration to Geographic Information System (GIS)	3.4.6			
27.	Over-arching Requirements	The bidder shall provide Administrator Training and Skills Transfer	3.6			
28.		The bidder shall prepare training manuals and provide training	3.6			
29.		The bidder shall project manage the entire project	3.5			
Overall Stage 3 Outcomes:		**Assessment Comments:**				
		Bid qualifies for further consideration: (YES/NO):				

17.4 Stage 4: Technical Evaluation

				Actual Score	Comments
Annexure E – Bid Evaluation Criteria					
Stage 4 – Technical Scoring					
To qualify to the next phase of adjudication a bidder must score a minimum of 75% (72.75/97)					
	Product Description	**Available Score**	**Points Allocation**	**Actual Score**	**Comments**
1	Relevant Reference	45	a) Customer name = 1 point b) Contact Person = 1 point c) Email = 1 point d) Telephone = 1 point e) Description of Services provided = 2 points. f) Number of consultants = 2 points g) Was this done in the past 36 months = 1 point **Total for references = maximum 9 points per reference (minimum 5 reference required).**		

	Annexure E – Bid Evaluation Criteria				
	Stage 4 – Technical Scoring				
	To qualify to the next phase of adjudication a bidder must score a minimum of 75% (72.75/97)				
	Product Description	**Available Score**	**Points Allocation**	**Actual Score**	**Comments**
2	Project Plan	40	Project Plan includes the following for each of the environments (Success Factors and Local Office Management System) (2 points) a) Setup of environment(s) (2 points) b) Analysis (2 points) c) Design (2 points) d) Installation and Customization (2 points) e) Testing including (2 points) a. Unit (1 point) b. Integration (1 point) c. User Acceptance (2 points) f) User Training (2 points) g) Administrator Training / Skills Transfer (2 points) h) The project will be completed within 6 months (2 points)		

	Annexure E – Bid Evaluation Criteria				
	Stage 4 – Technical Scoring				
	To qualify to the next phase of adjudication a bidder must score a minimum of 75% (72.75/97)				
	Product Description	**Available Score**	**Points Allocation**	**Actual Score**	**Comments**
3	CVs	12	The Success Factor Consultant experience: a) More than 5 years (3 points) b) 3 – 5 years (2 points) The Success Factor Consultant has worked on: a) More than 5 Success Factors projects (3 points) b) 3 – 5 Success Factors projects (2 points) The SAP Flexible Real Estate RE-FX Consultant experience: a) More than 5 years (3 points) b) 3 – 5 years (2 points) The SAP Flexible Real Estate RE-FX has worked on: a) More than 5 projects (3 points) b) 3 – 5 projects (2 points)		
	TOTAL:	**92**			

				Annexure E – Bid Evaluation Criteria		
				Stage 4 – Technical Scoring		
				To qualify to the next phase of adjudication a bidder must score a minimum of 75% (72.75/97)		
	Product Description	**Available Score**	**Points Allocation**			**Actual Score**	**Comments**
Overall Stage 4 Outcomes:		**Assessment Comments:**					
		Bid qualifies for further consideration (YES/NO):					

17.5 *Stage 5: Adjudication of Bids*

Only bids that comply with the requirements and conditions of the bid and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Acceptable bids must be market related.

This bid is deemed not to exceed R50 million including VAT.

Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the adjudication process of this auction where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bid Evaluation Team

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	Name	Signature	Date
1			
2			
3			
4			
5			

_____