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| **REQUEST FOR QUOTATION**  **SAP HCM & MM ENHANCEMENTS THROUGH ABAP DEVELOPMENT** |

1. **INTRODUCTION**

The purpose of the RFQ is to invite qualified vendors to submit quotations for enhancements through changing custom programs and developing new programs within the modules as required by business as per requirements from HCM and SCM departments, for a duration of 12 months **(as and when)**.

1. **BACKGROUND**

PRASA is currently upgrading its SAP HCM sub-modules to SAP HR Renewal 2.0, SAP HR Payroll Control Center and implementing SAP Employee Self-Service (ESS) / SAP Manager Self-Service (MSS) modules with SAP Fiori for all its divisions and subsidiary.

The Supply Chain Management processes in PRASA are currently supported by the SAP ERP Central Component (ECC6) system using the SAP Materials Management (MM) modules for procurement, order management, goods receiving, inventory management, logistics, invoicing and payment. Material master data and vendor master data are run on the PiLog system with an integration to SAP ECC6. The CSD system from Treasury is used for sourcing vendors as well as vendor pre-qualification, through the Treasury portal without integration to PRASA.

The organization will require the services of Abap programmers to develop/change programs within the HCM and MM modules. The resources will work closely with the PRASA SAP Support team and business representatives to understand the development requirements and to conduct testing on programs after development.

PRASA runs SAP ERP (ECC6-EhP7) on-premises for all its business units and corporate office, made up of 7 company codes in the following areas:

* SAP Financial Accounting and Control (FI/CO),
* SAP Materials Management (MM),
* SAP Human Capital Management (HCM),
* SAP Real Estate & Land Use Management (LUM) and
* SAP Plant Maintenance (PM) & Linear Asset Management (LAM).

The HR Renewal project has resulted in PRASA implementing the following HCM sub modules:

* Organizational Management
* Personnel Administration
* Employee Relations
* Bursary Administration
* Time Management
* Payroll Management
* Performance Management
* Personnel Development
* E-Recruitment
* Learning Solution - LSO
* Enterprise Compensation Management
* Workforce Planning

The Materials Management module consists of the following sub modules:

* Warehousing Management
* Inventory Management
* Purchasing
* Contract Management

The ERP solution is currently undergoing a technical upgrade from ECC6-EhP7 to ECC6-EhP8 and Netweaver stack 7.5 as well as the interface layer to SAP PO version 7.5

1. **SCOPE OF WORK AND MINIMUM REQUIREMENT**

Bidders will be expected to fulfil all the work requirements stated below and additional requirements during the course of the year:

* 1. **FUNCTIONAL SCOPE**

The scope for the Abap enhancements includes but is not limited to the following:

**HCM Scope**

* Adding additional fields/columns to the Provident Fund Movement file as per the Financial Sector Conduct Authority requirements.
* Adding new Risk Pool wage types to the Provident/Pension Fund Applicable Earnings custom report.
* Customizing the ZHR payroll report to include new wage types aligned to Total Guaranteed Package (TGP)
* Troubleshooting and fix the Employee Relations (ER) interface to an external web application
* Customizing the current COIDA annual submission report to the Department of Labour.
* Debugging and fixing the UIF report that is submitted by the Business Units monthly.

**SCM Scope**

* Developing Vendor Master reports on BBBEE criteria
* Developing spend reports for the different categories with BBBEE new calculations
* Implementing SNOTES on purchase orders through developer keys
* Debugging and fixing customized budget availability check functionality
* Adding new fields to the vendor master screens
* Debugging and fixing the purchase requisition/order workflow
* Changing company logos for purchase orders

The bidder must comply to the PRASA ICT Change Approval Board (CAB) to present changes and necessary feedback forms to close changes.

**6. Evaluation Criteria**

**6.1 Company experience (40%)**. Relevant company experience of the vendor in executing SAP HCM-MM projects.

**6.2 Methodology and approach (20%).** Quality and comprehensiveness of the proposed methodology and approach.

**6.3 Experience of key personnel (40%).** Relevant experience and expertise of key personnel in the project team.

**7. SUPPLIERS BRIEFING**

* + Online Compulsory Tender Briefing Session – Refer to the below Link:

[Join Teams](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjNkNmIxN2EtNTJkZS00MDdmLThhZmQtMWE1YzQwYWRiNjQ5%40thread.v2/0?context=%7b%22Tid%22%3a%22ef089e05-fa66-4ce1-99c1-feb47ce02989%22%2c%22Oid%22%3a%223fc8bea5-2909-4740-b380-273574a63169%22%7d)

* + (SCM to provide the briefing dates)

**8. EVALUATION PROCESS**

Interested bidders for this project shall be evaluated in terms of their administrative responsiveness, substantive responsiveness, technical/functional (capacity testing) evaluation and preference points. The evaluation committee shall use the following Evaluation Criteria depicted in table below for the selection of the preferred bidder that shall render / deliver the required works, goods and / or services.

|  |  |
| --- | --- |
| **EVALUATION PROCESS** | |
| **Stage 1A** - Mandatory Compliance | Substantive responsiveness (mandatory) |
| **Stage 1B** - Basic Compliance | Administrative Responsiveness |
| **Stage 1C** - Technical Compliance | Mandatory Technical Compliance |
| **Stage 2** | |
| Technical/Functional Criteria | Testing of capacity – meet minimum threshold of 70%. |
| **Stage 3**  **Preference Points** | |
| Price | 80 |
| Specific Goals | 20 |
| **TOTAL** | **100** |

*Evaluation criteria for the selection of a potential bidder*

***9.1 STAGE 1 - Mandatory and Basic Compliance Requirements (Substantive and Administrative Responsiveness)***

9.1.1 **Stage 1A - Mandatory Compliance Requirements (Substantive Responsiveness)**

If a supplier / bidder does not submit the following documents the Proposal will be disqualified automatically:

| **No.** | **Description of requirement** | **Compliant** |
| --- | --- | --- |
| a) | Completion of ALL RFQ documentation (includes ALL declarations, ALL Standard Bidding Documents (SBD) and Commissioner of Oath signatures required) |  |
| b) | Signed Joint Venture, Consortium Agreement or Partnering Agreement *(whichever is applicable*) |  |

9.1.2 **Stage 1B - Basic Compliance Requirements (Administrative Responsiveness)**

If a supplier /bidder does not submit the following basic compliance documents the bid may be disqualified and these documents must be made available within a specified period should an award, be made i.e 7 days

|  |  |  |
| --- | --- | --- |
| **No.** | **Description of requirement** | **Compliant** |
| a) | Signed Joint Venture, Consortium Agreement or Partnering Agreement *(whichever is applicable*) |  |
| b) | Original or certified B-BBEE certificate issued by SANAS (Certificates issued by IRBA and Accounting Officers have been discontinued, however valid certificates already issued before 1 January 2017 may be used until they phase out completely by December 2017) Bidder to include Affidavit for QSEs and EMEs.  In cases of JVs or consortiums, a combined B-BBEE certificate in the name of the JV/Consortium must be submitted |  |
| c) | CSD supplier registration number *(should a bidder not registered on CSD, the bidder will be afforded 14 days after the closing date to register accordingly)* |  |
| d) | A valid and Original Tax Clearance Certificate (valid as at the closing date of this RFP) Or supply SARS Pin |  |
| e) | Company registration documents |  |
| f) | Copies of Directors’ ID documents |  |

**9.1.3 Stage 1C – Mandatory Technical Compliance Requirements**

If bidder does not submit or meet the following technical mandatory compliance requirements, the bidder will be disqualified automatically.

| **No.** | **Description of requirement** | **Compliant** |
| --- | --- | --- |
| a) | Only bidders who have provided a SAP Partner Edge – Silver Certificate and above will be considered. |  |

***9.2 STAGE 2 - Technical / Functionality Requirements***

Qualifying bidders shall be evaluated on technicality / functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 70%. Bidders who score below the minimum requirement shall not be considered for further evaluation in **stage 3.**

| **ITEM** | **CRITERIA** | **WEIGHT** |
| --- | --- | --- |
| 1 | Company experience | 40 |
| 2 | Methodology and approach | 20 |
| 3 | Experience of key personnel (CVs) | 40 |
|  | **TOTAL** | **100** |

Details of the scoring methodology presented above are outlined below:

| **ITEM** | **CRITERIA** | **WEIGHT** | **SCORES** |
| --- | --- | --- | --- |
| **1** | **Company experience**  Score will be based on successfully executed and completed projects of SAP HR Renewal and SAP Materials Management developments over the last five years five (5) years of which details are provided:  **Bidder to submit the following, per project as proof:**  Signed reference letter with company logo and contact details of the client company | 40 | 0: No projects submitted  1: 1 project of SAP HR Renewal Support and SAP Materials Management done within the last 5 years.  2: 2 projects of SAP HR Renewal Support and SAP Materials Management done within the last 5 years.  3: 3 projects of SAP HR Renewal Support and SAP Materials Management done within the last 5 years.  4: 4 projects of SAP HR Renewal Support and SAP Materials Management done within the last 5 years.  5: 5 projects of SAP HR Renewal Support and SAP Materials Management done within the last 5 years. |
| **2** | **Methodology and approach**  Score will be allocated for implementation methodology that is based on ASAP/SAP Activate and is realistic. Methodology should consist of the major milestones.   |  |  |  | | --- | --- | --- | |  | **ASAP** | **Activate** | | **Stage1** | Project Preparation | Discover | | **Stage2** | Business Blueprint | Prepare | | **Stage3** | Realization | Explore | | **Stage4** | Final Preparation | Realize | | **Stage5** | Go-live & Support | Deploy | | 20 | Score will be allocated for a presentation according to the following:  0: No SAP methodology information provided  1: (1) of the listed Stages is provided  2: (2) of the listed Stages are provided with alignment to the scope of work  3: (3) of the listed Stages are provided with:   * Alignment to the scope of work * Associated quality gates   4: (4) of the listed Stages are provided with:   * Alignment to the scope of work * Associated quality gates * Highlighted risks   5: All Stages are provided with:   * Alignment to the scope of work * Associated quality gates * Highlighted risks * Mitigating measures |
| **3** | **Experience of key personnel (CVs)**  Score will be based on number of years of experience of all personnel and qualifications.   * SAP Certified Development Associate – Abap with Netweaver (Development resource that has worked on Human Capital Management or Materials Management modules) | 40 | 0: No qualified resources submitted  1: 1 resource as per list with 5 years’ experience of executing SAP Human Capital Management or Materials Management developments  **Evidence:** (Provide CVs with certified copies of certificates, not older than 3 months)  2: 2 resources as per list with 5 years’ experience of executing SAP Human Capital Management or Materials Management developments **Evidence:** (Provide CVs with certified copies of certificates, not older than 3 months)  3: 3 resources as per list with 5 years’ experience of executing SAP Human Capital Management or Materials Management developments **Evidence:** (Provide CVs with certified copies of certificates, not older than 3 months)  4: 4 resources as per list with 5 years’ experience of executing SAP Human Capital Management or Materials Management developments **Evidence:** (Provide CVs with certified copies of certificates, not older than 3 months)  5: 5 resources as per list with 5 years’ experience of executing SAP Human Capital Management or Materials Management developments **Evidence:** (Provide CVs with certified copies of certificates, not older than 3 months) |
|  | **TOTAL** | 100 |  |

Note: A score of zero (0) on any evaluation criteria item will lead to automatic disqualification.

***9.3 STAGE 3 - Pricing and Specific Goals***

The following formula, shall be used to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

|  |  |
| --- | --- |
| **Details** | **Points** |
| Price | 80 |
| Specific Goals | 20 |
| Total Points for Price and Specific Goals | 100 |

**FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS**

A maximum of 80 points is allocated for price on the following basis:

80/20

PS = 80 (1−Pt−PminPmin)

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

**POINTS AWARDED FOR SPECIFIC GOALS**

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender.

For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

|  |  |  |  |
| --- | --- | --- | --- |
| **The specific goals allocated points in terms of this RFQ** | **Returnable** | **Number of points allocated (80/20 system) (To be completed by the organ of state)** | **Number of points claimed (80/20 system) (To be completed by the tenderer)** |
| Black Women Owned | Certified copy of ID Documents of the Owners | 05 |  |
| Black Youth Owned | Certified copy of ID Documents of the Owners | 05 |  |
| 51% Black Owned Entities | Certified copy of ID Documents of the Owners | 05 |  |
| EME or QSE 51% Black Owned | Audited Annual Financial/ B-BBEE Certificate / Affidavit | 05 |  |

**ANNEXURE A: PRICING SCHEDULE**

Rate pricing should be provided for the Abap resource, as per table below:

|  |  |
| --- | --- |
| Description of Service (Resource) | Price |
| Abap Resource (HCM) – Rate per hour | R |
| Abap Resource (MM) – Rate per hour | R |
| **TOTAL PRICE (EXCLUDING VAT)** | **R** |
| **VAT** | **R** |
| **TOTAL PRICE (INCLUDING VAT)** | **R** |

**Failure to comply with the BOQ will result in disqualification**