



## NKANGALA DISTRICT MUNICIPALITY



### PROJECT NO: 120543

## APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE CONFLICT OF INTEREST AND SCM DATA VERIFICATION SYSTEM FOR A PERIOD OFTHREE (03) YEARS

### SCOPE OF WORK

#### Part C3. SCOPE OF WORK

C3 Scope of work

#### **SPECIFICATION AND CONDITIONS OF TENDER - BASIS FOR TENDERING**

The successful bidder shall provide a Conflict of Interest and Supply Chain Management (SCM) Data Verification System for a period of thirty-six (36) months. The scope of work shall comprise the following:

#### **1. PHASE A - SETUP AND INSTALLATION (LUMP SUM)**

The successful bidder shall, upon appointment:

- a) Establish and configure the online verification system for use by the Municipality.
- b) Install, configure and test the system to ensure that it is fully operational and accessible via a secure web-based platform.
- c) Establish a project implementation plan and facilitate a project inception meeting with the Municipality.
- d) Configure user profiles, access rights and system security in accordance with the Municipality's requirements.
- e) Configure the required data fields and reporting templates.
- f) Ensure compatibility of the system with the Municipality's operating environment.
- g) Provide all technical support required during implementation until the system is fully operational.
- h) Ensure that the system is available for use immediately after successful implementation.

#### **2. FUNCTIONAL REQUIREMENTS OF THE VERIFICATION SYSTEM**

The system shall, as a minimum, provide the following functionality:

##### **2.1 Supply Chain Management Vetting**

The system must support municipal procurement processes by providing the ability to:

- ❖ Verify potential conflicts of interest.
- ❖ Identify directors, members and shareholders employed by:
  - National and Provincial Government;



- Municipalities;
  - State-Owned Companies (SOCs);
  - Public entities; and
  - Other organs of state.
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- ❖ Verify supplier information against available statutory databases.
  - ❖ Produce detailed verification reports for procurement purposes.
  - ❖ Verify company registration information obtained from the Companies and Intellectual Property Commission (CIPC).
  - ❖ Display director profiles.
  - ❖ Identify relationships between directors and spouses where legally permissible and available.
  - ❖ Perform bulk verification of:
    - Vendor databases;
    - Supplier registers;
    - Expenditure transactions;
    - Historical payments;
    - Procurement transactions;
    - Other datasets provided by the Municipality.
    - Generate reports to support internal controls and Auditor-General audit requirements.

## **2.2 ONLINE SYSTEM ACCESS**

The successful bidder shall provide secure online access to the system for a period of 36 months. The system shall:

- ❖ Be accessible through a secure web-based platform.
- ❖ Allow multiple authorised municipal users to access the system simultaneously.
- ❖ Allow users to print reports directly.
- ❖ Allow reports to be exported to PDF.
- ❖ Allow reports to be emailed directly from the system.
- ❖ Maintain appropriate audit trails of user activity.
- ❖ Provide secure authentication and role-based access control.

The system shall be capable of retrieving and verifying information from available and legally accessible sources, including:

- ❖ Department of Home Affairs;
- ❖ Companies and Intellectual Property Commission (CIPC);
- ❖ Deeds Registry;
- ❖ Credit providers;
- ❖ Multiple credit bureaus; and
- ❖ Any other lawful data sources necessary to perform the required verification services.

## **3. TRAINING FOR FIFTEEN (15) USERS (LUMP SUM)**

The successful bidder shall provide comprehensive training for fifteen (15) municipal officials.

Training shall include, but not be limited to:

- ❖ System navigation.
- ❖ User administration.
- ❖ Supplier verification.



- ❖ Conflict of interest verification.
- ❖ Report generation.
- ❖ Bulk verification processes.
- ❖ Interpretation of verification reports.
- ❖ Basic troubleshooting.
- ❖ User manuals and training material.

Training shall be conducted after successful implementation and before the system is placed into operational use.

#### **4. AVAILABILITY OF THE SYSTEM**

The system shall be fully operational upon implementation and remain available throughout the 36-month contract period, subject to agreed maintenance windows.

#### **5. PROJECT CLOSE-OUT**

At the completion of implementation, the successful bidder shall provide:

- ❖ A Project Close-Out Report.
- ❖ Confirmation that all agreed deliverables have been completed.
- ❖ Final system documentation.
- ❖ User manuals.
- ❖ Administrator documentation.
- ❖ Training attendance registers.
- ❖ Handover documentation.