



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Briefing Session

**TENDER DESCRIPTION: INSTALLATION, CUSTOMISATION,
IMPLEMENTATION AND POST GO-LIVE SYSTEM
STABILISATION OF SAP CORE FINANCIAL AND
OPERATIONAL SOFTWARE SOLUTIONS FOR THE CITY OF
CAPE TOWN (TENDER NO: 279C/2025/26)**

Briefing Session: 19 June 2026

Closing Date: 16 July 2026 @ 10h00am



AGENDA

A Michelle Baker

1. Welcome and Introductions
2. Questions
3. General Tender Information

B Lourencia Swanepoel

4. Notices Issued to Tenderers
5. Lessons Learned from Previous Tender Submissions
6. A Responsive Tender
7. General Tender Information

C Sanet Halgryn

8. Lessons Learned from Previous CORE Plus Implementation Tender (TENDER NO: 121S/2025/26)
9. What Change from TENDER NO: 121S/2025/26 to TENDER NO: 279C/2025/26
10. Eligibility including Accreditation and Authorisation
11. Introduction to CORE Plus and Interpretation
12. How the tender is Constructed
13. How to Complete the Tender and put Tender Document together
14. Completion of Functional Scoring
15. Compliance to Specifications
16. Completion of Price Schedules
17. Returnable Schedules
18. Award
19. Contract Period

General



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1. Welcome and Introduction

1. The purpose of this session is to **provide clear and comprehensive information** that will **assist bidders to submit an accurate response** to Tender **279C/2025/26** for INSTALLATION, CUSTOMISATION, IMPLEMENTATION AND POST GO-LIVE SYSTEM STABILISATION OF SAP CORE FINANCIAL AND OPERATIONAL SOFTWARE SOLUTIONS FOR THE CITY OF CAPE TOWN.
2. Please **confirm your attendance** by posting the following information in the online chat:
 - A. Name and Surname
 - B. Position at Company
 - C. Company representing
 - D. Email Contact details
 - E. Phone Contact details

Please post your questions in the chat and we will respond to them in the first Notice.

No questions will be answered during this briefing session.



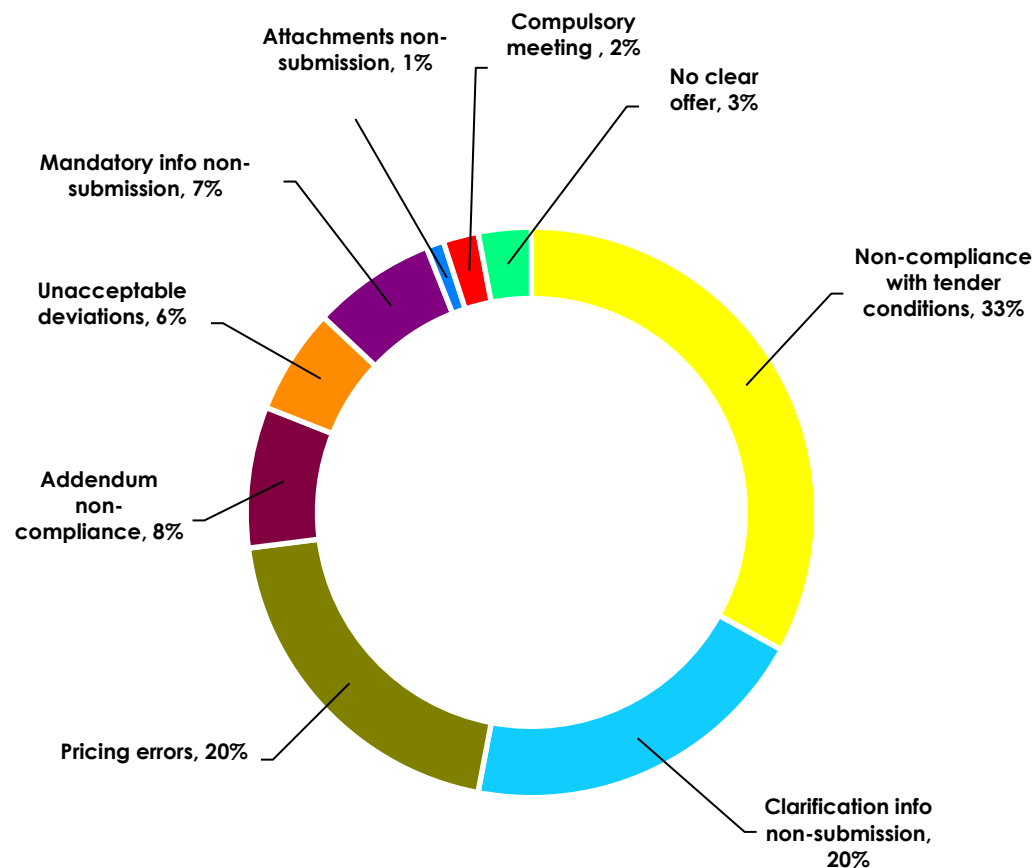
2. General Tender Information

		Page in Tender Document
Tender Advertised	12 June 2026	1
Clarification Meeting	Non-Compulsory Microsoft Teams Clarification Sessions 1 (one) week from publication date.	1
Closing Date	16 July 2026 @ 10h00am	1
Contract Period	UP TO 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT	1
Tender Box	Box Number 240	1
Tender Queries	<u>SCM.Tenders13@capetown.gov.za</u>	1

3. Notices Issued to Tenderers

	Page in Tender Document
1. The CCT will only issue tender documents through its Tender Distribution Office or make it available for download from the CCT Website (www.capetown.gov.za). ❖ Tenderers who obtain the document(s) through any other means, will not be known to the CCT and may thus not receive tender notices and addendums.	
2. It is the responsibility of tenderers who obtain documents through any means other than described herein to notify the CCT Tender Representative listed above in T.1 General Tender Information, that they are participating in this tender. The CCT accepts no liability for any tender notices or addendums not reaching any tenderers who obtained documents through any means other than described herein.	
Please also refer to clause T.2.2.6 with reference to the requirement for Acknowledgement and Compliance with Notices.	33

4. Lessons Learnt From Previous Tender Submissions



WORD OF ADVISE: please ensure that prices are all inclusive as detailed as per section 4.1 Pricing Instructions on pages 54 to 57

1. Not providing sufficient content to constitute an offer
- 2. Not replying to clarification requests timeously or completely (20%)**
3. Proposing material deviations such as changing commercial conditions
4. Not attending compulsory clarification Meetings
5. Not attaching required content
6. Not submitting mandatory information
- 7. Not complying with tender conditions (33%)**
 - a) Not Providing all Items
 - b) Changing the offer during Clarifications
 - c) Not completing all schedules fully
 - d) Changing the tender document
8. Not including any tender notice in bid submissions
- 9. Errors in pricing the document (20%)**
 - a) Not Pricing all Items
 - b) Not Complying with price assumptions

5. A Responsive Tender



NOTE

1. A responsive tender is one **that conforms to all the terms, conditions, and specifications** of the tender documents without material deviation or qualification.
2. A material deviation or qualification is one which, in the CCT's opinion, would:
 - A. Detrimentially **affect the scope, quality, or performance** of the goods, services or supply identified in the Specifications,
 - B. Significantly **change the CCT's or the Tenderer's risks and responsibilities** under the contract, or
 - C. **Affect the competitive position** of other Tenderers presenting responsive tenders, if it were to be rectified.

1. Tenderers can **communicate with the CCT to clarify any Stage 1 questions** they may have up to **one week before the tender closing date 16 July 2026**. No communication is **allowed after the closing date**.
2. Tenderers can **communicate with the CCT to clarify any Stage 2 questions** they may have up to **one week before the tender closing date for stage 2** that will be communicated through the covering invitation letter. **No communication is allowed after the closing date**.
3. The **Special Conditions of Contract (SCC's)**, referring to the National Treasury – Conditions of Contract (revised July 2010), **will be provided in Stage 2**.
4. (National Treasury - General Conditions of Contract (GCC's) (revised July 2010)) **will be provided in Stage 2**.

6. General Tender Information

1. Tender submissions must be provided in both hard copy and soft copy, with the **hard copy taking precedence** in the event of any discrepancies.
2. Questions of Clarity (QOC's) refer to:
 - A. Respond to QOC's in a timely manner.** Failure to respond to the QOCs within the designated timeframe will lead to non-responsive bids.
 - B. Provide ALL information requested** in the response email.
 - C. Tenderers must ensure their availability to respond to QOC's.**

7. Lessons Learned from Previous CORE Plus Implementation Tender

TENDER NO: 121S/2025/26

TENDER DESCRIPTION: INSTALLATION, CUSTOMISATION, IMPLEMENTATION AND POST GO-LIVE SYSTEM STABILISATION OF SAP CORE FINANCIAL AND OPERATIONAL SOFTWARE SOLUTIONS FOR THE CITY OF CAPE TOWN



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Lessons Learned - General

Lessons learned from previous tender processes include, but are not limited, to:

- 1** **Not following Pricing Instructions:** In many instances Tenderers ignored or did not fully follow **clause 4.1** Pricing Instructions and in particular sub-clauses 4.1.1 and 4.1.2 resulting in incomplete pricing schedules, pricing schedules not completed or ignoring quantity of 1 for rates based price schedules (Price Schedule 7 to 9). This makes a meaningful comparison of bids impossible.
- 2** **Not completing all required schedules:** In many instances Tenderers ignored or did not fully follow **clause 2.2.1.1.6.1** Instructions for Completing Functional Scoring. For example, not providing references or reference contact details. This has the potential of scoring zero for the functional area and due to the requirements, would cause the bid not to pass the functionality evaluation.
- 3** **Assumptions:** Making assumptions based on Tenderer understanding of CCT resulting in exclusion of implementation scope, including assumptions that certain activities would be undertaken by the City, despite these activities being explicitly included in the tender scope.
- 4** **Full Hard Copy of the Complete Tender Document and all related schedules:** Missing hard copy specifications and GCC/ SCC pages were found in one Tender document which will be deemed non-returnable items. Should hard copy gaps become relevant, such matters may be clarified with the bidder to confirm binding to the conditions (without creating an opportunity to alter offers).
- 5** **Not providing both SAP Accreditation and SAP MAF Letter:** Tenderers that did not provide the SAP Accreditation, verified through SAP Partner Finder, and the MAF Letter from SAP were found non-responsive as per **clause 2.2.1.1.5**.

Lessons Learned – Deviations to GCC's & SCC's

During the 3 clarification sessions held for TENDER NO: 121S/2025/26 **it was made clear that proposed changes** to the **General Conditions of Contract (GCC)** and / or **Special Conditions of Contract (SCC)** would have the **potential to make offers/bids non-responsive**. This is also **clearly stipulated in the tender** documentation.

12 to 56 deviations to the GCC's and/or SCC's were included in majority of tender bids.

1. The proposed deviations **were assessed for materiality** against the **criteria set out in the tender document**.
2. Bidders, that proposed deviations to GCC's and SCC's, were **found non-responsive** due to the **materiality of the alternative conditions**.
3. As numerous deviations from each bidder were considered material due to affecting one or all of the components of Risk to the City, Competitiveness of the bid price or the overall Scope required in the tender, there was **no prospect of using** the opportunity stipulated in the final paragraph of **clause 2.3.7** of the tender document which stipulates:

"The CCT reserves the right to accept a tender offer which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender documents."

SCC's	Special Terms & Conditions of Contract in Part C.6 (SPECIAL CONDITIONS OF CONTRACT)	Pages 125 to 136
GCC's	General Terms & Conditions of Contract in Part C.7 (GENERAL CONDITIONS OF CONTRACT)	Pages 137 to 146



2.2.1 Eligibility Criteria
Clause 2.2.1.1 Tenderers are obligated to submit a tender offer that **complies in all aspects to the conditions as detailed in this tender document and the Conditions of Tender**. An 'acceptable tender' must "COMPLY IN ALL" aspects with the tender, Conditions of Tender, all Specifications (i.e., item C.5 below, hereinafter the "Specifications"), pricing instructions herein **and the Contract including its conditions**.

In light of this, proposed changes to SCC's and GCC' have potential to make offer non-responsive.

A responsive tender is one **that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification**.
A material deviation or qualification is one which, in the CCT's opinion, would:

- a. Detrimentially affect the scope, quality, or performance of the goods, services or supply identified in the Specifications,
- b. Significantly change the CCT's or the Tenderer's risks and responsibilities under then contract, or
- c. Affect the competitive position of other Tenderers presenting responsive tenders, if it were to be rectified.



Why must you care?

1. The **proposed changes** to **GCC's** and / or **SCC's** **made offers/bids non-responsive** as they were **material due to affecting one or all of the components of Risk to the City**
2. Proposed changes to SCC's and GCC's in stage 2 for this tender **has potential to result in non-responsiveness as well!**

SCC's	Special Terms & Conditions of Contract in Part C.6 (SPECIAL CONDITIONS OF CONTRACT) Will be provided in Stage 2	Page 214
GCC's	General Terms & Conditions of Contract in Part C.7 (GENERAL CONDITIONS OF CONTRACT) Will be provided in Stage 2	Page 215



2.2.1 Eligibility Criteria

Clause 2.2.1.1 Tenderers are obligated to submit a tender offer that **complies in all aspects to the conditions as detailed in this tender document and the Conditions of Tender**. An 'acceptable tender' must "COMPLY IN ALL" aspects with the tender, Conditions of Tender (**Stage 2**), all Specifications (i.e., item C.5 below, hereinafter the "Specifications"), pricing instructions (**Stage 2**) herein **and the Contract including its conditions**.

Page 16

A responsive tender is one **that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification**.

A material deviation or qualification is one which, in the CCT's opinion, would:

- Detrimentially affect the scope, quality, or performance of the goods, services or supply identified in the Specifications,
- Significantly change the CCT's or the Tenderer 's risks and responsibilities under then contract, or
- Affect the competitive position of other Tenderers presenting responsive tenders, if it were to be rectified.

In light of this, proposed changes to SCC's and GCC' have potential to make offer non-responsive.

Lessons Learned – Inclusion of Terms & Conditions, Assumptions and Other Items Submitted by Tenderers

During the 3 clarification sessions held for TENDER NO: 121S/2025/26 **it was made clear how to complete functional scoring and price schedules** with reference made to relevant clauses in the tender document.

1. On reviewing it was found that **numerous assumptions, dependencies, risks and other items were included** in each bid, often embedded in the methodology, assumptions and approach taken by the bidder.
2. As per the deviations to GCC's and SCC's, these were **assessed for materiality against the criteria set out in the tender** document and each bid was **found non-responsive due to these items**.
3. Pricing submissions have several inconsistencies or omissions for compulsory schedules and zero or blank pricing for certain line items. This further makes a meaningful comparison of bids difficult.
4. As numerous deviations from each bidder were considered material due to affecting one or all of the components of Risk to the City, Competitiveness of the bid price or the overall Scope required in the tender. There was no prospect of using the opportunity stipulated in paragraph **clause 2.3.7** or **clause 2.2.13** of the tender document which stipulates:

“Clause 2.2.13 Information and data to be completed in all respects

2.2.13.1 Tender offers, which do not provide all the data or information requested completely, and in the form, required, may be regarded by the CCT as non-responsive.”

50 to 112 Terms & Conditions, Assumptions and Other Items were included in tender bids.

1. **Not complying with clause 2.2.1.1** due to materiality of the issues raised in terms of additional conditions throughout the tender document.
2. **Not complying with clause 4.1.1** by not completing Price Schedule 3: EPIC Contraventions.
3. **Not complying with clause 4.1.2** by not completing costing for multiple scope components.
4. **Not complying with clause 4.1.3** as the pricing offer was conditional (i.e. not fixed)



Why must you care?

1. Inclusion of Inclusion of Terms & Conditions, Assumptions and Other Items by Tenderers **have potential to result in non-responsiveness as well!**

8. What Change from TENDER NO: 121S/2025/26 to TENDER NO: 279C/2025/26



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What Change

FROM:

**TENDER NO:
121S/2025/26**

TO:

**TENDER NO:
279C/2025/26**



Two-Stage Project process as per **clause 2.1.5.2 Proposal procedure** using the two stage-system. (Pages 12 to 14)



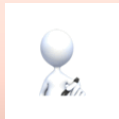
Proposed Future Architecture detailed in **Annexure J** to address Terms & Conditions, Assumptions and Other Items submitted by Tenderers in tender 121S/2025/26.



Contents Page in **Annexure M** as mandatory structure for tender submission. (Pages 504 to 507)



Updated Deliverables per project Phase in Schedule K.1: Framework: Project Management and Governance.



Enhancements to section **2.2.1.1.6.1 Instructions for Completing Functional Scoring** and **4.1 Pricing Instructions**.



Updated Price Schedules 1 / 5 / 6 to align to revised Proposed Future Architecture detailed in Annexure J.

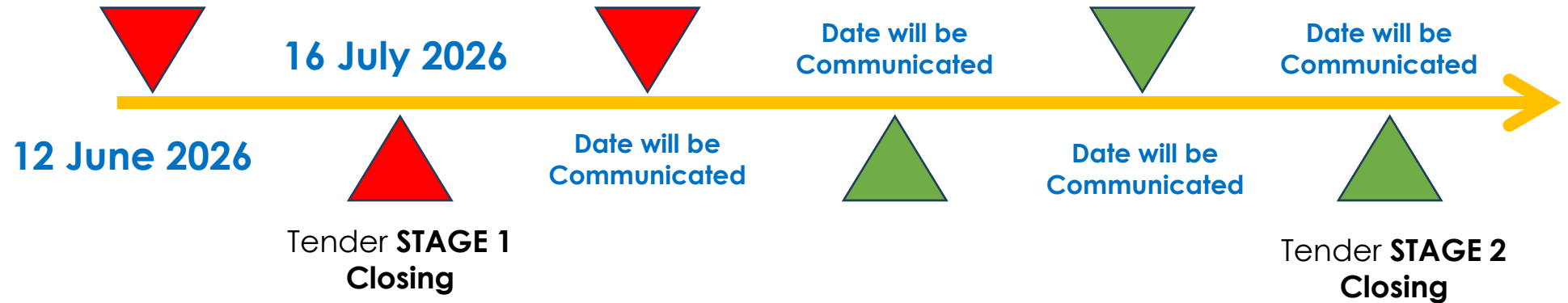
2-Stage Request for Proposal (RFP) process



Tender **STAGE 1 –**
Eligibility, Functional
Scoring and
Compliance
Advertisement

Tender **STAGE 1 –**
Evaluation

Evaluate CCT SAP
Solutions



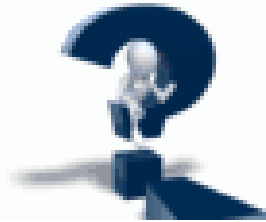
Submit final signed Stage 1
documents

Issue Invitation
Letters to continue
with **STAGE 2**

Submit final signed
Stage 2 documents :
1) Final technical
proposal
2) All pricing
schedules as final
offer

Tender Closing Dates

Tender Advertised	12 June 2026	Page 5
Closing Date Stage 1	16 July 2026 @ 10h00am	Page 1



Please note that an extension for the tender Stage 1 closing date cannot be granted. The tender was advertised on **12 June 2026** and Stage 1 will close on **16 July 2026**, which provides approximately **35 days** for service providers to prepare and submit their **Stage 1 bids**.

The City considers this timeframe sufficient for the compilation of Stage 1 tender documents given it is an re-advertisement and there is 30-day assessment of the CCT SAP Systems prior to submission of final offer.

To further assist tenderers, the City has this clarification meetings on **19 June 2026**. This session is intended to support tenderers in completing their bid documents and to address any questions they may have.

In light of the above, the City will not be extending the tender closing date for Stage 1.

STAGE 1 - Eligibility, Functional Scoring and Compliance

A Eligibility

a Accreditation

b Authorisation

NOTE: Authorisation is different than SAP Accreditation

Only those tenders submitted by Tenderers who **comply with the accreditation and authorisation** requirements as stated in **clause 2.2.1.1.5** will be declared responsive.

B Functional Scoring

a Tenderer Solution Experience

b Tenderer Methodology and Approach, Implementation Schedule and Implementation Organisation Structure

b1 Proposed Tender Methodology and Approach write-up

b2 Proposed Project Implementation Schedule

b3 Proposed Project Implementation Organisation Structure

c Team Members Experience

Only those tenders submitted by Tenderers who **achieve the minimum score for functionality** as stated **clause 2.2.1.1.6** will be declared responsive.

C Compliance to Specifications

a Alignment to Implementation Services

b Alignment to Scope of Work

c Alignment to Implementation Timeline

Anything found not compliant with CCT specifications could result in Tenderers being found non-responsive in terms of **clause 2.2.1.1.7**.



Only responsive Tenderers will receive covering invitation letter to continue with Stage 2 of the process.

STAGE 2 – Price and Preference

D Evaluate CCT SAP Solutions

a Review Systems and engage with CCT

b Final Technical Proposal - Tenderer Methodology and Approach, Implementation Schedule and Implementation Organisation Structure

c Special Conditions of Contract (SCC's)

Proposed changes to CCT SCC's and GCC' have potential to make offer non-responsive

E Price Schedules

1 Implementation

2 Implementation - Data Migration and Data Cleansing

3 Implementation - EPIC Contraventions

4 Training Services

5 Total Implementation Cost

6 Training Sessions

7 Training Material Development

8 Professional Services

9 Development Services

Only those tenders submitted by Tenderers who followed Pricing Instruction under **clause C.4.1** and provided **tender prices and tender rates on all items per Pricing Schedule** will be declared responsive.



AWARD

2-Stage Process

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Stage 1: Publish Request for Proposal (RFP) and Tenderers to provide Tenderer Methodology and Approach, Implementation Schedule and Implementation Organisation Structure with proof of solution implementation experience.

- a. Pricing schedules will be deemed a **preliminary offer** and will **NOT** be evaluated in Stage 1.
- b. Tenderers may submit project assumptions, dependencies, and risks within their Methodology and Approach. Such inclusions shall be used solely for the purpose of evaluating the Tenderer's understanding of the scope of work and the feasibility of the proposed approach.
- c. All assumptions, dependencies, and risks will be evaluated at CCT discretion and may be:
 - i. accepted for evaluation purposes only;
 - ii. clarified during the evaluation process; or
 - iii. disregarded where they are inconsistent with the CCT requirements or intended contractual position.
- d. The City reserves the right, prior to final award, to incorporate standard contract terms and conditions which shall govern the final agreement. Any assumptions, dependencies, qualifications, or conditions contained in a Tenderer's submission shall carry no contractual weight, shall not be binding on the City, and shall not form part of any resulting contract, irrespective of any assumptions or qualifications contained in the Tenderer's submission.
- e. Only responsive Tenderers will be invited to continue with Stage 2 of the process

Stage 2: Tenderers who successfully met the evaluation criteria in Stage 1 will be afforded the opportunity to submit final signed Stage 2 documents within the timeframe stipulated in the **covering invitation letter**.

- a. Tenderer to submit the final technical proposal that include Methodology and Approach, Implementation Schedule and Implementation Organisation Structure.
 - i. The final technical proposal submitted during Stage 2 may refine, validate and adjust the Stage 1 proposal based on CCT system access, clarification and engagement. However, the final technical proposal must not materially reduce or alter the scope, capability, resource commitment, implementation approach, compliance position or delivery commitments submitted during Stage 1.
 - ii. A final technical proposal will be regarded as materially different where it reduces the required scope, changes the proposed solution architecture in a manner that no longer aligns with CCT requirements, removes key proposed resources without equivalent replacement, materially changes delivery timelines, introduces new qualifications that affect responsiveness, or changes the proposed implementation approach in a way that affects delivery certainty.
- b. Tenderer **MUST** provide **all pricing schedules as final offer**.
- c. The applicable price and preference point system will be applied to those offers confirmed as responsive and will be evaluate as per clause 2.3.10.3.
- d. The final terms of conditions of contract will be negotiated with the recommended Tenderer before final award.

Execution of the Contract

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1. As per **Clause 2.1.5.2 (iii) Execution of the Contract**

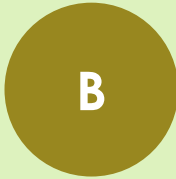
- a. “The **Initiation and Planning phase**, as per Figure K.1.1 CAR Programme Project Management Methodology, is to **complete within 6 (six) months of project commencement date** with **key milestone deliverable being the Solution Architecture Blueprint**.
- b. **Following delivery of the Solution Architecture Blueprint**, the successful Tenderer/Supplier will be required to either:
 - i. **confirm continuation of the implementation** against the **original tendered scope, methodology and pricing** without material changes; OR
 - ii. **formally withdraw** from the implementation phase.
- c. Should the Tenderer/Supplier elect to withdraw, **CCT will compensate the Supplier for the completed Solution Architecture Blueprint milestone** as detailed in **Price Schedule 1**, after which CCT reserves the right to continue with the Standby bidder.



Proposed Future Architecture



Map Current SAP
Licenses to Future
SAP Licenses



Call outs of key
aspects included in
Release 1 -
Technical Upgrade



Call outs of key
aspects for Post-
Release 1
Transformations



Important
to Note

1. Through various engagements and based on the section C.5 SPECIFICATION(S) **Figure 1 Proposed (Possible) End-State Architecture** CCT has articulated the **Proposed Future Architecture** per CCT Project Dimension and Focus Group documented in **Annexure J**.

A

Current SAP Modules (Licenses)	Proposed SAP related licenses
Reference: TABLE I.1: Core Project Functional Focus Groups and Current SAP Modules (Licenses)	Reference: TABLE J.15.1: Proposed Future SAP Licenses Reference: Figure 1 Proposed (Possible) End-State Architecture
SAP System: ECC6 System: FI – Financial Accounting Subsystem: a. General Ledger (GL) b. Accounts Payable (AP) c. Accounts Receivable (AR) d. Asset Accounting (AA) e. Withholding Tax (TDS) (Customised version in use) f. Treasury Management (TR) g. Investment Management (IM)	License in TABLE J.15.1: SAP S/4HANA Enterprise Management for Professional use SAP S/4HANA Enterprise Management for Productivity use SAP S/4HANA Enterprise Management for Functional use Figure 1 Element: CORE Finance Accounts Payable and Receivable Invoice Management
SAP BW/4HANA	License in TABLE J.15.1: SAP Business Data Cloud (BDC) (Final) (New Implementation) Figure 1 Element: SAP BW/4HANA (Interim) SAP Analytics Cloud (SAC) (BI and Planning) (Final) The expectation is no special license
SAP Treasury (TR) (Bank Accounting / Liquidity Planner / Borrowing Management / Investment Management / Direct Receipting against GL Account)	



Intent

B

J.1.4.1 Release 1 – Technical Upgrade (Default Approach)

- a. For **Release 1** the expectation is for a technical upgrade, on a like for like basis, to convert the existing SAP ECC6 functionality to corresponding S/4HANA capabilities. The SAP S/4HANA functionality that replaces ECC functionality no longer available in SAP S/4HANA will be implemented during this release with introduction of structural changes for Universal Journal and Asset Accounting, and introduction of Funds Management. Below are some key items for consideration.
- b. **Accounts Payable**: Scope and Requirements documented under **Focus Group Procurement (F8)** in the BRTM and the expectation is that implementation scope including approach and costing of Accounts Payable forms part of PROPOSED FUTURE ARCHITECTURE: FINANCIAL MANAGEMENT.
- c. **Withholding Tax (TDS)**: The expectation is that the custom functionality in use for SAP Subsystem Withholding Tax (TDS) forms part of the conversion through remediation. No expectation to transition to standard SAP S/4HANA functionality after technical upgrade.
- d. **Investment Management**: Continue with migration of Investment Management with consideration during detail design to decommission if found it can be fully replaced with Funds Management.

C

J.1.4.3 Post Release 1 – Transformation

The expectation after **Release 1 – Technical Upgrade** is to deliver the Business Requirements Traceability (BRTM) scope using standard SAP S/4HANA functionality and transitioning to Business Data Cloud (BDC) for BaPM and BPC with decommissioning of the BW/4HANA Add-Ons, and establish SAC Planning as the City's enterprise-wide planning platform.

- a. **SAC Planning**: The expectation is for the tenderer to provide costing and an implementation approach for adopting SAP Analytics Cloud (SAC) Planning as the City's enterprise-wide planning platform. The approach must include deployment options, taking licensing costs into consideration.
- b. **Personnel Cost Planning (PCP)**: Replace the migrated Release 1 solution through transitioning to SAP Analytics Cloud (SAC) Planning which is part of Business Data Cloud that is part of Business Data Cloud (BDC) and decommission PCP BW/4HANA Add-on.

1. As per **clause C.5.4.7** “CCT provided the **Proposed Future Architecture** per Project Dimension under **Annexure J** for Tenderer to **derive the list of future SAP Licenses** required for the Solution Scope of Work of this project.”
2. Use the **Proposed Future Architecture** per Project Dimension under **Annexure J** for scope allocation to the various project releases and development of the Proposed Tender Methodology and Approach write-up and Project Implementation Schedule.
3. For **Price Schedule 1 align project costing** based on references to the **Proposed Future Architecture** per Project Dimension under **Annexure J** included in Price Schedule 1

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Content Page



Annexure M – Contents Page	
SECTION A – Tender Schedules F.12 to Schedule F.13.M	
1.	Schedule F.12 Addenda to Tender Documents
1.1.	Notices (Print, sign and include notices)
2.	Schedule F.13.A: Accreditation and Authorization as Solution Software Implementing Agent (Complete tables in schedule, print schedule pages 248 to 249 and include here)
2.1.	Complete Table F.13.A.1: Proof of Accreditation as Solution Software Implementing Agent
2.2.	Complete Table F.13.A.2: Proof of SAI Manufacturer Authorization Form (MAF)
2.3.	Include Accreditation Proof
2.4.	Include Authorization Proof
3.	Schedule F.13.B: Functionality Criteria – Solution Experience (Complete tables in schedule, print schedule pages 258 to 260 and include here)
3.1.	Complete Table F.13.B.1a Solution Experience
3.2.	Complete Table F.13.B.1b Solution Experience continued
4.	Schedule F.13.C: Functionality Criteria – Tenderer Methodology and Approach, Implementation Schedule and Implementation Organization Structure (Complete tables in schedule, print schedule pages 281 to 314 and include here)
4.1.	Complete Table F.13.C.1a Project Strategy, Methodology and Approach – Technical
4.2.	Complete Table F.13.C.1b Project Strategy, Methodology and Approach – General
4.3.	Complete Table F.13.C.1c Project Strategy, Methodology and Approach: Accelerators, Tools and Templates
4.4.	Complete Table F.13.C.1d Project Strategy, Methodology and Approach: Risk and Issue Mitigation
4.5.	Complete Table F.13.C.1e Project Strategy, Methodology and Approach: Knowledge Transfer & Enablement
4.6.	Complete Table F.13.C.2a Proposed Project Implementation Schedule – Technical
4.7.	Complete Table F.13.C.2b.1 Proposed Project Implementation Schedule – General
4.8.	Complete Table F.13.C.2b.2 Proposed Project Implementation Schedule General continued
4.9.	Complete Table F.13.C.3.1 Proposed Project Implementation Organization Structure – Roles and Responsibilities
4.10.	Complete Table F.13.C.3.2 Proposed Project Implementation Organization Structure – Roles and Responsibilities continued
5.	Schedule F.13.D: Functionality Criteria – Team Member Experience (Complete tables in schedule, print schedule pages 315 to 328 and include here)
5.1.	Complete Table F.13.D.1a Team Member Experience
5.2.	Complete Table F.13.D.1b Team Member Experience continued
6.	Schedule F.13.E: Functionality Criteria – Project Management and Governance (Print schedule page 329 and include here with write-up)
6.1.	Confirm compliance against the table provided in this section
7.	Schedule F.13.F: Functionality Criteria – Change Management including Communications (Print schedule page 330 and include here with write-up)
7.1.	Confirm compliance against the table provided in this section
8.	Schedule F.13.G: Functionality Criteria – Detail Design, Functional and Technical (Print schedule page 331 and include here with write-up)
8.1.	Confirm compliance against the table provided in this section
9.	Schedule F.13.H: Functionality Criteria – Testing (Print schedule page 332 and include here with write-up)
9.1.	Confirm compliance against the table provided in this section
10.	Schedule F.13.I: Functionality Criteria – Training (Print schedule page 333 and include here with write-up)
10.1.	Confirm compliance against the table provided in this section
11.	Schedule F.13.J: Functionality Criteria – Data Migration (Print schedule page 334 and include here with write-up)
11.1.	Confirm compliance against the table provided in this section



Important
to Note



Intent

- As per **Clause 2.2.1.1.6.1 (d)** “The **returnable content for Functional Scoring** must **follow the sequence and numbering** provided under the “**Contents Page**” as per clause 2.2.1.1.4 (c) to facilitate the evaluation process.” p. 20
- As per **Clause 2.2.1.1.6.1 (h)** Instructions for Completing Functional Scoring: General p. 27

“1. Tenderers to print “**Contents Page**” as per **clause 2.2.1.1.4 (c)** and create associated **file dividers** that **MUST BE USED** to **separate and clearly identify the returnable documents** referenced in **Section T.2.2.1.1.6.**”
- Based on **Clause F.13.2** “As per clause 2.2.1.1.4 (c) Tenderers must use the “Contents Page” template from Annexure M – Contents Page.” p. 248

Updated Deliverables per project Phase

Table K.1.4 CAR Project Management Methodology Deliverables: Change Management including Communications

Implementation Deliverables	Initiate and Plan	System Investigation and Analysis	Design	Configure / Customise / Development / Integration	Internal Testing	Final Acceptance Testing	Implement and GO-Live	Post GO-Live Support & Acceptance
Stakeholder Matrix	Update	Update	Update	Update	Update	Update	Update	Update
Change Readiness Assessment				Update			Update	
End User Impact Assessment				Create			Update	
Organisational Impact Analysis				Create			Update	
Change Management Plan				Update	Update	Update	Update	Update
Communications Plan	Update	Update	Update	Update	Update	Update	Update	Update
Branded Communications				Create	Create	Create	Create	Create
Stakeholder Engagement Plan				Update	Update	Update	Update	Update
Stakeholder Engagement Tracker				Update	Update	Update	Update	Update
CAR Awareness Sessions				Create	Create	Create	Create	Create
Digital Communications				Create	Create	Create	Create	Create
Evaluation Execution and Feedback				Create	Create	Create	Create	Create
Surveys Execution & Feedback				Create	Create	Create	Create	Create



Important to Note

Table K.1.7 CAR Project Management Methodology Deliverables: Training

Implementation Deliverables	Initiate and Plan	System Investigation and Analysis	Design	Configure / Customise / Development / Integration	Internal Testing	Final Acceptance Testing	Implement and GO-Live	Post GO-Live Support & Acceptance
Training Needs Analysis Report				Create				
Training Requirements				Create				
Training and Evaluation Approach				Create		Update		
Training Curriculum				Create				
Training Material				Create	Update	Update	Update	
Training Plan and Schedule				Create	Update	Update	Update	
Training Progress Report				Create	Update	Update	Update	
Training Tracker				Create	Update	Update	Update	

Table K.1.6 CAR Project Management Methodology Deliverables: Testing

Implementation Deliverables	Initiate and Plan	System Investigation and Analysis	Design	Configure / Customise / Development / Integration	Internal Testing	Final Acceptance Testing	Implement and GO-Live	Post GO-Live Support & Acceptance
Test Strategy				Update				
Test Plan				Create	Update			
Test Tracker				Create	Update	Update	Update	Update
Defects Tracker				Create	Update	Update	Update	Update
Test Data				Create	Update	Update	Update	Update
Test Scripts					Create	Update	Update	Update
Testing Sign-off					Create	Update	Update	Update
Final Acceptance Testing Sign-off						Create		

Table K.1.8 CAR Project Management Methodology Deliverables: Data Migration

The Analysis & Discover phase of Data Migration **must be completed together with the Design phase** of the project and **output included in the Solution Architecture Blueprint**.

The Extract & Profile phase is to commence at the same time as Configure / Customise / Development / Integration phase is starting.

Implementation Deliverables	Analysis & Discover	Extract & Profile	Transform & Load	Validate	Load	Reconcile	Implement and GO-Live	Post GO-Live Support & Acceptance
Data Migration Approach	Create	Update	Update					
Data Migration Scope	Create	Update	Update					
Data Extract Templates		Create	Update	Update				
Data Migrate Rules		Create	Update	Update				
Meta Data and Data Schemas			Create	Update	Update			
Data Load Templates			Create	Update	Update			
Data Loaded in Test Environment				Create	Update	Update		
Data Cut Over Plan				Create	Update	Update	Update	
Data Loaded in Production					Create	Update	Update	

As per section **K.1.4 Deliverables**

p. 433

1. The expected artefacts in the **Tables K.1.3 to K.1.10** are the minimum deliverables expected per project System Development Lifecycle (SDLC) phase and Implementation Services (Project Discipline); and will be the basis for signing off milestones.
2. The **deliverables per project phase were reviewed and amended** to align with the change in approach where the **key milestone deliverable for Initiation and Planning phase is the Solution Architecture Blueprint**.
3. Deliverables for Implementation Services Change Management including Communications, Testing, and Training were moved to start after the Initiation and Planning phase.
4. The Analysis & Discover phase of Data Migration must be completed together with the Design phase of the project and output included in the Solution Architecture Blueprint. The Extract & Profile phase is to commence at the same time as Configure / Customise / Development / Integration phase is starting.



Why must you care?

1. **Pricing must align to the key milestone deliverables**
2. **Pricing for Solution Architecture Blueprint will be based on the adjusted Deliverable Milestones in Tables K.1.3 to K.1.10.**



9. Eligibility including Accreditation and Authorisation



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Eligibility

Accreditation

Single Tenderer, or all members of JV or Consortium **providing delivering of SAP-related technical or functional implementation services must be accredited for both SAP Consulting Service Partner and SAP Managed Service Provider.**

Accreditation is by SAP as both SAP Consulting Service Partner and SAP Managed Service Provider through the **SAP Accreditation Certificate** (Typically [SAP Partner Finder](#)).

See Clause “2.2.1.1.5 (c) (i)
Read Clause 2.2.1.1.5 (c)(iv) that further clarifies “Where Tenderers respond as part of a Joint Venture or Consortium, **only those members responsible for SAP technical, functional, integration, data migration, configuration, development or SAP implementation services** are required to hold the **required SAP accreditation**. Members providing supporting services only, such as change management, communication or training support, are not required to hold SAP accreditation, provided that their roles and responsibilities are clearly described in the Tenderer’s submission.”

Page 18

Authorisation

Authorisation is by [SAP through a MAF Letter](#) that Tenderer is to [request from SAP](#) to indicate Tenderer as **suitable and competent to implement SAP solutions for the CCT’s size and complexity.**

See Clause “2.2.1.1.5 (d) (i)
Read Clause 2.2.1.1.4 (c) (v) that further clarifies “(Where bidders respond to this tender as part of a Joint Venture (“JV”) or Consortium, **the leading tendering entity of the JV or Consortium must be authorised** and required to return the returnable Schedule F.13.A Table F.13.A.2 Proof of SAP Manufacturer Authorisation Form (MAF) and provide copy of the MAF letter.”

Pages 19

Eligibility



2.1.2.3.8 “Authorised Implementing Agent” means a SAP partner who holds valid OSM accreditations and has been formally authorised, through a MAF Letter, as suitably qualified and competent to implement SAP solutions for the CCT, taking into account the CCT’s size and complexity;

Page 7

Clause 2.2.1.1.5 (a) Only those tenders submitted by Tenderers **who comply with the accreditation and authorisation requirements** as stated in this clause will be **declared responsive**.

Page 18

Clause 2.2.1.1.5 (b) Tenderers **who comply with the accreditation and authorisation requirements** will be referred to as an **Authorised Implementing Agents**.

Page 18

Accreditation is not CCT specific, whilst MAF Letter is specific to size and complexity of the CCT SAP implementation.

Responding as **Single Tenderer** must have:

- a. **Authorisation through MAF Letter** requested from SAP
- b. **SAP Accreditation** as both SAP Consulting Service Partner and SAP Managed Service Provider through SAP Accreditation Certificate (Typically SAP Partner Finder).

Responding as **JV or Consortium** must have:

- a. For **Leading entity** **Authorisation through MAF Letter** requested from SAP
- b. **All JV or Consortium Partners involved in SAP-related technical or functional implementation services** must have SAP Accreditation as both SAP Consulting Service Partner and SAP Managed Service Provider.

Eligibility - Accreditation and Authorisation

Accreditation	Authorisation IN ADDITION TO ACCREDITATION
ELIGIBLE to respond to tender if: 1. Accredited by the SAP as SAP Solution Software Implementing Agent. 2. Accreditation must include both SAP Consulting Service Partner and SAP Managed Service Provider. 3. Accredited at the date of tender closing and last signature on the contract. 4. Responding as Joint Venture ("JV") or Consortium, each member of the JV or Consortium is required to be an accredited OSM Solutions Software Implementing Agent. a) SAP accreditation requirements apply only to JV or consortium members delivering SAP-related technical or functional implementation services. b) Partners providing supporting services (e.g., change management, training or communication) are not required to be SAP-accredited.	ELIGIBLE to respond to tender if: 1. Authorised in writing by the Original Software Manufacturers (OSM) as suitable and competent to implement SAP solutions for the CCT's size and complexity. 2. Authorisation through a valid and verifiable "Manufacturer Authorisation Form" (MAF) issued by SAP within 3 months before tender closing, explicitly endorsing the tenderer as authorised SAP Solutions Software Implementing Agent to the CCT. 3. Responding as Joint Venture ("JV") or Consortium, the leading tendering entity of the JV or Consortium must be authorised.
TENDERER TO DO 1. Submit evidence of accreditation as accredited SAP Solutions Software Implementing Agent A. Complete and return Schedule F.13.A Table F.13.A.1 Proof of Accreditation as Solutions Software Implementing Agent. B. Submit proof of accreditation certification by listing the relevant accreditation(s) i. In Annexure F (Tender Returnable Documents) Schedule F.11 (List of Other Documents Attached by Tenderer) ii. Attach copies thereof to Annexure F Schedule F.11	TENDERER TO DO 1. Request MAF letter from SAP 2. Submit evidence of authorisation A. Complete and return Schedule F.13.A Table F.13.A.2 Proof of SAP Manufacturer Authorisation Form (MAF) . B. Submit proof of authorisation by listing the relevant Manufacturer Authorisation Form (MAF) letter(s) i. In Annexure F (Tender Returnable Documents) Schedule F.11 (List of Other Documents Attached by Tenderer) ii. Attach copies thereof to Annexure F Schedule F.11
CCT TO DO 1. CCT reserves the right to confirm the authenticity of the accreditation directly with the SAP.	CCT TO DO 1. N/A
Clauses: 2.2.1.1.5 Accreditation and Authorisation as SAP Solutions Software Implementing Agent (c) Accreditation (i) to (vii) on Pages 18 to 19	Clauses: 2.2.1.1.5 Accreditation and Authorisation as SAP Solutions Software Implementing Agent (d) Authorisation (i) to (v) on Page 19

Responding as JV or Consortium

Reference in Tender Document	JV or Consortium	
2.2.1.1.5 Accreditation and Authorisation as SAP Solutions Software Implementing Agent	Responding as JV or Consortium must have: - For Leading entity Authorisation through MAF Letter requested from SAP All JV or Consortium Partners involved in SAP-related technical or functional implementation services must have SAP Accreditation as both SAP Consulting Service Partner and SAP Managed Service Provider.	p. 19
2.2.1.1.6 Minimum score for functionality - Tender Solution Experience	All JV or Consortium partner experience will be recognised and it is expected to indicate which partner provides the reference. Subcontractor references are not considered for scoring. Only the bidding entity's own references, or those of formal JV partners, will be recognised.	
2.2.1.1.6 Minimum score for functionality - Tenderer Methodology and Approach, Implementation Schedule and Implementation Organisation Structure	Clause 2.2.1.1.6.1 (f.1) 2 "Where the entity tendering is a Joint Venture or Consortium, the Tenderer's tender response must be accompanied by adding a table in the Proposed Tender Methodology and Approach write-up describing against each Implementation Service, and for Implementation Service Detail Design, Functional and Technical against each Project Dimension and Implementation Component, exactly what aspects of the work will be undertaken by each party to the joint venture or consortium. "	p. 22
2.2.12 Submitting a tender offer	Clause 2.2.12.3 The Tenderer shall sign the original tender offer where required in terms of the Conditions of Tender. (a) The tender shall be signed by a person duly authorised by the Tenderer to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation / founding document of the joint venture or any other document signed by all Parties , in which is defined precisely the conditions under which the joint venture will function , its period of duration , the persons authorised to represent and obligate it , the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for Tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner.	p. 34

Clause 2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures

- a) Only those tenders that are compliant with the requirements below will be **declared responsive**:
- I. A completed **Details of Tenderer** to be provided (applicable schedule below to be completed);
 - II. A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's behalf (applicable schedule below to be completed);
 - III. A copy of the partnership / joint venture / consortium agreement to be provided, where applicable.
 - IV. A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule below to be completed);
 - V. A completed **Declaration – Conflict of Interest and Declaration of Bidders past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
 - VI. A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule below to be completed);
 - VII. The Tenderer (including any of its representatives, directors or members), **has not been restricted** in terms of abuse of the Supply Chain Management Policy,
 - VIII. The Tenderer's **tax matters with SARS are in order**, or the Tenderer is a **foreign supplier that is not required to be registered for tax compliance with SARS**;
 - IX. The Tenderer is **not an advisor or consultant contracted with the CCT** whose prior or current obligations creates any conflict of interest or unfair advantage;
 - X. The Tenderer is not a person, advisor, corporate entity or a director of such corporate entity, who is **directly or indirectly involved or associated with the bid specification committee**;
 - XI. A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the CCT** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
 - XII. The Tenderer (including any of its representatives, directors or members), **has not been found guilty of contravening the Competition Act 89 of 1998**, as amended from time to time;
 - XIII. The Tenderer (including any of its representatives, directors or members), **has not been found guilty on any other basis listed in the Supply Chain Management Policy**.



**A Compliant
Tender Offer**

10. Introduction to CORE Plus Project and Interpretation



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CCT Project Dimension and Focus Group Allocation



NOTE

1. These focus groups were specifically designed to gather detailed scoping business requirements.
2. The focus groups are referred to as **Implementation Components** in the tender document and grouped into **CCT Project Dimensions**.

Reference	CCT Project Dimension	End Goal Reference	Focus Group
J.1	Financial Management	J.1.1	Finance (F1)
		J.1.2	Budget (F3)
		J.1.3	Treasury (F4)
J.2	Insurance	J.2.1	Insurance (F12)
J.3	Municipal Standard Chart of Accounts	J.3.1	mSCOA (F2)
J.4	Asset Management	J.4.1	Asset Lifecycle Management (O1a)
		J.4.2	Repairs and Maintenance (O1b)
		J.4.3	Fleet Management (O1d)
J.5	Real Estate Management	J.5.1	Real Estate (O3) including Property Value Chain (O2)
J.6	Utilities Management	J.6.1	Revenue Management (F5) and Billing & Invoicing (F6)
J.7	Portfolio, Programme and Project Management	J.7.1	Programme and Project Management (F7)
J.8	Spend and Supply Chain Management	J.8.1	Manage Supplier and Sourcing (F13) (Was previously SCM)
		J.8.2	Procurement Management (F8)
		J.8.3	Contract Lifecycle Management (F9)
		J.8.4	Inventory Management (O1c)
J.10	Manage Human Resources	J.10.1	Human Capital Management (F14)
		J.10.2	Payroll (F10)
J.11	Service Management	J.11.1	Customer Relationship Management – Service Management (F15)
		J.11.2	Channel Management (F16)
		J.11.3	Citizen Interface (F17)
J.12	Generic	J.12.1	Integration (G1)
		J.12.3	Reporting, data and Analytics (G3)
		J.12.5	Web-based Internal and External Portals with Self Service (E-Services (G4)
		J.12.7	Workflow (G5)
		J.12.9	Mobile and Mobile Field Services (O4)
		J.12.11	Case Management (O5)
		J.12.13	Security and Authorisation Management (O6)
J.13	Records Management Lifecycle	J.13.1	Records Management (O7)
		J.13.2	Archiving (O8)
J.14	Emergency Policing Incident Control (EPIC) Contraventions	J.14.1	Emergency Policing Incident Control (EPIC) Contraventions (O9)

Interpretation

p. 7

2.1.2.3.10 “**BRTM**” refers to the **Business Requirements Traceability Matrix** that records the **details of the functionality required by each of the impacted business areas** in relation to CCT's core financial and operational systems. The BRTM is provided in **Annexure I** (Business Requirements Traceability Matrix (BRTM));

p. 8

2.1.2.3.19 “**CORE Plus**” means the project within the CAR Programme that aims to replace the existing SAP solutions and relates to this tender;

p. 10

2.1.2.3.41 “**Project Milestone**” means a significant checkpoint in a project's timeline that marks a major achievement, phase completion, or critical delivery;

Interpretation

p. 8 **2.1.2.3.25 “Focus Groups”** refers to the CORE Plus grouping of CCT functional areas established to gather and organise the detailed scoping of requirements. The Functional Focus Groups define specific system functionalities and play a primary role in gathering, analysing, and defining the requirements for the solution based on CCT's operational needs. The Generic Focus Groups address overarching capabilities that span multiple functional areas, such as integration, workflow, case management, mobile and mobile field services, e-services, and reporting and data analytics. The Generic Focus Groups ensure that the solution incorporates the essential cross-functional features required to execute transactions effectively and maintain alignment across all functional areas;

p. 8 **2.1.2.3.28 “Implementation Component”** refers to a **Focus Groups with its associated current SAP Modules (Licenses)**, as documented in Annexure I (Business Requirements Traceability Matrix (BRTM)) Tables I.1 / I.2: Core Project Functional Focus Groups and Current SAP Modules. For future SAP solution components, the SAP license name is referenced with prefix “NL” (New License);

p. 8 **2.1.2.3.26 “Functional Requirements Framework”** refers to the CCT minimum requirements for the Project Dimension or Project Dimension or Focus Group under Annexure K (CCT Implementation Services and Functional Requirements Frameworks) Schedules K.9 to K.13. The Functional Requirements Frameworks are:

- a. Schedule K.9: Framework: Records Management;
- b. Schedule K.10: Framework: Archiving;
- c. Schedule K.11: Framework: Reporting, Data and Analytics;
- d. Schedule K.12: Framework: Workflow; and
- e. Schedule K.13: Framework: EPIC Contraventions;



NOTE

1. This is the **Transacting & Reporting** and **Generic** Focus Groups

2.1.2.3.39 “Project Dimensions” refers to logically grouped set of SAP functions that represent business processes which may extend across multiple SAP modules. A Project Dimension serves as a higher-level grouping of the Focus Groups. The Project Dimensions are as follows;

- a. **Financial Management** including Focus Groups: Finance (F1), Budgeting (F3) and Treasury (F4);
- b. **Insurance Management** including Focus Group: Insurance (F12);
- c. **Municipal Chart of Accounts** including Focus Group: mSCOA (F2);
- d. **Asset Management** including Focus Groups: Asset Lifecycle Management (O1a), Repairs and Maintenance (O1b) and Fleet Management (O1d);
- e. **Real Estate Management** including Focus Groups: Property Value Chain (O2) and Real Estate (O3) that includes Land Use Management (LUM) and GIS Integration;
- f. **Utilities Management** including Focus Groups: Revenue Management (F5) and Billing & Invoicing (F6);
- g. **Portfolio, Programme and Project Management** including Focus Group: Programme and Project Management (F7);
- h. **Spend and Supply Chain Management** including Focus Groups: Procurement (F8), Contract Lifecycle Management (F9), Manage Suppliers and Sourcing (F13) and Inventory Management (O1c);
- i. **Manage Human Resources** including Focus Groups: Human Capital Management (F14) and Payroll (F10);
- j. **Service Management** including Focus Groups: Customer Relationship Management Service Management (F15), Channel Management (F16) and Interface Management (F17). Channel Management (F16) is excluded from scope as CCT is going to market in a separate tender and Citizen Interface (F17) are future-release scope item and must be addressed in the proposed roadmap, but not included in Release 1;
- k. **Records Lifecycle Management** including Focus Groups: Records Management (O7) and Archiving (O8);
- l. Emergency Police Incident Control (EPIC) Contraventions (O9);
- m. **Generic** including Focus Groups: Integration (G1); Reporting Data & Analytics (G3); Web-based Internal and External Portals with Self Service (E-Services) (G4); Workflow (G5); Mobile & Mobile Field Services (O4); Case Management (O5) and Security and Authorisation Management (O6)



NOTE

Throughout the Tender document, the returnable schedules for Functional Scoring and Price Schedule reference the **Project Dimensions** and **Implementation Component**

p. 8 **2.1.2.3.29 “Implementation Services”** refers to the structured set of professional activities and deliverables undertaken to plan, configure, enhance, test, deploy, and stabilise a new system or solution; ensuring it meets the organisation's functional, technical, and business requirements. It can also be known as Project Disciplines;

p. 8 **2.1.2.3.30 “Implementation Service Framework”** means the CCT minimum requirements per Implementation Service under **Annexure K** (CCT Implementation Services and Functional Requirements Frameworks) **Schedules K.1 to K.8**. The Implementation Service Frameworks are:

- a. Schedule K.1: Framework: Project Management and Governance;
- b. Schedule K.2: Framework: Change Management including Communications;
- c. Schedule K.3: Framework: Detail Design, Functional & Technical;
- d. Schedule K.4: Framework: Testing;
- e. Schedule K.5: Framework: Training;
- f. Schedule K.6: Framework: Data Migration;
- g. Schedule K.7: Framework: Data Cleansing; and
- h. Schedule K.8: Framework: Post Go-Live Stabilisation & Acceptance;



NOTE

1. This is the **Strategy and Approach** Focus Groups

8. Introduction to CORE Plus Project

13

Project Dimensions

24

Functional Implementation Components (Focus Groups)

Documented through End Goal and Requirements in BRTM and list of transactions.

7

Generic Implementation Components (Focus Groups)

Documented through End Goal and Key Features in BRTM

7

Strategy & Approach Implementation Components (Focus Groups)

Documented as Implementation Services Frameworks.

NOTE: Where to find the Content

1. Introduction to Business Requirements Traceability Matrix (BRTM) in **Annexure I** p. 348
2. Download the **Business Requirements Traceability Matrix** (BRTM) as part of the Tender documents.
3. End Goals per Implementation Service (Focus Groups) are captured in **Annexure J** p. 355
4. Implementation Services Frameworks in **Annexure K Schedules K.1 to K.8** p. 430
5. Functional Requirements Frameworks in **Schedule K.9 to K.13** p. 474



Important to Note

1. Familiarise yourself with the definitions in Clause **2.1.2 Interpretation** p. 6
2. **BRTM is Read only EXCEL file** and no expectation from Tenderers to complete any details; **BUT it is important to study** the BRTM to build an understanding of the **scope and complexity** of the project
3. **BRTM** Include different tabs for listing of the below solution components
 - a) **Mobile Solutions**
 - b) **Case Management Solutions**
 - c) **Web-based Self Services**
 - d) **Reports and Dashboards**
 - e) **Integrations**
 - f) **Workflows**



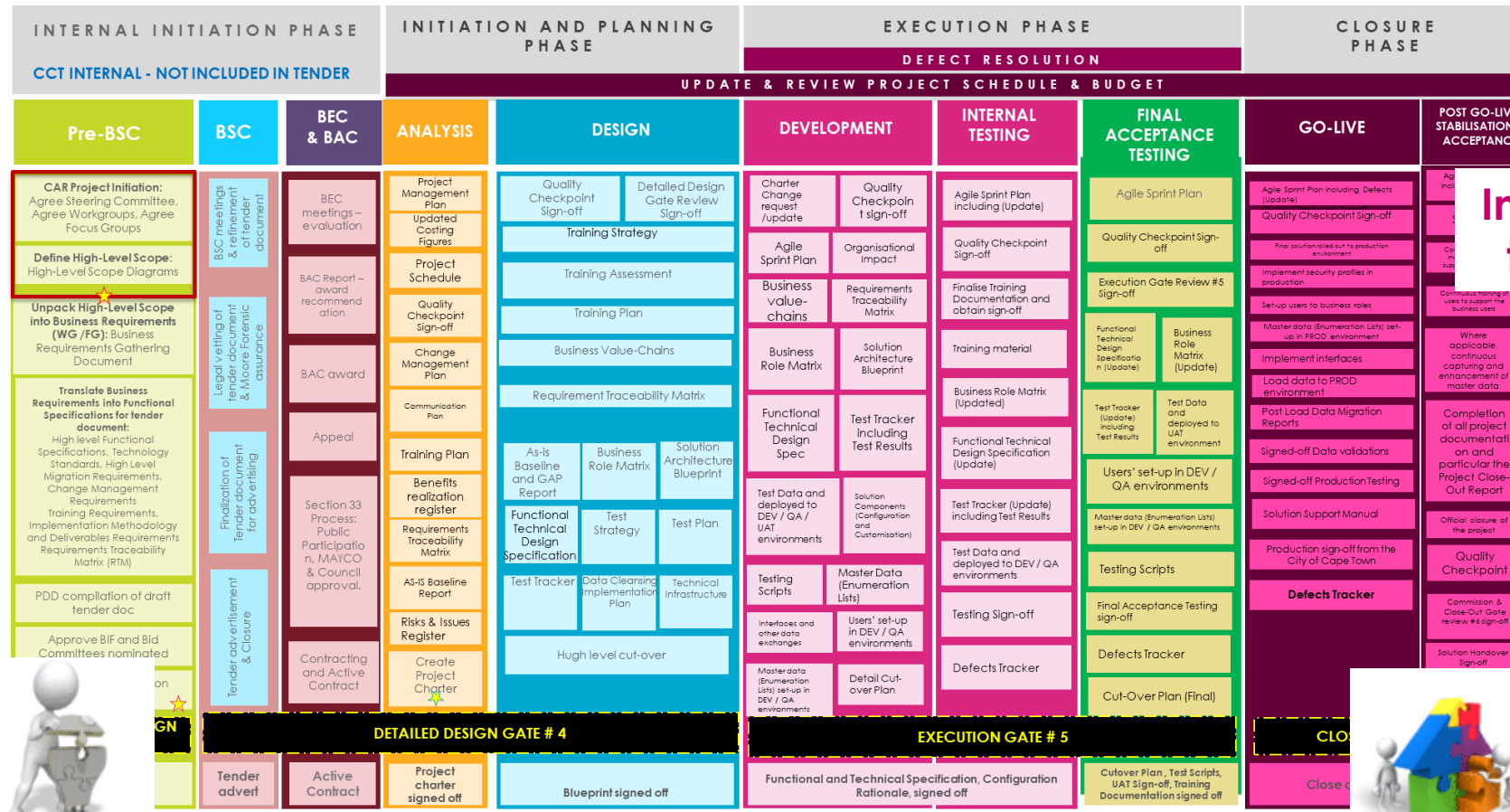
Why must you care?

This content forms the minimum CCT requirements against which your response will be evaluated in

- A. **Functional Scoring** as per Section **2.2.1.1.6** p. 19
- B. **Compliance to Specifications** as per **Section 2.2.1.1.7** for Implementation Service Project Management and Governance p. 31

CAR PROJECT MANAGEMENT METHODOLOGY

p. 307



Important to Note

1. **Familiarise yourself** with the Implementation Services
2. **Familiarise yourself** with minimum CCT expected deliverables per Implementation Service
3. **Familiarise yourself** with Roles and Responsibilities per Implementation Service
4. Tenderer to consider **Roles and Responsibilities** when developing the **Proposed Project Implementation Organisation Structure**

NOTE

Clause K.1.4 Deliverables

1. The **minimum CCT expected deliverables** in the **Tables K.1.3 to K.1.10**
2. The **deliverables are grouped** per Implementation Service (Project Disciplines) and System Development Lifecycle (SDLC) phase

p. 433

Clause 4.1.9 Each phase of the CCT CAR Project Management Methodology is a **Project Milestone** and the **deliverables due in that phase per Implementation Service** forms part of the **sign-off process** for the Project Milestone.

p. 57

Clause 4.1.10 These **Project Milestones** will transition into **contractual payment agreements** that can be **invoiced** upon CCT sign-off on milestone deliverables.

p. 57

Clause 4.1.11 The Tenderer is to **include in the Price Schedules the costing for each Project Milestone** that will form the **basis for invoicing**.

p. 57

Why must you care?

Scope of Work

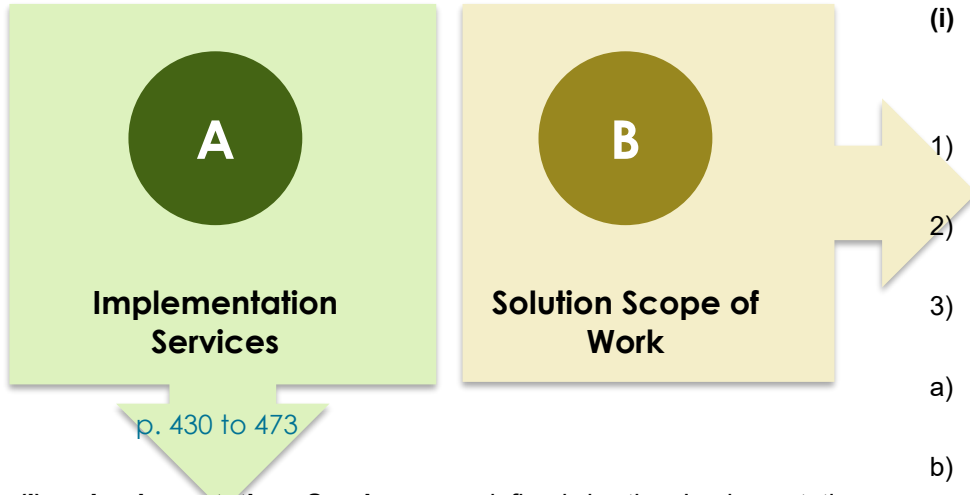
2

Components make up Scope of Work (Clause C.5.3)

p. 202



**Important
to Note**



(i) **Implementation Services** as defined in the Implementation Service Frameworks of Annexure K comprising of;

- 1) Schedule K.1: Framework: Project Management and Governance;
- 2) Schedule K.2: Framework: Change Management including Communications;
- 3) Schedule K.3: Framework: Detail Design, Functional & Technical;
- 4) Schedule K.4: Framework: Testing;
- 5) Schedule K.5: Framework: Training;
- 6) Schedule K.6: Framework: Data Migration;
- 7) Schedule K.7: Framework: Data Cleansing; and
- 8) Schedule K.8: Framework: Post Go-Live Stabilisation & Acceptance.

(i) **Solution Scope of Work** as defined in the following sections of this tender document:

- 1) Annexure I Scope and Requirements captured in the BRTM ; p. 348
- 2) Annexure J Required End Goals and Proposed Future Architecture ; p. 355
- 3) Annexures K.9 to K.13 Functional Requirements Frameworks; p. 474 to 485
 - a) Annexure I: Requirements captured in the BRTM;
 - b) Annexure J: CCT Required End Goals and Proposed Future Architecture;
 - c) Annexure K Schedule K.9 Framework – Records Management;
 - d) Annexure K Schedule K.10 Framework – Archiving;
 - e) Annexure K Schedule K.11 Framework – Reporting, Data and Analytics;
 - f) Annexure K Schedule K.12 Framework – Workflows;
 - g) Annexure K Schedule K.13 Framework – EPIC Contraventions; and
- 1) C.5 Figure C.5.1 Proposed (Possible) End-State Architecture .

1. **Familiarise yourself** with the Scope of Work by studying the

- A. **Project Implementation Services** expanded under **Clause C.5.3.1** p. 203
- B. **Solution Scope of Work** expanded under **Clause C.5.3.2** p. 204

2. The **SAP Business Suite, underpinned by the SAP Business Technology Platform**, is the destination for CCT to be achieved
3. Strategic roadmap following a **phased approach** that focuses on **technical migration** but also on **achieving tangible business outcomes**.

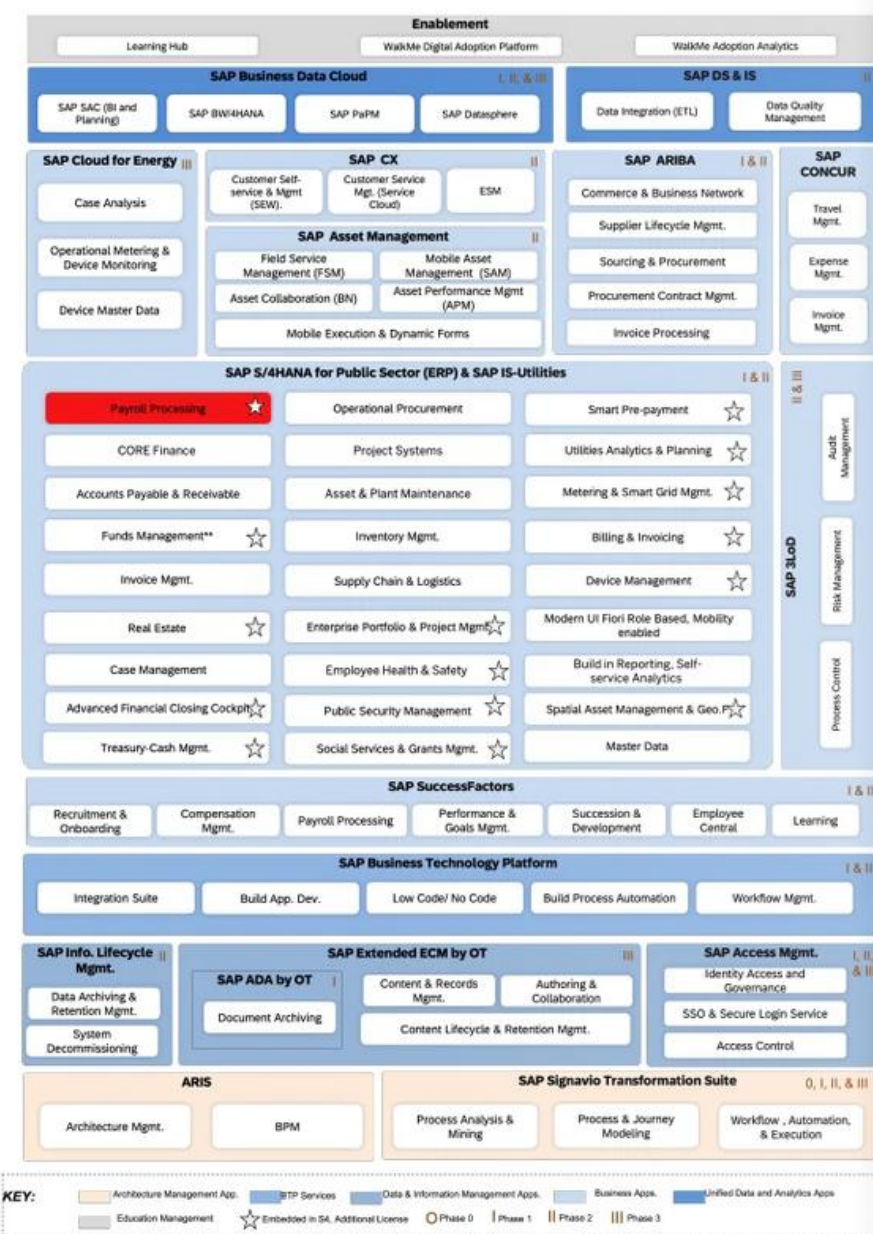


Why must you care?

The **Scope of Work** for this project is defined as **Implementation Services as the structured set of professional activities and deliverables** undertaken to **execute the Solution Scope of Work**.

Proposed (Possible) End-State Architecture

p. 207



Important
to Note

1. CCT refers to the transition from the **Current SAP Solution** landscape to the **future SAP Business Suite** (current SAP naming) landscape as **SAP HANA** which includes the SAP S/4HANA for the ERP and specialised SAP Cloud Product solutions.
2. Proposed high-level architecture on left is a **possible architectural end-state view envisaged by CCT**
3. Was developed from peer reviews, SAP input, and market research and informed by the current CCT scope and requirements.
4. The **aim of the technical upgrade** of **Current SAP Solutions** functionality to SAP HANA is to mitigate the risk related to **Current SAP Solutions end-of-life (December 2027)** whilst ensuring business continuity with reduced change management impact.
5. **On premise is the first objective** for CCT; and alternatives will only be considered if on premise is found not to be feasible.

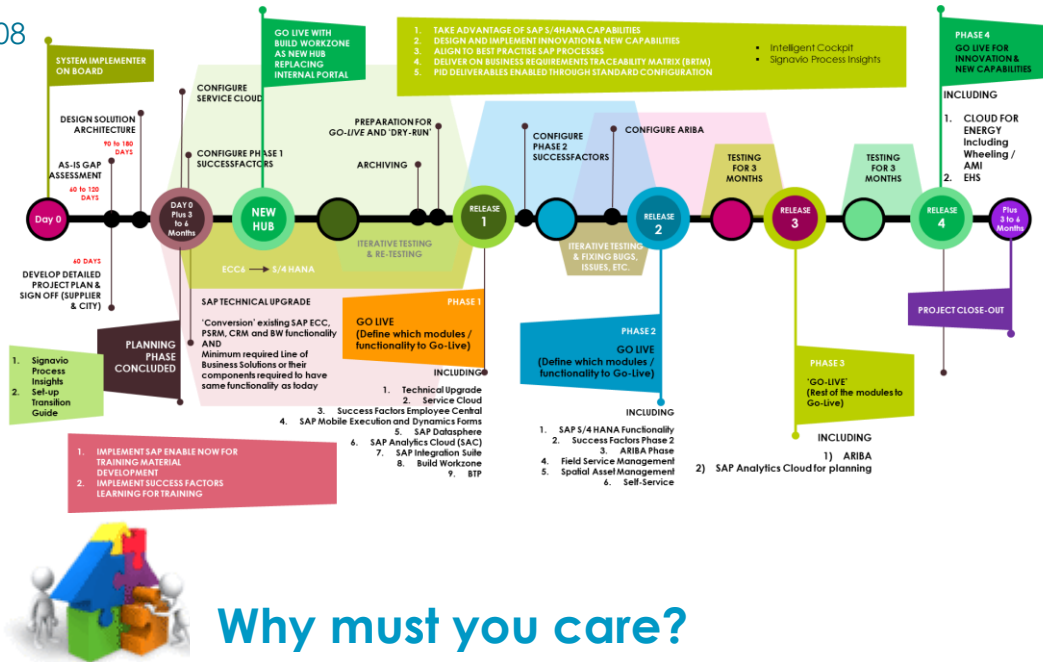
Why must you care?

The **focus is on moving the current SAP functionality in use as far as possible over to SAP S/4HANA in a like-for-like approach.** This approach includes:

- A. Remediation** of Current SAP Solutions components that will not migrate
- B. Migrate data** of the Current SAP Solutions
- C. Deployment of new SAP HANA** functionality where
 - i. Existing Current SAP Solutions functionality cannot be remediated
 - ii. Existing SAP Solutions does not cater for functionality required by SAP S/4HANA from specialised SAP Cloud Solutions
 - iii. Migration of existing SPA Solutions is not cost effective.

High Level Project Implementation Approach and High Level Project Implementation Schedule

p. 208



Important to Note

- 1. Proposed high-level architecture in **Clause C.5.4** **Figure 2** (CCT High-Level Implementation Schedule and Sequence) is a **possible architectural end-state view envisaged by CCT**
- 2. Was developed from peer reviews, SAP input, and market research and informed by the current CCT scope and requirements.
- 3. Approach is an **agile implementation that includes four go-lives**, referred to as releases, over the project period
- 4. **Preferred cutover dates** Decembers or Easter Weekend. Staggered go-live after release 1 can be considered where applicable.
- 5. **Some SaaS** solutions or components thereof **are earmarked for inclusion** in the scope of the **technical upgrade**
- 6. Expected start date is **January 2027**.
- 7. Below CCT High-Level Proposed Implementation Plan demonstrating **to complete project in the expected 3 (Three) financial years** if **starting January 2027** with **contract period of 30 months**.

p. 208

p. 210

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p. 208

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p. 209

Clause C.5.4.1 CCT requires Tenderers to **develop a comprehensive strategy, methodology and approach** for the implementation of the project and **submit as the Proposed Tender Methodology and Approach write-up**. The Proposed Tender Methodology and Approach write-up is **part of the Tenderer's obligations under 2.2.1.1.6 Minimum score for functionality**.

Clause C.5.4.2 The above diagram is a possible high-level implementation approach and sequence that is **not prescriptive as CCT is seeking the Tenderers to demonstrate insights and experience** to get CCT to full implementation of SAP HANA to address the Solution Scope of Work as quickly as possible with the least risk.

Clause C.5.4.8 Tenderers are **expected to provide in the Proposed Tender Methodology and Approach write-up the SAP Modules (Licenses)**, referred to as the SAP HANA technology stack, they propose against the **Implementation Components** (Focus Groups).

Clause C.5.5.1 CCT requires Tenderers to develop a **comprehensive timeline and implementation schedule** for the implementation of the project and submit as the **Proposed Project Implementation Schedule**. The Proposed Project Implementation Schedule is **part of the Tenderer's obligations under 2.2.1.1.6 Minimum score for functionality**.

FY1 (2026/27)		FY2 (2027/28)		FY3 (2028/29)	
July to Dec	Jan to June	July to Dec	Jan to June	July to Dec	Jan to June
	INITIATION AND PLANNING PHASE				
		TECHNICAL UPGRADE		POST GO-LIVE	
		Phase 2		POST GO-LIVE	
		Phase 3		POST GO-LIVE	
			Phase 4		POST GO-LIVE

Interpretation

- p. 10 **2.1.2.3.40 “Project Implementation Schedule”** means the roadmap for executing the project, detailing all high-level activities, associated deadlines, and responsible roles, including visualisation through a Gantt chart. It breaks down the overall project objectives into smaller, manageable high-level activities aligned to the Implementation Services throughout the project's lifecycle. For the Implementation Service “Detail Design, Functional and Technical”, activities are grouped by Project Dimensions and further by Implementation Component. Key components of the Project Implementation Schedule include a list of high-level activities, dependencies, timelines, resource allocation, project milestones and the critical path, all aligned to the Price Schedules;
- p. 10 **2.1.2.3.41 “Project Milestone”** means a significant checkpoint in a project's timeline that marks a major achievement, phase completion, or critical delivery;
- p. 11 **2.1.2.3.60 “Technical Upgrade”** means the upgrade of the Current SAP Solutions to SAP HANA as a minimum viable solution landscape aimed at replacing and decommissioning all functionality within the Current SAP Solution components that cannot be migrated. It includes; the migration of data from the Current SAP Solutions and deployment of new SAP HANA functionality where existing functionality cannot be remediated;
- p. 11 **2.1.2.3.61 “Tender Methodology and Approach”** means a detailed written description (write-up) of how the Tenderer intends to execute the Project. It includes, but not limited to, the overall strategy, proposed solution details, implementation methodology and approach, deliverables, assumptions, and undertaking outlining how the CCT's requirements for Project Implementation is to be met. The Methodology and Approach outputs must be provisioned for in the Price Schedule.

p. 9 **2.1.2.3.31 “Like-for-Like”** means the principle applicable to Release 1 – Technical Upgrade, where the technical upgrade must preserve CCT's existing operational capability while converting the current SAP ECC6 functionality to the corresponding SAP S/4HANA capability. For Release 1 – Technical Upgrade, “Like-for-Like” means:

- a. The SAP S/4HANA upgrade scope includes all functionality, developments, configurations, integrations and project implementations existing within the CCT SAP landscape at the commencement of the project.
- b. Existing business processes are to be retained in their current form unless a change is required due to SAP S/4HANA technical constraints.
- c. Existing system functionality is to be preserved, including custom developments, unless remediation is required to enable compatibility.
- d. Existing third-party and non-SAP solutions currently integrated with SAP are to remain in place and be technically enabled for continued operation, through minimum necessary remediation where technically feasible.
- e. No large-scale business process redesign, optimisation, or transformation is required as part of Phase 1.
- f. Any proposed deviations from a like-for-like approach must be, clearly identified, technically justified and explicitly approved by the CCT.
- g. Where ambiguity exists between the terms “minimum viable”, “technical upgrade” and “like-for-like”, the “like-for-like” definition shall prevail for Release 1 – Technical Upgrade. For Release 1, “minimum viable” shall not be interpreted as a reduced functionality footprint, but as the minimum viable technical solution required to preserve existing operational capability, continuity of business processes, integrations, data and required system functionality, unless otherwise approved by CCT.

11. How the tender is Constructed



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Stage 1



TO DO

1. Tenderer to provide Tenderer Methodology and Approach, Implementation Schedule and Implementation Organisation Structure with proof of solution implementation experience.
2. Pricing schedules will be deemed a preliminary offer and will NOT be evaluated in Stage 1.
3. Tenderers may submit project assumptions, dependencies, and risks within their Methodology and Approach.

Construct of the Tender – Stage 1

A Eligibility

a Accreditation

b Authorisation

NOTE: Authorisation is different than SAP Accreditation

Only those tenders submitted by Tenderers who **comply with the accreditation and authorisation** requirements as stated in this clause will be **declared responsive. (p.18)**

2.2.1.1.5 Accreditation and Authorisation as SAP Solutions Software Implementing Agent

B Functional Scoring

a Tenderer Solution Experience

b Tenderer Methodology and Approach, Implementation Schedule and Implementation Organisation Structure

b1 Proposed Tender Methodology and Approach write-up

b2 Proposed Project Implementation Schedule

b3 Proposed Project Implementation Organisation Structure

c Team Members Experience

Only those tenders submitted by Tenderers who **achieve the minimum score for functionality** as stated below will be declared responsive. (p.19)

2.2.1.1.6 Minimum score for functionality

C Compliance to Specifications

a Aligning to Implementation Services

b Aligning to Solution Scope of Work

c Aligning to anticipated project implementation timelines

d Aligning to CCT expectations for Implementation Services

Anything found not compliant with CCT specifications could result in Tenderers being found non-responsive in terms of this clause. (p.31)

2.2.1.1.7 For Compliance to Specifications

Functional Scoring

a Tenderer Solution Experience p. 20

- a) Tenderer must **demonstrate capability to deliver the scope of work required** by providing experience of previous implementation project(s) completed or in progress in the last 10 years prior to tender publication date, detailing the required **critical SAP Areas**.
- b) **Reference** letter should indicate all Critical SAP Solution Areas implemented per project that cover all project phases as per the CCT methodology.

c Team Members Experience p. 27

- a) Provide proposed team members and their relevant experience against the CCT Critical Roles. Provide proposed team members and their relevant experience against the CCT Critical Roles.
- b) Team Member Experience should indicate skillset, area of discipline and specialities, SAP modules implemented and certified for; relevant to the CCT requirements.

Criteria #	Evaluation Criteria	Weight	p. 19
1	Tenderer Solution Experience	40	
2	Tenderer Methodology and Approach, Implementation Schedule and Implementation Organisation Structure	50	
3	Team Members Experience	10	
	Total	100	

b Tenderer Methodology and Approach, Implementation Schedule and Implementation Organisation Structure p. 21

b1 Proposed Tender Methodology and Approach write-up p. 21

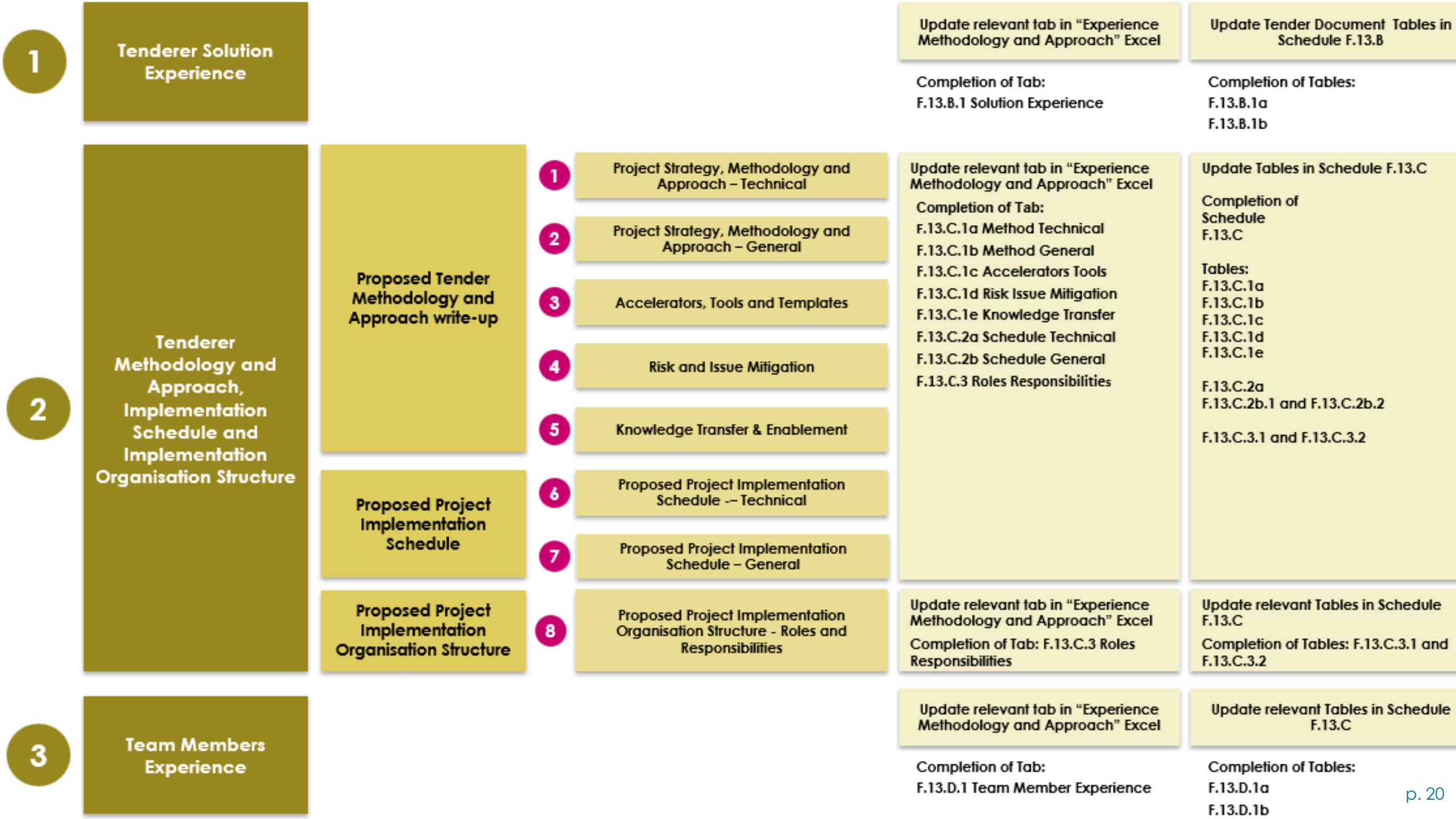
- a) A write-up of strategy, solution, methodology, approach, deliverables, assumptions and undertaking as to how CCT requirements for project implementation are to be met. The approach includes strategy, proposed solution architecture including details of proposed SAP HANA licenses with sequencing, approach and undertaking per focus group how to achieve end goals as well as the scope and requirements. This is to include details on:
 - b) Accelerators, Tools and Templates
 - c) Issues and Risk Mitigation
 - d) Knowledge Transfer

b2 Proposed Project Implementation Schedule p. 24

- a) This to include start date and end date of high-level activities aligned to CCT System Development Life Cycle (SDLC) methodology, critical path, sequencing of solution modules and how solution components can be implemented in parallel together with dependencies, milestones and roles per high-level activities.

b3 Proposed Project Implementation Organisation Structure p. 26

- a) This is to include roles and responsibilities and a schematic representation linked to the proposed releases of the project.



Construct of the Tender

C

Compliance to Specifications

a

Aligning to Implementation Services

b

Aligning to Solution Scope of Work

c

Aligning to anticipated project implementation timelines

d

Aligning to CCT expectations for Implementation Services

Anything found not compliant with CCT specifications could result in Tenderers being found non-responsive in terms of this clause. (p.31)

2.2.1.1.7 For Compliance to Specifications

p. 31



- a) Tenderers are required to provide all returnable documents as requested for compliance to specifications; and failure to do so may deem Tenderer non-responsive in terms of this clause.
- b) (Anything found not compliant with CCT specifications could result in Tenderers being found non-responsive in terms of this clause. This includes the following:
 1. **not aligning to Implementation Services** as defined in the Implementation Service Frameworks in Annexure K (CCT Implementation Services and Functional Requirements Frameworks) Schedules K.1 to K.8; OR
 2. **not aligning to Solution Scope of Work** as defined in the following:
 - i. **Requirements captured in the BRTM** in Annexure I; OR
 - ii. **CCT Required End Goals** in Annexure J; OR
 - iii. **Functional Requirements Frameworks** in Annexures K.9 to K.13; OR
 3. **not providing a proposed project implementation schedule** that is realistic, complete, sequenced, dependency-based, aligned to the Implementation Services, Project Dimensions, Price Schedules and required project milestones, and capable of supporting delivery within the contract period and CCT's required implementation outcomes; OR
 4. **not aligning to anticipated project implementation timelines** in anticipated manner.
- c) In addition to the 2.2.1.1.6 Minimum score for functionality the **Tenderer Proposed Tender Methodology and Approach write-up will be evaluated** to ensure **how the Tenderer is to execute the various project Implementation Services aligns to CCT minimum requirements** and defines how Scope of Work will be achieved.



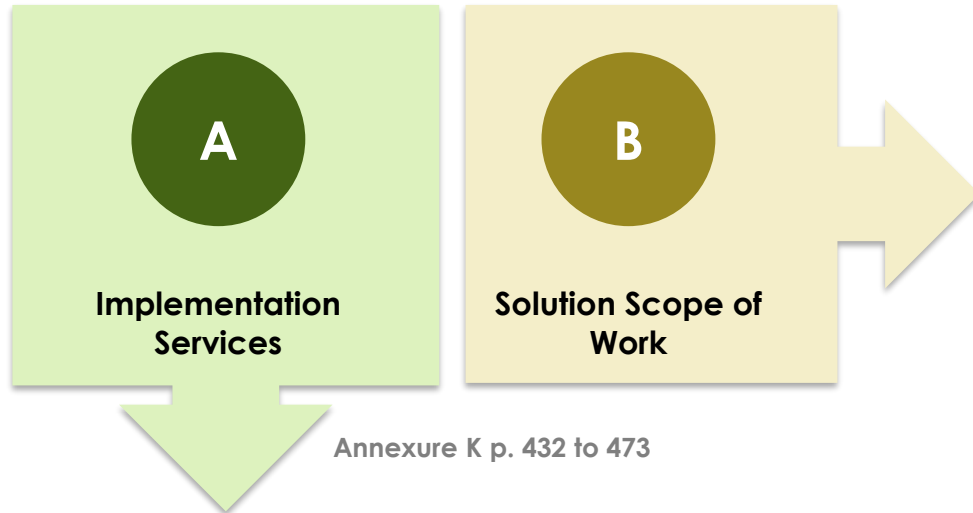
Why must you care?

The **Scope of Work** for this project is defined as **Implementation Services as the structured set of professional activities and deliverables** undertaken to **execute the Solution Scope of Work**.

Scope of Work

2

Components make up Scope of Work (Clause C.5.3)



(i) **Implementation Services** as defined in the Implementation Service Frameworks of Annexure K comprising of;

- 1) Schedule K.1: Framework: Project Management and Governance;
- 2) Schedule K.2: Framework: Change Management including Communications;
- 3) Schedule K.3: Framework: Detail Design, Functional & Technical;
- 4) Schedule K.4: Framework: Testing;
- 5) Schedule K.5: Framework: Training;
- 6) Schedule K.6: Framework: Data Migration;
- 7) Schedule K.7: Framework: Data Cleansing; and
- 8) Schedule K.8: Framework: Post Go-Live Stabilisation & Acceptance.

(ii) **Solution Scope of Work** as defined in the following sections of this tender document:

- 1) Annexure I Scope and Requirements captured in the BRTM (p. 280 to 286)
- 2) Annexure J Required End Goals (p. 348 to 354)
- 3) Annexures K.9 to K.13 Functional Requirements Frameworks (p. 474 to 485)
 - a) Annexure I: Requirements captured in the BRTM (Downloaded BRTM)
 - b) Annexure J: CCT Required End Goals and Proposed Future Architecture;
 - c) Annexure K Schedule K.9 Framework – Records Management;
 - d) Annexure K Schedule K.10 Framework – Archiving;
 - e) Annexure K Schedule K.11 Framework – Reporting, Data and Analytics;
 - f) Annexure K Schedule K.12 Framework – Workflows;
 - g) Annexure K Schedule K.13 Framework – EPIC Contraventions; and
- 4) C.5 Figure 1 Proposed (Possible) End-State Architecture (p. 207)

Returnable Document	Framework	Annexure that contains minimum CCT Expectations
Schedule F.13.E	Project Management and Governance	Annexure K – Schedule K.1
Schedule F.13.F	Change Management including Communications	Annexure K – Schedule K.2
Schedule F.13.G	Detail Design, Functional and Technical	Annexure K – Schedule K.3
Schedule F.13.H	Testing	Annexure K – Schedule K.4
Schedule F.13.I	Training	Annexure K – Schedule K.5
Schedule F.13.J	Data Migration	Annexure K – Schedule K.6
Schedule F.13.K	Data Cleansing	Annexure K – Schedule K.7
Schedule F.13.L	Post Go-Live Stabilisation & Acceptance	Annexure K – Schedule K.8
Schedule F.13.M	Achievement of Solution Scope of Work	Annexure I Annexure J Annexure K – Schedule K.9 Annexure K – Schedule K.10 Annexure K – Schedule K.11 Annexure K – Schedule K.12 Annexure K – Schedule K.13 Annexure L

Stage 2



TO DO

1. Tenderer to submit the final technical proposal that include Methodology and Approach, Implementation Schedule and Implementation Organisation Structure.
2. Tenderer **MUST** provide all pricing schedules as final offer.
3. The final terms of conditions of contract will be negotiated with the recommended Tenderer before final award.

Construct of the Tender – Stage 2

D

Price Schedules

- 1 Implementation
- 2 Implementation - Data Migration and Data Cleansing
- 3 Implementation - EPIC Contraventions
- 4 Training Services
- 5 Total Implementation Cost
- 6 Training Sessions
- 7 Training Material Development
- 8 Professional Services
- 9 Development Services

Tenderers **must follow price instructions** as per the section **4.1 Pricing Instructions**. (p.54 to 57)

C.4 Price Schedule

B

Final Technical Proposal

b

Tenderer Methodology and Approach, Implementation Schedule and Implementation Organisation Structure

b1

Proposed Tender Methodology and Approach write-up

b2

Proposed Project Implementation Schedule

b3

Proposed Project Implementation Organisation Structure

12. How to Complete the Tender and put Tender Document together



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How to put Tender Document together

p. 32

Clause 2.2.1.1.7.3 Mapping of the minimum CCT requirements

- a) Tenderers to **print Index pages under Annexure F** (Tender Returnable Documents) that **MUST BE USED** as file dividers for returnable supporting documentation.
- b) **Each Returnable Schedule** must be **attached to the relevant file divider as per the Contents Page as per clause 2.2.1.1.4 (c).**
 - I. If there is table with CCT Minimum Requirement print and save a first page to guide that returnable document adhere to it.
- c) All returnable items must **follow the sequence** of the schedules listed in Annexure F.
- d) **Content of Annexure F** (Tender Returnable Documents) **Schedule F.13.A to Schedule F.13.M** to **have headings in sequence of the minimum requirements** as per the **tables in these schedules**.
- e) Any **additional information** can be structured by the Tenderer **after the expected returnable items**.
- f) **List the documentation for Returnable Schedule** in Annexure F (Tender Returnable Documents) **Schedule F.11 (List of Other Documents Attached by Tenderer)** below and **attach copies thereof** to Schedule F.11.



TO DO

1. Ensure **ALL returnable documents are listed** under **Schedule F.11** (List of Other Documents Attached by Tenderer)

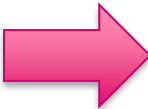


Index Page

Schedule F.13.A: Accreditation and Authorisation as Solution Software Implementing Agent

Schedule F.13.B: Functionality Criteria - Solution Experience

Schedule F.13.C: Functionality Criteria – Tenderer Methodology and Approach, Implementation Schedule and Implementation Organisation Structure



Schedule F.13.D: Functionality Criteria – Team Member Experience

F.13.D.1 Team Member Experience is to be completed as per the table below.

F.13.D.2 For purposes of scoring evaluation criteria "Team Member Experience" only the CCT Critical Roles are included.

F.13.D.3 Tenderers to provide CV with verified copies of qualifications and certifications for each team member listed in Schedule F.13.D. The CVs are to be in a standard format as per CCT provided CV template.

F.13.D.4 The Tenderer shall list the CVs with verified copies of qualifications and certifications in Annexure F (Tender Returnable Documents) Schedule F.11 List of Other Documents Attached by Tenderers below and attach copies thereof to Schedule F.11 below.

F.13.D.5 All Functionality criteria must be addressed in accordance with the scope and requirements of Annexures I and J and the Framework Objectives in Annexure K.

F.13.D.6 Each bidder must explicitly map responses in Annexure F Schedules F.13.B-M to the relevant Annexure, identifying any deviations in alternative proposals.

F.13.D.7 The absence of supporting documentation for any sub-criterion will result in a score of zero for that item but will not disqualify the bidder unless the requirement forms part of the Eligibility Criteria in T.2.2.

Tenderer has Team Member Experience for:	Table	Excel Tab Name
Team Member Experience for the CCT Critical Roles	F.13.D.1a F.13.D.1b	F.13.D.1 Team Member Experience

F.13.D.8 The CCT minimum requirements for Team Member Experience are defined in the table below:

Tenderer has attached supporting documentation for Team Member Experience that includes:	
1.	Team member allocated to only 1 (one) of the Proposed Project Critical Role roles
2.	Team member experience aligns with the minimum CCT Requirements for the Project Critical Role
3.	Skill set of the proposed team members
4.	Areas of Discipline / Specialties
5.	Details of Company the team members are coming from
6.	CV per Team Member
7.	Certified copies of Team Member Qualifications and Certificates
8.	Certified copies of Team Member SAP Module Certificates

**CCT
Minimum
Requirements**



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Name of Candidate (subject person of this CV):
Is the candidate an employee of your company or a subcontractor:
Your company's name:

Candidate Summary

Area of Specialization	
Total IT experience	
Availability (date)	
Is the candidate considering other offers? (Yes or No)	

Professional Experience Summary:
Provide a concise overview of your relevant professional experience. Focus on key projects, areas of expertise, and major achievements related to the tender. Please limit your response to the table below.

Employer	Role	Period

Summary of Qualifications/Training

Name of Institution	Qualification	Date Completed

**Completed
CV's**

13. Completion of Functional Scoring



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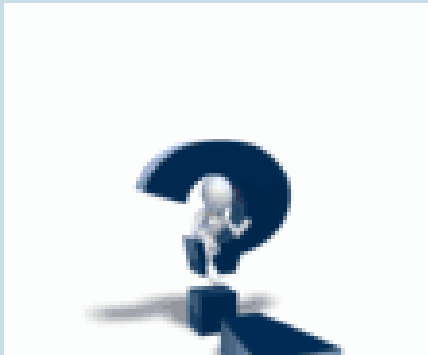
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Summarise change to functional scoring instructions

p. 21

1. **Enhance Instructions:** Change to the structure of the functional scoring instructions to make it easier to follow with enrichment of the instructions to address some of the shortcomings identified in previous tender submissions.
2. **Placement of Information:** For “**Accelerators, Tools and Templates**” / “**Risk and Issue Mitigation**” / “**Knowledge Transfer & Enablement**” details including the proposed tools and innovative practices to use for the project;
 - a. **List** in the **section** as provided in the “**Contents Page**” template and not anywhere else in the Tender submission.
 - b. **Evaluation** will be **based on this section in the tender response**.
3. **Future SAP Licenses:** Instructions for **proposed SAP Module(s) (Licenses)** updated to reference the **CCT Proposed Future Architecture** that is documented under **Annexure J**.
4. **Usage of Contents Page:** Each Returnable Schedule under **Section 2.2.1.1.6** must be attached to the relevant file divider as per the “**Contents Page**” as per **clause 2.2.1.1.4 (c)**.

T.2.2.1.1.6	Instructions for Completing Functional Scoring Clauses T.2.2.1.1.6 (e) to T.2.2.1.1.6 (h)	Pages 20 to 28
T.2.2.1.1.7	For Compliance to Specifications Clause 2.2.1.1.7	Pages 31 to 32



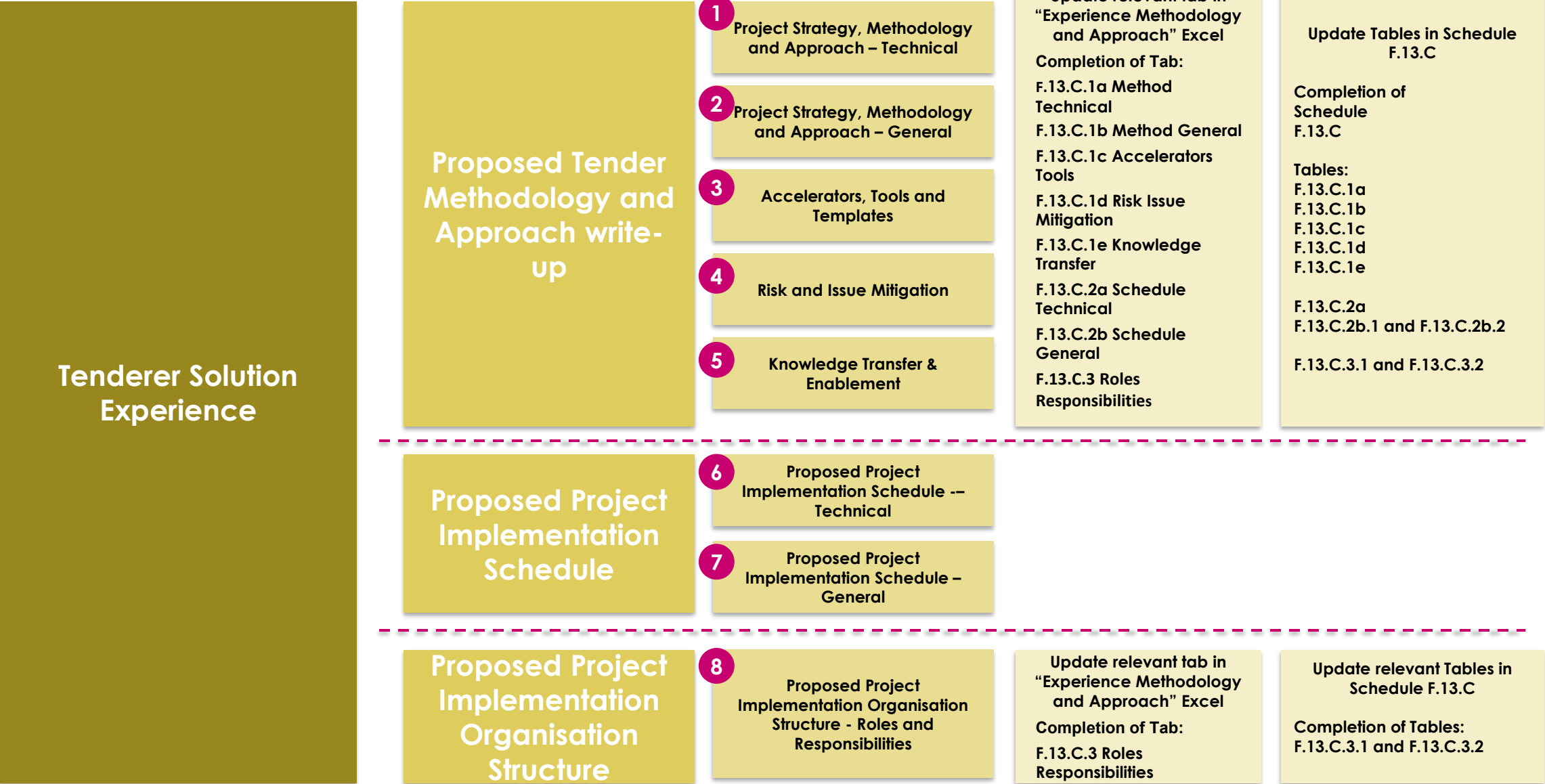
How to put Tender Document together		
1. Ensure ALL returnable documents are listed under Schedule F.11 (List of Other Documents Attached by Tenderer)		
2. Ensure all relevant documents are signed and completed as requested in the Tender document as per Clause 2.2.12.3 (a)		Page 35
3. Ensure all content are readable, especially numbers. If Excel Price Schedules are printed and submitted as part of hard copy tender document make sure the text is displaying the content correctly.		
3. Ensure hard copy tender document details and requested returnable documents information is the same. Clause 2.2.12.3 (d) Where there is a discrepancy between the original (hard copy) submission and the electronic schedules submitted by a Tenderer, the original (hard copy) submission will prevail.		Page 35

Functional Scoring (Copy)

b

Tenderer Methodology and Approach, Implementation Schedule and Implementation Organisation Structure

p. 20



Complete Functional Scoring (1/6)



Complete from the “Proposed Tender Methodology and Approach write-up” the listed components:

1. **include references to the relevant content** in “Proposed Tender Methodology and Approach” write-up against each line in table p. 23
2. **Functional scoring points** will be awarded **against each line** according to the potential point value indicated in Table p. 23
3. **Price Schedules fully cater for the effort** reflected in write-up and tables
4. **Complete**

A. Tables in Schedule F.13.C

B. Tab in “Experience Methodology and Approach” Excel

p. 262

1	Project Strategy, Methodology and Approach – Technical	Per Implementation Component complete: 1. proposed SAP Module(s) (Licenses) 2. proposed approach to implement
2	Project Strategy, Methodology and Approach – General	1. Populate summary strategy, methodology and approach for the respective Implementation Services
3	Accelerators, Tools and Templates	1. List accelerators, tools or templates proposed for use on the project with benefits 2. indicate to which Implementation Service(s) each accelerator, tool or template relates; and
4	Risk and Issue Mitigation	1. Populate potential risks experienced on other projects and propose mitigation action(s) 2. indicate to which Implementation Service(s) risk relates to
5	Knowledge Transfer & Enablement	1. Populate approach to transfer knowledge against each Implementation Service

Proposed Tender Methodology and Approach write-up

- a. the “**Project Strategy, Methodology and Approach – Technical**” section how the CCT Scope of Work will be achieved. This is to be documented per Project Dimensions and further broken down per Focus Group. This write-up must include the proposed solution architecture details, including proposed SAP HANA licenses required. The write to take into consideration the CCT expectations provided as:
 - i. Proposed (Possible) End-State Architecture in **C.5 Figure C.5.1**;
 - ii. Required End Goals and Proposed Future Architecture in **Annexure J**;
 - iii. Scope and Requirements captured in the BRTM in **Annexure I**; and
 - iv. Functional Requirements Frameworks in **Annexures K.9 to K.13**;
- b. the “**Project Strategy, Methodology and Approach – General**” section how the project will be executed per Implementation Service. The write-up to take into consideration the CCT expectations provided as:
 - a. Implementation Service Frameworks in Annexures **K.1 to K.8**;
- c. the “**Accelerators, Tools and Templates**” section details including the proposed tools and innovative practices to use for the project;
- d. the “**Risk and Issue Mitigation**” section details including identified potential risks experienced on other projects, proposed mitigation actions to be taken per the Implementation Service; and
- e. the “**Knowledge Transfer & Enablement**” details of proposal for Knowledge Transfer & Enablement per Implementation Service
- f. Where the entity tendering is a Joint Venture, the Tenderer’s tender response must be **accompanied by adding a table** in the Proposed Tender Methodology and Approach write-up describing against each Implementation Service, and for Implementation Service Detail Design, Functional and Technical against each Project Dimension and Implementation Component, **exactly what aspects of the work will be undertaken by each party to the joint venture.**

Complete Functional Scoring (2/6)

p. 21

1

Project Strategy, Methodology and Approach – Technical

- Complete “Table F.13.C.1a Project Strategy, Methodology and Approach – Technical” from the “Proposed Tender Methodology and Approach write-up”:

Structured per:
a. Project Dimensions
b. Implementation Components

List the proposed SAP Module(s) (Licenses) to satisfy the requirement for each Focus Group.

Take into consideration:

- CCT End goals in **Annexure J** (CCT Required End Goals and Proposed Future Architecture)
- Requirements provided in **Annexure I** (Business Requirements Traceability Matrix (BRTM))
- Figure C.5.1** Proposed (Possible) End-State Architecture;

Based on the “Proposed Tender Methodology and Approach write-up” populate **proposed approach** to implement per Focus Group

Functional scoring points will be awarded against each line according to the **potential point value indicated in Table**

Table F.13.C.1a Project Strategy, Methodology and Approach - Technical

		Complete the grey shaded cells.	Achievement of End Goals and Proposed Future Architecture (Annexure J), Business Requirements Traceability Matrix (BRTM) (Annexures I) and Functional Requirements Frameworks (Annexures K.9 to K.13)			
Item No	CCT Project Dimensions	Implementation Component	Proposed SAP Solution Module	Proposed High-level Approach to Implement		Possible Functional Scoring Points
		This is to cover the Upgrade / Extend of Current SAP Modules (Licenses) as listed in Annexure I TABLES L.1 / L.2 and Proposed SAP Modules (Licenses)	Including License(s) required Align with Table F.13.C.2a	Validation of Referenced Content in the Proposed Tender Methodology and Approach write-up is basis for scoring		
Examples	Financial Management	mSCOA (F2)	No Specific License	Upgrade functionality in technical upgrade release 1 and configure capturing of mSCOA element during transacting in Release 3		
	Generic	Mobile & Mobile Field Services; (O4)	SAP Mobile Services SAP Field Service Management SAP Service and Asset Manager	Out-of-the-Box Mobile Services		
1	Financial Management including Finance (F1); Budgeting (F3); Treasury (F4); Insurance (F12) and mSCOA (F2)	Finance (F1)				0.5
2		Budgeting (F3)				0.5
3		Treasury (F4)				0.5
4		Insurance (F12)				0.5
5		mSCOA (F2)				0.5



- Add Reference to where content is in the “Proposed Tender Methodology and Approach write-up”
- CCT’s expectation that the Price Schedules fully cater for the effort

CCT does not want to search for information when doing evaluation and scoring!

Complete Functional Scoring (3/6)

p. 21

2

Project Strategy, Methodology and Approach – Technical

1. Complete “Table F.13.C.1b Project Strategy, Methodology and Approach – General” from the “Proposed Tender Methodology and Approach write-up”:

Structured per:
a. Implementation Service

Populate summary strategy, methodology and approach for the respective Implementation Services

CCT requirements in Annexure K with Schedules K.1 to K.8 indicated per Implementation Service

Functional scoring points will be awarded against each line according to the potential point value indicated in Table

Table F.13.C.1b Project Strategy, Methodology and Approach - General				
Complete the grey shaded cells.				
No	Implementation Services (Project Disciplines)	Describe high-level proposed Implementation Strategy, Methodology and Approach CCT requirements in Annexure K with Schedules indicated per Implementation Service	Reference from Proposed Tender Methodology and Approach write-up Validation of Referenced Content in the Proposed Tender Methodology and Approach write-up is basis for scoring	Possible Functional Scoring Points
Examples	Training	Roll-out of SAP training solutions like Enable Now and WalkMe as early as possible to use for development of training materials, schedules and tracking. Our training approach involves four key stages: assessment to identify training needs, planning and design to create the program, implementation to deliver the training, and evaluation to measure its effectiveness.	Write-up reference: Design - Section 6.10	
	Post Go-Live Stabilisation & Acceptance	monitoring system performance, supporting users, and resolving issues promptly while validating that the new system meets its objectives. Key activities include creating a dedicated support team, monitoring key performance indicators (KPIs) to ensure the system functions as expected, proactive troubleshooting of issues like performance slowdowns or data inaccuracies, and providing ongoing user support and training to ensure proper adoption.	Write-up reference: Migration - Section 8.4	
1	Project Management and Governance Schedule K.1			0.25
2	Change Management incl. Communications Schedule K.2			0.25
3	Detail Design, Functional & Technical Schedule K.3			0.25
4	Testing Schedule K.4			0.25



1. Add Reference to where content is in the “Proposed Tender Methodology and Approach write-up”
 2. CCT’s expectation that the Price Schedules fully cater for the effort
 3. Follow Recipe for Tab F.13.C.1e Risk Issue Mitigation
- CCT does not want to search for information when doing evaluation and scoring!

Complete Functional Scoring (4/6)

p. 21

3

Accelerators, Tools and Templates

1. Complete “Table F.13.C.1c Accelerators, Tools and Templates” from the “Proposed Tender Methodology and Approach write-up”:

Based on the “Proposed Tender Methodology and Approach write-up” list the accelerators, tools or templates proposed for use on the project and describe how each will benefit the project

CCT requirements in Annexure K with Schedules K.1 to K.8 indicated per Implementation Service

Functional scoring points will be awarded against each line according to the potential point value indicated in Table

Table F.13.C.1c Accelerators, Tools and Templates											
Complete the grey shaded cells.		Motivate relevance to Implementation Services (Project Discipline)									
		CCT requirements in Annexure K with Schedules indicated per Implementation Service									
No	Accelerator, Tool or Template Name	Describe how the Accelerator, Tool or Template will be beneficial to the project	Project Management and Governance Schedule K.1	Change Management incl. Communications Schedule K.2	Detail Design, Functional & Technical Schedule K.3	Testing Schedule K.4	Training Schedule K.5	Data Migration Schedule K.6	Data Cleansing Schedule K.7	Post Go-Live Stabilisation & Acceptance Schedule K.8	Reference from Proposed Tender Methodology and Approach write-up
Examples	Project management template	To track progress of delivery	Yes								Write-up reference: PM - Section 2.10
	Standard SAP Process Models	Shows how standard SAP works			Yes						Write-up reference: Migration - Section 4.7
	SAP Configuration Guides	Provide technical walk through setup of module			Yes						Write-up reference: Migration - Section 4.7
1											
2											
3											
4											
Possible Functional Scoring Points			0.25	0.25	0.25	0.25	0.25	0.25	0.15	0.1	
Total Possible Functional Scoring Points			1.75								



1. Add Reference to where content is in the “Proposed Tender Methodology and Approach write-up”
2. CCT’s expectation that the Price Schedules fully cater for the effort
3. Follow Recipe for Tab F.13.C.1d Risk Issue Mitigation
- CCT does not want to search for information when doing evaluation and scoring!

Complete Functional Scoring (5/6)

6
p. 24
Proposed Project Implementation Schedule -- Technical

Copy from "Table F.13.C.1a Project Strategy, Methodology and Approach – Technical"

Structured per:
a. Project Dimensions
b. Implementation Components

1. Complete "Table F.13.C.2b Proposed Project Implementation Schedule - Technical" from the "Proposed Tender Methodology and Approach write-up":

- a. Action" column has the following meaning:
- i. **Upgrade:** Upgrade of the current SAP Module(s) (License(s)) to SAP HANA as a minimum viable solution to replace and decommission all current functionality related to that SAP Module (license). This approach includes remediation of current SAP components that will not migrate, and the migration of the current SAP data;
 - ii. **Extend:** Deployment of new SAP Module(s) (License(s)) where existing SAP functionality cannot be remediated or effort together with cost of remediation is extensive;
 - iii. **New:** Deployment of new SAP Module(s) (License(s)) previously not implemented at CCT;

Based on the "Proposed Project Implementation Schedule", indicate the **proposed project release for each Implementation Component** by capturing "Yes" in the respective release column (e.g., Funds Management to replace Investment Management is planned for Release 2)

Provide **reasoning for each release allocation** in column "List Sequencing and dependencies", indicating how SAP solution components are linked to releases and how functional areas fit into the project timeline

Table F.13.C.2a Proposed Project Implementation Schedule - Technical									
Item No	CCT Project Dimensions	Implementation Component	Proposed SAP Module (Licenses)	Action	Proposed Release for SAP Solution				List Sequencing and dependencies of SAP solution component linked to releases where functional areas fit in with motivation of placement in project timeline
					Release 1 Technical Upgrade	Release 2	Release 3	Release 4	
		These to cover the Upgrade / Extend of Current SAP functionality and Current SAP Modules (License(s)) and New Extend of Proposed SAP Modules (Licenses)	Including License(s) required Align with Table F.13.C.1a						
	Financial Management	mSCOA (F2)	No Specific License	New	Yes		Yes		
	Generic	Mobile & Mobile Field Services; (O4)	SAP Mobile Services SAP Field Service Management SAP Service and Asset Manager	New / Extend	Yes	Yes			Roll-out Asset Mobile solution to replace Angular in Release 1; and migrate other Asset Mobile solutions from UJS in Releases 2 & 3
Release 1: Technical upgrade of the Current SAP Solutions to SAP HANA as a minimum viable solution landscape to replace and decommission all functionality in Current SAP Solution components that will not migrate; the migration of the Current SAP Solutions data and deployment of new SAP HANA functionality where Current SAP Solution functionality cannot be remediated.									
Other Releases: Deploy Specialised SAP Cloud Products Solutions and out-of-the-box SAP S/4 HANA capabilities and functionality not activated during the technical upgrade in line with the Business Requirements Traceability Matrix (BRTM).									
1	Financial Management including Finance (F1); Budgeting (F3); Treasury (F4); Insurance (F12) and mSCOA (F2)	Finance (F1)		Upgrade / Extend / New					
2		Budgeting (F3)		Upgrade / Extend / New					
3		Treasury (F4)		Upgrade / Extend					
4		Insurance (F12)		Upgrade / Extend					
5		mSCOA (F2)		Upgrade / Extend / New					
6	Asset Management including Asset Lifecycle Management (O1a), Repairs and Maintenance (O1b) and Fleet	Asset Lifecycle Management (O1a)		Upgrade / Extend / New					



1. Add Reference to where content is in the "Proposed Tender Methodology and Approach write-up"
2. CCT's expectation that the Price Schedules fully cater for the effort

CCT does not want to search for information when doing evaluation and scoring!

Complete Functional Scoring (6/6)

p. 24

7

Proposed Project Implementation Schedule -- General

1. Complete “**Table F.13.C.2b Proposed Project Implementation Schedule - General**” from the “Proposed Tender Methodology and Approach write-up”:

Based on the “**Proposed Project Implementation Schedule**” indicate against each Implementation Service by capturing “**Yes**” in the **respective columns whether the CCT expectations are catered for**
AND
Motivate relevance to Implementation Services (Project Discipline)
CCT requirements in Annexure K with Schedules indicated per Implementation Service

Structured per:
a. Implementation Service

Functional scoring points will be awarded against each line according to the **potential point value** indicated in Table

Table F.13.C.2b Proposed Project Implementation Schedule - General											
Complete the grey shaded cells.											
Motivate relevance to Implementation Services (Project Discipline) CCT requirements in Annexure K with Schedules indicated per Implementation Service											
No	Implementation Services (Project Discipline)	Project Management and Governance Schedule K.1	Change Management Incl. Communications Schedule K.2	Detail Design, Functional & Technical Schedule K.3	Testing Schedule K.4	Training Schedule K.5	Data Migration Schedule K.6	Data Cleansing Schedule K.7	Post Go-Live Stabilisation & Acceptance Schedule K.8	Reference from Proposed Project Implementation Schedule in MS Project	Possible Functional Scoring Points
		Yes, Project Charter and Project Plan Sign-off	Yes, Communications Plan sign-off	Yes, FTDs and Solution Architecture Blueprint Sign-off per Implementation Component	Yes, completion of UAT and sign-off on Final Acceptance Testing and Test Plan	Yes, Sign-off on Training and Evaluation Approach, and Training Plan and Schedule	Yes, Sign-off on Data Migration Approach	No given CCT responsibility	Yes, Sign-off on After Go-Live Stabilisation Support Approach and After Go-Live Stabilisation Support Service Level Agreement	Proposed MS Project Schedule: PM - Task Name 2.3 CM - Task Name 3.3 Design - Task Name 4.4 and 4.6 Testing - Task Name 5.2 Training - Task Name 6.2 Migration - Task Name 7.2 Post Go-Live - Task Name 8.2	
1	Estimated Project Phase Duration (Start and End Date) of each project phase including Implementation Services (Project Discipline) and for the Implementation Service Detail Design, Functional and Technical breakdown per Implementation Components										2
2	Estimated High-Level Activity Duration (Start and End Date) for each Implementation Services (Project Discipline) and for the Implementation Service Detail Design, Functional and Technical breakdown per Implementation Components representing planned implementation										2
3	Key Deliverables per Project Phase per Implementation Services (Project Discipline) and Implementation Components										2
4	Key dependencies										1



1. Add Reference to where content is in the “Proposed Tender Methodology and Approach write-up”
2. CCT’s expectation that the Price Schedules fully cater for the effort

CCT does not want to search for information when doing evaluation and scoring!

14. Compliance to Specifications



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p. 7 **2.1.2.3.8 “Authorised Implementing Agent”** means a SAP partner who holds **valid OSM accreditations** and has been formally authorised, through a **MAF Letter, as suitably qualified and competent to implement SAP solutions for the CCT**, taking into account the CCT’s size and complexity;

p. 8 **2.1.2.3.29 “Implementation Services”** refers to the structured set of professional activities and deliverables undertaken to plan, configure, enhance, test, deploy, and stabilise a new system or solution; ensuring it meets the organisation’s functional, technical, and business requirements. It can also be known as Project Disciplines;

p. 8 **2.1.2.3.30 “Implementation Service Framework”** means the CCT minimum requirements per Implementation Service under **Annexure K** (CCT Implementation Services and Functional Requirements Frameworks) **Schedules K.1 to K.8**. The Implementation Service Frameworks are:

- a. Schedule K.1: Framework: Project Management and Governance;
- b. Schedule K.2: Framework: Change Management including Communications;
- c. Schedule K.3: Framework: Detail Design, Functional & Technical;
- d. Schedule K.4: Framework: Testing;
- e. Schedule K.5: Framework: Training;
- f. Schedule K.6: Framework: Data Migration;
- g. Schedule K.7: Framework: Data Cleansing; and
- h. Schedule K.8: Framework: Post Go-Live Stabilisation & Acceptance;

Compliance to Specifications (1/3)

3

Critical Artefacts



Important to Note

1. Follow **Instructions for Completing Functional Scoring** as per **Clause 2.2.1.1.7.1** [p. 19](#)
2. **Clause F.13.C.1** The Tenderer to provide for **Schedule F.13.C** [p. 262](#)
 - a) 3 Artefacts (see to the left)
 - b) Complete the various tables of for Schedule F.13.C
 - c) Provide the 3 Artefacts electronically on USB device
3. Artefacts to be **comprehensive and cover all** CCT required content.
4. **Implementation Service Frameworks** provide the **minimum** CCT Requirements including deliverables, and roles & responsibilities.



Intent

Proposed Tender Methodology and Approach write-up to provide comprehensive detail on **HOW** for

- A. Implementation Services**
- B. Achievement of Solution Scope of Work**

Proposed Project Implementation Schedule to provide detail on **WHEN** to implement in UP TO 36 monts

Clause 2.2.1.1.7.1 Implementation Services (Project Disciplines) [p. 31](#)

- (a) The “**Proposed Tender Methodology and Approach write-up**” to provide detail on the project **Implementation Services** considering the CCT minimum requirements provided in the following Annexures:
1. Annexure K Schedule K.1: Framework – Project Management and Governance
 2. Annexure K Schedule K.2: Framework – Change Management including Communications
 3. Annexure K Schedule K.3: Framework – Detail Design, Functional and Technical
 4. Annexure K Schedule K.4: Framework –Testing
 5. Annexure K Schedule K.5: Framework – Training
 6. Annexure K Schedule K.6: Framework – Data Migration
 7. Annexure K Schedule K.7: Framework – Data Cleansing
 8. Annexure K Schedule K.8: Framework – Post Go-Live Stabilisation & Acceptance

Clause 2.2.1.1.7.2 Achievement of Solution Scope of Work [p. 31](#)

- (a) The “**Proposed Tender Methodology and Approach write-up**” to provide detail for **Achievement of Solution Scope of Work** considering the CCT minimum requirements provided in the following Annexures:
1. Annexure I: Requirements captured in the BRTM
 2. Annexure J: CCT Required End Goals and Proposed Future Architecture)
 3. Annexure K Schedule K.9 Framework – Records Management
 4. Annexure K Schedule K.10 Framework – Archiving
 5. Annexure K Schedule K.11 Framework – Reporting, Data and Analytics
 6. Annexure K Schedule K.12 Framework – Workflows
 7. Annexure K Schedule K.13 Framework – EPIC Contraventions
 8. Annexure L: SAP Assessments and Current SAP Environments

Compliance to Specifications (2/3)

- p. 16 1. **Clause 2.2.1.1.1 Submit a tender offer**
- a) Only those tender submissions from which it can be established, inter alia that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.
- p. 17 2. **Clause 2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures**
- a) Only those tenders that are compliant with the requirements below will be declared responsive:
- p. 18 3. **Clause 2.2.1.1.5 Accreditation and Authorisation as SAP Solutions Software Implementing Agent**
- a) Only those tenders submitted by Tenderers who comply with the accreditation and authorisation requirements as stated in this clause will be declared responsive.
- p. 19 4. **Clause 2.2.1.1.6 Minimum score for functionality**
- a) Only those tenders submitted by Tenderers who achieve the minimum score for functionality as stated below will be declared responsive.
- p. 31 5. **Clause 2.2.1.1.7 For Compliance to Specifications**
- a) Tenderers are required to provide all returnable documents as requested for compliance to specifications; and failure to do so may deem Tenderer non-responsive in terms of this clause.
- b) Anything found **not compliant with CCT specifications** could result in **Tenderers being found non-responsive** in terms of this clause. This includes the following:
1. not aligning to **Implementation Services** as defined in the Implementation Service Frameworks in Annexure K (CCT Implementation Services and Functional Requirements Frameworks) Schedules K.1 to K.8; OR
 2. not aligning to **Solution Scope of Work** as defined in the following:
 - i. Requirements captured in the BRTM in Annexure I; OR
 - ii. CCT Required End Goals and Proposed Future Architecture in Annexure J; OR
 - iii. Functional Requirements Frameworks in Annexures K.9 to K.13; OR
 3. not providing a proposed project implementation schedule that is realistic, complete, sequenced, dependency-based, aligned to the Implementation Services, Project Dimensions, Price Schedules and required project milestones, and capable of supporting delivery within the contract period and CCT's required implementation outcomes;
 4. not aligning to **anticipated project implementation timelines** in anticipated manner.
- c) In addition to the 2.2.1.1.6 Minimum score for functionality the Tenderer **Proposed Tender Methodology and Approach write-up** will be evaluated to ensure how the Tenderer is to execute the **various project Implementation Services aligns to CCT minimum requirements** and **defines how Scope of Work will be achieved**.



Intent

3

Compliance to Specifications (3/3)

- p. 34 6. **Clause 2.2.12.1** The Tenderer is required to **submit one hard copy tender offer** only on the original tender documents as issued by the CCT, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the Conditions of Contract and described in the Specifications. Only those tenders **submitted on the tender documents** as issued by the CCT **together with all Tender Returnable Documents duly completed and signed** will be **declared responsive**.
- p. 35 7. **Clause 2.2.13 Information and data to be completed in all respects**
- a) 2.2.13.1 Tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the CCT as non-responsive.
- p. 36 8. **Clause 2.2.16 Clarification of tender offer, or additional information, after submission**
- a) 2.2.16.2 Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CCT's written request may render the tender non-responsive.



Intent



Have Accreditation and Authorisation



Submit Hard copy of tender document



Submit all returnable documents / Notices



Submit USB Drive with expected 5 files



Be compliant with CCT specifications



Achieve the minimum score for functionality



Important to Note

- a) **Failure to provide supporting proof** under **Functionality Schedules (F.13)** will result in a **score of zero for that criterion**, not disqualification, unless the item is an Eligibility requirement.
- i. The **absence of supporting documentation** for any sub-criterion will **result in a score of zero** for that item but will not disqualify the bidder unless the requirement forms part of the Eligibility Criteria in T.2.2.
- ii. Missing proof should equate to zero points (not non-responsiveness) unless a document is an eligibility item (which would be non-responsive).
- b) For **functionality** the **Potential Functional Scoring Points** are indicated in the respective tables.

15. Completion of Price Schedules



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Summarise change to pricing instructions

1. **Costing in Stage 2:** Costing can be provided in Stage 1 but it will only be evaluated in Stage 2 after the final pricing is received. p. 54
2. **Line Item for Accelerators, Tools and Templates:** As per clause 4.1.2.2 (h) note the separate line item in this Price Schedules for the costs of Accelerators, Tools and Templates for the duration of the project. p. 54
3. **EPIC Contraventions:** As per clause 4.1.2.4 (e) It is mandatory that the Tenderer submit a completed/filled-in EPIC Contraventions price schedule and not leave it blank. p. 55
4. **Rate Based Schedules:** Price Schedules 7 / 8 / 9 are for **AD-HOC scope in addition to tender scope as defined in the BRTM** that must be approved by relevant governance processes.
 - a. Tenderer is NOT to make assumptions on number of Training Material (Price Schedule 7) / professional roles required (Price Schedule 8) / number of development services (Price Schedule 9) and **complete costing based on the assumed quantities**.
 - b. The **Quantity is 1 for every line** of these rate based price schedules.
 - c. If CCT require usage of the rate based price schedules the quantity will be determined during detail design and Rate Based pricing used to determine additional cost to Price Schedule 5 – Total Implementation Costs. p. 57
5. **License Costs:** As per clause 4.1.12 Tenderers must **exclude SAP license purchase, subscription, renewal and maintenance costs** from their pricing, unless expressly requested in a specific price schedule. Tenderers **must include all implementation-related costs** associated with the SAP solution components proposed, including configuration, customisation, development, integration, migration, testing, training, change management and stabilisation effort.

Complete Price Schedule 1

Price Schedule	Tenderer TO DO
Price Schedule 1 Implementation	a. As per Clause 4.1.2.2 (p.49) b. Stipulate the cost per Implementation Component per project phase c. Split into 3 (three) tables to provide adequate space to fill in the costing details, that is Tables C.4.1a to C.4.1c d. When completing Tables C.4.1a to C.4.1c Tenderer is to provide costing per the CAR Project Management Methodology project phases defined in Annexure K (CCT Implementation Services and Functional Requirements Frameworks) Schedule K.1 Table K.1.1 for each Implementation Component represented by a line in the table; e. Take note of the indicative CCT cost allocation per high-level project phase below: i. Initiation and Planning: 15% to 20% ii. Execution: 40% to 70% iii. Closure: 15% to 30% f. Action" column has the following meaning: i. Upgrade: Upgrade of the current SAP Module(s) (License(s)) to SAP HANA as a minimum viable solution to replace and decommission all current functionality related to that SAP Module (license). This approach includes remediation of current SAP components that will not migrate, and the migration of the current SAP data; ii. Extend: Deployment of new SAP Module(s) (License(s))_ where existing SAP functionality cannot be remediated or effort together with cost of remediation is extensive; iii. New: Deployment of new SAP Module(s) (License(s)) previously not implemented at CCT;

p. 54

p. 54



TO DO

- It is **CCT's expectation** that the Price Schedules fully cater for the effort reflected in the Tenderer response to Functional Scoring and in particular the **Proposed Tender Methodology and Approach write –up** and **Proposed Project Implementation Schedule**, and that Role catered for in the **Proposed Project Implementation Organisation Structure Schematic**



Important to Note

p. 54

- Follow Pricing Instructions in Part C.4**
- Costing can be provided in Stage 1 but it will only be evaluated in Stage 2 after the final pricing is received.**
- Clause 4.1.2** Tenderer is required to **provide costing for all line items** within a specific schedule in the following manner:
 - Clause 4.1.2.1** State the rates and prices in South African Rand unless instructed otherwise in the Conditions of Tender; and
 - Clause 4.1.2.1 (a)** Stipulated in numerals with the prefix "R" and the rands and the cents separated by a decimal point
- Price Schedule 5 is Aggregate of Price Schedules 1 to 4; and no additional implementation costs can be introduced in this schedule
- For Price Schedules 1 to 4 calculate the **"Sub-Total Implementation Cost Schedule x"**
- Price **Schedules 6 to 9 are Rate Based**
- Tenderer to consider the CCT expectation per Implementation Services; and cost accordingly
- All Price Schedules include the costs of Accelerators, Tools and Templates for the duration of the project

Complete Price Schedule 1

Pricing Schedule 1 - Implementation

This column defines action:

Upgrade – Take over what is there today and remediate
NEW – Roll-out new SAP HANA solution component

The SDLC is split into 3 tables

C.4.1a – Planning Phase
C.4.1b - Execution Phase
C.4.1.c - Closure Phase

					Planning to Develop Solution Architecture Blueprint				
Item No	CCT Project Dimensions	Implementation Component See CCT Proposed Solution Architecture in Schedule J NL: Indicates new SAP Module (License)	Reference CCT Proposed Solution Architecture	Action	Initiate and Plan Excl. VAT	System Investigation and Analysis Excl. VAT	Design Excl. VAT	Notes	
Indicative Cost to Phase Allocation					15% to 20%				
Technical upgrade of the Current SAP Solutions to SAP HANA as a minimum viable solution landscape to replace and decommission all functionality in Current SAP Solution components that will not migrate; the migration of the Current SAP Solutions data an									
1	Financial Management	Finance (F1) / Budgets (F3) / Treasury (F4)	J.14.1	Upgrade / Extend					
2		NL: Asset Accounting / Insurance (F12) - Insurance Asset Register	J.14.2 a	New					
3		NL: Funds Management	J.14.2 b	New					
4	Asset Management	Asset Lifecycle Management (O1a), Repairs and Maintenance (O1b) and Fleet Management (O1d)	J.4.4.1	Upgrade / Extend					
5		NL Release 1: Spatial Asset Management including Geo Enablement Framework	J.4.4.2 a	New					
6		NL Release 2: Spatial Asset Management including Geo Enablement Framework	J.4.4.2 a	New					
7		NL Release 1: Replacement of 1 Mobile application with SAP Service and Asset Manager (SSAM)	J.4.4.2 b	New					
8		NL Release 1: Integrate 1 Mobile application with SAP Field Service Management (FSM)	J.4.4.2 c	New					
Deploy SAP Line of Business solutions and out-of-the-box SAP S/4 HANA capabilities and functionality not activated during the technical upgrade in line with the Business Requirements Traceability Matrix (BRTM).									

Technical Upgrade description

Follow-up releases description

This column defines **PROJECT DIMENSION** as logical grouping of solution components

Every cell represents **ONE SAP SOLUTION COMPONENT** that has a SAP License SKU OR for technical upgrade the current SAP ECC6.0. PSRM, BW or CRM solution component

Every cell represents the **TOTAL COST** for the SDLC phase and SAP HANA solution component that includes costing to complete minimum deliverables per cross-cutting disciplines

This cell will be a **MILESTONE with INVOICE amount**

Complete Price Schedule 1

Proposed Future Architecture in **Annexure J** guides the Price Schedule 1 Implementation Cost breakdown

J.4.4.1 Release 1 – Technical Upgrade (Default Approach)

- a. For Release 1 the expectation is for a technical upgrade, on a like for like basis, to convert the existing SAP ECC6 functionality to corresponding S/4HANA capabilities. The SAP S/4 HANA functionality that replaces ECC functionality no longer available in SAP S/4 HANA will be implemented during this release with introduction of Spatial Asset Management including Geo Enablement Framework (GEF). Below are some key items for consideration.
- b. **Master Data Governance (MDG):** Currently, the SAP Master Data Governance (MDG) module is not utilised within CCT. Master data governance processes for complete CCT SAP environment are currently managed through alternative solutions and processes outside of SAP MDG module.
- c. **Support Insurance:** Enable the Insurance (F12) Implementation Component (Focus Group) for capture of Insurance Assets as well as managing insurance claims process.
- d. **Integrate Asset Accounting:** Facilitates the integration between Asset Lifecycle Management and Finance Asset Accounting. Technical upgrade of Asset Accounting is included in Finance (F1).
- e. **GIS Integration:** Integrate Spatial Asset Management that includes the Geo Enablement Framework (GEF) with GIS and mapping services where CCT GIS solution is ArcGIS from ESRI.
- f. **Quality Management:** Migrate current quality management functionality as part of the technical upgrade.

J.4.4.2 Release 1 – New Deployment

- a. **Spatial Asset Management with Geo Enablement Framework:**
 - i. The expectation is to minimise the changes in Release 1 and do full adoption of GEF including review of "capture and share" relationship between SAP S/4HANA and CCT Geographic Information System (GIS) in Release 2.
 - ii. Tenderers are requested to provide separate cost estimates for two options for implementation:
 - (1) retaining the current functionality and integrating it to SAP S/4HANA in Release 1; AND
 - (2) Greenfield implementation of SAP Spatial Asset Management including GEF for SAP S/4HANA in either Release 1 or Release 2. Both release options must be separately costed.
 - iii. The final decision on implementation timing of SAP Spatial Asset Management for SAP S/4HANA will be confirmed during the design workshops.

Tenderer Estimated Quantities of RICEFW items based on Tenderer understanding of solution scope and requirements based on the BRTM **MUST be converted to a cost and included in Implementation cost under Price Schedule 1**

Item No	CCT Project Dimensions	Implementation Component See CCT Proposed Solution Architecture in Schedule J NL: Indicates new SAP Module (License)	Reference CCT Proposed Solution Architecture	Action
Indicative Cost to Phase Allocation				
Technical upgrade of the Current SAP Solutions to SAP HANA as a minimum viable solution landscape to replace and decommission				
1	Financial Management	Finance (F1) / Budgets (F3) / Treasury (F4)	J.1.4.1	Upgrade / Extend
2		NL: Asset Accounting / Insurance (F12) - Insurance Asset Register	J.1.4.2 a	New
3		NL: Funds Management	J.1.4.2 b	New
4	Asset Management	Asset Lifecycle Management (O1a), Repairs and Maintenance (O1b) and Fleet Management (O1d)	J.4.4.1	Upgrade / Extend
5		NL Release 1: Spatial Asset Management including Geo Enablement Framework	J.4.4.2 a	New
6		NL Release 2: Spatial Asset Management including Geo Enablement Framework	J.4.4.2 a	New

Complete Price Schedules 2 / 3 / 4

Price Schedule	Tenderer TO DO
Price Schedule 2 Implementation - Data Migration and Data Cleansing	a. As per Clause 4.1.2.3 (p.49) b. Stipulate the cost for Data Migration per project phase c. Stipulate the cost for Data Cleansing per project phase NOTE: Project phases as per CCT Data Migration Framework in Schedule K.6
Price Schedule 3 EPIC Contraventions	a. As per Clause 4.1.2.4 (p.49) b. Stipulate the cost of EPIC Contraventions in terms of migration of the case solution and migration of the mobile solution per project phase c. Take note of the indicative CCT cost allocation per high-level project phase below: i. Initiation and Planning: 15% to 20% ii. Execution: 40% to 70% iii. Closure: 15% to 30% NOTE: EPIC Contraventions Price Schedule may or may not be awarded depending on CCT requirements
Price Schedule 4 Training Services	a. As per Clause 4.1.2.5 (p.50) b. Stipulate the cost of the various training services to the respective project releases NOTE: Training Services are per CCT Data Migration Framework in Schedule K.5



Important to Note

p. 54

1. Follow Pricing Instructions in Part C.4
2. Costing can be provided in Stage 1 but it will only be evaluated in Stage 2 after the final pricing is received.
3. **Clause 4.1.2** Tenderer is required to provide costing for all line items within a specific schedule in the following manner:
 - Clause 4.1.2.1** State the rates and prices in South African Rand unless instructed otherwise in the Conditions of Tender; and
 - Clause 4.1.2.1 (a)** Stipulated in numerals with the prefix "R" and the rands and the cents separated by a decimal point
4. Price Schedule 5 is Aggregate of Price Schedules 1 to 4; and no additional implementation costs can be introduced in this schedule
5. For Price Schedules 1 to 4 calculate the **"Sub-Total Implementation Cost Schedule x"**
6. Price **Schedules 6 to 9 are Rate Based**
7. Tenderer to consider the CCT expectation per Implementation Services; and cost accordingly
8. All Price Schedules include the costs of Accelerators, Tools and Templates for the duration of the project



TO DO

1. It is **CCT's expectation** that the Price Schedules fully cater for the effort reflected in the Tenderer response to Functional Scoring and in particular the **Proposed Tender Methodology and Approach write-up** and **Proposed Project Implementation Schedule**, and that Role catered for in the **Proposed Project Implementation Organisation Structure Schematic**

Complete Price Schedules 5 - Total Implementation Cost

As per **Clause 4.1.2.6** (p.55)

- Aggregate total cost of Price Schedules 1 to 4
- Transfer from Price Schedules 1 to 4 the "Sub-Total Implementation Cost Schedule x"
- Based on the Proposed Project Implementation Schedule allocate the "Total Costs" to the respective project years
- Calculate the "Total Implementation Cost" as the aggregate of all costs in column "Total Cost".

				Breakdown of Total Cost across Project Years		
No.	Price Schedule		Total Cost Excl. VAT	Cost - Year 1 Excl. VAT	Cost - Year 2 Excl. VAT	Cost - Year 3 Excl. VAT
1	Price Schedule 1	Initiate and Plan				
2		System Investigation and Analysis				
3		Design				
4		Configuration				
5		Customisation / Development				
6		Integration				
7		Testing				
8		Final Acceptance Testing (User Acceptance Testing)				
9		Go-Live				
10		Post Go-Live Stabilisation & Support				
11		Project Management				
12		Change Management				
13		Sub-Total Price Schedule 1				
14	Price Schedule 2	Data Migration				
15		Data Cleansing				
16		Sub-Total Price Schedule 2				
17	Price Schedule 3	EPIC Customisation Core Solution				
18		EPIC Customisation Mobile Solution				
19		Sub-Total Price Schedule 3				
20	Price Schedule 4	Training Services				
21	Total Implementation Cost					

C.5.7 Procurement of Additional add-on Implementation Services

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- Price Schedule 5 line 22** relates to a provisional sum on total cost as specified in Clause C.5.7 (Procurement of Additional add-on Licenses and Related Services) of the Specifications.

Complete Rate Based Price Schedules 6

Price Schedule	Tenderer TO DO
Price Schedule 6 Training Sessions	a. As per Clause 4.1.2.7 (p.505) b. Complete the schedule for Training Types A to D; c. Stipulate the “Rate per Training Session” for the training types in accordance with the quantity units specified as the “Number of training Sessions” per training type; d. Stipulate the “Sub-total Cost Training Sessions” for the training types as the product of the quantity units and the rate of the training type;



Important to Note

p. 54

1. Follow Pricing Instructions in Part C.4
2. Costing can be provided in Stage 1 but it will only be evaluated in Stage 2 after the final pricing is received.
3. **Clause 4.1.2** Tenderer is required to provide costing for all line items within a specific schedule in the following manner:
 - Clause 4.1.2.1** State the rates and prices in South African Rand unless instructed otherwise in the Conditions of Tender; and
 - Clause 4.1.2.1 (a)** Stipulated in numerals with the prefix “R” and the rands and the cents separated by a decimal point
4. Price **Schedules 6 to 9 are Rate Based**
5. Tenderer to consider the CCT expectation per Implementation Services; and cost accordingly
6. All Price Schedules include the costs of Accelerators, Tools and Templates for the duration of the project



TO DO

1. Provide “Rate per Training Session” for the training types

Complete Rate Based Price Schedules 6

Table C.4.6: Price Schedule 6:
Training Sessions

Provide price for a SINGLE UNIT

Calculate the Sub-total Cost for
Training Sessions Type as
CCT Quantities * Unit Rate

Item No	CCT Project Description	Module for Training	Training Cost A - Train the Trainers / Super Users / SME [In Person Training max 18 @16hours @on-site @facilities]			Training Cost B - Subject Administrators [In Person Training max 18 @16hours @on-site @facilities]			Training Cost C - Field Staff / Dogeys [Online]			Training Cost D - Online Classroom [Online max 38 @16hours]			Total Anticipated Number of Training Sessions	Total Cost of Training Sessions
			Number of Training Sessions A	Rate per Training Session A Evol. V&T	Sub-Total Cost Training Sessions A Evol. V&T	Number of Training Sessions B	Rate per Training Session B	Cost per Training Session B Evol. V&T	Number of Training Sessions C	Rate per Training Session C	Cost per Training Session C Evol. V&T	Number of Training Sessions D	Rate per Training Session D	Cost per Training Session D Evol. V&T		
1	Technical Upgrade	Technical Upgrade	38			18			8			38			38	
Training of new functionality																
1	Financial Management	Finance [F1]	4			2			8			18			16	
2		Budgeting [F3]	3			2			8			18			15	
3		Treasury [F4]	2			2			8			2			6	
4		Trade Management	2			2			8			2			6	
5		Asset Reconciliation	2			2			8			2			6	
6		Profitability and Performance Management [PaPM]	2			2			8			2			6	
7		Business Planning and Consolidation [BPC]	2			2			8			2			6	
8		SAP Realtime Cloud [SAC] for Planning	3			2			8			4			3	
9		Asset Lifecycle Management [OLA]	6			2			6			6			28	
10		Regulation and Maintenance [OLA]	2			2			18			18			24	
11		Fleet Management [OLA]	2			2			5			4			13	
12		Field Service Management	2			2			8			8			28	
13		Spatial Asset Management including GEF	2			2			18			18			24	
14		Cloud Services	2			2			6			6			16	
15		Asset Performance Management	2			2			6			6			16	
16		SAP Service and Asset Manager [SAPM]	2			2			18			18			24	
17	Real Estate Management	Property Value Chain [OS] and Real Estate Management [OZ]	2			2			2			8			14	
18		Treasury Loans	6			2			8			8			16	
19		Real Estate Case Management	6			2			8			18			18	
20	Business Management	Revenue Management [PS] and Billing & Invoicing [PI]	2			2			8			15			13	
21		Pre-Paid Vending Token Generation	2			2			5			28			23	
22	Programme and Project Management	Enterprise Portfolio and Project Management	6			2			8			5			12	
23		Web Degree Replacement	5			2			8			5			12	

Calculate Total Cost of Training
Sessions as SUM of Sub-total Cost
for Training Sessions Type

Complete Rate Based Price Schedules 7 / 8 / 9

Price Schedule	Tenderer TO DO
Price Schedule 7 Training Material Development	a. As per Clause 4.1.2.8 (p.55) b. Stipulate the rate in accordance with the units as 1 (one) unit for Low Complexity, 1 (one) unit for Medium Complexity and 1 (one) unit for High Complexity and i. Low Complexity: Refresher, First Time User or short courses ii. Medium Complexity: Moderate depth training with evaluation; iii. High Complexity: Detailed extensive training with evaluation; c. Stipulate fixed rates for each year of the project
Price Schedule 8 Professional Services	a. As per Clause 4.1.2.9 (p.56) b. Stipulate the rate in accordance with the units as 1 (one) for Hour, 1 (one) for Day and 1 (one) for Month c. Stipulate fixed rates for each year of the project
Price Schedule 9 Development Services	a. As per Clause 4.1.2.10 (p.56) b. Stipulate the rate in accordance with the units as 1 (one) unit for Low Complexity, 1 (one) unit for Medium Complexity and 1 (one) unit for High Complexity c. Stipulate rates for each year of the project



**Important
to Note**

p. 54

1. Follow Pricing Instructions in Part C.4
2. Costing can be provided in Stage 1 but it will only be evaluated in Stage 2 after the final pricing is received.
3. **Clause 4.1.2** Tenderer is required to **provide costing for all line items** within a specific schedule in the following manner:
 - Clause 4.1.2.1** State the rates and prices in South African Rand unless instructed otherwise in the Conditions of Tender; and
 - Clause 4.1.2.1 (a)** Stipulated in numerals with the prefix "R" and the rands and the cents separated by a decimal point
4. Price **Schedules 6 to 9 are Rate Based**
5. Tenderer to consider the CCT expectation per Implementation Services; and cost accordingly
6. All Price Schedules include the costs of Accelerators, Tools and Templates for the duration of the project



TO DO

1. Provide rate for a **SINGLE UNIT OF 1**
2. Do not make assumptions of quantities and use the assumed quantities for costing.

Complete Rate Based Price Schedules 7 / 8 / 9

Table C.4.9: Price Schedule 9: Development Services

Provide price for a SINGLE UNIT

Item No	Development Category	Year 1			Year 2			Year 3		
		Rate Based Low Complexity Excl. VAT	Rate Based Medium Complexity Excl. VAT	Rate Based High Complexity Excl. VAT	Rate Based Low Complexity Excl. VAT	Rate Based Medium Complexity Excl. VAT	Rate Based High Complexity Excl. VAT	Rate Based Low Complexity Excl. VAT	Rate Based Medium Complexity Excl. VAT	Rate Based High Complexity Excl. VAT
1	Reports, Data and Analytics (R)									
2	Data and Analytics (R)									
3	Business Data Cloud / Dashboard 0									
4	Integration (I) SAP to SAP									
5	Integration (I) SAP to non-SAP									
6	Conversions (C)									
7	Enhancements (E)									
8	Forms (F)									
9	Workflow (W)									
10	Case Solution									
11	Web-services Internal Portal									
12	Web-services External Portal									
13	Mobile Solution - Angular									
14	Mobile Solution - UI5									
15	FIORI									

Tenderer Estimated Quantities of RICEFW items based on Tenderer understanding of solution scope and requirements based on the BRTM **MUST be converted to a cost and included in Implementation cost under Price Schedule 1**

Pricing Schedule 1 - Implementation

					Planning to Develop Solution Architecture Blueprint				
Item No	CCT Project Dimensions	Implementation Component See CCT Proposed Solution Architecture in Schedule J NL: Indicates new SAP Module (License)	Reference CCT Proposed Solution Architecture	Action	Initiate and Plan Excl. VAT	System Investigation and Analysis Excl. VAT	Design Excl. VAT	Notes	
Indicative Cost to Phase Allocation					ISC to 2025				
Technical upgrade of the Current SAP Solutions to SAP HANA as a minimum viable solution landscape to replace and decommission all functionality in Current SAP Solution components that will not migrate; the migration of the Current SAP Solutions data an									
1	Financial Management	Finance (F3) / Budgets (F3) / Treasury (F4)	J141	Upgrade/Extend					
2		NL: Asset Accounting/Insurance (FI) - Insurance Asset Register	J142 a	New					
3		NL: Funds Management	J142 b	New					
4	Asset Management	Asset Lifecycle Management (OIA), Repairs and Maintenance (OIB) and Fleet Management (OIS)	J441	Upgrade/Extend					
5		NL: Release 1: Spatial Asset Management including Geo Enablement Framework	J442 a	New					
6		NL: Release 2: Spatial Asset Management including Geo Enablement Framework	J442 a	New					
7		NL: Release 1: Replacement of 1 Mobile application with SAP Service and Asset Manager (SSAM)	J442 b	New					
8		NL: Release 1: Integrate 1 Mobile application with SAP Field Service Management (FSM)	J442 c	New					

16. Returnable Schedules



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2.1.2.3.44 “Returnable Documents” means the Tender Returnable Documents contained in Annexure F (Tender Returnable Documents) of this Tender Document, as well as any other documents that any provision of this Tender requires to be submitted as part of the Tender Offer. These are listed in Annexure F, Schedule F.11 (List of Other Documents Attached by Tenderer) and must be attached to Annexure F.11;

Returnable Schedules (1/5)

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- 1. As per **Clause 2.2.12.2** a tender offer must be submitted on the **Tender Documents as issued by the CCT, completed in its entirety**. There are two ways that the Tenderers can fill-in the Tender document
 - A. Electronically (if the tender is downloaded in electronic format)
 - B. Handwriting legibly in non-erasable ink

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- 2. **Submit with hard copy tender document the following:**
 - a. All the Tender Returnable Documents in **Annexures F (Tender Returnable Documents)** of this Tender Document, all duly completed and signed
 - b. **All Notices** issued to Tenderers and acknowledgement thereof
 - c. Any **additional documents which any provision of this Tender requires to be submitted** as part of a tender offer, which must be duly listed in **Annexure F (Tender Returnable Documents) Schedule F.11 (List of Other Documents Attached by Tenderer)**
 - 1. Clause **2.2.1.1.5** The **relevant accreditation(s)**
 - 2. Clause **2.2.1.1.5** The verifiable **“Manufacturer Authorisation Form” (MAF)**
 - 3. Electronic returnable document (Excel) named **“Experience Methodology and Approach”**
 - 4. **“CORE Plus Implementation Tender Price Schedule”** in Excel as downloaded as part of the tender documentation.



TO DO

Download for Completion

A. Experience Methodology and Approach (Excel)

B. CORE Plus Implementation Tender Price Schedule (Excel)

Download

A. Notices with acknowledgement thereof

B. Revised Tender pages linked to notices



TO INCLUDE in envelope

1

Hard copy of tender document

2

All returnable documents / Notices

3

Additional documents which any provision of this Tender requires to be submitted

Returnable Schedules (2/5)

p. 18 **Clause 2.2.1.1.5 Accreditation and Authorisation as SAP Solutions Software Implementing Agent**

- a) The Tenderer shall list the accreditation certification / MAF Letter in Annexure F (Tender Returnable Documents)
Schedule F.11: List of Other Documents Attached by Tenderer below and attach copies thereof to Schedule F.11.

Clause	Evaluation Criteria	Returnable Document	Page #
2.2.1.1.5 (a) ii	Accreditation	Evidence of Accreditation must for both SAP Consulting Service Partner and SAP Managed Service Provider	Page 18
2.2.1.1.f (b) ii	Authorisation	Valid and verifiable “Manufacturer Authorisation Form” (MAF) issued by SAP (SA) within 3 months before tender closing Note this is not the SAP Accreditation	Page 19

Returnable Schedules (3/5)

p. 20 **Clause 2.2.1.1.6.1 Instructions for Completing Functional Scoring**

- a) **Tenderer to provide returnable document** and shall list the documents in **Annexure F** (Tender Returnable Documents) **Schedule F.11 (List of Other Documents Attached by Tenderer)** and attach copies thereof to Schedule F.11

Clause	Evaluation Criteria	Returnable Document	Page #
2.2.1.1.6.1 (e)	Tender Solution Experience	a) Reference letter for each referenced Client listed in Schedule F.13.B; and ensure that the reference letter includes all SAP solution components implemented at such client. b) Complete Tab "F.13.B.1 Solution Experience" in " Experience Methodology and Approach " Excel	Page 20
2.2.1.1.6.1 (f.1)	Tenderer Methodology and Approach, Implementation Schedule and Implementation Organisation Structure	a) Proposed Tender Methodology and Approach write-up b) Complete Tabs F.13.C.1a Method Technical / F.13.C.1b Method General / F.13.C.1c Accelerators Tools / F.13.C.1d Risk Issue Mitigation / F.13.C.1e Knowledge Transfer in " Experience Methodology and Approach " Excel c) Complete Tabs F.13.C.2a Schedule Technical / F.13.C.2b Schedule General in " Experience Methodology and Approach " Excel	Page 21
2.2.1.1.6.1 (f.2)		" Proposed Project Implementation Schedule " in MS Project and PDF	Page 24
2.2.1.1.6.1 (f.3)		a) " Proposed Project Implementation Organisation Structure Schematic " b) Complete Tab F.13.C.3 Roles Responsibilities in " Experience Methodology and Approach " Excel	Page 26
2.2.1.1.6.1 (g)	Team Member Experience	a) CV(s) b) Certified copies of Qualifications c) Certified copies of Certifications d) Complete Tab "F.13.B.1 Solution Experience" in " Experience Methodology and Approach " Excel	Page 27

Returnable Schedules (4/5)

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5. As per **Clause 2.2.12.3 b)** Tenderers must complete **in addition to the hard copy tender document as directed in 2.2.12.2 the below documentation** in **electronic format** (Excel, PDF or MS Projects) on a **USB storage device** and **submit the USB storage device with the tender document**



**TO
INCLUDE
on
USB**

- 1** “**Experience Methodology and Approach**” in Excel as downloaded as part of the tender documentation and completed (**Stage 1**);
- 2** “**Proposed Tender Methodology and Approach write-up**” in PDF (**Stage 1**);
- 3** “**Proposed Project Implementation Schedule**” in MS Project and PDF format (**Stage 1**);
- 4** “**Proposed Project Implementation Organisation Structure**” PDF format (**Stage 1**);
- 5** “**CORE Plus Implementation Tender Price Schedule**” in Excel as downloaded as part of the tender documentation (**Stage 2**);
- 6** **Proposed Conditions** (**Stage 2**); and
- 7** **Final Technical Proposal** (**Stage 2**).

Returnable Schedules (5/5)

Clause 4.1 Pricing Instructions

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Clause	Price Schedule	Price Element	Price Element	Page #
4.1.2.2	Price Schedule 1	Table C.4.1a	Implementation - Planning Phase	58
		Table C.4.1b	Implementation - Execution Phase	97
		Table C.4.1c	Implementation - Closure Phase and Other	136
4.1.2.3	Price Schedule 2	Table C.4.2	Implementation - Data Migration and Data Cleansing	175
4.1.2.4	Price Schedule 3	Table C.4.3	Implementation - EPIC Contraventions	176
4.1.2.5	Price Schedule 4	Table C.4.4	Training Services	178
4.1.2.6	Price Schedule 5	Table C.4.5	Total Implementation Cost	179
4.1.2.7	Price Schedule 6	Table C.4.6a	Training Sessions	181
		Table C.4.6b	Training Sessions	186
		Table C.4.6c	Training Sessions	191
4.1.2.8	Price Schedule 7	Table C.4.7	Training Material Development	195
4.1.2.9	Price Schedule 8	Table C.4.8	Professional Services	195
4.1.2.10	Price Schedule 9	Table C.4.9	Development Services	199

17. Award



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Award

2.1.5 Procurement procedures

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Clause 2.1.5.1 General

- a. CCT intends to **appoint one successful Tenderer** for the execution of the contract (the highest ranked Tenderer ("the winner")). CCT may also **appoint one "Standby Bidder"** at award stage. The Standby Bidder will not be allocated work unless the awarded contract is terminated, or unless the successful Tenderer withdraws from the implementation phase after completion of the Solution Architecture Blueprint milestone, subject to the applicable SCM Policy and required approval processes.
- b. Unless otherwise stated in the Conditions of Tender, **a contract will be concluded with the tenderer who scores the highest number of tender adjudication points.**
- c. The **Contract Period** shall **commence on the official start date of the Contract** and shall continue for a period of **up to thirty-six (36) months**. The CCT's **expected commencement date is January 2027** depending on finalisation of tender processes.
- d. This Project must comply with the provisions of the Local Government: Municipal Finance Management Act (MFMA), which stipulates that **this tender will only be valid for a maximum of three (3) financial years.**
 - i. The CCT's financial year runs from 1 July to 30 June of the following year.
 - ii. For example, if the project starts at beginning of the CCT financial year (July) it can run for up to 36 months. If the commencement date is January 2027 the contract period will be 30 months ending June 2029.

18. Contract Period



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Contract Period

Contract Period

UP TO 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT

Page 1



2.1.5 Procurement procedures

2.1.5.1 General

Clause 2.1.5.1 (c) The Contract Period shall commence on the official start date of the Contract and shall **continue for a period of up to thirty-six (36) months**. The **CCT's expected commencement date** is **January 2027** depending on finalisation of tender processes.

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Clause 2.1.5.1 (d) This **Project must comply with the provisions of the Local Government: Municipal Finance Management Act (MFMA)**, which stipulates that this tender **will only be valid for a maximum of three (3) financial years**. The CCT's financial year runs from 1 July to 30 June of the following year. For example, if the project starts at beginning of the CCT financial year (July) it can run for up to 36 months. If the commencement date is January 2027 the contract period will be 30 months ending June 2029.

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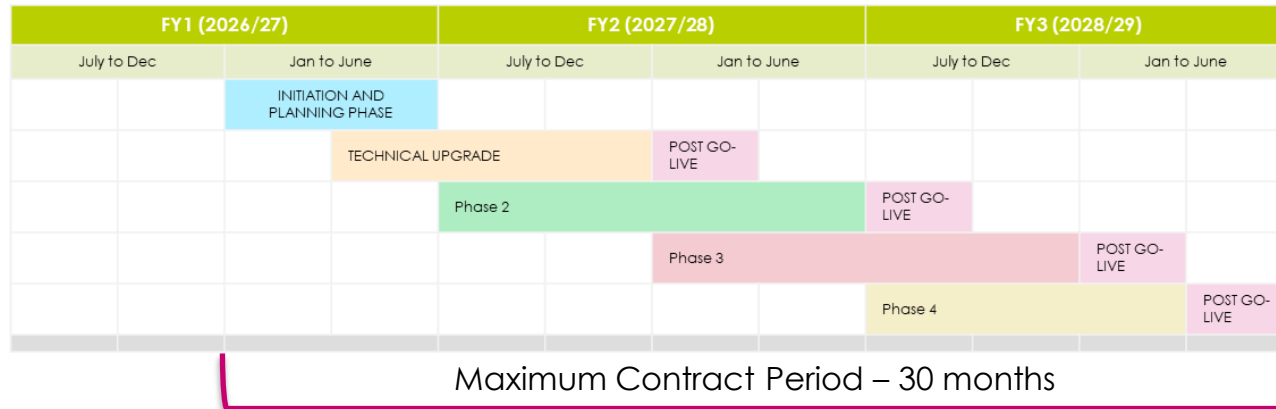
In light of the above, the City can ONLY accept offers with contract period Up-To 36-months, and any offers more than 36-months will make tender non-responsive.

Contract Period Scenarios

NOTES:

1. See Project Approach for explanation on Go-Live Releases.
2. All Project Timelines dependant on successful conclusion of contract.

Example 1



1. Example 1 aligns to the CCT expected start date of **January 2027**.
2. The High-Level Proposed Implementation Plan demonstrating **to complete project in the expected 3 (Three) financial years** if **starting January 2027**.
3. The **maximum Contract Duration is 30 months** if project start date is January 2027
4. Tenderers can propose any contract end date up to June 2029.

Example 2



1. Example 2 makes **full use of Up-To 36 months contract period**.
2. The High-Level Proposed Implementation Plan demonstrating **to complete project in the expected 3 (Three) financial years** if **starting at beginning of a CCT Financial Year**.
3. The **maximum Contract Duration is 36 months** if project start date is beginning of CC Financial Year.
4. Tenderers can propose any contract end date up to June 2030.

Tenderers can propose any project start date and end date as long as it adheres to the tender contract period of Up-To 36-months and within 3 CCT Financial Years.



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THANK YOU

