

	ANNEXURE A	
	SUPPLY CHAIN MANAGEMENT MODULE	
CURRENT SCM PROCESS (A)	REQUIRED FROM THE NEW AUTOMATED SYSTEM TO BE OFFERED BY THE BIDDER (B)	BIDDERS MUST INDICATE WHETHER THEY ARE WILLING AND ABLE TO CARRY OUT THE REQUIREMENTS OF EACH FUNCTION AND PROCESS BY SELECTING YES OR NO (YES/NO)
6.1.1 BUDGET	This is what the automated system must be able to do or what must be built into the system	YES / NO
6.1.1.1 A	6.1.1.1 B	
(i) No system in place. Budget is verified manually.	(i) System must be able to link the budget housed in the accounting system and indicate if funds are available or not. This must be arranged in specific cost code/ cost centre.	
6.1.2 DEMAND PLAN	This is what the automated system must be able to do or what must be built into the system	YES / NO
6.1.2.1 A	6.1.2.1 B	
(i) Receiving demand plans from End Users on template.	(i) Demand plan template which must enable end users to capture the procurement plans onto the system.	
Consolidation of Procurement plan by the SCM		
(ii) Closing date is communicated via e-mail.	(ii) Closing date for submissions must be built into the system.	
(iii) No system in place	(iii) The system must enable SCM to extract reports from the consolidated procurement plan.	
PROCUREMENT Close Tender Process (Requests up to R500 000)	This is what the automated system must be able to do or what must be built into the system	YES / NO
6.1.3.1 A	6.1.3.1 B	
(i) Purchase Requisition from end-user.	(i) Capturing of purchase requisitions by end users onto the system.	
(ii) Budget holder approves the purchase requisition by appending signature onto the form.	(ii) System must enable budget holders to approve purchase requisitions (PR) on the system.	
(iii) No system in place	(iii) Generate of PR numbers.	

(iv) Separation of duties not automated.	(iv) System must be able to assign tasks according to certain roles and responsibilities must have parameters for separation of duties.	
(v) No alerts in place	(v) Alerts for all role players e.g. budget holders, SCM, end users.	
(vi) No automated escalations in place.	(vi) Escalations with time frames.	
(vii) Documents are accessed via e-mail.	(vii) SCM must be able to access documentation sent by end users.	
(viii) Reasons for rejecting requests are supplied via e-mail or verbally.	(viii) Generate rejection codes & reasons for rejecting requests (this must applicable to all processes.	
(ix) No system in place	(ix) System must be able to generate reports on purchase requisition logged with SCM but not actioned.	
(x) Central Supplier Database is utilised as a separate tool to source goods / services from suppliers.	(x) Interface with Central Supplier Database (CSD) hosted by the National Treasury.	
(xi) Quotations are received from bidders via e-mail. No system to upload quotations and supporting documentation received.	(xi) System must allow uploading for quotations and supporting documentation received.	
(xii) Verification of local content where applicable	(xii) Local Content template.	
(xiii) Evaluations quotations using PPPFA formula and evaluation criteria which is saved on a spreadsheet.	(xiii) PPPFA formula and evaluation criteria (Price and B-BBEE).	
	System must allow capturing of BBBEE credentials (All elements of the scorecard).	
(xiv) Award / regret letters are issued to suppliers after the evaluation of quotations.	(xiv) Template for award / regret letters to built into the system.	
(xv) Awarded supplier details are loaded onto the finance system using information recorded on the template.	(xv) Template for registration of vendors.	
(xvi) No system in place.	(xvi) New system must Integrate with the accounting system from which purchase orders will be generated.	
(xvii) No system in place	(xvii) Classification of open orders (once-off or contract)	
(xviii) Purchase orders are generated from GP, and issued to awarded to suppliers.	(xviii) Loading of purchase order approvers	
(xix) No system in place to confirm service rendered or goods delivered.	(xix) GRV (goods receipt voucher) tool.	
(xx) End user complete and sign off payment requisitions template manually.	(xx) Payment requisitions Template.	

	(xxi) Generation of reports such as open orders and age analysis thereof.	
	(xxii) System must be able to generate reports on status of procurement processes.	
OPEN TENDER PROCESS (Procurement above R500 000)	This is what the automated system must be able to do or what must be built into the system	YES / NO
6.1.3.2 A	6.1.3.2 B	
(i) Bid specifications drafting and approval	(i) Template for terms of reference.	
(ii) Advertisement of bids	(ii) Link to website	
(iii) Recording of bids received	(iii) Template of Bids received.	
(iv) Compliance check or pre-screening	(iv) Template for pre-screening of bids.	
(v) Evaluation of tenders including consolidation of evaluators' scores.	(v) Template of Bids evaluation Report	
	Template to record evaluators scores (Evaluation formulae to be built into the system: Functionality, price and B-BBEE)	
	Automatic consolidation of evaluators scores.	
(vi) Adjudication of Bids	(vi) Recommendation template for the CEO approval.	
(vii) Preparation of award and regret letters	(vii) Template for award, and regret letters.	
(viii) Registration of vendors	(viii) Vendor registration Template.	
6.1.4 CONTRACTS MANAGEMENT	This is what the automated system must be able to do or what must be built into the system	YES / NO
6.1.4.1 A	6.1.4.1 B	
(i) Drafting of contracts.	(i) Contracts templates with different risk classifications.	
(ii) Issuing of contracts & loading same onto the contract register.	(ii) Contract repository	
(iii) Monitoring commercial performance of contracts on the system.	(iii) Alert for contract balance e.g.25% remaining of the original amount or 6 months remaining period, whichever comes first.	
(iv) Administering variations.	(iv) National Treasury variation stipulation of 15% or 20%. System must require approval if variation will exceed 15% or 20%.	
(v) Administering contracts extensions.	(v) National Treasury extension of works or services stipulation of 15% or 20%. System must require approval if variation will exceed 15% or 20%.	
	System must block or decline extension after expiry of contracts.	

(vi) Reporting on contracts e.g. Active Contracts, Extended contracts, Expired, Evaluated suppliers, Contracts nearing the expiry.	(vi) Generation of contracts status report	
(vii) Evaluation of supplier performance.	(vii) Supplier performance template.	
(viii) Close out report on the project/service rendered.	(viii) Close out report template.	
(ix) Drafting of supplier termination letter.	(ix) Supplier termination notification letter template	
(x) Drafting of contract reference letter	(x) Contract reference template.	
1.1.3 CONSUMABLES MANAGEMENT	This is what the automated system must be able to do or what must be built into the system	YES / NO
6.1.5.1 A	6.1.5.1 B	
(i) Purchasing of stock items.	(i) When purchases of stock are made, the system must update the account in back end e.g. Stock control account.	
(ii) Recording of purchased stock on the spreadsheet.	(ii) Stock repository · Stock / inventory scanner.	
(iii) Recording of back orders and delivery dates onto a spreadsheet.	(iii) Tool for recording of back orders and delivery dates.	
	· Alerts for back orders and outstanding deliveries.	
(iv) Capturing of stock at our disposal on a spreadsheet.	(iv) Tool for capturing current stock.	
(v) Recording stock receipts and issues onto a spreadsheet.	(v) Tool for recording stock received and issued.	
(vi) Monitoring stock levels and expiry thereof.	(vi) Alerts for the replenishment of stock	
	· Alerts for stock nearing shelf life.	
(vii) Preparation of consolidated report on (iii) and (iv) on spreadsheet.	(vii) System generated comprehensive Report on stock.	
(viii) Report on stock items performance & replenishment programme.	(viii) Custom report on performance of stock.	
6.1.6 RECORD KEEPING	This is what the automated system must be able to do or what must be built into the system	YES / NO
6.1.6.1 A	6.1.6.1B	
(i) Electronic filing of documents onto the system that has limited capacity.	(i) System must have the ability to store and to upload documents.	