



KZNL- RFI 02-2017

# KWAZULU-NATAL LEGISLATURE

AN ACTIVIST PEOPLE-CENTRED LEGISLATURE

## RFI PARTICULARS

SUBJECT:	<b>SUPPLIER DATABASE MANAGEMENT</b>
Ref Number:	<b>KZNL- RFI 02/2017</b>
Date advertised:	<b>16 October 2017</b>
Closing Date:	<b>09 November 2017</b>
Briefing Session:	<b>N/A</b>
Closing Time:	<b>11h00 AM</b>
RFI Queries:	<b>Name: Zethu Buthelezi</b> <b>Fax:</b> <b>E-mail: <a href="mailto:buthelziz@kznleg.gov.za">buthelziz@kznleg.gov.za</a></b>
<b>SUBMISSION PARTICULARS:</b>	
Company Name:	
Registration No:	
CSD No.	
Contact Person:	
Telephone No:	
Fax No:	
E-mail Address:	
Physical Address:	

## RETURN OF PROPOSAL

Proposal must be deposited in the **Bid box situated at Ground Floor, KZN Legislature, 244 Langalibalele Street PIETERMARITZBURG 3201** or received by post to The Senior Manager: Supply Chain Management, **Private Bag X 9112, Pietermaritzburg, 3200** before **11h00 on “09 November 2017”**

**All envelopes must reflect the return address of the response on the reverse side.**

\_\_\_\_\_  
RESPONDENT'S SIGNATURE

\_\_\_\_\_  
DATE AND COMPANY STAMP

## **1. INTRODUCTION**

### **1.1. PURPOSE OF REQUEST FOR INFORMATION (RFI)**

The KZN Legislature ascribes to the Central Supplier Database (CSD). However, the department has approximately two thousand (2000) potential service providers currently listed on its SAP Vendor Master list to provide goods and services. These service providers need to also be on the CSD as minimum requirement and prerequisite for transacting with the Legislature. Due to lack of integration between SAP and CSD, the details and processing of the service providers remains highly manual. It is for this reason that the Supply Chain Management Directorate would like to engage the services of a consultant with expertise to develop/supply an electronic supplier database system that will be able to authenticate, vet and rotate suppliers.

This Request for Information (RFI) is issued by the Legislature to invite responses and gather information regarding options for an electronic solution to register and manage suppliers who wish to do business with the Legislature. Such a solution should interface with both the CSD and SAP. The Legislature is interested in new technologies and capabilities available to meet vendor management needs which can interface with SAP.

The Legislature will evaluate the RFI received and use the outcome to determine RFB or RFP with the selected stakeholders. It should be noted that, this is an RFI only, and does not constitute a commitment, implied or otherwise, that Legislature will procure services of the Respondent(s).

### **1.2. THE SUBMISSION OF RFI**

#### **1.2.1 ABBREVIATION AND TERMINOLOGY**

RFI – REQUEST FOR INFORMATION

RFB – REQUEST FOR BID

RFP – REQUEST FOR PROPOSAL

#### **1.2.2 CONDITIONS FOR SUBMISSIONS / REQUESTED INFORMATION:**

- (a.) Provide a cover letter introducing your firm and indicate a primary contact.
- (b.) Indicate your firm's interest in responding to a potential future solicitation as a result of this Request for Information.
- (c.) Provide a descriptive summary of your proposed solution.

### **1.3. RFI TERMS AND CONDITIONS**

#### **1.3.1 RFI PREPARATION COSTS**

The Legislature will not be responsible or liable for any costs incurred by the respondent(s) in the preparation, submittal of this RFI

### **1.3.2 RFI CONFIDENTIALITY**

The information included in the RFI is confidential and only for the recipient(s) knowledge.

The data contained in the RFI submission will be used exclusively for information purposes by the Legislature in gathering sufficient details to make informed decisions about the way forward on this particular matter.

The information disclosed in this RFI is given by KZN Legislature in good faith and only for the purposes of providing sufficient information to the Respondents to enable the submission of a well-informed realistic RFI.

### **1.4 GENERAL ENQUIRIES/COMMUNICATION**

Any enquires or information relating to this document should be in **writing ONLY** and shall be emailed to [buthelaziz@kznleg.gov.za](mailto:buthelaziz@kznleg.gov.za)

### **1.5 STATUS OF THIS RFI AND SUBSEQUENT PROCESS**

This RFI should not be taken nor understood to be an offer to purchase and the KZN Legislature is under no obligation to accept any proposals submitted under this process and / or any subsequent RFB which may be issued hereafter.

The Participants should take note that this is just a Request for Information; therefore no business will be awarded through this process however KZN Legislature reserves the rights to confine the RFB to the shortlisted participants of the RFI.

### **1.6 DISCLAIMERS**

1.6.1 The respondents are hereby notified that KZN Legislature is not committed to any course of action as a result of its issuance of this RFI and its acknowledgment of receipt in response to it. KZN Legislature reserves the right and at its sole and full discretion to:

- (a.) Utilize any kind of information provided to it in response to this RFI to draft the scope of requirements for inclusion in a subsequent Request for Bid (RFB);
- (b.) Take no further action whatsoever, if it so decides;
- (c.) Withdraw from this process and the process and the provisions of this project at any time;
- (d.) Change the date of adjudication and submission;
- (e.) Not bind itself to accept any or all of the RFI submissions;
- (f.) Increase or decrease the quantities and scope of the RFI in any subsequent RFB

1.6.2 KZN Legislature decisions will be final and no correspondence will be entered into.

1.6.3 KZN Legislature will not reimburse any Respondent for any monies spent preparing the submissions for the RFI.

## **1.7 UNDERTAKINGS BY RESPONDENT**

It is assumed that, by virtue of submitting the RFI response, the Respondent has read, understood and accepted all the terms and conditions contained herein. The Participant's submission shall mean fully acceptance of the terms and conditions of the document.

## **1.8 AUTHORISATION OF SIGNATORY**

If the RFI Respondent is a company, a certified copy of the resolution of the Board of Directors (signed by the Chairman or Secretary of the Board) authorising the person who signs this RFI to do so.

If Respondent is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorising the person who signs this RFI to do so.

Any respondent that fail to comply with the above to provisions may lead to rejection of their submission.

## **1.9 UNDERTAKING BY KZN LEGISLATURE**

When preparing a submission to this RFI, KZN Legislature urges all RFI Participants to put their best effort into the structuring and development of the proposal.

The RFI process will include due governance and the results of the adjudication process will be available to the Participants at the sole discretion of KZN Legislature.

## **2. SCM Supplier Database User Requirements**

### **2.1. Background**

The Directorate of Supply Chain Management manages all procurement activities for products and services required by the Legislature. Currently everything is done on SAP however, it has been noted that SAP has an extremely which is a tedious process and causes a loop hole in terms of compliance with Treasury and audit queries with Auditor General. The SCM Unit requires a system that will store supplier's details that feeds into automated front-end procurement (quotations) process of SAP interface.

### **2.2. Management objectives**

The SCM requires a supplier's database system for use within the Unit for the rotation of services providers. The database must store supplier's details, services that they provide/render, BBBEE (Broad Based Black Economic Empowerment) and Tax Certificates expiry date, categories of

suppliers according to the districts, commodity/service and ownership. The Database programme /module user friendly. Enable SCM to draw reports on the work done for each month e.g.

1. all the suppliers that were awarded work,
2. type of services that was rendered; and
3. the amount spent.

The management objective is to op the entire Supply Chain Management process.

### **2.3. System requirements**

To meet the need of SCM Unit SAP is required to fully replace the manual process of accessing vendor information from various offline sources and the “manual” process of supplier nomination and rotation. The system should provide the following functional elements:

- a) database driven;
- b) simple and user friendly interface – preferably on SAP or can be web-based.
- c) Data capture;
- d) System that will generates monthly reports

### **2.4. Objectives**

#### **2.4.1. Business objectives**

The SCM requires improved levels of efficiency from Legislature role-players with corresponding improvements in mandated record keeping and reporting functions. By building capacity in respect of a front end electronic SCM Suppliers Database, System will enhance the process of nomination and rotation of suppliers within their districts/local geographical distribution, industry and commodity or area of trade.

#### **2.4.2. System objectives**

The system is to meet the business objectives listed above in by means of the following:

- a) Supplier management database;
- b) Provide for the capturing of suppliers details by means of a simple and user-friendly online interface (main company information, contact details, Banking & tax, ownership, district, industry and service category etc.)
- c) Provide search functions on the following search criteria:
  - i. Service/goods per district and/or Province wide,
  - ii. Ownership...etc
- d) Maintain an audit trail of records captured and/or updated by each user;
- e) Generate reports.

- f) Supplier Nomination (it must choose five suppliers who have not been awarded contract)
- g) Capture Supplier Response
- h) Interface with SAP's RFQ Evaluation and or Purchase Order functionality

## 2.5. Project Context

The project may be seen in the context of the SCM functions, wherein it is confined to the functions of the Directorate and is may be part of the SAP project if this is found to be practical and doable.

The SCM Suppliers Database System may be a standalone application, which may or may not interact with other Legislature applications or systems, if it is found that the above (SAP) option is not viable.

The following diagram illustrates the Supplier Database application in relation to its intended users. Users from other Units may be granted access at the discretion of the administrator

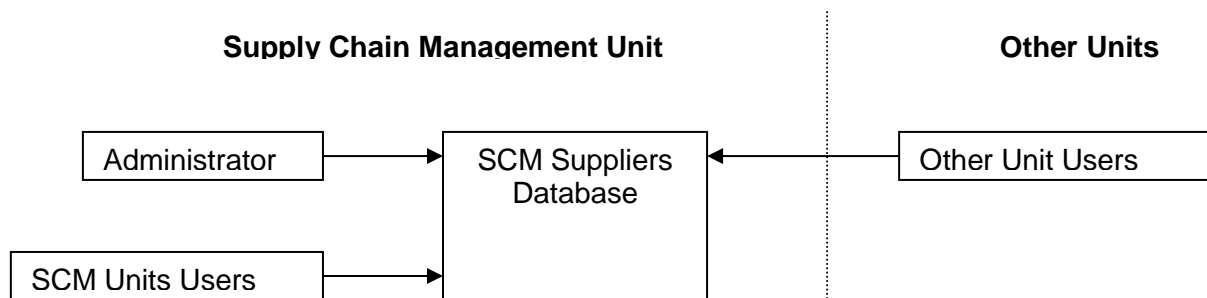


Figure 1: Application Context Diagram

## 2.6. Current process summary

The current system is partially manual one, with suppliers being identified offline as and when they are needed and only then are they provided with registration form so that they can be captured and then an RFQ can be issued to them.

The following elements may be seen as weaknesses that are inherent to the current process:

- a) Suppliers are nominated by individuals.
- b) Records are (largely) captured, hastily and suppliers could be prone to accreditation even if they have not submitted all the prerequisite information;

- c) The current mechanism does not provide for all the functionality that is requires as per National Treasury Requirements.

## **2.7. System requirements**

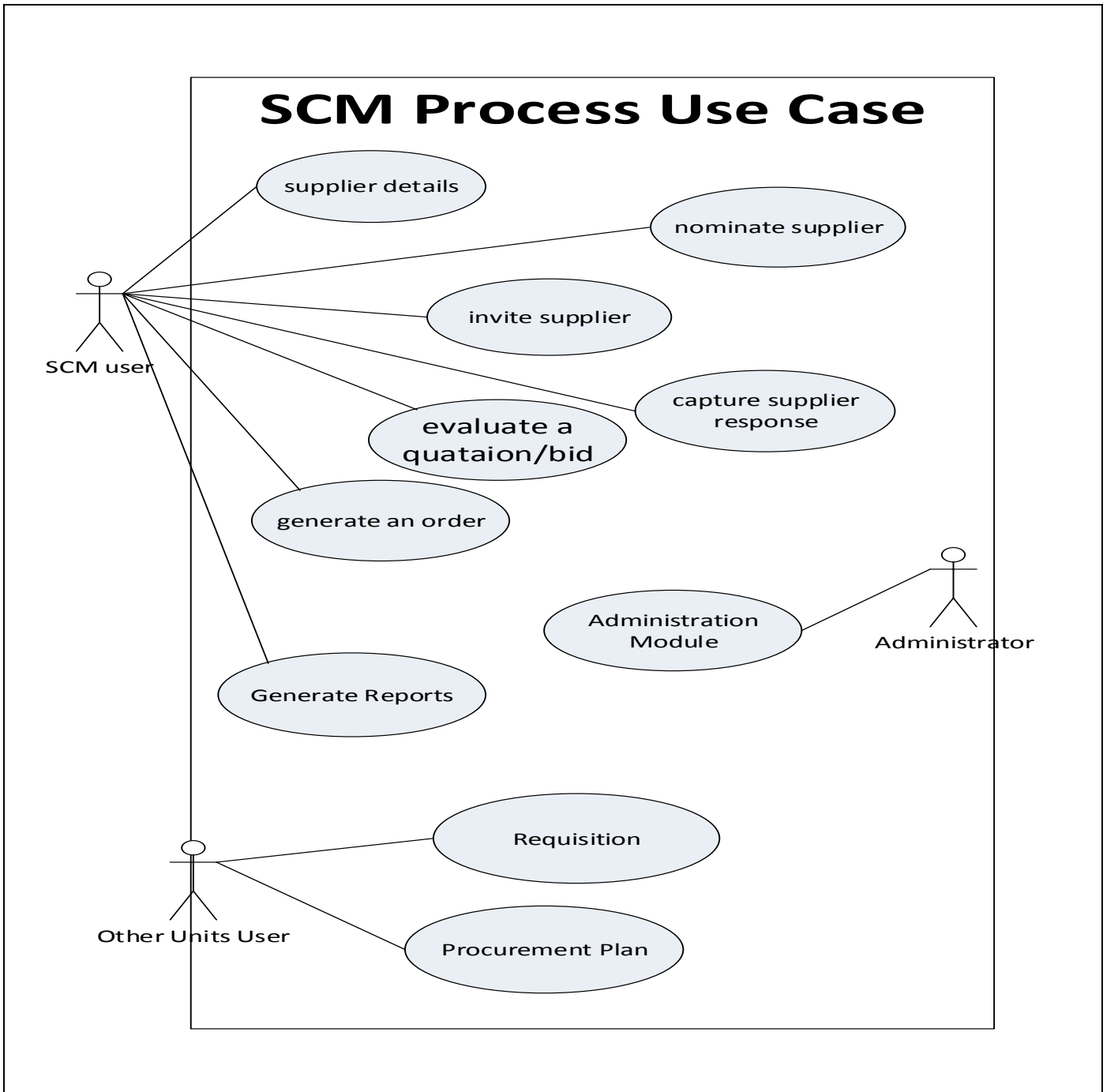
### **2.7.1. Non-functional requirements**

The following are non-functional requirements of the SCM Supplier Database System:

- a) It must be Scalable;
- b) It must be User friendly;
- c) It must be Reliable;
- d) It must be Secured and controlled;
- e) It may be Web based;
- f) It must be Simple;
- g) It must be Consistent; and
- h) It must be Complete.

### **2.7.2. Functional requirements overview**

The following use scenario depicts the high level overview of an integrated SAP front end SCM Supplier database would function. The use cases used in this project emanates the high level use, i.e. they represent the lowest level of use cases. This use cases basically supports the main use cases and represent business process. The diagram depicts the high level SCM Suppliers database system.



**Figure 2: SCM Process**

### 2.7.3. Administration Module

This module should describe the process of adding and updating all the system users' details onto system.

The use cases that will implement the functionality of this module are:

- a) Add users details;
- b) Update users details;
- c) Delete users' details.



**Update user details** - should be to describe the process of updating user details in the system  
**Delete user details** - process of deleting a user by the System Administrator when the user deletion request has been received.

#### **2.7.4. Supplier Module**

The system is required to capture Business Information including details of supplier Tax and BBBEE Certificate expiry, ownership information in terms of BBBEE percentage shareholding, BBBEE contribution level, areas where the business operates. To implement the functionality of this module the following should be addressed:

- a) Adding of supplier details;
- b) Update suppliers details;
- c) Flag supplier
- d) Delete suppliers' details.

#### **2.7.5. Search Functionality**

The system is required to perform search functionality quick and advance search. The quick search should allow users to search for suppliers using the supplier code or name. The advance search should allow users to suppliers on rotational basis selecting the relevant criteria (e.g. service required, district municipality).

**Search supplier**- This use case describes the process of searching a supplier by the System Administrator/user

**Nominate supplier** - process of nominating a supplier by the System Administrator/user for a service to render

**Supplier Response** This use case describes the process of capturing information supplied by the supplier's in terms of a bid/quotation received by the System Administrator/user

**Evaluation of a quote** functionality, describes the process of evaluation of a quote this functionality already exists on SAP, but needs to be enhanced to also evaluate the quote according to the 80/20 preference or BEE point system.

**Capture order** - describes the process of uploading the purchase order issued via SAP.

**Generate report** – relates to generating different types of report in the system that talk to the functionalities of the Supplier Database.

## **2.8. Data requirements**

### **2.8.1. Entity Relationship Diagram**

The entity-relationship diagram (ERD) is attached as annexure B to this URS, and details the data entities and their inter-relationship within the context.

### **2.8.2. Input form requirements**

The module must include applicable screens configured to accept user input with the mouse and keyboard and document upload. The screens must contain various elements to allow for the selection of menu options, the typing of plain text and dates as required for the capture of supplier details etc. The text areas may allow for the copying and pasting of input material from other documents, such as MS word or Excel.

### **2.8.3. Output Report Requirements**

The system **may** have simple output reports in the form of a listing of the suppliers, real time reports with audit trail, work done for the month (e.g. number of suppliers awarded work, type service provided, etc. ***Provided that this output does not represent a duplication of reports already available on other SAP modules.***

### **2.8.4. SYSTEM OUTCOMES/ DELIVERABLES**

Registration of suppliers that should be linked to the commodities that they are capable to supply.

Ability to transfer captured data of approximately 2000 service providers currently on SAP Vendor Master data

System to be interface with CSD for supplier information validation.

Provide accurate and reliable database that is able to rotate suppliers per commodity and geographical location.

The system should be able to provide a report on non- performing suppliers, BEE statistics and inactive suppliers

Maintain supplier evaluation and quotation award stats according to the Preferential Procurement Policy Framework Act

## **2.9. Security and control requirements**

### **2.9.1. Confidentiality requirements**

The database must have an administrator, whose role it will be to control access to the system by means of the administrator functions in the system. The system is not intended for general use, and owing to the sensitivity of the content, only qualifying officials that request use of the system will be granted access to it. And must also comply with Minimum Interoperability Standards (MIOS), Minimum Information Security Standards (MISS)

**3. RESPONDENT'S DETAILS**

<b>Name of Respondent</b>	
<b>Company Name</b>	
<b>Supplier Physical Address:</b>	
<b>Supplier Postal Address:</b>	
<b>Telephone No:</b>	
<b>Designation:</b>	
<b>Fax No:</b>	
<b>Contact Person:</b>	
<b>E-mail:</b>	
<b>Company Registration No:</b>	
<b>If the items being offered on this bid originate from a country, other than RSA, please supply the following details:</b>	
<b>Country of Origin:</b>	

SIGNATURE OF THE RESPONDENT: \_\_\_\_\_

DATE AND COMPANY STAMP: \_\_\_\_\_