

9 March 2020

**RFP – Procurement Process Document Review/ Update and Development.
Answers to Questions**

Question 1:

With reference to point 2.6 (iv) in the RFP for Procurement Process Document Review / Update and Development document, a briefing session is mentioned.

Answer:

There will be **no** briefing session. Queries are to be mailed to the contact address.

Question 2:

Kindly email us the word version of the above RFP including Annexure B & D.

Answer:

Only a PDF version of the document is available on our website and the only annexures that are available are A & B.

Question 3:

The outlined tender as reference. Please can you advise whether an assessment is also required of the procurement capability and maturity prior to commencing the review / update / development of the documents or only 10 months after implementation as requested.

Answer:

No assessment is required before commencing the review.

Question 4:

Please also advise whether points j (Annexure B, page 24) and section B: Use of Fraxion (Annexure B, page 24) is to be excluded from the scope for the purposes of quoting.

Answer:

Point J to be included in your quoting but the use of Fraxion should be ignored, as any training will be supplied by Fraxion.

Invested in our
members



Question 5:

We are listed on CSD database and are available for requests to quote (RFQs).

Should you require additional information, please contact me.

Should there be additional forms that I need to complete, please forward them or direct me to the correct link/contact.

Answer:

The requirements for the RFP are specified in the document.

Question 6:

My company, XXX is interested to submit a proposal in respect of the above tender. I request the following information to hone my submission better:

- (a) Name and brief summary of ERP system in place, including which contract management system is used.**
- (b) Copies of the current procurement policies and procedures requiring review.**
- (c) How big is the Procurement/Warehouse unit in terms of number of staff members.**

Answer:

The information will be provided if your company is selected for a presentation.

Question 7:

- 1. The outlined tender as reference. Please can you advise whether an assessment is also required of the procurement capability and maturity prior to commencing the review / update / development of the documents or only 10 months after implementation as requested.**
- 2. Please also advise whether points j (Annexure B, page 24) and section B: Use of Fraxion (Annexure B, page 24) is to be excluded from the scope for the purposes of quoting.**
- 3. Are process flows required? What software would you prefer for this purpose?**
- 4. Will you provide the appointed bidder with the Procedure template to be used to compile the listed manuals in the tender document?**
- 5. Will you provide all AS IS processes or will the bidder be expected to draft these before the TO BE processes?**

Answer:

1. See answer to question 3.
2. See answer to question 4.
3. We will require process flows, the software to be used will be decided at a later stage.
4. A template will be provided.
5. We will provide all processes that are available.

Question 8:

Can you please advise whether the Consumables Procurement refers to Stationery or IT Consumables or both?

Answer: Both

Question 9:

What is the relevance for the provision of audited financial statements as per your requirements below highlighted in red:

2.10 Supporting documentation

The respondents must include the following supporting documentation within their proposals:

- **Proof of company registration documentation;**
- **An up-to-date Original Tax Clearance Certificate indicating good standing with SARS or the supplied Pin from SARS for access to the Tax Clearance Certificate;**
- **A statement of the bidding company's B-BBEE credentials as required in the above, supported by a rating certificate from a recognized rating agency, if applicable;**
- **In the case of a joint venture the above-mentioned documentation need only be supplied for the guaranteeing entity; and**
- **An up-to-date Audited Financial statement of the entity that will be submitting the proposal**

Respondents will be disqualified from the RFP process if any of the above-mentioned details and/or documents are not submitted.

Answer:

The Fund needs to determine the financial stability with any organisation with which it contracts. This is an important requirement. If the respondent in its normal course of business is not required to produce Audited Financial Statements, then annual financial statements need to be submitted in the form prescribed by the relevant legislation.

Question 10:

- 1. Please could you advise the number of Procurement staff with roles for the job descriptions to be compiled**
- 2. Please advise the number of Procurement Committee members for the training**
- 3. Please advise the number of members to be trained for the rest of the processes. Will printed training material be required for each team member?**

Answer:

1. Procurement Officer, Travel Coordinator, Personnel Assistants or nominated staff (10), Creditors Clerk.
2. Five (5).
3. This item will probably not be required due to the training of the above. To be discussed at a later stage.