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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU NO: 04 - 2025/26

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE IMPLEMENTATION OF CLOUD-BASED SUPPLY CHAIN MANAGEMENT SOLUTION

ANNEXURE – ONLINE DEMO PRESENTATIONS

Shortlisted Bidders from the Desktop Technical Evaluation will be required to do an online demonstration in their own environment and will be evaluated according to the below set criteria:

Breakdown for YES/NO points allocation:

0 = NO = No response / No or limited capability illustrated or Irrelevant information or does not meet most of the requirement, 5 = YES = Meets most or all requirements

1. TENDER PROCESS

NO	TENDER PROCESS	YES/ NO	Maximum points
1	Solution must allow for tracking bid statuses throughout the procurement lifecycle		2
2	Solution must allow for automated generation of standard invitation to tender templates		2
3	Solution must allow for maintenance of comprehensive bid register		2
4	Solution must allow for contracts to be stored centrally in the solution e.g. a Contract Repository		2
5	Solution must allow the secure uploading and management of bid committee documentation		2

2. TENDER BRIEFING SESSION

NO	TENDER BRIEFING SESSION	YES/ NO	Maximum points
1	Solution must provide for but not limited to generation of questions and answers report (Q&A), automated submission of responses to prospective bidders		1
2	Solution must allow for generation of briefing session report (using on a built-in standard template)		1
3	Solution must allow for submission, review and approval of briefing session report using the set approval workflow		1

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4	Solution must allow for the recording of briefing session minutes and meeting resolutions		1
5	Solution must have access to the tender portal		1

3. REQUEST FOR QUOTATION

NO	REQUEST FOR QUOTATION	YES/ NO	Maximum points
1	End User to submit approved RFQs request electronically to SCM		1
2	Selection of suppliers on CSD for RFQ commodity		2
3	Electronic generation of RFQs to the selected suppliers		2
4	Electronic evaluation process		1
5	Electronic recommendation and approval process		1
6	Electronic generation of purchase order		1
7	Approval of purchase order		1
8	Electronic issuing of purchase order to approved supplier		1

4. VALIDITY MANAGEMENT

NO	VALIDITY MANAGEMENT	YES/ NO	Maximum points
1	Solution must allow for monitoring the validity period of all transactions (tenders and RFQs) as per the set validity periods		1
2	Solution must send alerts should be triggered when the validity period approaches without the tender process having been concluded		2
3	Solution must allow for an automated request for validity extension through a set approval workflow		1
4	Solution must allow for an automated submission of validity extension requests to the prospective bidders		1

5. CONTRACT MANAGEMENT

NO	CONTRACT MANAGEMENT	YES/ NO	Maximum points
1	Solution must Support for all types of contracts including contracts linked to a single service		1
2	Solution must make provision for drafting of contracts (Electronic template(s))		1
3	Solution must track contract expenditure against the Purchase Order/contract amount		1
4	Track expiry dates and issue notifications to end-user departments and Supply Chain Management unit		1
5	Solution must allow for evaluation of supplier performance		1

6. DEMAND MANAGEMENT

NO	DEMAND MANAGEMENT	YES/ NO	Maximum points
1	Solution must allow for solicit inputs from end-users for the Demand and Procurement plans		0.5
2	Solution must allow for to use set timeframes for all transactions to establish a validity period		0.5
3	Solution must allow for review and approval of Demand and Procurement Plans as per the Delegation of Authority		0.5
4	Solution must allow for tracking of procurement events against RACI roles assigned to procurement stakeholders		0.5
5	Solution must allow for tracking of progress against the Demand and Procurement Plans (dashboard to be viewed by all parties involved in the process, such as the end-user department, bid structures, Supply Chain Management unit and the office of the CEO)		0.5
6	Solution must allow for full audit trail for demand management related documentation within it i.e. an audit history of all parties who worked on a document and the changes that were made		0.5
7	Solution must allow for end-to-end tracking of progress for all transactions (from initiation by end user departments, Bid Specification Committee, Bid Evaluation Committee, Bid Adjudication Committee, CEO office, Supply Chain Management Unit and Marketing department) in line with the set timelines (as per no.2 above)		0.5
8	Solution must allow to flag and alert all parties (end-users and bid structures) on the approaching deadlines and overdue submissions at each process stage		0.5
9	Solution must allow form monthly and Quarterly Reports to be generated per the defined templates		0.5
10	Solution must allow for integration to Microsoft Dynamics Great Plains for CAPEX and OPEX		0.5

7. PAYMENT & BUDGET MANAGEMENT

NO	PAYMENT & BUDGET MANAGEMENT	YES/ NO	Maximum points
1	Solution must allow for uploading of invoices by suppliers		1
2	Solution must allow for a review and approval workflow for invoice		1
3	Solution must allow for linking of invoices to open purchase orders		1
4	Solution must allow for tracking of invoice approval as per the set timelines		1
5	Solution must issue alerts and escalations		1

8. REPORTING

NO	REPORTING	YES/ NO	Maximum points
1	Solution has at least 7 of the 10 reports listed in the ToR		2.5
2	Solution has additional reports over and above those listed in the ToR		2.5

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NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____