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## **SPECIFICATION/TOR DOCUMENT**

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RFQ: 23/10/2017Admin

### **Project/purpose**

The Academy of Science of South Africa (ASSAf) would like to solicit proposals/quotations for a finance software system that would enable integration with SCM processes.

### **Terms of reference**

### **Product/service description**

The IT system must:

- Be able to integrate with the National Treasury Central Supplier Database (CSD).
- Be able to integrate supply chain management processes with an accounting system. Currently ASSAf uses Pastel Partner. Whilst smooth transition (migration) to the new software would be a preferred option, a complete new software will be a consideration.
- The system must be able to perform the following functions:
  - Issuing of purchasing orders,
  - Ability to link purchase orders with requisition and invoices
  - Ability to produce SCM reports in order to facilitate supplier rotation, monitoring of expenditure per supplier, variations and unpaid orders etc.
  - Ability to populate budgets and link to actual expenditure per cost centre
  - Restriction of orders in order to promote supplier rotation.
  - Aid contract performance management.

### **Duration of contract**

The software must be a once off purchase, but will require maintenance/support on a continuous basis.

### **General**

Bidders will be evaluated on the 80/20 PPPFA system.

Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE)

Must be Tax Compliant

Quotations must reflect a cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non Vat Vendor please indicate so.

ASSAF has the right to withdraw any quotation at any time within the validity of the quotation. ASSAF will not award the contract to any bidder who does not comply with the terms and conditions of the bidding document and will at its own discretion appoint next qualifying supplier.

All bidding documents must reach ASSAf offices by no later than 30 October 2017.

Quotations/proposals must be emailed to: [scm@assaf.org.za](mailto:scm@assaf.org.za) or hand delivered at ASSAf offices, 41 De Havilland Crescent, The Woods, First Floor Block A, Perseus Park, Pretoria. Telephone queries must be directed to Lebo Makgae or Inkosinathi Nhlapo @ 012 349 6600..