GAUTENG
LEGISLATURE
Your View ~ Our Vision

INVITATION TO BID

APPOINTMENT OF A SERVICE PROVIDER TO SUPPORT AND PERFORM MAINTENANCE OF SAP ECC 7.5, UPGRADE SAP ECC 7.5 TO SAP S4/ HANA BY 2028 AND SUPPORT SAP S4/HANA UNTIL 2030.

BID NO.	**:**	**GPL012/2027**
NON- COMPUSLORY BRIEFING SESSION	**:**	**08 January 2027**
VENUE	**:**	**MICROSOFT TEAMS**
TIME	**:**	**11H00AM**
CLOSING DATE	**:**	**15 January 2027**
TIME	**:**	**11H00 AM**

1.1 ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department	:	Supply Chain Management
Contact Person	**:**	Vhukhudo Letshokota
E-mail address	**:**	VLetshokota@gpl.gov.za

1.2 ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department	**:**	ICT
Contact Person	**:**	Katlego Tsogang
Email address	:	KTsogang@gpl.gov.za

BIDS MUST BE SUBMITTED AND DEPOSITED INTO THE BID BOX SITUATED AT:

43 RISSIK STREET,
GAUTENG PROVINCIAL LEGISLATURE,
CITY HALL
JOHANNESBURG,
2000
Attention: Supply Chain Management

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid may be disqualified:

Item	Description	Mandatory	Submitted	
			Yes	No
1.	Full Technical Proposal with supporting documents 1.1 Hard Copy (Mandatory) 1.2 USB with information replica of the bid proposal. Non-mandatory	**Yes**		
2.	Invitation to bid (SBD1): completed and signed	**Yes**		
3.	Pricing Schedule (Firm Pricing) SBD 3.1	**Yes**		
4.	Bidders Disclosure (SBD 4) Original completed and signed.	**Yes**		
5.	Preference Point Claim form (SBD 6.1) Original completed and signed.	**Yes**		
6.	Copy of full Company Registration documents?	**Yes**		
7.	Copies of South African IDs for Directors?	**Yes**		
8.	Company Profile?	**Yes**		
9.	10.1 Did you submit valid proof of SAP accreditation, comprising the SAP Partner Finder Listing (showing the bidder's Consult and Implement status, verifiable via SAP Partner Finder https://partnerfinder.sap.com)? 10.2 Did you submit written confirmation on the bidder's letterhead confirming accreditation as a Consult and Implement Partner under the SAP RISE programme?	**Yes**		
10.	Joint Venture / Consortium agreement / Trust Deed (if applicable): • Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? All documents listed below: ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members	**Yes**		

Service Provider's Name: ……

Completed by: ……... **Signature: ……...……**

GAUTENG LEGISLATURE Your View — Our Vision	**INVITATION TO BID (SBD 1)**	**SECTION 2**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG PROVINCIAL LEGISLATURE (GPL)				
BID NUMBER:	**GPL 012/2027**	**TENDER CLOSING DATE:**	**15 January 2027**	**CLOSING TIME:11H00**
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO SUPPORT AND PERFORM MAINTENANCE OF SAP ECC 7.5, UPGRADE SAP ECC 7.5 TO SAP S4/ HANA BY 2028 AND SUPPORT SAP S4/HANA UNTIL 2030.**			

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NO.		CELLPHONE NO.	
EMAIL ADDRESS		VAT REGISTRATION NUMBER	
COMPLIANCE STATUS	**MAAA-**	**TAX PIN**	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED? **SUBMIT PROOF IF YES**		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES /WORKS OFFERED? **SUBMIT PROOF IF YES**	
YES	**NO**	**YES**	**NO**

QUESTIONNAIRE FOR FOREIGN BIDDERS **IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT, REGISTER AS PER 2.3 BELOW.**		
	YES	**NO**
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		

QUESTIONNAIRE FOR FOREIGN BIDDERS **IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT, REGISTER AS PER 2.3 BELOW.**		
	YES	**NO**
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE GPL WILL NOT AWARD CONTRACTS TO PROVIDE GOODS AND/OR SERVICES TO A MEMBER OF GPL OR CABINET, A MEMBER OF A PROVINCIAL LEGISLATURE OR MEMBER OF A PROVINCIAL EXECUTIVE COUNCIL, A MUNICIPAL COUNCILLOR,
1.5. BIDS WILL NOT BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE WHOSE PARTICIPATION IN BIDDING FOR THE CONTRACT MAY RESULT IN A CONFLICT OF INTEREST, OR ORGAN OF STATE IN WHICH ANY OF THE MENTIONED PERSONS IS A DIRECTOR OR HAS CONTROLLING OR OTHER SUBSTANTIAL INTEREST.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE GPL TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.3 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: …… DATE:……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

3.1 DOCUMENTS

3.1.1. The bidder must specify the name, position, address and contact details (email address and telephone number) of the person responsible for leading the bid process and to whom all correspondence relating to the bid should be directed.

3.1.2. The bid submission must be signed by a duly authorised representative of the bidder who has the authority to enter into legally binding contracts on behalf of the bidder. Proof of authority must be submitted e.g. company resolution.

3.1.3. If any part of this bid is not duly filled in and signed, it may invalidate the bid.

3.1.4. Where alterations have been made to any part of the bid, the bidder must sign next to the corrections made (Correction ink/Tippex is not allowed).

3.1.5. The bidder must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid document must be returned with the proposal.

3.2 SUBMISSION OF BID PROPOSAL

3.2.1 This bid must be submitted in accordance with the format, times and place as prescribed in the bid document.

3.2.2 This Bid document, proposal and all other relevant documentation requested must be submitted via to the stipulated official.

3.2.3 Bids must be clearly marked on the front as follows: Bid No: **GPL012/2027**

3.2.4 Bids must be clearly marked on the back as follows:
Bidders Name & Bidders Address
Bidders Contact Numbers

3.2.5 Bid documents may be couriered by a registered mail and deposited in the tender box situated at the address as stipulated on the cover page of this document between 08:00am to 17:00pm, Monday to Sunday (including Public Holidays). Bidders must allow sufficient time to access the tender box in the GPL through the visitor's entrance and other security checkpoints.

3.2.6 **Pricing Structure**

a) Bidders are requested to indicate their price in all elements listed on the pricing schedule.
b) Pricing on the pricing schedule is for comparative purposes.
c) Prices must remain fixed for the duration of the contract
d) The total costs must be inclusive of all costs such as delivery, labour rates, Transfer of skills etc.

3.3 BID VALIDITY PERIOD

3.3.1 This bid and all proposals (costs included) shall remain binding and valid for a period of 120 days calculated from the closing date of the Bid. The GPL reserves the right to notify bidders

in writing to extend the above validity period if deemed necessary and in the interest of the GPL.

3.4 JOINT VENTURES OR CONSORTIUM

3.3.2 A Copy of the Trust, Consortium or Joint Venture agreement duly signed must be attached.

3.3.3 A trust, consortium or joint venture will qualify for points for specific goals in accordance with the applicable Preferential Procurement Policy, provided that the entity submits the required consolidated documentation for purposes of evaluation and scoring of the specific goals.

3.5 DISCOUNTS

3.5.1 When calculating comparative prices, the GPL will consider any discounts which have been offered unconditionally. A discount which has been offered conditionally will be implemented when payment is effected despite not being considered for evaluation purposes.

3.6 GENERAL CONDITIONS

3.6.1 The GPL may request bidders to provide additional information with regards to the bid proposal at any given stage during the evaluation process.

3.6.2 All proposals in response to this bid, whether successful or unsuccessful, will become the property of the GPL.

3.6.3 Any costs incurred by the bidders in preparing and submitting their response will be the sole responsibility of the bidder.

3.6.4 The GPL reserves the right to invite short-listed bidders to make a presentation to GPL's bids evaluation committee to further clarity or substantiate their submissions.

3.6.5 The GPL reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder if such bidder has been awarded a bid by GPL or has performed services for GPL during the last 12 months prior to the closing date of the bid.

3.6.6 The GPL reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.

3.6.7 The successful bidder/s will enter into a stipulated contract with GPL for the provision of the required service.

3.6.8 The successful bidders, their employees and their sub-contractors must comply with GPL security clearance requirements.

3.6.9 The successful bidders must be willing to sign confidentiality or non-disclosure agreement.

3.6.10 In the event where the order was wrongly printed, the service provider must be able to exchange goods or cancel the order as per the GPL's request.

3.6.11 The GPL may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately from its premises.

3.7 CENTRAL SUPPLIER DATABASE REQUIREMENTS

3.7.1 Bidders should register on the Central Supplier Database (CSD) to upload information namely, (Business Registration/Directorship/Membership/Identity Numbers/B-BBEE Information and Banking Information for verification purposes)

3.8 AWARD OF BID

3.8.1 The award of this bid by the Secretary to the GPL shall constitute a binding contract, and such award shall be confirmed by means of an appointment/award letter. The successful bidder must in return provide a written response on their letterhead of the acceptance of the award.

3.9 SUBCONTRACTING

3.9.1 The bidder awarded a contract may only enter into a subcontracting arrangement with the approval of the GPL. The bidder may not subcontract more than 25% of the total contract deliverables.

3.9.2 A bidder awarded a contract in relation to a designated sector, may not subcontract such that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

3.10 FRONTING

3.10.1 The GPL supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the GPL condemns any form of fronting.

3.10.2 The GPL, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents.

3.10.3 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition (**the dtic**), be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the GPL may have against the bidder / contractor concerned.

3.11 SECURITY AND OCCUPANCY

3.11.1 Where applicable, All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as "*Restricted Areas*" and all of the provisions of these Acts will apply to this contract.

3.11.2 Where applicable, all buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site.

3.11.3 If any person is rejected for security reasons, a bidder will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance, his Bid may be rejected on such grounds.

3.11.4 Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.

3.11.5 Following the formal acceptance of the Bid, the successful bidder shall be required to submit the requested information and/or documentation to the GPL within forty-eight (48) hours of being requested to do so:

a) Full names of each of the persons intended to be utilised on site, including supervisory staff.
b) Position in firm plus service to be performed.
c) A copy of the Identification Document (ID), certified as a true copy of the original by the South African Police Service (SAPS). The certified copy submitted must be the original certified document and not a photocopy or scanned copy thereof.
d) Business address.

3.11.6 Bidders are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.

3.11.7 Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.

3.11.8 Such clearance shall remain valid for a period not exceeding 12 months and shall only apply for one project at a time.

3.12 SAFEGUARDING OF DOCUMENTS

3.12.1 All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.

3.12.2 All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.

3.12.3 All documentation shall be strictly handled as set out in the SSA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful contractor at the time of site hand over.

3.12.4 It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

3.13 BID CANCELLATION

3.13.1 The GPL may amend or cancel this Bid before the award should it deem it necessary but not limited to:

a) due to changed circumstances there is no longer need for the goods and services specified in the invitation.
b) funds are no longer available to cover the total envisaged expenditure
c) no acceptable bid is received; or
d) there is a material irregularity in the bidding process
e) there is material change of scope after the tender has closed.

3.14 DELIVERY ADHERENCE

3.14.1 Delivery of services must be made in accordance with the instructions appearing on the official Purchase Order issued by GPL and/or Contract/SLA

1) **IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM**.

We the undersigned partners / joint ventures / consortium, tendering as ……..……hereby authorize ……to sign this Bid as well as any contract resulting from this Bid and any other documents correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES …….. CAPACITY ……

SIGNATURE ……...

NB: *Please note that all partners of the JV must be compliant, and a JV Agreement must be signed and submitted.*

2) **IF THE BIDDER IS ONE PERSON BUSINESS / SOLE TRADER**.

I, the undersigned ……hereby confirm that I am the sole owner of the business trading as ……..……..

3) **IF THE BIDDER IS SUB-CONTRACTING.**

I, the undersigned ……., hereby confirm that I will be sub-contracting work to the following company/companies ……. If more than 25% of the contract/work you enter into GPL is to be subcontracted, indicate the following details:

Sub-contractor's name	Value of work to be sub-contracted	% of work to be sub-contracted	BBBEE Level of the sub-contractor

I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:

1) The information furnished is true and correct.
2) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of GPL that the claims are correct.
3) If the claims are found to be incorrect, GPL may, in addition to any other remedy it may have –:
   a) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct.
   b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
4) Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.

5) I hereby undertake to render services described in the attached Bidding documents to GPL in accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by GPL during the validity period indicated and calculated from the closing date of the Bid.
6) I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
7) I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
8) Declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
9) I confirm that I am duly authorised to sign this contract.

DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to GPL shall have the right to:

- recover any losses or damages sustained by GPL under such agreement
- restrict the supplier from further business with GPL depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____ Date: _____

COMMISSIONER OF OATHS

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 2026, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON
STAMP NAME & SURNAME: _____DESIGNATION/RANK: _____ PERSAL/EMPLOYEE NO/SERVICE NUMBER: _____ PLACE and DATE: _____

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder…… number…….....	Bid
Closing Time 11:00 date……...	Closing

OFFER TO BE VALID FOR 120DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

- Required by: …….
- At: …….

  ……

- Brand and model …….
- Country of origin …….
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) …….
- Period required for delivery …….
  *Delivery: Firm/not firm
- Delivery basis ……

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars: ……..
……
……

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

2.4.2 Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

……	…….
Signature	Date
……	……...
Designation	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- ✓ the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and 90/10 for requirements with a rand value above R50 000 000.

1.2 The applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The Gauteng Provincial Legislature reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.

(b) **"price"** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the

time of bid invitation, and includes all applicable taxes.

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 or 90/10 PREFERENCE POINT SYSTEMS

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin= Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender.

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of:

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

4.3. any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply

and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system. The 20 preference points will be distributed as follows:

Table 1: Specific goals for the tender and points claimed are indicated per the table below. ***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.***

Groupings	Points	Verification
1. Black Ownership (7)		Registration documents and ID Copy
Enterprise is 100% Black Owned	7	
Enterprise is 51% Black Owned	5	
Enterprise is less 51% Black Owned	3	
Enterprise is not Black Owned	0	
Groupings	**Points**	**Verification**
2. Women Ownership (5)		Registration documents and ID Copy
Enterprise is 100% Women Owned	5	
Enterprise is 51% Women Owned	3	
Enterprise is less 51% Women Owned	1	
Enterprise is not Women Owned	0	
3. Youth Ownership (5)		ID Copy
Enterprise is 100% Youth Owned	5	
Enterprise is 51% Youth Owned	3	
Enterprise is less 51% Youth Owned	1	
Enterprise is not Women Owned	0	
4. PWDs Ownership (3)		Letter from the doctor
Enterprise is 100% PWDs Owned	3	
Enterprise is 51% PWDs Owned	2	
Enterprise is less 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm…….

5.2 Company registration number: ……...

5.3 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company

☐ State Owned Company

5.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct.

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process.

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

……

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……

DATE: ……

ADDRESS: ……

……

……

APPOINTMENT OF A SERVICE PROVIDER TO SUPPORT AND PERFORM MAINTENANCE OF SAP ECC 7.5, UPGRADE SAP ECC 7.5 TO SAP S4/ HANA BY 2028 AND SUPPORT SAP S4/HANA UNTIL 2030.

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1. BACKGROUND

1.1 The Gauteng Provincial Legislature (GPL) currently operates its core financial, procurement and human capital management functions on SAP ECC 7.5, hosted in the Microsoft Azure environment and integrated with IDU Budgeting and CaseWare. SAP mainstream maintenance for SAP Business Suite 7, including ECC 7.5, ends on 31 December 2027, with optional extended maintenance available until 31 December 2030 at additional cost. After this date the platform will fall outside vendor support, exposing GPL to material technical, financial, audit and compliance risk.

1.2 The institution acknowledges the significance of SAP as a platform for enabling the GPL to achieve its strategic goals. It emphasizes the importance of utilizing SAP's standard processes and implementing all its modules. The efficient use and continuous development of SAP are essential for GPL to fulfil its objectives of "modernizing business practices to support the functions of the legislature".

2. PURPOSE

2.1 The purpose of these Terms of Reference is to invite suitably qualified and experienced **SAP Consult and Implement partner** to submit proposals:

2.1.1 To execute a phased greenfield upgrade of SAP ECC 7.5 environment to SAP S4/HANA (**SAP Cloud ERP Rise private solution)** for the Gauteng Provincial Legislature by May 2028, thereby ensuring the integration of all business-critical modules such as Finance, Procurement, and Human Capital Management. Further, implement the selected SAP SuccessFactors, and Ariba modules.

2.1.2 Provide comprehensive support and maintenance of the current SAP ECC 7.5 environment during the migration process from January 2027(or in line with section 6.1.) until SAP ECC 7.5 is phased out and migration is successfully completed by November 2027.

2.1.3 Provide **incremental** support and maintenance of the SAP S4/HANA, Success Factors and Ariba environment across the different implementation phases.

3. OBJECTIVES

3.1 The objectives of this assignment are to:

3.1.1 Appoint a competent service provider capable of delivering the required outputs, including the support and maintenance of the current SAP environment from January 2027 in line with section 6.1.

3.1.2 Achieve a successful migration process from SAP ECC 7.5 to SAP S4/HANA, SuccessFactors, and Ariba by May 2028,

3.1.3 Leverage industry best practices, processes, and methodologies to enhance, manage, maintain and support the SAP S4/HANA environment effectively until March 2030.

3.1.4 Ensure value for money and compliance with applicable SCM legislation.

4. SCOPE OF WORK

4.1 The successful service provider will be required to perform, but not be limited to, the following:

4.1.1 To execute a phased upgrade of SAP ECC 7.5 environment to SAP S4/HANA (**SAP Cloud ERP Rise private solution**), SuccessFactors, and Ariba for the Gauteng Provincial Legislature by May 2028, thereby ensuring the integration of all business-critical modules such as Finance, Procurement, and Human Capital Management. Implementation must adhere to the Bill of Material (BoM) **Annexure A,** and Functional User Equivalents as **Annexure C**.

4.1.2 Provide comprehensive support and maintenance of the current SAP ECC 7.5 environment during the migration process from January 2027 until SAP ECC 7.5 is phased out and migration is successfully completed by November 2027. A provision must be made for 220 bucket hours per month for all functional resources.

4.1.3 Provide post-implementation support for SAP S4/HANA, Success Factors, and Ariba modules and applications until March 2030. A provision must be made for 220 bucket hours per month for all functional resources.

4.1.4 Customise, implement, maintain and support the e-Disclosure Form inside the SAP Fiori, ESS, MSS until March 2030.

4.1.5 Assess the current SAP ECC 7.5 environment and perform FUE conversions into SAP S4/HANA licensing verticals. Document the benefits of the conversion and transfer such for the immediate benefit of the GPL in a clear and auditable way.

4.1.6 Conduct business requirements analysis to establish configuration needs, acquire on behalf of and for the benefit and ownership of the GPL as well as implement the following modules and associated licenses as well as enable AI capabilities in line with the GPL-proposed AI roadmap:

Cluster	Module	Phase
Business transformation	SAP Signavio process mining	**1**
	SAP Signavio Process Insights	**1**
	SAP Signavio Process Modeller	**1**
	SAP Signavio Process Intelligence	**1**
	SAP Signavio process collaboration	**1**
	SAP Signavio Process Governance	
	SAP LeanIX Architecture and Roadmap planning	**1**
	SAP LeanIX Application Portfolio Management	**1**
	SAP BTP Integration Suite.	**1**
	SAP Cloud ALM	**1**
Planning and Budgeting	SAC Financial Planning and Analysis 1	
Finance	SAP Finance Operations	1
	SAP Finance Accounting Close and Finance Close	1
	SAP Access Governance	1
	SAP Finance Cash Management	1
	SAP Finance Asset Accounting	1
Human Resource Management and Learning	SAP Learning Hub	1
	SAP SF Employee Centra	1
	SAP SF Time Tracking	1
	SAP S/4 HANA Payroll	1
	SAP SF Performance and Goals	1
	SAP WalkMe	1
Spend Manager	SAP Business Network - supplier portal	1
	SAP Ariba Supplier Lifestyle Sap Ariba Supplier Lifestyle Performance	2
	SAP Ariba Contracts	2
	SAP business network commerce	2
Maintenance and projects	Asset Management	2
	Project and portfolio management	2
	Reporting and Analytics Foundation (Embedded Analytics, CDS Views, Fiori, SAC	2

Cluster	Module	Phase
	Security and Authorisations re-baseline (roles, SoD, firefighter, Fiori security)	1
	Data Migration of in-scope master and transactional data	1
	ESS/MSS Modernisation	2
	- Customised e-Disclosure form on SAP ESS/MSS	

5. DELIVERABLES

5.1 The service provider must deliver the following outputs:

5.1.1 Provide a report on the assessment of the current SAP ECC 7.5 environment and Full Use Equivalent (FUE) conversions into SAP S4/HANA licensing verticals.

5.1.2 Develop, submit and obtain GPL approval for a comprehensive project management plan prior to the commencement of implementation activities. At a minimum, the plan shall include the project scope, objectives, implementation strategy, governance framework, project schedule, resource plan, risk and issue management, quality management, stakeholder and communication management, organisational change management, data migration, testing, security, training, cutover, go-live, hypercare, disaster recovery & business continuity, benefits realisation, monitoring and reporting, project close-out, and all supporting management plans, registers and governance artefacts necessary for the successful delivery of the SAP S/4HANA transition project.

5.1.3 Deliver a fully functional and optimised SAP S4/HANA environment in line with the project scope that is able to meet the intended objectives and support the GPL in the implementation of its strategy. The solution must maintain performance SLA of 99.75% uptime.

5.1.4 Service Provider shall develop and submit a comprehensive SAP ECC 7.5 Support and Maintenance Plan for the GPL's review and approval prior to the commencement of migration activities. The plan shall describe the approach for providing comprehensive support and maintenance of the existing SAP ECC 7.5 environment from January 2027 until its successful decommissioning following the completion of the SAP S/4HANA transition by November 2027. At a minimum, the plan shall include the support model, service management processes, roles and responsibilities, service levels, incident and problem management procedures, system administration, performance monitoring, security and patch management, backup and recovery arrangements, change management, escalation procedures, reporting requirements, knowledge transfer activities, business continuity arrangements, and the approach for maintaining stable business operations throughout the transition period. Current SAP environment is comprised of the following modules:

5.1.4.1 **FI** – Financial Accounting: General ledger, AP, AR, asset accounting, bank accounting and the FMPPLA - aligned statutory reporting.

5.1.4.2 **CO** – Controlling: Cost centre accounting, internal orders, budget monitoring and management reporting.

5.1.4.3 **MM** – Materials Management: Procurement, supplier management, requisitions, POs, goods receipts and inventory.

5.1.4.4 **SAP Workflow**: Automates and manages business processes across SAP applications, ensuring the right information reaches the right person at the right time.

5.1.4.5 **HCM** – Human Capital Management: Organisational management, personnel administration, payroll, time and leave.

5.1.4.6 **ESS** – Employee Self-Service: Employee access to leave, payslips, personal data and workflow approvals.

5.1.4.7 **MSS** – Manager Self-Service: Manager-level approvals, team management and workforce reporting.

Technical Components and Hosting

5.1.4.8 **SAP Basis**: System administration, transports, performance, patching and lifecycle management.

5.1.4.9 **SAP Security and Authorisations**: Role design, user provisioning, segregation of duties, audit logging.

5.1.4.10 **Interfaces:** File-based and middleware integrations with IDU Budgeting and CaseWare.

5.1.4.11 **Hosting:** ECC 7.5 production, QA and development environments hosted in Microsoft Azure under GPL's existing Enterprise Agreement.

5.1.4.12 **Analytics:** Native ECC reports, custom ABAP reports and Microsoft Power BI for selected dashboards. GPL does not operate SAP BW or Business Objects.

5.1.5 Shall develop and submit a comprehensive e-Disclosure Form, SAP S/4HANA, SuccessFactors, Ariba modules and applications post implementation support Plan for the GPL's review and approval prior to the commencement of Phase 2 of the implementation. The plan shall describe the phased approach for providing incremental support and maintenance services for the SAP S4/HANA environment from September 2027 until March 2030, including implementation support, hypercare, stabilisation, and migration to business-as-usual operations. At a minimum, the plan shall include the support model, operational support framework, service management processes, roles and responsibilities, service levels, incident and problem management procedures, system administration, release and change management, performance monitoring, security management, user support arrangements, reporting requirements, knowledge transfer activities, operational readiness milestones, business continuity arrangements, and the migration approach to long-term operational support.

5.1.6 Submit a final project closeout report after the migration process has been concluded for consideration and approval by the GPL.

6. DURATION AND TIMEFRAMES

6.1 The project should commence in January 2027 or immediately after the successful bidder has accepted award and conclude by May 2028, with maintenance and support extending to March 2030.

6.2 Changes to the project timeframe should be done with the express approval of the GPL.

7. REPORTING AND GOVERNANCE

7.1 The service provider will report to the designated GPL project manager and to other governance for a stated in the table below.

7.2 Progress reports must be submitted bi-weekly and monthly as required.

7.3 All deliverables are subject to review and approval by the institution.

Table: Governance Bodies

Governance Body	Responsibilities	Frequency
Steering Committee	Strategic direction, approvals, risk escalation, funding decisions	Monthly
Project Management Office (PMO)/ Project Team	Day-to-day coordination, reporting, planning, risk tracking	Weekly

8. COMPETENCY AND EXPERIENCE REQUIREMENTS

8.1 Service providers must demonstrate:

8.1.1 The service provider must demonstrate the experience and knowledge of supporting the SAP landscape in similar or institutions larger than the GPL. A letter from SAP confirming third partner support Accreditation must be submitted.

8.1.2 Expert knowledge and experience in the services mentioned for this tender.

8.1.3 Expert knowledge and experience in understanding Microsoft AZURE environment.

8.1.4 Proven record of accomplishment of similar assignments.

8.1.5 Appropriately qualified personnel with relevant certifications and Institutional capacity to deliver within required timeframes.

8.1.6 It is **MANADATORY** that certified/accredited SAP Partner Bidder(s) must provide:

8.1.6.1 SAP Partner Finder Listing proof (e.g. screenshots etc.) – Showing Company's Consult and Implement Status which can be verified via https://partnerfinder.sap.com

8.1.6.2 Written confirmation (on the bidder's letterhead) that the bidder has been accredited by SAP on one of the following partner programmes:

8.1.6.2.1 Consult and Implement Partner and SAP Rise.

8.1.6.3 GPL reserves the right to verify the accreditation against the SAP website - https://www.sap.com/partners/find.html.

9. EVALUATION CRITERIA

9.1 Proposals will be evaluated in accordance with the 80/20 or 90/10 preference point system, based on:

9.1.1 Functionality / Technical evaluation

9.1.2 Price and Specific Goals

9.2 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications, experience, and technical ability to successfully execute the project. All proposals received will be evaluated in a fair, transparent, competitive, and cost-effective manner, in accordance with the prescribed evaluation criteria and approved evaluation process. The 80/20 Preference Point System will be applied to evaluate the received proposals. The evaluation process shall be conducted in the following sequential phases:

9.2.1 **Phase 1: Administrative Compliance (Pre-qualification)**

Proposals will be evaluated to determine compliance with all mandatory administrative and statutory requirements, including but not limited to:

9.2.1.1 Signed and completed bid documents.

9.2.1.2 Company registration documents

9.2.1.3 Any other mandatory documentation specified in the bid (e.g., affiliation certificates, qualifications, etc.)

9.2.1.4 Bidders that are restricted as per National Treasury Restricted Supplier and Tender Defaulter Register will not proceed to the functionality phase.

9.2.2 Failure to comply with mandatory requirements may result in disqualification and the proposal will not proceed to the next phase.

9.2.3 **Phase 2: Functionality / Technical Evaluation**

Proposals that pass the administrative compliance phase will be evaluated on functionality against predetermined technical criteria and weightings. This may include:

9.2.3.1 Relevant experience and record of accomplishment

9.2.3.2 Technical approach and methodology

9.2.3.3 Qualifications and experience of key personnel

9.2.3.4 Capacity and resources to deliver the project.

9.3.3 Only bidders who achieve the minimum qualifying threshold for functionality will proceed to the next phase.

FUNCTIONALITY EVALUATION CRITERIA **A key score of 3-5 will be applied where:** **3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
1	**SAP ECC Support and Maintenance Experience** Bidder must submit a minimum of 3 reference letters signed by the referee, containing experience on SAP ECC support and maintenance for previous clients.	**Three (3)** reference letters signed by the referee as proof of experience on SAP ECC support and maintenance for previous clients.	3	10
		Four (4) reference letters signed by the referee as proof of experience on SAP ECC support and maintenance for previous clients. \	4	

FUNCTIONALITY EVALUATION CRITERIA **A key score of 3-5 will be applied where:** **3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
	NB: A letter from SAP confirming third partner support Accreditation must be submitted.	**Five (5)** of more reference letters signed by the referee as proof of experience on SAP ECC support and maintenance for previous clients for previous clients.	5	
2	**SAP S/4 HANA Support and Maintenance Experience** Bidder must submit a minimum of **3 reference letters** signed by the referee, reflecting experience of SAP S/4HANA	Three (3) reference letters signed by the referee, reflecting experience of SAP S/4HANA support and maintenance.	3	10
		Four (4) reference letters signed by the referee, reflecting experience of SAP S/4 HANA support and maintenance for previous clients.	4	

FUNCTIONALITY EVALUATION CRITERIA **A key score of 3-5 will be applied where:** **3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
	support and maintenance for previous clients. **NB**: A letter from SAP confirming third partner support Accreditation must be submitted.	**Five (5)** or more reference letters signed by the referee reflecting experience of SAP S/4HANA support and maintenance for previous clients.	5	
3	**Bidder (Consult and Implement Partner) Experience in Similar Projects** Provide client-signed reference letters and a supporting Project List attesting to	**One (1)** client-signed reference letter as evidence of having successfully completed SAP S/4HANA (SAP Cloud ERP Rise private solution) migration implementation project in the private sector or South African Public Sector.	3	30
		Two (2) client-signed reference letters as evidence of having successfully completed SAP S/4HANA (SAP Cloud	4	

FUNCTIONALITY EVALUATION CRITERIA

A key score of 3-5 will be applied where:

3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)

<table>
<tr><th>#</th><th>CRITERION</th><th>DESCRIPTION</th><th>SCORE</th><th>WEIGHT</th></tr>
<tr><td></td><td rowspan="2">the bidder’s successful SAP S4/ HANA (SAP Cloud ERP Rise private solution) migration implementation in the private sector and/or South African Public Sector, with a minimum of 1 project implemented.

The Project List must be in the below table format.

<table><tr><td>Project Description</td><td>Value</td><td>Completion Date</td><td>Client Name</td></tr></table></td><td>ERP Rise private solution) migration implementation projects with at least ONE in the South African Public Sector.</td><td></td><td rowspan="2"></td></tr>
<tr><td>Three (3) or more client-signed reference letters as evidence of having successfully completed SAP S/4HANA (SAP Cloud ERP Rise private solution) migration implementation projects in the South African Public Sector.</td><td>5</td></tr>
</table>

FUNCTIONALITY EVALUATION CRITERIA **A key score of 3-5 will be applied where:** **3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
	Each **reference letter** shall clearly identify the client, the SAP S/4HANA (SAP Cloud ERP Rise private solution) implementation project, and the completion date. **NB:** GPL reserves the right to verify the testimonials, and the services via the https://www.sap.com/partners/find.html portal.			
4	**Bidder's SAP Grading**	A bidder has provided valid proof that they are SAP Silver Partner	3	10

FUNCTIONALITY EVALUATION CRITERIA **A key score of 3-5 will be applied where:** **3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
	The bidder (*a Consult and Implement Partner*) must provide proof of their SAP grading between silver and gold. The GPL reserves the right to verify the status on the SAP Partner finder portal- Find SAP Partners.	A bidder has provided valid proof that they are SAP Gold Partner	5	
5	**The Bidder's Proposed Project Manager and Other Resources** 1. The proposed Project Manager must at a minimum have:	(a) The following information has been submitted for the **Project Manager**: 1. Name and Surname of the Project Manager. 2. A copy of an NQF Level 7 qualification in either of the following disciplines: Computer Science, Information	3	20

FUNCTIONALITY EVALUATION CRITERIA **A key score of 3-5 will be applied where:** **3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
	○ A copy of an NQF Level 7 qualification in either of the following disciplines: Computer Science, Information Systems, Business Management and Administration, or related engineering. ○ 10 years of experience managing SAP projects. 2. The bidder must also submit the name, surname, qualifications (*NQF Level 8 in either of the following disciplines: Computer*	Systems, Business Management and Administration, or related engineering qualifications. 3. A copy of CV with 10 years of experience managing SAP projects. (b) The following information has been submitted for the **Project Director**: 4. Name and Surname of the Project Director. 5. A copy of an NQF Level 8 qualification in either of the following disciplines: Computer Science, Information Systems, Business Management and Administration, or related engineering qualifications), 6. A copy of a CV with 10 or more senior management experience (public or private sector).		

FUNCTIONALITY EVALUATION CRITERIA **A key score of 3-5 will be applied where:** **3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
	Science, Information Systems, Business Management and Administration, or related engineering qualifications), and experience (10 or more senior management experience (public or private sector) of a Project Director who will be responsible to interacting with GPL's executive management. 3. The bidder must complete and return **Annexure C i.e.,** a list of	(a) The bidder has **COMPLETED** and **RETURNED** **Annexure C** i.e., a list of all resources to be assigned to the project. (c) International qualifications must be accompanied by the SAQA verification certificate.		
		(a) The following information has been submitted for the **Project Manager**: 1. Name and Surname of the Project Manager. 2. A copy of an NQF Level 7 qualification in either of the following disciplines: Computer Science, Information	4	

FUNCTIONALITY EVALUATION CRITERIA **A key score of 3-5 will be applied where:** **3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
	all resources to be assigned to the project. 4. International qualifications must be accompanied by the SAQA verification certificate.	Systems, Business Management and Administration, or related engineering qualifications. 3. A Project Management Certificate from either of the following professional bodies: a. PMP (Project Management Professional) b. PRINCE2 Practitioner c. IPM-based Project Management Certification 4. A copy of CV with 10 years of experience managing SAP projects. (b) The following information has been submitted for the **Project Director**: 5. Name and Surname of the Project Director.		

FUNCTIONALITY EVALUATION CRITERIA **A key score of 3-5 will be applied where:** **3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
		6. A copy of an NQF Level 8 qualification in either of the following disciplines: Computer Science, Information Systems, Business Management and Administration, or related engineering qualifications), 7. A copy of a CV with 10 or more senior management experience (public or private sector). (d) The bidder has **COMPLETED** and **RETURNED** Annexure C i.e., a list of all resources to be assigned to the project. (e) International qualifications must be accompanied by the SAQA verification certificate.		
		(b) The following information has been submitted for the **Project Manager**:	5	

FUNCTIONALITY EVALUATION CRITERIA **A key score of 3-5 will be applied where:** **3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
		1. Name and Surname of the Project Manager. 2. A copy of an NQF Level 7 qualification in either of the following disciplines: Computer Science, Information Systems, Business Management and Administration, or related engineering qualifications. 3. SAP Certified-Managing S4/HANA Cloud Private Edition Projects, or SAP Certified - RISE with SAP Methodology and Experience certification. 4. A copy of CV with 10 years of experience managing SAP projects. (c) The following information has been submitted for the **Project Director**: 5. Name and Surname of the Project Director.		

FUNCTIONALITY EVALUATION CRITERIA **A key score of 3-5 will be applied where:** **3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
		6. A copy of an NQF Level 8 qualification in either of the following disciplines: Computer Science, Information Systems, Business Management and Administration, or related engineering qualifications), 7. A copy of a CV with 10 or more senior management experience (public or private sector). (d) The bidder has **COMPLETED** and **RETURNED** **Annexure C** i.e., a list of all resources to be assigned to the project. (e) International qualifications must be accompanied by the SAQA verification certificate.		

FUNCTIONALITY EVALUATION CRITERIA **A key score of 3-5 will be applied where:** **3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
6	**Draft Project Management Plan** The bidder shall submit a **Draft Project Management Plan (PMP)** demonstrating its proposed approach to managing the SAP ECC 7.5 to SAP S/4HANA Transition Project. At a minimum, the Draft Project Management Plan shall address the following twenty-one (21) components: 1. Project Scope 2. Project Objectives	The bidder submits a Draft Project Management Plan that addresses at least seventeen (17) of the twenty-one (21) mandatory components. The draft demonstrates a basic project management approach and governance structure but contains omissions or limited detail in several of the required components.	3	20
		The bidder submits a Draft Project Management Plan that addresses at least nineteen (19) of the twenty-one (21) mandatory components. The draft demonstrates an appropriate project management methodology and governance approach but provides limited detail in one or more of the required components.	4	
		The bidder submits a comprehensive Draft Project Management Plan that addresses all twenty-one (21)	5	

FUNCTIONALITY EVALUATION CRITERIA A key score of 3-5 will be applied where: 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)				
#	**CRITERION**	**DESCRIPTION**	**SCORE**	**WEIGHT**
	3. Implementation Strategy 4. Governance Framework 5. Project Schedule 6. Resource Management Plan 7. Risk Management Plan 8. Issue Management Plan 9. Quality Management Plan 10. Stakeholder Management Plan 11. Communication Management Plan 12. Organisational Change Management Plan 13. Data Migration Plan 14. Testing Strategy and Plan	mandatory components. The draft demonstrates a logical project management methodology, clear governance arrangements, defined project controls, and sufficient detail to demonstrate a thorough understanding of the proposed approach to delivering the SAP ECC 7.5 to SAP S/4HANA Migration Project.		

FUNCTIONALITY EVALUATION CRITERIA

A key score of 3-5 will be applied where:

3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
	15. Security Management Plan 16. Training Plan 17. Cutover Plan 18. Go-Live Plan 19. Hypercare Plan 20. Business Continuity Plan 21. Benefits Realisation, Monitoring and Reporting, Project Close-out, and Supporting Management Plans, Registers and Governance Artefacts.			
			TOTAL POINTS	**100**

FUNCTIONALITY EVALUATION CRITERIA

A key score of 3-5 will be applied where:

3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
			CUT OFF POINTS	**70**

9.4 Phase 3: Price and Specific Goals (80/20)

9.4.3.1 Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: **Criteria**	**Points**
Price Evaluation ***Ps 80*** $\left(1-\frac{Pt-P\min}{P\min}\right)$	80
Specific Goals	20
TOTAL	**100**

Where,

Ps = Points scored for comparative price of bid under consideration
Pt = Comparative price of bid under consideration
Pmin = Comparative price of lowest acceptable bid

9.4.3.2 Specific Goals (20 points)

Groupings	Points	Verification
5. Black Ownership (7)		Registration documents and ID Copy
Enterprise is 100% Black Owned	7	
Enterprise is 51% Black Owned	5	
Enterprise is less 51% Black Owned	3	
Enterprise is not Black Owned	0	
6. Women Ownership (5)		
Enterprise is 100% Women Owned	5	

Groupings	Points	Verification
Enterprise is 51% Women Owned	3	Registration documents and ID Copy
Enterprise is less 51% Women Owned	1	
Enterprise is not Women Owned	0	
7. Youth Ownership (5)		ID Copy
Enterprise is 100% Youth Owned	5	
Enterprise is 51% Youth Owned	3	
Enterprise is less 51% Youth Owned	1	
Enterprise is not Women Owned	0	
8. PWDs Ownership (3)		Letter from the doctor
Enterprise is 100% PWDs Owned	3	
Enterprise is 51% PWDs Owned	2	
Enterprise is less 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

10. PRICING AND PAYMENT TERMS

10.1 Prices must be quoted in South African Rand (ZAR) and be VAT inclusive/exclusive.

10.2 Service providers must consider the price fluctuations and submit a final fixed comprehensive bid price, inclusive of all applicable taxes (e.g. exchange rate fluctuations).

10.3 Payment will be made upon satisfactory delivery of agreed milestones.

10.4 No advance payments will be made unless approved in writing.

11. CONFIDENTIALITY

11.1 All information provided by the institution must be treated as confidential and may not be disclosed without prior written consent.

12. GENERAL CONDITIONS

12.1 The Gauteng Provincial Legislature (GPL) reserves the right to appoint one or more service providers, to not make any appointment, or to establish a panel of service providers instead of appointing a single service provider.
12.2 The GPL is not bound to accept the lowest-priced bid or any bid received.
12.3 Late submissions will not be accepted and will automatically be disqualified from further consideration.
12.4 The GPL reserves the right to verify all information provided by bidders, including references, and past experience.
12.5 Any false, inaccurate, or misleading information provided by a bidder may result in immediate disqualification and may lead to further action in accordance with applicable legislation.
12.6 Bidders must comply with all applicable legislation, regulations, and policies, including Supply Chain Management (SCM), CIPC and SARS requirements.
12.7 All costs incurred by bidders in the preparation and submission of proposals will be for the bidder's own account, and the GPL will not be held liable for any such costs.
12.8 The GPL reserves the right to cancel this bid process at any stage, should it be deemed necessary and in the best interest of the institution.

13. SUBMISSION REQUIREMENTS

13.1 Bidders may submit a duly signed proposal in both hard copy and electronic format (on USB).
13.2 All Standard Bidding Documents (SBD Forms) must be fully completed, signed, and submitted as part of the bid. **Failure to submit a completed and duly signed SBD 3 will automatically disqualify a bidder.**
13.3 Copies of company registration documents must be provided with ID copies for all Directors or Directors or a holding company.
13.4 Submissions must be made by [date and time] to [submission address/email].
13.5 Bidders must submit proof of relevant experience, including reference letters and details of similar projects undertaken.
13.6 Late submissions will not be accepted and will be automatically disqualified.
13.7 Bids must be submitted in a sealed envelopes clearly marked with the bid description and reference number.
13.8 Failure to submit all required documentation may result in disqualification.

Annexure A: Bill of Material (BoM)

GPL S/4HANA TRANSFORMATION PROGRAMME — BILL OF MATERIALS (ALL PHASES)								
Version 4 — Updated 22 September 2026 | Quote Reference: 519089000004-10 | Confidential								
#	Module / Solution	Description / Scope	Phase	Go-Live Target	Licensing Model	Licence Metric	Status	Notes / Dependencies
— PHASE 1 — S/4HANA RISE PCE (Core ERP) —								
1	S/4HANA Finance (FI)	General Ledger, AP, AR, Asset Accounting, Bank Accounting	1	Mar 2027	RISE Bundle	FUE	**Included**	Core module — mandatory Phase 1
2	S/4HANA Controlling (CO)	Cost Centre Accounting, Internal Orders, Profitability Analysis	1	Mar 2027	RISE Bundle	FUE	**Included**	Integrated with FI
3	S/4HANA Materials Management (MM)	Procurement, Inventory, Goods Receipt, Invoice Verification	1	Mar 2027	RISE Bundle	FUE	**Included**	Linked to Ariba Commerce Automation
4	S/4HANA Asset Management (AM)	Plant Maintenance, Asset Master Data, Depreciation	1	Mar 2027	RISE Bundle	FUE	**Included**	Replaces legacy fixed asset register
5	Funds Management (FM)	Budget execution, commitment management, funds control	1	Mar 2027	RISE Bundle	FUE	**Included**	Public sector mandatory. IPS910 course — no dedicated associate cert

5a	SAP Cash Management (8013803)	Cash position management, liquidity planning and bank account management.	1	March 2027	RISE Bundle	3 Named Users	**Included**	NEW in v5. SKU 8013803. Quote v10 pos 5.
6	Ariba Contract Management	Supplier contracts, contract lifecycle management	1	Mar 2027	RISE Bundle	Named Users	**Included**	Integration with S/4HANA MM and Sourcing
7	SAP BN Commerce Automation (8007888)	PO automation, supplier invoice processing, catalogue integration. Flat fee.	1	March 2027	Additional Licence	500 + 100 Active Users	Quoted (v10)	SKU 8019676 (WalkMe Premium S/4HANA PCE, 500 users) + SKU 8020812 (WalkMe Learning Arc, 100 users). One-time activation quote v10 pos 45.
8	WalkMe Digital Adoption	In-app guided learning and user adoption platform. 500 Premium + 100 Learning Arc users.	1	Mar 2027	Additional Licence	500 + 100 Active Users	**Quoted (v10)**	SKU 8019676 (WalkMe Premium S/4HANA PCE, 500 users) + SKU 8020812

								(WalkMe Learning Arc, 100 users). One-time activation quote v10 pos 45.t
9	SAC Analytics / Reporting (Base + Planning)	SAC Base Analytics + Planning: Activity-Based Budgeting (ABB) + Annual Performance Planning (APP). 16 Planning Professional + 60 Planning Standard users.	1	Mar 2027	RISE Bundle + Additional	16 Planning Prof + 60 Planning Std	**Confirmed Phase 1**	SAC Planning confirmed for Phase 1 per 24 Aug meeting. SKU 8006102 (Planning Prof, 16 users) + 8006103 (Planning Std, 60 users). Replaces IDU. Nthabiseng to validate user count with budget captains.
10	SAP Signavio Process Modeler (8019690)	Business process modelling and documentation. 10 users.	1	Mar 2027	RISE Bundle	10 Named Users	**Included**	New in v3. From Q2 quote 519089000004. GPL to confirm non-SAP processes scope for trial (open item).

11	SAP Signavio Process Transformation Manager (8018281)	Process intelligence, mining and transformation tracking. 5 users.	1	Mar 2027	RISE Bundle	5 Named Users	**Included**	New in v3. From Q2 quote 519089000004.
12	LeanIX Enterprise Architecture Management	EA repository, application portfolio management, roadmap planning	1	Mar 2027	RISE Bundle	Included in RISE	**Included**	Bundled — no additional cost. GPL to nominate LeanIX admin.
12a	SAP Master Data Governance (8008741)	Centralised master data management for supplier, customer and material data. 4 × 5,000 Objects.	1	Mar 2027	RISE Bundle	4 × 5,000 Objects	**included**	NEW in v5. SKU 8008741. Quote v10 pos 1.3 (RISE bundle). Critical for data quality in ECC-to-S/4HANA migration.
13	SAP EPPM Professional (8008663)	Enterprise Project and Portfolio Management — Professional. 5 users.	1	Mar 2027	Additional Licence	5 Named Users	**Quoted (v10)**	New in v3. From Q2 quote 519089000004.
14	SAP EPPM Standard (8008732)	Enterprise Project and Portfolio Management — Standard. 5 Named Users.	1	Mar 2027	Additional Licence	5 Named Users	**Quoted**	SKU 8008732. Quote v10 pos 7. ⚠ CORRECTED in v5: quantity updated from 1 to 5 per quote v10..

15	SAP Enterprise Planning (8021623)	Integrated financial and operational planning. 11 users.	1	Mar 2027	Additional Licence	11 Named Users	**Quoted**	New in v3. From Q2 quote 519089000004.
16	Cloud ERP Intelligence Private (8019734)	SAP Business AI — Joule, embedded AI, intelligent automation. 85 users.	1	Mar 2027	RISE Bundle	85 Users	**Included**	New in v3. From Q2 quote 519089000004. Includes Joule NL interface.
17	SAP MBC Base Connection (8015741) + MBC Transactions (8013543)	Mobile Business Client connectivity. Base flat fee + 1,000 transaction capacity.	1	Mar 2027	RISE Bundle + Additional	1 Flat Fee + 1000 transactions	**Included/quoted**	SKU 8015741 (Base connection) + SKU 8013543 (MBC Transactions). Quote v10 pos 3 + pos 4.
18	Cloud Memory Extension Non-Prod (8011727)	Additional memory for non-production instances. 2 × 256GB.	1	Mar 2027	RISE Bundle	2 × 256GB	**Included**	New in v3. PCE sizing confirmed 25 Aug. No further changes required.
19	Cloud Memory Extension Prod (8011726)	Additional memory for production instance. 1 × 256GB.	1	Mar 2027	RISE Bundle	1 × 256GB	**Included**	New in v3. PCE sizing confirmed 25 Aug.
19a	SAP Build Low-Code Platform	Low-code/no-code application development. 408 Base + 136 Premium + 10 Developer	1	Mar 2027	RISE Bundle	408 Base / 136 Premium / 10 Dev; 6,500 CU	included	NEW in v5. SKUs: 8019291 (base, 408u) + 8019301 (premium, 136u)

		users; 6,500 runtime CU.						+ 8019311 (developer, 10u) + 8019321 (runtime, 6,500 CU). All RISE bundle.
19b	SAP Cloud Identity Access Governance (8015452)	Identity access risk analysis, emergency access management, user access review. 1,000 resources.	1	Mar 2027	Additional Licence	1,000 Resources	Quoted (v10)	NEW in v4. Quote v10 line 35. Annual net: R1,063,706.
19c	SAP Mobile Execution and Dynamic Forms (8018282)	Mobile field execution and digital forms for plant/asset maintenance and field operations. 10 FUE.	1	Mar 2027	Additional Licence	10 FUE	Quoted (v10)	NEW in v4. Quote v10 line 47. Annual net: R168,480.
19d	SAP Business Network Supplier Portal (8019710)	Supplier portal for purchase orders, invoices and goods receipt. 50,000 documents/year.	1	Mar 2027	Additional Licence	50,000 Documents	Quoted (v10)	NEW in v4. Quote v10 line 1.21. Annual net: R420,860.
19e	SAP Taulia Supply Chain Finance (8019581)	Supplier early payment programmes, dynamic discounting and supply chain	1	Mar 2027	Additional Licence	15 × 10M Spend	Quoted (v10)	NEW in v4. Quote v10 line 1.18. Annual net: R211,158.

		financing. 15 × 10M spend units.						
19f	SAP Sig Mgmt by DocuSign (8008032)	Digital signature and contract execution integrated with SAP. 50 × 100 transactions.	1	Mar 2027	Additional Licence	50 × 100 Transactions	Quoted (v10)	NEW in v4. Quote v10 line 53. Annual net: R461,970.
19g	SAP Integration Suite (8008411)	Cloud integration platform (iPaaS) — API management, integration flows, B2B messaging. 2 Tenants.	1	Mar 2027	Additional Licence	2 Tenants	Quoted (v10)	NEW in v5. SKU 8008411. Quote v10 pos 30. One-time activation pos 40.
19h	AI Units (8019164)	Generative AI capacity units for SAP Joule, BTP AI services and embedded AI. 1,000 × 100 CU.	1	Mar 2027	Additional Licence	1,000 × 100 Capacity Units	Quoted (v10)	SKU 8019164. Quote v10 pos 18. Significantly expanded from v2 (30 × 100 CU to 1,000 × 100 CU).
19i	Transformation Incentive Credits (8019388 / 8019577 / 8021392)	SAP Transformation Incentive credits applied to subscription. Phase 1: R16,870,301. Phase 2: R13,318,659. AI/BDC: R7,547,240.	1	Contract Start	Credit	N/A	Confirmed (v10)	NEW in v4. Total TI credits: R37,736,200. Applied against subscription fees. Reduces effective 3-year TCV from

								R115,285,757 to R77,549,557.
19j	SAP Business Data Cloud (8019271)	Unified business data platform for analytics, AI-driven insights and SAP Analytics Hub. 9,000 Capacity Units.	1	Mar 2027	Additional Licence	9,000 Capacity Units	Quoted (v10)	NEW in v5. SKU 8019271. Quote v10 pos 2. Foundation for AI-driven insights, reporting and SAP Analytics Hub.
19k	SAP Learning Hub (8016701)	SAP online learning platform — SAP Learning site access. 20 Named Users.	1	Mar 2027	Additional Licence	20 Named Users	Quoted (v10)	NEW in v5. SKU 8016701. Quote v10 pos 41. Supports project team certification and end-user upskilling.
19l	SAP Enterprise Service Management (8018799)	IT service management and helpdesk integration with SAP. 6 × 1,000 Transactions.	1	Mar 2027	RISE Bundle	20 Named Users 6 × 1,000 Transactions	included	NEW in v5. SKU 8018799. Quote v10 pos 1.9 (RISE bundle). Supports IT helpdesk integration.
19m	SAP HANA Cloud (8012231)	Cloud-native in-memory database for SAC analytics and	1	Mar 2027	RISE Bundle	2,020 Capacity Units	included	NEW in v5. SKU 8012231. Quote v10 pos 1.7

		BDC workloads. 2,020 Capacity Units.						(RISE bundle). Infrastructure for SAC analytics and BDC workloads.
INF-1	SAP Log Service (8017352)	Centralised audit log and operational log management. 1 Tenant.	1	Mar 2027	Additional Licence	1 Tenant	Quoted (v10)	NEW in v5. SKU 8017352. Quote v10 pos 16. Required for regulatory compliance and audit trail.
INF-2	SAP LT Backup (8011088)	Centralised audit log and operational log management. 1 Tenant.	1	Mar 2027	Additional Licence	1 Tenant	Quoted (v10)	NEW in v5. SKU 8011088. Quote v10 pos 17.
INF-3	App Server Add-on — Production (8018022)	Additional application server capacity for production workloads. 1 Tenant.	1	Mar 2027	Additional Licence	1 Tenant	Quoted (v10)	NEW in v5. SKU 8018022. Quote v10 pos 44. Provides additional processing headroom for production.
INF-4	SAP Cloud ALM (8018603)	Application lifecycle management — go-live readiness monitoring and operations. 1 Tenant.	1	Mar 2027	Additional Licence	1 Tenant	Quoted (v10)	NEW in v5. SKU 8018603. Quote v10 pos 24. Essential for go-live readiness

								monitoring and ongoing operations management.
INF-5	Signavio PI Activation (8018354)	Annual recurring activation fee for SAP Signavio Process Intelligence (item 11). 1 Flat Fee.	1	Mar 2027	Additional Licence	1 Flat Fee	Quoted (v10)	NEW in v5. SKU 8018354. Quote v10 pos 11. Required to activate Signavio PI. Recurring annual fee.
SUP-1	SAP MaxAttention Success Plan — ERP (8021038)	Premium SAP support and success plan for RISE PCE.	1	Mar 2027	Success Plan	% of Net Recurring	Quoted (v10)	NEW in v5. SKU 8021038. Quote v10 pos 46. Mandatory premium support tier for RISE PCE.
SUP-2	Advanced Success Plan — Spend Management (8021013)	Advanced support plan for SAP Ariba and Business Network.	1	Mar 2027	Success Plan	% of Net Recurring	Quoted (v10)	NEW in v5. SKU 8021013. Quote v10 pos 29.
SUP-3	Advanced Success Plan — Supply Chain (8021171)	Advanced support plan for supply chain workloads.	1	Mar 2027	Success Plan	% of Net Recurring	Quoted (v10)	NEW in v5. SKU 8021171. Quote v10 pos 49.

SUP-4	Advanced Success Plan — Data & AI (8021069)	Advanced support plan for AI and data workloads.	1	Mar 2027	Success Plan	% of Net Recurring	Quoted (v10)	NEW in v5. SKU 8021069. Quote v10 pos 39.
— PHASE 2 — HCM, Payroll & SuccessFactors —								
20	H4S4 Payroll (ZA Localisation)	SAP HCM on S/4HANA — South African payroll schemas, tax, leave management	2	Mar 2028	RISE Bundle	FUE / Employees	**Quoted (v10)**	Deferred from Q2 quote (519089000004). Will be re-introduced at Phase 2 contracting. ZA localisation expertise required.
21	ESS / MSS (Employee & Manager Self-Service)	Employee and manager self-service portal on S/4HANA	2	Mar 2028	RISE Bundle	FUE	**Quoted (v10)**	Deferred from Q2 quote (519089000004). Will be re-introduced at Phase 2 contracting.
22	SuccessFactors Employee Central (EC)	Core HR — organisational management, position management, personal data	2	Mar 2028	SaaS Subscription	PEPM	**Quoted (v10)**	Deferred from Q2 quote (519089000004). Will be re-introduced at Phase 2 contracting.

								Foundation for all SF modules.
23	SuccessFactors Time Tracking (8008975)	Employee time recording, shift scheduling, time-off management and absence tracking	2	Mar 2028	SaaS Subscription	PEPM	Quoted (v10)	NEW in v5. SKU 8008975. Quote v10 pos 33. Required for ZA labour law compliance and payroll integration.
24	SuccessFactors Performance & Goals	Individual performance management, goal setting, performance reviews	2	Mar 2028	SaaS Subscription	PEPM	**Quoted (v10)**	SKU 8011733. Quote v10 pos 34. Will be re-introduced at Phase 2 contracting.
— PHASE 3 — SuccessFactors Talent Suite (from 2030) —								
25	SuccessFactors Recruiting (Smart Recruiters)	End-to-end recruitment — job requisitions, approvals, candidate management	3	2030+	SaaS Subscription	PEPM	**Future**	Separate contract under S217 deviation. Pre-agree PEPM rates at Phase 1 signing.
26	SuccessFactors Onboarding	New hire onboarding, paperwork, compliance, buddy assignment	3	2030+	SaaS Subscription	PEPM	**Future**	Separate contract under S217 deviation.

27	SuccessFactors Learning (LMS)	Learning management system — courses, compliance training, skills	3	2030+	SaaS Subscription	PEPM	**Future**	⚠ C_THR88 is PARTNER-ONLY certification — not for customer staff.
28	SuccessFactors Succession & Development	Succession planning, talent pools, career development, mentoring	3	2030+	SaaS Subscription	PEPM	**Future**	Separate contract under S217 deviation.
29	SuccessFactors Compensation	Compensation management — salary planning, merit, bonus	3	2030+	SaaS Subscription	PEPM	**Future**	May be delivered in Phase 2 if timeline allows. Confirm sequencing.
30	SuccessFactors Variable Pay	Short-term incentives, bonus schemes, variable remuneration	3	2030+	SaaS Subscription	PEPM	**Future**	Separate contract under S217 deviation.
— RETIRE / DECOMMISSION —								
31	SAP ECC 6.0 (EHP8) — Legacy System	Current on-premise SAP ECC system — to be decommissioned	R	TBD	N/A — Decommission	N/A	**To Retire**	Based on GPL roadmap provided with Phase 1 & Phase 2 go-live target dates. SAP ECC will be decommissioned.

32	IDU Planning Tool	Legacy integrated development/planning tool replaced by SAC Planning	R	Mar 2027	N/A — Replaced	N/A	**Replaced by SAC**	Replaced by SAC Planning (Phase 1). Decommission aligned to Phase 1 go-live.

LEGEND:	Phase 1 — S/4HANA RISE PCE	Phase 2 — HCM & SuccessFactors	Phase 3 — Talent Suite	Retire / Decommission

Annexure B: Functional User Equivalents

GPL — Functional User Equivalents (FUE) & Named User Summary						
Source: STAR Report Mar 2025 (71 FUE actual usage) | BOM v3 Sep 2026 (335.5 FUE weighted) | Contracted RISE: 136 FUE						
#	**Role / User Category**	**Module(s)**	**FUE Category**	**FUE Weight**	**User Count**	**Total FUE**
1	Executive / Leadership	FI, CO, SAC, FM	Light	0,3	15	4,5
2	Budget Owners / HOD	FI, FM, SAC	Light	0,3	30	9,0
3	Finance Officers	FI, CO	Medium	1,0	25	25,0
4	Procurement Officers	MM, Ariba	Medium	1,0	20	20,0
5	Asset Management Staff	AM	Medium	1,0	10	10,0
6	Funds Management Specialists	FM	Medium	1,0	8	8,0
7	IT / System Administrators	Basis, IT Admin	Advanced	3,0	5	15,0
8	SAC Reporting / Analytics Users	SAC Base	Light	0,3	60	18,0
9	SAC Planning Professional Users	SAC Planning	Medium	1,0	16	16,0
10	SAC Planning Standard Users	SAC Planning	Light	0,3	60	18,0

11	Sign Avio Process Modellers	Signavio	Named User	1,0	10	10,0
12	Signavio Transformation Managers	Signavio	Named User	1,0	5	5,0
13	EPPM Professional Users	EPPM	Named User	1,0	5	5,0
14	EPPM Standard Users	EPPM	Named User	1,0	1	1,0
15	Enterprise Planning Users	SAP Ent. Planning	Named User	1,0	11	11,0
16	Ariba Contract Users	Ariba Contracts	Named User	1,0	15	15,0
17	Cloud ERP Intelligence / Joule Users	ERP Intelligence	Named User	1,0	85	85,0
18	WalkMe / General Digital Access	Cross-module	Light	0,3	200	60,0
TOTAL (BOM v3 FUE Summary — Sep 2026)					**581**	**335,5**

KEY FUE REFERENCE FIGURES		
STAR Report (Mar 2025) — actual measured FUE	**71 FUE**	*Phase 1 ~55 FUE + Phase 2 increment ~16 FUE*
GPL ECC Production	**548 users**	*421 ESS + 127 Professional users measured*

users (2024 licence audit)		
GPL employees on payroll (confirmed)	**573 employees**	*PA master records — confirmed by GPL*
Contracted RISE FUE (quote 519089000004-2)	**136 FUE**	*Audit-risk review in progress — GPL confirmed*
Phase 1 go-live FUE (from STAR)	**~55 FUE**	*Advanced 29 FUE + Core ~18 FUE + Developer 8 FUE*
Phase 2 FUE increment (from STAR)	**~16 FUE**	*HCM/Payroll/ESS users activating at Phase 2*
RISE annual cost per FUE (Q2 quote overall)	**R64,866 / FUE / yr**	*R8,821,776 ÷ 136 FUE — overall bundle*
S/4HANA PCE component cost per FUE (Q2 quote)	**R44,296 / FUE / yr**	*SKU 8019686: R6,024,303 ÷ 136 FUE*
On-prem maintenance per FUE (estimated)	**R32,353 / FUE / yr**	*R4,400,000 ÷ 136 FUE — maint. only (excl. HANA + Azure)*

ANNEXURE C: Project Resource and Capabilities

NB: Resources may be assigned to different streams and modules provided they have relevant certification/s.

	To be Completed by the Bidder	To be Completed by the Bidder			Client Requirements	To be Completed by the Bidder	To be Completed by the Bidder	To be Completed by the Bidder	To be Completed by the Bidder
Role and Modules	**Name**	**Surname**	**Highest Qualification Required**	**High Certification Attached (Yes/No)**	**Required SAP Certifications**	**Bidder-Offered SAP Certification/s**	**Certified Copy of Certification Attached to Bid(Yes/No)**	**Years of Relevant SAP Experience**	**CV Attached (Yes/No)**
Project Management Office									
Project Director :			The bidder must also submit the name, surname, qualifications (NQF Level 8 in either of the following disciplines: Computer		Not Stated			10 or more senior management experience	

			Science, Information Systems, Business Management and Administration, or related engineering qualifications.						
Project Manager:			Minimum of NQF Level 7 in either of the following disciplines: Computer Science, Information Systems, Business Management and Administration or related engineering qualifications		SAP Certified- Managing S4/HANA Cloud Private Edition Projects or SAP Certified - RISE with SAP Methodology and Experience			10 years of experience managing SAP projects.	
Stream 1: Business									

Transformation									
Stream Lead:									
Stream Lead Back-Up:									
Modules:					NOT STATED				
SAP Signavio process mining					NOT STATED				
SAP Signavio Process Insights					NOT STATED				
SAP Signavio Process Modeller					NOT STATED				
SAP Signavio Process Intelligence					NOT STATED				
SAP Signavio process collaboration					NOT STATED				
SAP Signavio Process Governance					NOT STATED				

SAP LeanIX Architecture and Roadmap planning					NOT STATED				
SAP LeanIX Application Portfolio Management					NOT STATED				
SAP BTP Integration Suite.					NOT STATED				
SAP Cloud ALM					NOT STATED				
Stream 2: Planning and Budgeting									
Stream Lead:									
Stream Lead Back-Up:									
Modules:									
SAC Financial planning and analysis					SAP Certified Associate – Data Analyst – SAP Analytics Cloud				
SPEAR strategic development					NOT STATED				
SPEAR financial and					NOT STATED				

operational alignment									
SPEAR reporting and strategic review					NOT STATED				
Stream 3: S4/HANA Finance									
Stream Lead:									
Stream Lead Back-Up:									
Modules:									
SAP Finance Operations:					SAP Certified – S/4HANA Cloud Private Edition, Financial Accounting				
SAP Finance Accounting Close and Finance Close:					SAP Certified – S/4HANA Cloud Private Edition, Financial Accounting				
SAP Access Governance:									
SAP Finance Cash Management:					SAP Certified – S/4HANA Cloud Private Edition, Financial Accounting				

SAP Finance Asset Accounting:					NOT STATED				
Stream 4: HRM and Learning									
Stream Lead:									
Stream Lead Back-Up:									
Modules:									
SAP Learning Hub					NOT STATED				
SAP SF Employee Centra					SAP SuccessFactors Employee Central Core & Position Management				
SAP SF Time Tracking					SAP SuccessFactors Time Management				
SAP S/4 HANA Payroll					SAP SuccessFactors Employee Central Payroll				
SAP SF Performance and Goals					SAP SuccessFactors Performance & Goals				
SAP WalkMe					NOT STATED				

Stream 5: Spend Manager									
Stream Lead:									
Stream Lead Back-Up:									
Modules:									
SAP Business Network - supplier portal					SAP Certified – Implementation Consultant – SAP Business Network Supply Chain				
SAP Ariba Supplier Lifestyle Sap Ariba Supplier Lifestyle Performance					NOT STATED				
SAP Ariba Contracts					SAP Certified – Implementation Consultant – SAP Ariba Contracts				
SAP business network commerce					SAP Certified – Implementation Consultant – SAP Ariba Procurement				
Asset Management					SAP Certified Application Associate –				

					S/4HANA Asset Management				
Stream 6: Maintenance and Projects									
Stream Lead:									
Stream Lead Back-Up:									
Modules:									
Project and portfolio management					NOT STATED				
Reporting and Analytics Foundation (Embedded Analytics, CDS Views, Fiori, SAC					NOT STATED				
Security and Authorisations re-baseline (roles, SoD, firefighter, Fiori security)					NOT STATED				
Data Migration of in-scope master and					NOT STATED				

transactional data									
ESS/MSS Modernisation- Customised eDisclosure form on SAP ESS/MSS					NOT STATED				
Stream 7: Data Migration Team									
Stream Lead:									
Stream Lead Back-Up:									
Stream 8: Integration Team									
Stream Lead:									
Stream Lead Back-Up:									
Stream 9: Testing and Quality Assurance Team									

Stream Lead:									
Stream Lead Back-Up:									
Stream 10: Training and Change Management Team									
Stream Lead:									
Stream Lead Back-Up:									
Stream 11: Support and Maintenance of SAP ECC 7,5									
Stream Lead:									
Stream Lead Back-Up:									
Modules:									
FI – Financial Accounting: General ledger, AP, AR, asset accounting, bank					NOT STATED				

accounting and the FMPPLA - aligned statutory reporting.									
CO – Controlling: Cost centre accounting, internal orders, budget monitoring and management reporting					NOT STATED				
MM – Materials Management : Procurement , supplier management , requisitions, POs, goods receipts and inventory.					NOT STATED				
SAP Workflow: Automates and manages business					NOT STATED				

processes across SAP applications, ensuring the right information reaches the right person at the right time.									
HCM – Human Capital Management: Organisational management, personnel administration, payroll, time and leave.					NOT STATED				
ESS – Employee Self-Service: Employee access to leave, payslips, personal data and workflow approvals.					NOT STATED				

MSS – Manager Self-Service: Manager-level approvals, team management and workforce reporting.					NOT STATED				

DECLARATION

I hereby certify that the information contained in this **Annexure C** is true and correct and that the proposed resources will be available for the duration of the contract, and any changes will be made subject to the Client's approval.

Authorised Representative

Name: _____

Position: _____

Signature: _____

Date: _____

THE END