



NORTH WEST PROVINCIAL LEGISLATURE

## **REQUEST FOR QUOTATION**

<b>RFQ DESCRIPTION</b>	<b>PROVISION OF ORACLE E-BUSINESS SUITE SUPPORT SERVICE ON AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF THREE MONTHS</b>
<b>RFQ NO</b>	<b>03/24/25</b>
<b>CLOSING DATE</b>	<b>28/02/2025</b>

### **1. KEY DATES AND ACTIVITIES**

The table below lists certain key dates and activities relevant from time of publishing of the RFQ up until the closing date for questions:

<b>NO</b>	<b>DESCRIPTION</b>	<b>START DATE / TIME</b>
1	RFQ Issue Date	<b>24/02/2025</b>
2.	Bidders briefing session	<b>N/A</b>
3.	Closing Date of RFQ	<b>28/02/2025</b>
4	Closing Time of RFQ	<b>11H00am</b>

This quotation document and proposals must be submitted in the appropriate format clearly marked with the quote description & quote reference to this e-mail address:

[pearlm@nwpl.org.za](mailto:pearlm@nwpl.org.za)

for technical enquiries email [Beautymph@nwpl.org.za](mailto:Beautymph@nwpl.org.za)

### **2. BACKGROUND**

NWPL implemented the Oracle ERP E-Business Suite (EBS) and went live on 1 April 2007, with the following main areas: Financials, Procurement and Human Resources and the year 2021/2022 additional modules were introduced OBIEE, Hyperion, Performance Management, Learning Management.

North West Provincial Legislature requires a comprehensive service which should include any aspect related to support and maintenance not limited to application of patches, upgrades, re-implementations, implementations of various Oracle modules (existing and new) training, DBA services etc. that might be required.

For North West Provincial Legislature to meet its mandate, it is required to have processes, structures and systems in place to ensure that the services are delivered efficiently, cost-effectively and to the satisfaction of those who benefit from these services, namely the users.

### 3. PURPOSE

The purpose of this request is to appoint capable and competent service provider for the s for the provision of oracle e-business support suite.

### 4. SCOPE OF WORK (SOW)

The successful bidder will be expected to execute and conduct the following services / tasks for the NWPL for the period of three(3) months.

Provide full scale Off-site support and maintenance services to the NWPL by supporting all Oracle applications, as well as the users and business users whose work is related to the system or integrates with the system, which will accrue to the benefit of NWPL.

The successful Bidder will be required to provide a comprehensive service **(in terms of User Support - DBA services, Functional services, technical services, Training Services)** to NWPL for all Business Support and Maintenance services.

The bidders will supply the Oracle specified detail support summery; this must include the support and maintenance. North West Provincial Legislature seeks to identify and appoint a suitable Service Provider (Oracle Accredited Partner) to provide consultation and support services to the ERP.

### **SUPPORT AND MAINTENANCE SERVICES WILL BE REQUIRED FOR THE FOLLOWING AREAS ON THE ORACLE E-BUSINESS SUITE SYSTEM:**

- Oracle Human Resource Management
- Oracle Payroll
- Oracle DBA
- Oracle Human Resource Management
- Financial and Supply Chain Management
- Oracle Technical support
- Oracle Functional Support
- Oracle OCI and Linux Support

### 5. **SUPPORT AND MAINTENANCE LOCATION**

- The support and maintenance services will be performed on as and when required basis and at times service provider will be required to visit the NWPL Building in Mmabatho.

**6. PRICING SCHEDULE**

Item No	Description	Quantity	Hourly Rate	Total
01	<p>Provision of Oracle E-Business Suite Support Service for a period of three months on as and when required basis with the following services</p> <ul style="list-style-type: none"> <li>• Oracle Database Administrator (DBA)</li> <li>• Oracle Consultants Finance functional</li> <li>• Finance Technical Developer</li> <li>• Oracle Consultants SCM functional</li> <li>• SCM Technical Developer</li> <li>• Oracle Consultants Payroll &amp; HR functional</li> <li>• Payroll &amp; HR Technical Developer</li> <li>• Linux Support Consultant</li> </ul> <p>The DBA consultants will be expected to:-</p> <ul style="list-style-type: none"> <li>• Conduct ongoing system health checks;</li> <li>• Addressing critical and complex issues and data analysis,</li> <li>• System Updates and Patches</li> <li>• Optimizing the implemented Oracle system effectiveness;</li> <li>• All functional Consultant to do Continuous user training.</li> </ul> <p><b>NB: Service Provider must submit CV's, Qualifications and Oracle Certification \ for each consultant and Database Administrator that will be working on the Project.</b></p> <p><b>The NWPL will not consider quotation not supported by the required CV's and Oracle Certification.</b></p>	<p>01</p> <p>01</p> <p>01</p> <p>01</p> <p>01</p> <p>01</p> <p>01</p> <p>01</p>	<p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p>	<p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p>
<i>Vat at 15% (If applicable)</i>				
<b>Grand Total</b>				

## **7. EVALUATION CRITERIA**

7.1. Evaluation Phase One – SCM Administrative Requirements

7.2. Evaluation Phase Two – Mandatory Requirements

7.3. Evaluation Phase Three – 80/20 Preference Points

### **7.1. PHASE 1 – SCM ADMINISTRATIVE COMPLIANCE**

RFQ received will be verified for completeness and correctness. The North West Provincial Legislature reserves the right to accept or reject a bid based on the completeness and correctness of the documentation and information provided.

<b>DOCUMENT</b>	<b>COMMENTS</b>
SBD 3.3 for Service (Pricing Schedule)	Completed and signed
SBD 4 (Bidders Disclosure)	Completed and signed
SBD 6.1 (Preferential Procurement Point)	Completed and signed
Lates CSD Report	Submit

### **7.2. PHASE 2 - MANDATORY REQUIREMENTS /LEGAL REQUIREMENTS**

Individual or Joint Venture (JV), companies must ensure that the following documents are attached:

7.2.1. Valid Company Registration Certificate (CIPC)

7.2.2. Valid Certified Copies of ID(s) Directors or Main Shareholders

7.2.3. Valid Tax Compliance Status with PIN

7.2.4. Certified copy of the company BBBEE Certificate or EME

#### ***IMPORTANT NOTES:***

- *QUOTATION WILL NOT BE CONSIDERED UNLESS THE PROSPECTIVE SUPPLIER HAS MET THE ABOVE REQUIREMENTS.*
- *COPIES OF THE ABOVE DOCUMENTS MUST BE CERTIFIED BY THE REGISTERED COMMISSIONER OF OATHS OR SOUTH AFRICA POLICIES*
- *CERTIFICATION STAMPS ON THE DOCUMENTS MUST BE ORIGINAL AND NOT OLDER THAN SIX (6) MONTHS.*

## 8. TERMS AND CONDITIONS

The 80/20 preferential point system shall apply, in line with the Preferential Procurement Policy Framework Act No. 5 of 2000 read together with Preferential Procurement Regulations, 2022

The 80/20 preferential point system shall apply, in line with the Preferential Procurement Regulations, 2022 in line with the provisions of section 5 read with section 2(1)(b)(i) and (ii) and 2(1)(c) of the PPPFA.

The following must be adhered to:

1. Quoted prices must be inclusive.
2. **The quote must be signed by the authorised person in the company;**
3. **The NWPL reserves** the right not to award a bidder **who doesn't** have Valid Oracle Partner Certification
4. All quotations shall be firm and valid for a period at least 30 days from the date of receipt of quotation and shall be binding upon the Supplier within that period (*unless otherwise indicated*);
5. North West Provincial Legislature shall deal only with legitimate Supplier who issue a registered company registration;
6. Payment shall be made within 30 days from the date of receipt of an invoice;
7. Suppliers must submit proof that they are registered in the National Treasury Central Supplier Database.

## 9. PRICE AND SPECIFIC GOALS

The request for quotation will be evaluated on Price and Specific Goals., where 80 points will be allocated for price and 20 points allocated for Specific Goals. Service Provider must qualify on all phases to be considered for this final phase. The Service Provider who is awarded the highest points on price and Specific Goals at this stage will be issued Purchase Order.

<b>1</b>	<b>PRICE</b>			<b>80</b>
<b>2</b>	<b>SPECIFIC GOALS</b>	<b>POINTS</b>	<b>EVIDENCE REQUIRED</b>	<b>POINTS</b>
<b>2.1</b>	<b>HDI GOALS</b>			<b>10</b>
	Black	5	ID Document / CSD	
	Women	3	ID Document	
	Disabilities	2	Medical Certificate	
<b>3</b>	<b>LOCALITY</b>			<b>10</b>
	Enterprise Located in South African	10	Latest CSD	
<b>4</b>	<b>TOTAL</b>			<b>100</b>

## **10. TERMS OF REFERENCE FOR ORACLE SUPPORT SERVICES**

The specification is based on the following:

1. Required Oracle accredited partner with
2. Be able to provide Developer, DBA and Oracle functional Support on Oracle E-Business Suite  
R12.2 and Oracle Database 12c to 19c.
3. Demography will also be used to determine the company to be considered
4. Pricing also will be used as a motivating factor part of the

### **Key business objectives are:**

1. To develop an integrated ERP solution for NWPL that can improve efficiency and effectiveness also align to processes.
2. To effectively improve standard operational procedures in the recruitment process.
3. To ensure that appropriate information is available to all users at the right time.
4. To ensure access to regularly, updated information.

### **CURRENT PRODUCT MODULES INSTALLED AND OPERATING:**

#### 1.2.1 Operational:

**Finance:** General Ledger, Payables, Receivables, Cash Management, Assets, Financial Statements Generator (FSG), Cost Management, Inventory

**SCM:** Purchasing, I Procurement,

**HRMS:** Payroll, HR Admin, HR Self Service, Absence Management,