

CHECK LIST FOR BC: TENDER MANAGEMENT

CONTENT		INTERNAL REQUEST (BY SITA)		EXTERNAL (PROC. THROUGH SITA)	
		YES	NO	YES	NO
1	Bid Background				
2	Scope				
3	Business Objectives				
4	Contract Period:				
4.1	The period over which the service/product must be delivered.				
5	Financials:				
5.1	Project Estimated Costs / Approved Budget				
5.2	If the cost is not available, BC to state "estimated cost is not known at that stage and will be determined after conclusion of the RFQ"				
6	User requirements:				
6.1	Non brand specific, clear , unambiguous				
6.2	If brand specific, detailed motivation for the brand, i.e.				
6.2.1	<ul style="list-style-type: none"> Disaster Recovery (DR) System 				
6.2.1.1	based on the ease of use of their prime system invested on training their staff in the use of such systems and also to ensure easy migration of essential data and communication shared between the prime system and the back-up or DR system.				
6.2.1.2	an exact duplicate of the prime system, has in most cases proven to be the best solution as DR.				
6.2.2	<ul style="list-style-type: none"> Standardisation by a Client on a Specific Brand 				
6.2.2.1	justification listing the due diligence exercise which informed this key decision must be provided.				
6.2.2.2	based on procurement history (where the process was fair i.e. generic specification) and also documentary proof should be provided.				
7	Evaluations:				
7.1	BEC team:				
<p>Note the following:</p> <p>INTERNAL: SS is the Team Leader for the BEC</p> <p>EXTERNAL: Chairperson if from the Gov. Dept. (other than designated official) 50% +1 (majority) members must be from the Client</p>					
7.1.1	<ul style="list-style-type: none"> Technical 				
7.1.2	<ul style="list-style-type: none"> Price 				
7.1.3	<ul style="list-style-type: none"> Participation Goals 				
8	Contracting				
9	Contact Details person				Optional
10	Approval of the BC	Per financial delegation of the LoB		Accounting Officer (delegated official)	