

Process Mapping: Bids

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stateinformationtechnologyagency

Acquisition Method: Bids

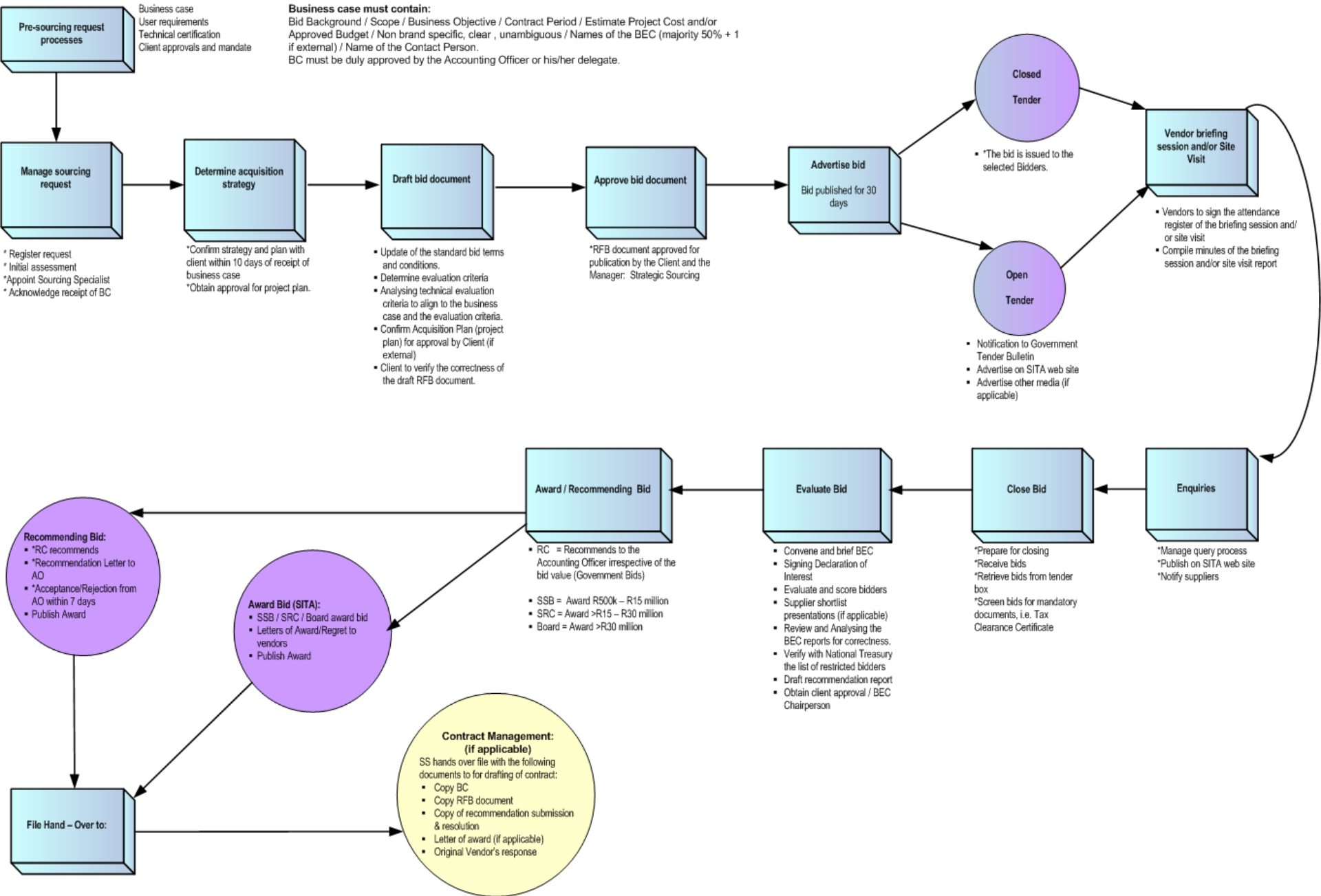
A request for bid is a formal sourcing process to appoint a supplier for the provision of goods and or services.

A bid can be facilitated as:

- Open bid (competition)
- Closed bid (no competition, i.e. sole supplier)

The financial value is more than R500K.

The turnaround time to complete a bid is 78 working days calculated from the time of publication of the bid.



Checklist for Business Case: Bids

The following aspects must be covered in the BC:

1. RFB Background;
2. Scope;
3. Business Objectives;
4. The contract period;
5. Project Estimated Costs / Approved Budget ;
6. User Requirements
 - 7.1 not brand specific and unambiguous
 - 7.2 if brand specific, a detailed motivation must be provided
8. Names of the Bid Evaluation Committee (BEC) – if the requirement is for a Government Department, the majority (50% +1) must be
9. If the request is external, confirmation if SITA must do the contracting.
10. Contact details
11. The business case must be duly authorised by the Accounting Officer and or his/her delegate.