

ANNEXURE A

ENGAGEMENT MODEL AND GUIDELINES
for the usage of Transversal Framing Term Contracts RFBs
2005 and 2007 for SITA and SITA Clients

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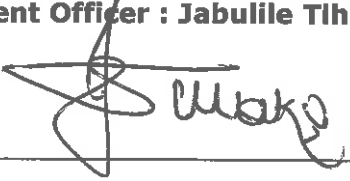
Notice

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Approval

The signatories hereof, being duly authorised thereto, by their signatures hereto authorise the execution of the work detailed herein, or confirm their acceptance of the contents hereof and authorise the implementation/adoption thereof, as the case may be.

Chief Procurement Officer : Jabulile Tlhako 	Date 10-02-2017
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DEFINITIONS

DPSA means the Department of Public Service and Administration

SITA's Client means all public entities as per Public Finance Management Act (PFMA)

Designated Department means DPSA

SITA means State Information Technology Agency

Service Provider means the bidding entity who responded and got accredited on the contract

Agency means **SITA**

RFQ means request for quotation

SITA General Regulations means General Regulations of State Information Technology (SITA Regulations of 2005)

Transversal contract means a contract with one or more suppliers for the supply of information technology goods or services over a period, required by more than one Department/Public entity according to approved user requirement specifications, with overall pricing of goods being firm, unless otherwise provided for in the contract; as prescribed by the SITA General Regulations.

PFMA means Public Finance Management Act

Department/Public entity means all bodies that are classified as public bodies as per PFMA

BBBEE Act means Broad Based Black Economic Empowerment Act

SLA means Service Level Agreement

1 PURPOSE OF DOCUMENT

The purpose of this document is to provide guidelines on how to utilise transversal Framing Contracts for all Departments and or Public entity as per SITA General Regulations. The use of these guidelines should always ensure full compliance with all relevant public sector procurement legislation, National Treasury regulations and practise Notes and SITA General Regulations, PPPFA, BBBEE Act or any other applicable legislation.

The engagement model is to ensure compliance and best practises regarding the Government Regulatory framework for procurement.

2 BACKGROUND AND SCOPE

2.1 BACKGROUND TO TRANSVERSALS

In terms of SITA General Regulations *"The Agency must, in the best interest of the State and timeously, ensure the procurement of information technology goods or services for the repetitive requirements of Departments through the conclusion of appropriate transversal term contracts by means of a competitive bidding process."*

In terms of Regulation 10.2 on SITA Regulations "Either the Agency or a Department/Public entity may submit to the Minister, or an official authorised by him or her, a need for the procurement of information technology goods or services for the repetitive requirements of Department/Public entity. If the Minister, or an official authorised by him or her, approves the need for such goods or services, the Department envisaged in regulation 7.3.1 (b) will be the designated Department.

DPSA is the designated Department who has identified the needs for the establishment of transversal contracts.

2.2 SCOPE OF CONTRACTS

The scope of **RFB 2005/2015**: for the Provision of Personal computers, Mobile devices and services and includes all personal computing devices used in and external to an office environment. This is inclusive of, but not limited to, desktop PCs, monitors, laptops/notebooks, tablets, smartphones and other mobile devices.

And

RFB 2007/2015: for the Provision of Peripherals, Consumables and related services and includes all computer peripheral devices, (printers, scanners, multifunction devices, etc).

Only services that are contained in Annexure A which outlines the scope for each of these transversal can be procured from these contracts.

Only goods that comply with the certification of goods in terms of the SITA Regulation 10.4, which requires SITA to conduct standard certification in respect of the relevant goods and services in support of a Bid for a transversal term contract, will be purchased.

3 UTILISATION OF TRANSVERSAL CONTRACTS

All public bodies are allowed to make use of this contract, however Government Departments are compelled to use the transversal contract as per SITA Regulation 10.8.

In terms of Regulation 10.10 the process below should be followed by the Department/Public entity for utilising RFBs 2005 and 2007:

- A Department may engage directly with prospective suppliers based on a user requirement specification approved by the relevant Department;
- Suppliers must submit quotes based on the user requirement specification;
- The Department selects the specific supplier;
- The Department directly places the order with the selected supplier and furnish a copy of the order to the relevant contract manager of the Agency;
- The Department or public body must make payment in respect of the order directly to the supplier;
- If the transversal framing contract requires a specific formal agreement, such agreement must be concluded between the department or public body and the supplier. The department or public body may request the Agency to assist with the management of such agreement.

In terms of SITA General Regulations 15 "Departments must procure from service providers located in the province concerned to ensure optimal spending in that province."

- A Service Provider approved in a specific province/s cannot be used to provide goods or services in province/s where they are not accredited for;
- A service provider shall not be appointed to provide goods or services for which they are not accredited.

Process for procuring from a Transversal contract in terms of SITA regulations 10.12

Registration to Transversal e-quotation platform

Logon to www.sita.co.za

Select eprocure under the link Clients.

Step 1: If you are a new user click register.

SITA Quote Database

LOG IN

1

Please enter your email address and password. Register if you can't have an account. Click here if you have forgotten your password

Account Information

Email address:

Password:

LOG IN

Step 2: Click link to download the registration form. This form must be completed and signed by your delegated authority before completing account information.

Step 3: Complete the account information with user details

Step 4: Attach the signed registration form that was downloaded and signed in step 2 above.

Step 5: Click register user.

You will receive a confirmatory email upon completion of your registration details providing you with a link that must be clicked to confirm your email address.

Upon approval, you will receive an email welcoming you. You will be able to log in.

SITA Quote Database

REGISTER A NEW ACCOUNT
Use the form below to create a new account.

Businesses are required to be a minimum of 6 characters in length.
An email will be sent to the email address specified during the registration process to confirm your registration. After which you will be able to access the system. If you do not receive this confirmation email, please contact an administrator to verify your access to the system.

2

Note: Click on the link to download the registration form. After completing and signing the document, attach a scanned copy to the registration submission.

3

Account Information

Full Name:

Username:

First Name:

GAUTENG

Department:

State Information Technology Agency (SITA)

Contact No:

0124523000

E-mail:

XXXXXXXXXXXX@ga.gov.za

Password:

Confirm Password:

XXXXXXXXXXXX

Registration Document:

No file chosen

4

5

You log in by entering your email address and your password that you created during step 3.

The screenshot shows the SITA Quote Database login interface. At the top left is the SITA logo. To its right is the text 'Quote Database'. Below the logo is a 'Log In' link. A message states: 'Please enter your email address and password. [Register](#) if you don't have an account. [Click here](#) if you have forgotten your password.' Below this is a section titled 'Account Information' containing two input fields: 'Email address:' and 'Password:'. A 'Log In' button is positioned to the right of the password field.

To generate a quotation click on Request Quote and complete the quote request details as per the below:

Step 6: Click on the commodity dropdown list and select the commodity type you wish to purchase.

Step 7: Click on the item dropdown list and select the item type you wish to purchase. When an item type is selected, the description of the item will be automatically be populated below.

For a list of item types and descriptions visit <http://www.sita.co.za/Prod%20Cert/1%20PCs&Periph/Detail%20Spec%20PCDs.xlsx>

Step 8: Input the quantity of items required.

Step 9: Click add quote button to finalise your quotation.

You will be notified that your quote has been logged successfully. The system automatically recommends a bidder based on the preference points system. Click on OK to proceed.



Quote Database

[Home](#)
[Request Quote](#)
[Commodity Catalogue](#)
[Reports](#)
[Quote Report](#)
[Administration](#)
[Dollar Rate Maintenance](#)
[User Maintenance](#)
[Change Password](#)
[Logout](#)

The page at [http://sita.co.za/sqa/sqa.asp](#)

Quote logged successfully! You can now print your quote by clicking on the Print button. Reference Number: \$ Selected vendor: Boleing Distributors Cc Brand/Mustek (Pty) Ltd Model/Misc: H1X0

OK

Quote Request Details

Logged By User	Mohamed Daya
Department	Gauteng Provincial Treasury
Date logged	00 Feb 2017 12:14:51
Province	GAUTENG
Commodity	<Select a Commodity>
Item	<Select an Item>
Item Description	

http://sita.co.za

Step 10: Click on Print to print your quotation.



Quote Database

[Home](#) [Record Quote](#) [Commodity Catalogue](#) [Reports](#) [Administration](#) [Change Password](#) [Logout](#)

Quote Request Details

Logged By User

Mohamed Dara

Department

Gauteng Provincial Treasury

Date Issued

03 Feb 2017 12:49:53

Province

CAUTENG

Commodity

<Select a Commodity>

Item

<Select an Item>

Item Description

Quantity Required

Receiver

Price

Add Quote

Print

Quote Search

RFB-2005 and 2007

ENGAGEMENT MODEL

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CONFIDENTIAL

Once you have clicked print your quotation will be displayed on screen. Click on to print to paper.

Quotation for 2004/05 Transversal Contract



Department/Entity:	Gauteng Provincial Treasury
Province:	GAUTENG
User:	Mohamed Daya
Date:	03 February 2017
Quote number:	45

Reseller Name	Reseller CSD Number	Commodity and Item Description	Brand and Offer Code	Quantity	BBEE Level	PPPPA Score	Price (Incl. VAT)
Boleng Distributors Cc	M444C027907	Desktop computers PC2/PC2, Basic PC (Local), CPU Architecture: X84 Dual Core, CPU: 4th Generation Celeron Dual Core, RAM: 4GB DDR3, USB Port: 4 X USB 3.0 1 X Front Accessible, Local Storage Drives: 500GB SATA 3GBPS, Graphics Adapter: Integrated, Standard Monitor: 18 Inch LCD 700 Lines Resolution, Optical Drive: DVD Rewritable option, Connectivity: Gigabit, Default Operating Software and Licenses: Windows 7 Professional, Standards Certifications and Management: Energy Star 5.0/Plus EPEAT, Input Devices: Standard US International Layout 104 Key Keyboard and Three Button Optical Wheel Mouse, Warranty: Countrywide 3 Year Full On Site Warranty, Commencing From Delivery Date, Documentation and Delivery	Mustek (Pty) Ltd, Weser-Hislo	150	1	100	R1 099 528,18



Quick search and confirmation.

Step 11: To get the history of all quotations generated by the user click on quote search.

Two types of searches can be performed on the system. Open searches for all history with status and Specific searches using a:

RFQ reference number; or

Quotation status; or

Quotation generated within a given period of time.

The screenshot shows the SITA Quote Database web application. The header includes the SITA logo and navigation links: Home, Request Quote, Commodity Catalogue, Reports, Administration, Change Password, and Logout. The main content area is titled 'Quote Request Details' and displays the following information:

- Logged By User:** Mohamed Daya
- Department:** Gauteng Provincial Treasury
- Date Logged:** 03 Feb 2017 12:48:53
- Province:** CAUTENG
- Commodity:** <Select a Commodity>
- Item:** <Select an Item>
- Item Description:**

At the bottom of the form, there are input fields for 'Quantity Required', 'Reseller', and 'Price'. Below these fields are three buttons: 'Add Quote', 'Print', and 'Quote Search'.

For open searches click search to receive a sequential list of all historical quotations generated.



Quote Database

[Home](#) [Request Quote](#) [Commodity Catalogue](#) [Reports](#) [Administration](#) [Change Password](#) [Logout](#)

Quote Search Filter:

Ref #			
Quote Start Date		Quote End Date	
Province	<Select a Province>	Status	<Select a Status>
Department	<Select a Department>	Commodity	<Select a Commodity>
Item	<Select an Item>	Vendor	<Select an Item>

Search

Search Results:

No Items Found

Search results will be displayed below.



Quote Database

[Home](#) [Request Quote](#) [Commodity Catalogue](#) [Reports](#) [Change Password](#) [Logout](#)

Quote Search Criteria

Ref #		
Quote Start Date		Quote End Date
Province	<Select a Province>	Status
Department	<Select a Department>	Commodity
Item	<Select an Item>	Vendor

Search Results

Ref #	Date	Requestor	Province	Department	Commodity	Item	Brand	Model	Quantity	Price	Vendor	WPPA BBL#	Score	Level
1	03 Feb 2017 03:04:00 AM	Mambole	GAUTENG	State Information Technology Agency (SITA)	Notebook computers	Netel	Lenovo SA (Pty) Ltd	1005	250	R1 159 324.51	30 Holdings (Pty) Ltd		100	1
2	03 Feb 2017 03:08:54 AM	Mambole	GAUTENG	State Information Technology Agency (SITA)	Desktop computers	PC1	Lenovo SA (Pty) Ltd	M500	365	R2 219 078.94	Boleng Distribution Co		100	1

For specific searches complete the fields as necessary.

For example the quotation ref number 2 is inserted in the ref# field.

Click search.



Quote Database

[Home](#)
[Request Quote](#)
[Commodity Catalogue](#)
[Reports](#)
[Change Password](#)
[Logout](#)

Quote Search Fields

Ref #	2	Quote End Date	
Quote Start Date		Status	<Select a Status>
Province		Commodity	<Select a Commodity>
Department		Vendor	<Select an Item>
Item			

Search

Search Results

No Items Found

Applicable search results will be displayed below.



Quote Database

[Home](#)
[Request Quote](#)
[Commodity Catalogue](#)
[Reports](#)
[Change Password](#)
[Logout](#)

Quote Search Filter

Ref #	2		
Quote Start Date		Quote End Date	
Province	<Select a Province>	Status	<Select a Status>
Department	<Select a Department>	Commodity	<Select a Commodity>
Item	<Select an Item>	Vendor	<Select an Item>

Search Results

Ref	Date	Requestor	Province	Department	Commodity	Item	Brand	Model	Quantity	Price	Vendor	PPPIA	88BEI	Status
2	01 Feb 2017 01:08:54 AM	Malawi	CAUTENG	State Information Technology Agency (SITA)	Desktop computers	PC1	Lenovo S4 (Pty) Ltd	M400	365	R2 219 075,33	Beling Distribution Co	100	1	Pending

Updating of quotation status.

To ensure control of all government quotations and complete the processes, department users need to indicate the status of each quotation raised in the system based on the resolution of the delegated adjudication committee/s or individuals.

Step 12: Click on the edit pencil to edit the status.



Quote Database

[Home](#)
[Request Quote](#)
[Commodity Catalogue](#)
[Reports](#)
[Change Password](#)
[Logout](#)

Quote Search Filter

Quote Start Date

Province

Department

Item

Quote End Date

Status

Commodity

Vendor

Province	Department	Commodity	Item	Brand	Model	Quantity	Price	Vendor	PPFA Score	BBBT Level	Status	Reason	Date Completed	Edit
BAUTENG	State Information Technology Agency (SITA)	Notebook computers	Model	Lenovo SA (Pty) Ltd	1005	250	R1 159 324,51	3dr Holdings (Pty) Ltd	100	1	Completed	Approved by delegated adjudication committee	03 Feb 2017	
BAUTENG	State Information Technology Agency (SITA)	Desktop computers	PC1	Lenovo SA (Pty) Ltd	M600	105	R2 219 078,94	Belong Distributors Cc	100	1	Pending		12 Feb 2017	

Step 13: The status field will become editable giving the user 3 options namely; rejected, pending or completed. Pending is the default status.

Step 14: The reason field should be updated with sufficient information on the reason for the status change.

Step 15: Once complete click on the save icon to commit your changes.



Quote Database

[Home](#)
[Request Quote](#)
[Community Catalogue](#)
[Reports](#)
[Change Password](#)
[Logout](#)

Quote Search Filters

Ref #			
Quote Start Date		Quote End Date	
Province	<Select a Province>	Status	<Select a Status>
Department	<Select a Department>	Community	<Select a Community>
Item	<Select an Item>	Vendor	<Select an Item>

Search Results

id	Model	Quantity	Price	Vendor	WVFA Score	WVFA Level	Status	Reason	Date Completed	Edit
40	1005	250	21 159 224.51	34 Holdings (97) Ltd	100	1	Completed	Approved by delegated adjudication committee	03 Feb 2017	
40	1004	365	22 219 078.94	Gedeng Distributors CC	100	1	Pending <Select a Status> Rejected Pending Completed			13 14 15

When completed or rejected is selected the date completed field will be automatically updated.



Quote Database

[Home](#) [Request Quote](#) [Commodity Catalogue](#) [Reports](#) [Change Password](#) [Logout](#)

Quote Search Filter

Ref #

Quote Start Date

8

Province

<Select a Province>

Department

<Select a Department>

Item

<Select an Item>

Quote End Date

8

Status

<Select a Status>

Commodity

<Select a Commodity>

Vendor

<Select a Vendor>

Search

Export

Search Results

Item	Department	Commodity	Item	Brand	Model	Quantity	Price	Vendor	PPFA Score	BBEE Level	Status	Reason	Date Completed	Edit
1G State Information Technology Agency (SITA)		Notebook computers	1001	Lenovo SA (Pty) Ltd	1002	250	R1 109 324.94	3dr Holdings (Pty) Ltd	100	1	Completed	Approved by delegated adjudication committee	03 Feb 2017	
1G State Information Technology Agency (SITA)		Desktop computers	1001	Lenovo SA (Pty) Ltd	1002	250	R1 109 324.94	3dr Holdings (Pty) Ltd	100	1	Rejected	Rejected by adjudication committee	03 Feb 2017	

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4 CONTRACT ADMINISTRATION

In terms of SITA Regulations 15 *"SITA must maintain a database on its website of all existing transversal term contract which must at least include the following:*

- *Contract Number;*
- *The contract title and short description;*
- *The suppliers;*
- *The names and contact details of the contract managers of the suppliers;*
- *The price list of goods and services, if applicable, and the last date when updated; and*
- *The names and contact details of SITA's contract manager for the specific transversal term contracts"*

A list of Service Providers' shall be maintained by SITA Supply Chain Management (SCM) on the Portal on the SITA website with the above details. Service Providers are obligated in terms of this contract to maintain sufficient capabilities and accreditation for services they have been approved to deliver.

In terms of Regulation 10.13 *"When any change to the information referred to in regulation 10.12 occurs, the Agency must immediately update its website".*

SITA will also ensure that a copy of the contracts signed with suppliers and GCC's are available on the SITA website.

5 CONTRACTING BETWEEN DEPARTMENT/PUBLIC BODY AND SERVICE PROVIDERS

Clause 10.10 (g) of SITA General Regulations stipulates that *"If the transversal framing term contract requires a specific formal agreement, such agreement must be concluded between the Department/Public entity or and the supplier. The Department/Public body may request the Agency to assist with the management of such agreement."*

The contract that is entered into between the Department/Public entity and the supplier should cover the following (but not limited to):

- Service levels;
- Scope of the specific project;
- Project duration;
- Price break down and total price in line with awarded RFQ;
- Payment terms and conditions in line with the relevant government legislation.

Relationship between main contract and contract between Supplier and Department/Public body

The main contract between SITA and supplier contains the governing terms and condition of the relationship. Any additional contracts which will form an appendices/annexures to the contract should not contradict any of the clauses covered in the main contract and should adhere to the General Conditions of Contract (GCC) as prescribed by National Treasury.

Process to be followed in terms on non-performance by suppliers

- Departments should report non-performance to SITA;
- Departments must follow the National Treasury processes as per National Treasury Practise Note number SCM 5 OF 2006 which serves as an augmentation of GCC for blacklisting suppliers.

Annexure A

Transversal Tender RFB 2005/2015 and RFB 2007/2015 Provision of Personal Computers, Mobile devices and Peripherals, consumables and related services to SITA and SITA's Clients

Evaluation RFB 2005/2015

Nature of contract	Transversal Framing agreement
Custodian	DPSA
Client	All public entities as per PFMA
Bid publish date	28 August 2015
Bid close date	16 October 2016
Contract period	3 years
Approved by	DG Of DPSA

Evaluation RFB 2007/2015

Nature of contract	Transversal Framing agreement
Custodian	DPSA
Client	All public entities as per PFMA
Bid publish date	04 December 2015
Bid close date	29 January 2016
Contract period	3 years
Approved by	DG Of DPSA

Personal Computers, Mobile devices and services provided for RFB 2005 are as follows:

RFB 2005/2015 Personal Computers, Mobile devices and services	RFB 2007/2015 Computer Peripherals, Consumables and related services
Personal computers	Printers
Notebooks	Multifunction Devices
Monitors	Scanners
Mobile Devices	Digital Cameras
	Auto ID Technologies
	Optical Storage
	Small peripherals and consumables