

SARS REQUEST FOR INFORMATION

INTEGRATED STRATEGIC SOURCING AND PURCHASING SOLUTION (ETENDERING AND EPURCHASING)

BUSINESS REQUIREMENTS SPECIFICATION

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SARS RFI

Business Requirements Specification INTEGRATED STRATEGIC SOURCING AND PURCHASING SOLUTION (ETENDERING AND EPURCHASING)

This RFI document sets out the business requirements that SARS needs integrated strategic sourcing and purchasing solution (etendering and epurchasing) which must be considered by the Bidder in compiling a proposal.

2 USAGE OF TERMS IN THIS DOCUMENT

2.1 References to Other Documents in the RFI pack

None.

2.2 Glossary Table

The capitalised terms in this document appearing in the glossary table below will have their corresponding meanings. The Bidder is referred to the *RFI Main Document* for the use and meaning of capitalised terms generally in the RFI pack.

Term	Meaning
RFI	Request for information
SLC	Recovery Time Objective
SPM	Spend Performance Management
CLM	Contracts Lifecycle Management

3 BACKGROUND

SARS Procurement conducts Supply Chain Management activities through SAP as the preferred SAP ERP System. SARS manages its sourcing processes with the following elements; Contracts Management processes, performed on the SAP Supplier Relationship Management (SAP SRM), Acquisition Management. In addition, SARS manages the tactical buying through the SAP SRM for goods and services.

The current Procurement Strategic Sourcing solution; eSourcing was implemented and embedded on the following modules: SAP Sourcing, SAP Contracts Lifecycle management (CLM), SAP Supplier Lifecycle Management (SLC), and SAP Spend Performance Management (SPM) as a suit of procurement technology solutions to deliver the required integrated Strategic Solution.

The organisational changes since May 2019 with the incoming SARS Commissioner brought new vision to repositioning SARS to more modernised and competitive state of delivery. Further the Covid-19 pandemic accentuated the need to be system integrated and operate our processes from technology's strength, to ensure that SARS' lives to its vision of building a smart and modern organisation, with unquestionable integrity, trusted and admired.

4 REQUIREMENTS

4.1 Business Requirements

Procurement is now seeking new interventions from the market in the form of a Request for Information (RFI) to assess the market on the availability of new Integrated Strategic and Tactical Solution to interface with the current SAP ERP and be adaptable to function well with the envisaged new cloud-based SAP ERP – SAP S/4 Hana.

The value of a new proposed solution will ensure SARS procurement achieves well intended digital platform in line with the SARS Vision of 2024 for modernising systems to yield transformative components of the SCM processes; demand management, source and contract, dynamic buying, and source-to-pay.

Option 1

- Requisition process from business into procurement, catering for normal and asset-based requisition,
- Management of the demand plan (business capturing at source and managed by procurement at consolidation),
- Tender Request Creation on the system,
- Tender Request Approval by various responsible persons or committees (called collaborators) before the Strategic Purchaser can create the Sourcing project directly as the next step,
- Tender Project Creation as a follow on to the request creation and assignment of relevant collaborators,
- Assigning and linking all sourcing activities (Strategic Sourcing) to specific tender projects so that SARS can track results, monitor project status and identify further savings opportunities,
- Tender or RFP creation and approvals by relevant committees (BSC and BEC) prior to publishing to market, Business Requirements Specification
- Enable tender publication through the system,
- Enable Supplier responses on the system (Sell-side) and submissions back (Buy-side) to SARS online (Tender office),
- Enable Tender evaluations process online, identification of winner and the relevant online approvals leading to the winning bidder,
- Enable Tender Project monitoring by all collaborators on the tender project through various project phases leading to the tender award,
- Enable threshold approvals as per the determined Delegation of Authority
- Enable contract management life cycle,
- Enable vendor management – registration, self-service password resets, embed details of the supplier as per the outlined requirements,
- Automatic contract creation in CLM directly for a winning bidder, managed digitally.
- Enable PO generation online and outline agreement,
- Enable management of the whole contract life cycle (CLC),

Option 2

- Requisition process from business into procurement, catering for normal and asset-based requisition,
- Management of the demand plan (business capturing at source and managed by procurement at consolidation),
- Tender Request Creation on the system,
- Tender Request Approval by various responsible persons or committees (called collaborators) before the Strategic Purchaser can create the Sourcing project directly as the next step,
- Tender Project Creation as a follow on to the request creation and assignment of relevant collaborators,
- Assigning and linking all sourcing activities (Strategic Sourcing) to specific tender projects so that SARS can track results, monitor project status and identify further savings opportunities,
- Tender or RFP creation and approvals by relevant committees (BSC and BEC) prior to publishing to market, Business Requirements Specification
- Enable tender publication through the system,
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- Enable threshold approvals as per the determined Delegation of Authority

NB: You may either respond on both options or one of the options

4.2 Presentation

Supplier to present a demo that is not more than 1h30, the presentation should be recorded in a memory stick/ USB device.

Invitations will be sent through to suppliers for the presentation of the system they have submitted to SARS after the closing date of the tender.

4.3 Integration/Interface Requirements

The solution sought should be able to integrate/interface with the following:

- SAP S4 Hana

4.4 Costing of the Solution

- The respondent is required to provide costing for the proposed solution.