

**RFP-00036-2014 REQUEST FOR PROPOSAL FOR THE PROVISION OF A PLANNING
BUDGETING AND REPORTING TOOL**

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Description:

RFP REQUEST FOR PROPOSAL FOR THE PROVISION OF A PLANNING BUDGETING AND REPORTING TOOL

1. Pre-Qualification Criteria (Phase 1)

- 1.1 Without limiting the generality of Telkom's other requirements for this RFP, a Respondent must submit the documents listed in Table 1 and 2 below. Where a pro forma document must be completed same is provided under Attachment C - Required Documents attached to this RFP.
- 1.2 Documents must be completed and signed by the duly authorized representative of the prospective Respondent in accordance with the Pro Forma Authority Form for Signatory. The Respondent's tender will be disqualified for non-submission of any of the documents or completion of the documents required in the tables below.

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PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	RESPONSE REQUIRED FROM RESPONDENT
As at the closing date of this RFP, the Respondent must have an original valid SARS Tax Clearance Certificate. An original valid SARS Tax Clearance Certificate must be attached to the tender response.	ORIGINAL VALID SARS TAX CLEARANCE CERTIFICATE <i>(photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable)</i>	Respondent must submit a valid original Tax Clearance Certificate or furnish proof of application for a valid Tax Clearance Certificate. Note that photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable. In the event that an original valid Tax Clearance Certificate is not supplied within 30 (thirty) days of the Closing Date of the Tender, the Respondent will be eliminated. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
As at the closing date of this RFP, the Respondent must confirm compliance to the Technical Criteria Requirements and provide supporting documents if prescribed in this section	The Solution should seamlessly integrate with SAP ERP	The Respondent must confirm compliance to the Technical Critical Requirements and provide supporting documents if prescribed in this section. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
The following required documentation to be properly completed, signed and submitted by a Respondent.	PRO FORMA AUTHORITY FOR SIGNATORY	Respondents must read and complete this document in spaces allocated in the template. Respondents must ensure that this document is signed off by a duly authorized person (same person that signs on behalf of the company throughout the document). This document must be witnessed accordingly and a copy of the resolution of the board of directors, members or partners (whichever may be applicable) must be attached. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
	DECLARATION BY RESPONDENT <i>(Respondent agrees to and unconditionally accepts tender conditions)</i>	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
	TELKOM LEGAL TERMS AND CONDITIONS FOR A PLANNING, BUDGETING AND REPORTING TOOL	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process

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	DECLARATION OF INTEREST	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
	SUPPLIER'S CODE OF CONDUCT	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
	TAXATION QUESTIONNAIRE AND DECLARATION	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
	PREVENTION OF FRAUD & CORRUPTION QUESTIONNAIRE	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). The document must be witnessed. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
<p>This RFP and all the required documents listed herein must be submitted timeously and must be properly completed and duly executed by the duly authorized signatory of a Respondent. Respondent to submit all original and/or certified signed documentation as indicated in this RFP. Failure to submit the original signed document will result in disqualification from the tender process</p>		

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Table 2 PRE QUALIFYING REQUIREMENTS (Required Feedback)

	Evaluation Criteria	Bidders Response
10.1	Is your software capable of Modelling business drivers linking statements of profit and loss, statements of financial positions and statements of cash flow as well as consolidations? How?	
10.2	Provide details on how modelling can be done per business unit, subsidiary and consolidated with journal entries that can be matched. Can the following be done within your software and integrate to other drivers? <ol style="list-style-type: none"> 1. Tax computation 2. Cash forecasting 3. Matching Journal entries. 4. Multiple currency translation 5. Compare Budgets /Forecast and actuals 	
10.3	Provide detail regarding your implementation methodology and how this would integrate with Telkom's in-house methodology.	
10.4	How do you see the roadmap for Planning, Budgeting and Reporting tool and any future developments in this area that may impact or benefit Telkom?	
10.5	Do you have a local competence to implement the project?	
10.6	What would you recommend to be the most appropriate technology for Telkom's statutory financial disclosure software should your software be chosen and why?	
10.7	Please elaborate on your ability to provide Change Management during and after the implementation process.	
10.8	Will you be sub-contracting any work to a third party, and if so what percentage of the effort will be managed by your own employees?	
10.9	Please provide contact details for three local customers as references where you have implemented in fully Planning, budgeting and Reporting Tool. Are they willing to share their implementation and demonstrate system to Telkom within a month of this RFP closure?	
10.10	Please give an indication of the timeline of a typical Planning, budgeting and Reporting implementation and based on the above information.	
10.11	Please provide an estimated price for a turnkey solution, based on the above requirement. This Quotation estimate should not deviate more than 5% from the final value.	
10.12	Can your software handle version and scenario control and auditability?	
10.13	Can your software Integrate with existing chart of accounts (COA) and Metadata (hierarchies and structures)? How?	

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10.14	Is your software a single software package or different solutions that need to be implemented separately? Example, software for planning, software for budgeting and forecasting and software for consolidations? How do they integrate?	
10.15	Please indicate in detail what components, functionality, integration, activities, etc are excluded from this quotation.	

2. Bid Document Collection

The bid document can be collected from the Telkom SA SOC Ltd Tender Office at the following address:

**Telkom Tender Office (below the overhead bridge)
Lower ground floor of Telkom Tower South,
179 Johannes Ramokhoase Street (formally known as Proes Street),
PRETORIA CBD**

Contact Person: **Benji Ramatlakana**
Contact details: **(012) 311 3364**