



## Questions and Answers

### ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM BID GEPF 06/2022

1. Provide all module for Sage 300 ERP, Sage 300 people and HR.

**Answer: Currently the GEPF is not utilizing Sage 300 but requires modules relating to Supply Chain Management, Human Resources, Payroll and Financial Management.**

2. Provide all current pricing for Sage 300 ERP and Sage 300 People and HR.

**Answer: Not applicable, no current pricing in place.**

3. Provide more information on the integration into other systems.

**Answer: Integration to Central Supplier Database (CSD), SARS and Banks**

4. Anticipated hours for support per year: per module and per product.

**Answer: 416 assumed hours per year for all the modules**

5. Excepted escalation inflation rate.

**Answer: The service providers pricing must indicate the inflation rate on the proposal based on reasonable year on year projections.**

6. Hosting server: mandatory requirements.

**Answer: Hosting, backing up and archiving of the solution and data for a period of up to 1 year with the option to renew for another 1 year. The service provider will be required to migrate the solution to the GEPF SAAS environment before or after 1 year.**

7. Your document refers to 90 active employees and we should provide up to 100 employees. Is that correct?

**Answer: Yes, provide for 100 employees**

8. Number of Payroll users.

**Answer: 5**

9. Number of HR users.

**Answer: 3**

10. Number of people required to receive training on HR modules.

**Answer: 5 for payroll module and 5 for HR module.**

11. Current HR/Payroll solution.

**Answer: HR is currently manual and Payroll system is administered by Ergonomix using their bespoke (own developed system) system.**

12. What is the estimate number of users that would need to have access to various modules?

**Answer:**

- **Leave (ESS & MSS) - 100**
- **Performance Management - 56**
- **HR Administration - 3**
- **Payroll – 5**
- **SCM – 56**
- **Finance - 5**

13. Please indicate if there is an overlap or not? Sometimes the finance manager might also be working in HR (That would mean duplication of costs).

**Answer: No overlap, the roles are distinct.**

14. Current modules in use.

**Answer: Payroll, ESS and MSS – Zeta leave system Ergonomix**

15. Current number of employees.

**Answer: Currently 90 active employees and provision for 100 employees.**

16. What other system must the ERP integrate to?

**Answer: Central Supplier Database (CSD), SARS and Banks**

17. How many companies does GEPF have?

**Answer: 1 company**

18. What are the current database sizes of the company/companies?

**Answer: 180 GB**

19. Kindly supply us with the process flow diagram for Procurement / Tender Bid Management process at GEPF. We'd like to model the Supply Chain Management process thoroughly so that there are no gaps in our understanding and to make sure the proposed system meets the need. It would be ideal if it demonstrates the steps from:

- When the RFQ is generated to;
- When it goes on tender to;
- When a supplier is appointed

Kindly also include all the in between steps of the process.

**Answer:**

**When the RFQ is generated to;**

- **Specification submission**
- **Quotation Sourcing**
- **Purchase Requisition (PR)**
- **PR Approval**
- **Purchase Order (PO)**
- **PO Approval**
- **Award of bid**

**When it goes on tender to;**

- **Bid Specification**
- **Approval of specification**
- **Advertising of tender**
- **Receiving of proposals**
- **Bid Evaluation**
- **Bid Adjudication**
- **Award of bid**

**When a supplier is appointed;**

- **Award letter issued**
- **Purchase order generation**
- **Contracting process**

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