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**CENTRAL SUPPLIER
DATABASE
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**THE NEW CSD
REQUEST FOR QUOTATIONS
(RFQs) FUNCTIONALITY
FOR ORGANS OF STATE (OoS)**

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

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FACT SHEET

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REQUEST FOR QUOTATIONS
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NDP 2030

STAY SAFE
VACCINATE TO SAVE SOUTH AFRICA

INTRODUCTION

A standardised RFQ functionality was developed to enable OoS that don't have an electronic system in place to distribute RFQ's via CSD to potential suppliers. Invited suppliers will submit their Quotations on CSD minimizing the risk of responding to fake RFQ. At award time, CSD will highlight some compliance indicators (tax, B-BBEE validity, B-BBEE level, restricted supplier, government employee and possible collusion) for all the suppliers that submitted quotations timely. Award message will be distributed to participating suppliers. Various RFQ reports are available to promote transparent SCM practices and simplify the audit process pertaining to RFQs.
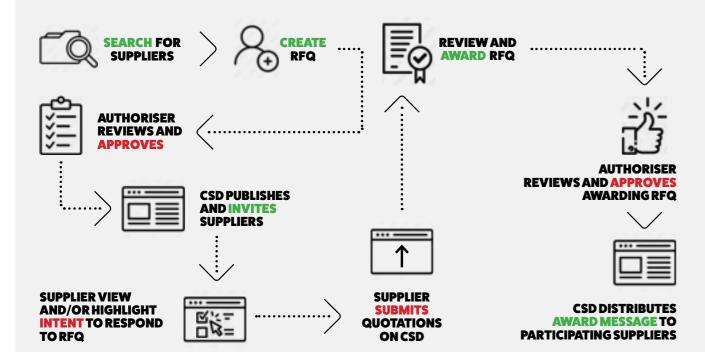
THE NEW RFQ FUNCTIONALITY

The new RFQ has a number of OoS RFQ Roles namely OoS RFQ Distributer, Authoriser and Overview Escalation. The functions are outlined as follows:

- An OoS Primary user is required to assign the OoS RFQ Distributor, OoS RFQ Auhtoriser and OoS RFQ Overview Escalation roles to various users within SCM to ensuring segregation of duties.
- **OoS RFQ Distributors** can search for potential suppliers, create and maintain (edit and/or cancel) RFQs.
- Detail line items can be added to specify exact items, quantities, and units of measure so that suppliers can quote accordingly.

- The Distributor can manage the invitation list by adding or removing suppliers with a valid reason that will be required for audit purposes.
- **The Authoriser** has the ability to approve, ask for a revision, or reject any RFQs during the creation, maintaining or awarding stages.
- When the open date and time reach, RFQ email notifications are sent to all the invited suppliers and RFQ status changes from being **Authorised to Open**.
- Upon closing date and time the CSD automatically updates the RFQ status from Open to Closed.
- **Submitted Quotations** will only be revealed after the closing date and time.
- At award time, CSD will highlight **some compliance indicators** (tax, B-BBEE validity, B-BBEE level, restricted supplier, government employee and possible collusion) of all the suppliers that submitted quotations on time. RFQ will not be awarded to non-compliant suppliers.
- When an OoS RFQ user cancels an RFQ and an Authoriser approves, the cancellation email notification is sent to the invited suppliers and the RFQ status is set to **Cancelled**.
- All users can request an **RFQ Details Report** that will reflect the process from inception to completion. This report also acts as an **audit trail** for the RFQ process.
- Reminder to award RFQs will automatically be sent after the validity period.
- Details of participants (price and to whom RFQ was awarded) will be recorded.
- **Most Invited Supplier Reports** may be requested for a specific period and/or commodity by any OoS RFQ user and Reporting User.

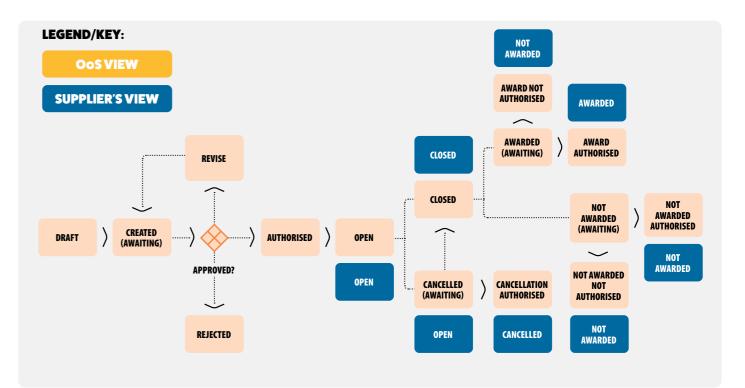## BENEFITS OF THE NEW ORGAN OF STATE RFQ FUNCTIONALITY

Below are a list of functions that may benefit users:

- Transparent process with various reports on the process.
- Free standard RFQ tool across all spheres of Government for uniformity.
- Uptake of the new function will be easy as the CSD is a known platform; thus minimal training will be required to get SCM teams to make use of the functionality.
- The CSD Randomizes the list of suppliers invited to each RFQ based on commodities and set criteria.
- During the response period, the system monitors how many invitees have viewed RFQ details, intend to participate and have already submitted quotations.
- If officials anticipate a low number of responses, mitigation action can be taken e.g., extend the response date, invite more suppliers, or cancel the RFQ.
- Start to build a history of who are the real suppliers of commodities.
- View Quotation details on secure and familiar CSD platforms.

- Compliance indicators will minimize the risk of awarding RFQs to suppliers that are non-compliant

CHECKING THE STATUS OF THE REQUEST FOR QUOTATIONS

Different CSD statuses willl serve different purposes as outlined below:

- **Draft** - Distributor commenced with creating an invitation but has not submitted the RFQ invitation for review and authorisation.
- **Created** - Distributor finalised the invitation and submitted it for review and authorisation to the Authoriser. Changes may still be made.
- **Revise** – OoS RFQ Authoriser indicates that the RFQ first needs to be revised before it can be approved. A message may be left for the OoS RFQ Distributor.
- **Authorised** - Authoriser has reviewed and authorised the invitation. It is ready to be published.
- **Rejected** - Authoriser has reviewed and rejected the invitation. The RFQ may not be required anymore. The Distributor may have to start over.

- **Open** - CSD has distributed the authorised invitation to the invited suppliers. Changes may still be made, however the **Escalation Overview** user is informed of changes made to ensure alignment with validity.
- **Closed** - CSD has closed the open invitation. No quotations can be submitted after the closing date and time. No changes to the RFQ can be made.
- **Awarded** - Distributor has indicated to whom the RFQ should be awarded to.
- **Award Authorised** - Authoriser has authorised the award.
- **Award Not Authorised** - Authoriser did not authorise the award before the validity period. The CSD marks the RFQ as Not Awarded to suppliers as the Authoriser did not approve in time.
- **Not Awarded** - Distributor has indicated that the RFQ will not be awarded.
- **Not Awarded Authorised** - Authoriser has indicated the RFQ will not be awarded.
- **Not Awarded Not Authorised** - Authoriser did not authorise that the RFQ will not be awarded before the validity period. CSD RFQ is as Not Awarded to suppliers.
- **Cancelled** - Distributor has indicated that the RFQ will be cancelled and provided reasons.
- **Cancellation Authorised** - Authoriser has authorised the RFQ will be cancelled.

THE STANDARDISED RFQ FUNCTIONALITY

A standardised RFQ functionality was developed for OoS that don't have an electronic system in place to distribute RFQ's to potential suppliers.