



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

TO: ACCOUNTING OFFICERS OF DEPARTMENTS

HEAD OFFICIALS OF PROVINCIAL TREASURIES

NATIONAL TREASURY SCM CIRCULAR NO 2 OF 2017/18

**UTILISATION OF GCOMMERCE FOR PROCUREMENT OF COMPUTERS, LAPTOPS,
PERIPHERALS AND CONSUMABLES ON SITA TRANSVERSAL CONTRACTS**

1. PURPOSE

- 1.1. The purpose of this SCM circular is to provide guidance to Accounting Officers and Accounting Authorities participating in SITA Transversal Contracts on the availability and utilisation of the gCommerce Transversal Sourcing Panel (TSP).

2. BACKGROUND

- 2.1. The Office of the Chief Procurement Officer (OCPO) at National Treasury, in partnership with the State Information Technology Agency (SITA), has embarked on an initiative of introducing modernisation measures to the procurement landscape within Government through the use of technology.
- 2.2. The development of the gCommerce Transversal Sourcing Panel (TSP) platform has been completed and the solution is being piloted at SITA.
- 2.3. SITA, being the technology implementation partner of government, has been tasked with the rollout of the gCommerce platform in support of modernisation and automation of the SCM reforms programme.
- 2.4. National Treasury and SITA have launched the **gCommerce Transversal Sourcing Panel (TSP)**, a web based platform that will provide organs of state with an automated process of procuring computers, laptops, peripherals consumables and related services on SITA Transversal Contracts.

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- 2.5. The following contracts are available on the gCommerce TSP.
- a) RFB 2005/2015 – provision of computer equipment for SITA and all government Departments
 - b) RFB 2007/2015 – provision of computer peripherals, consumables and related services for SITA and all government Departments
- 2.6. The gCommerce Transversal Sourcing Panel offers Accounting Officer and Accounting Authority the following benefits:
- a) Online portal to create and submit a requisition for goods;
 - b) The PPPFA is applied automatically in terms of thresholds and promotes local procurement.
 - c) Online submission of the requisition to all pre-approved resellers who are also QSE's and EMEs; and
 - d) Online submission of requisition to approved resellers.

3. ACCESS TO THE GCOMMERCE PLATFORM

- 3.1. Organs of State can access and transact on the platform by accessing the Sourcing module on the following link www.gcommerce.gov.za on the Office of the Chief Procurement Officer's website.
- 3.2. The System Account Application form to be used when applying for access on gCommerce may be downloaded from the 'Buyers Area' tab under the Office of the Chief Procurement Officer's webpage and must be approved by the Accounting Officer or Accounting Authority.
- 3.3. An official may not have all the above roles in one user profile, the Accounting Officer or Accounting Authorities must therefore select on the gCommerce application form the approved function that the user may perform on behalf of their institution.
- 3.4. The following functions users can be performed by a user:
- a) Requestor - user responsible for creating / generating a pro-forma requisition for ICT related commodities and services.
 - b) Request Approver - user responsible for accepting or rejecting the pro-forma requisition for ICT related commodities and services generated by the Requestor.
 - c) Evaluation Approver – user will evaluate the system generated evaluation result and confirm or decline the recommended supplier after the evaluation has been concluded by an evaluation committee where applicable.

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- 3.5. Upon first login, the user will be prompted to change the password. Thereafter resetting of passwords can be initiated online by the user. After a password has been successfully reset, an email with login credentials will be mailed to the provided email address.
- 3.6. In the event that a gCommerce registered user is no longer employed by the organ of state, it is the responsibility of the Accounting Officer and Accounting Authority to send a deregistration request with the email address of the user as stipulated on the registration form to gcommerce@treasury.gov.za.

4. APPLICATION IN THE PROCUREMENT PROCESS

- 4.1. The system allows for Accounting Officers and Accounting Authorities to source ICT related commodities and services easier by creating a platform through which SCM practitioners can advertise, evaluate and award contracts for ICT related procurement.
- 4.2. The attached Guide, Annexure A, issued with this circular defines the process to be followed by Accounting Officers and Accounting when procuring ICT related commodities and services through gCommerce.

5. TRAINING AND SUPPORT

- 5.1. Users are advised to register for training by sending their requests to gCommerce.training@sita.co.za. Once a request for training has been received, an invite will be sent out to the requester detailing the confirmed date, time and venue for the training.
- 5.2. For queries or help on using the g-Commerce platform, please send us an email on gCommerce.support@sita.co.za.

6. COMMENCEMENT DATE

- 6.1. The gCommerce Transversal Sourcing Panel is currently available and this circular supports the usage thereof.

7. APPLICABILITY

- 7.1. This circular is issued to provide guidance to all government departments participating in SITA transversal contracts i.e. RFB 2005/2015 and RFB 2007/2015.

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8. DISSEMINATION OF INFORMATION CONTAINED IN THIS CIRCULAR

- 8.1. Head Officials of provincial treasuries are requested to bring the contents of this circular to the attention of Accounting Officers and Accounting Authorities of departments, public entities in their respective provinces.

10. ENQUIRIES

- 9.1. Enquiries related to this circular may be directed to:

Mr Pumezo Gulwa

Director: eCommerce Centre

Phone: (012) 315 5432

Email: Pumezo.gulwa@treasury.gov.za

Or

Ms Portia Matsena

HOD: GovErp (SITA)

Telephone: (012) 482-2672

Email: Portia.matsena@sita.co.za

Yours Sincerely,



WILLIE MATHEBULA

CHIEF PROCUREMENT OFFICER (ACTING)

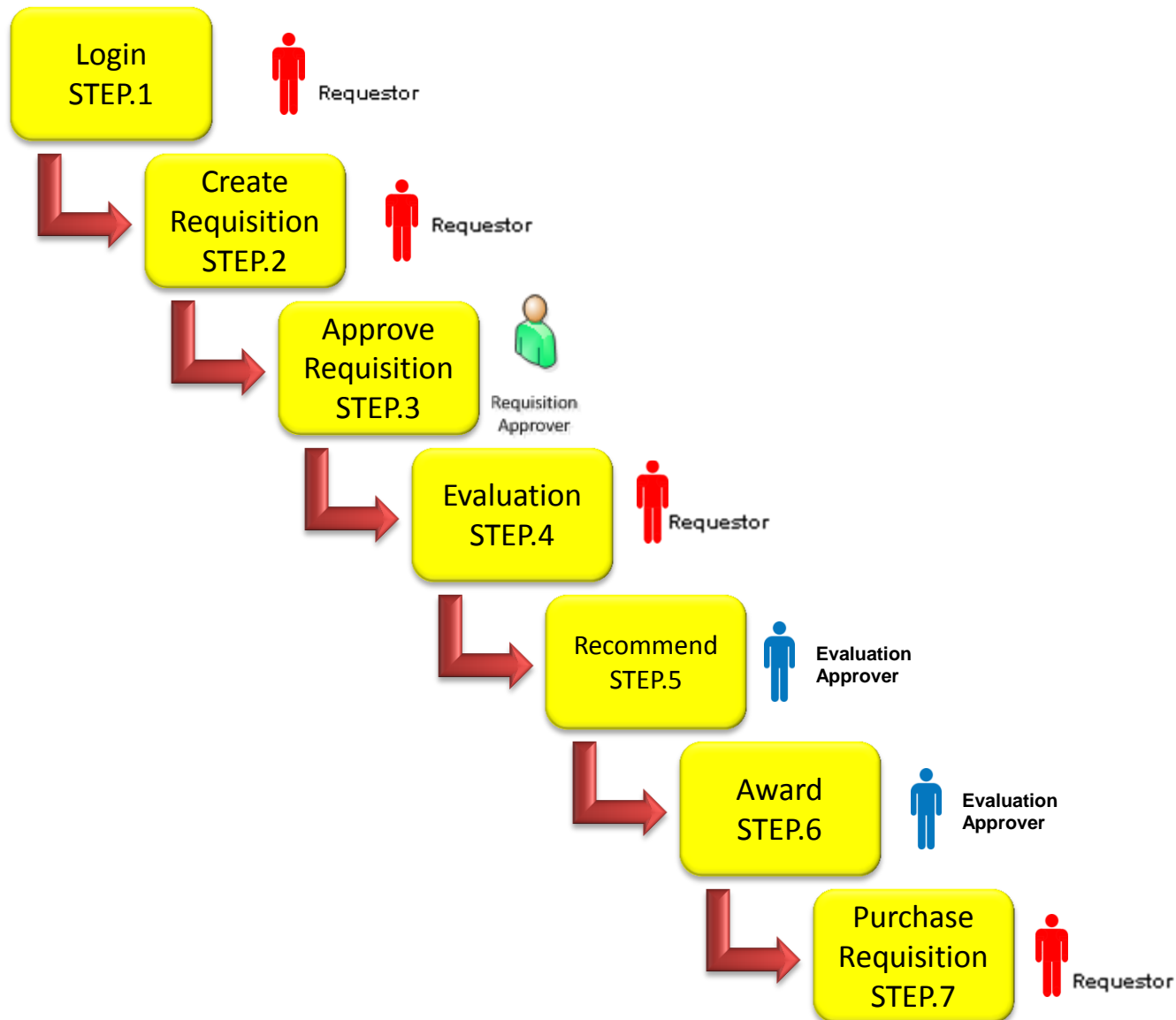
DATE: 13. 11. 2017

TRANSVERSAL SOURCING PANEL RFQ PROCESS

User functions

Role:	Description:
Requestor:	<p>Refers to a user that will be responsible for creating / generating a pro-forma requisition for ICT related commodities or services.</p> <p>System automatically sends the requisition to the authorised approver.</p>
Request approver:	<p>Once a pro-forma purchase requisition has been created by a Requestor, it gets routed to a request approver who then has an option to either approve or reject the said requisition.</p> <p>The Pro-forma RFQ will then be generated and issued subject to approval.</p>
Evaluation approver:	<p>The system runs an auto evaluation once the RFQ is closed. Then the results of such would then be made available for the evaluation approver for recommendation.</p>

Departmental Process



gCommerce ICT procurement process

Step 1

- The Requestor must login to gCommerce and create the pro-forma requisition.
- Once captured it is queued in the pool of requisitions that must be approved by the Requisition Approver

Step 2

- Requisition Approver must login to gCommerce.
- Upon logging in, the Requisition Approver will find the queue all requisitions to be approved.
- review and approve the pro-forma requisition/s in the queue. Once the pro-forma requisition is approved, it is immediately published to the approved Resellers.
- Resellers have 24 hours within which to submit responses to the published pro-forma requisition.
- At the end of 24 hours, the will close and Resellers will no longer be able to submit responses.
- gCommerce will automatically rank responses received in terms of price and B-BBEE points and price.

gCommerce ICT procurement process

Step 3

- Evaluation Approver must logon to gCommerce to see the responses submitted by the Resellers
- Where applicable the responses must be downloaded and presented to a bid evaluation committee for further evaluation
- In the case of procurement of ICT related services where the pro-forma requisition was published with Functionality evaluation criterion, the functionality evaluation must be performed first before the system generated ranking is confirmed and an award is made evaluate the responses.
- The recommendation of the Bid Evaluation Committee must be presented to the adjudication committee where applicable and the approval of the award be endorsed by the delegated official.
- The award as approved by the delegated official must be captured by the Evaluation approver on gCommerce.

gCommerce ICT procurement process

Step 4

- Requestor must log onto the gCommerce system and generate a requisition.
- After the requisition is generated then an order can be raised to the highest ranked supplier.
- A purchase order will be raise on a Logis/BAS/Walker or any other reputable ERP used by the institution.

Process Step 1 - Login



Process Step 1 – Requestor start to create a requisition

The screenshot displays a software interface for managing requisitions. The sidebar on the left contains various navigation icons, including 'Uploads', 'Fin Reports', 'Mylife', 'Catalog Item', 'eGuides', 'Timeline Viewer', 'Logout', 'Query SQL', 'Tracker', 'Parameters', and 'Message Centre'. The main window is titled 'Requisition for Quote - OEM : Selected Request: RFQ-0000000227, Exclude system recommended reseller'. It features a 'Manage Request Header' section with a vertical list of steps: STEP 1: Request Header (highlighted with a red box), STEP 2: Request Detail, STEP 3: Request List, STEP 4: Request Approval, STEP 5: Request Published, STEP 6: Request Evaluation, STEP 7: Evaluation Approval, STEP 8: Request Award, and STEP 9: Purchase Request. The 'Manage Request Header' form includes fields for Requisition Number (RFQ-0000000227), Requisition Description (Exclude system recommended reseller), Requisition Parent (SITA-2004), Province (FS), and Estimate Value (500000). Below this is a 'List of Request Headers' table with columns for Requisition Number, Requisition Description, and Status. The table lists several requisitions, including RFQ-0000000234 (TEST AWARD), RFQ-0000000233 (TEST REPORT), RFQ-0000000232 (IRVIN - TEST), RFQ-0000000229 (Basie Preps), RFQ-0000000228 (100), RFQ-0000000227 (Exclude system recommended reseller), and RFQ-0000000226 (HAT Tractor). The 'Request for Quote - OEM' option is highlighted in the sidebar.

Manage Request Header

NEW ADD UPDATE DELETE MANAGE ATTACHMENTS

Requisition Number * RFQ-0000000227 Status RECOMMENDED

Requisition Description * Exclude system recommended reseller

Requisition Parent * SITA-2004 Continuous Opportunity Reviewer For Sita 2004 PC and Peripherals

Province * FS FS

Estimate Value * 500000

List of Request Headers

LOAD REPORT STATE PRINT LISTING

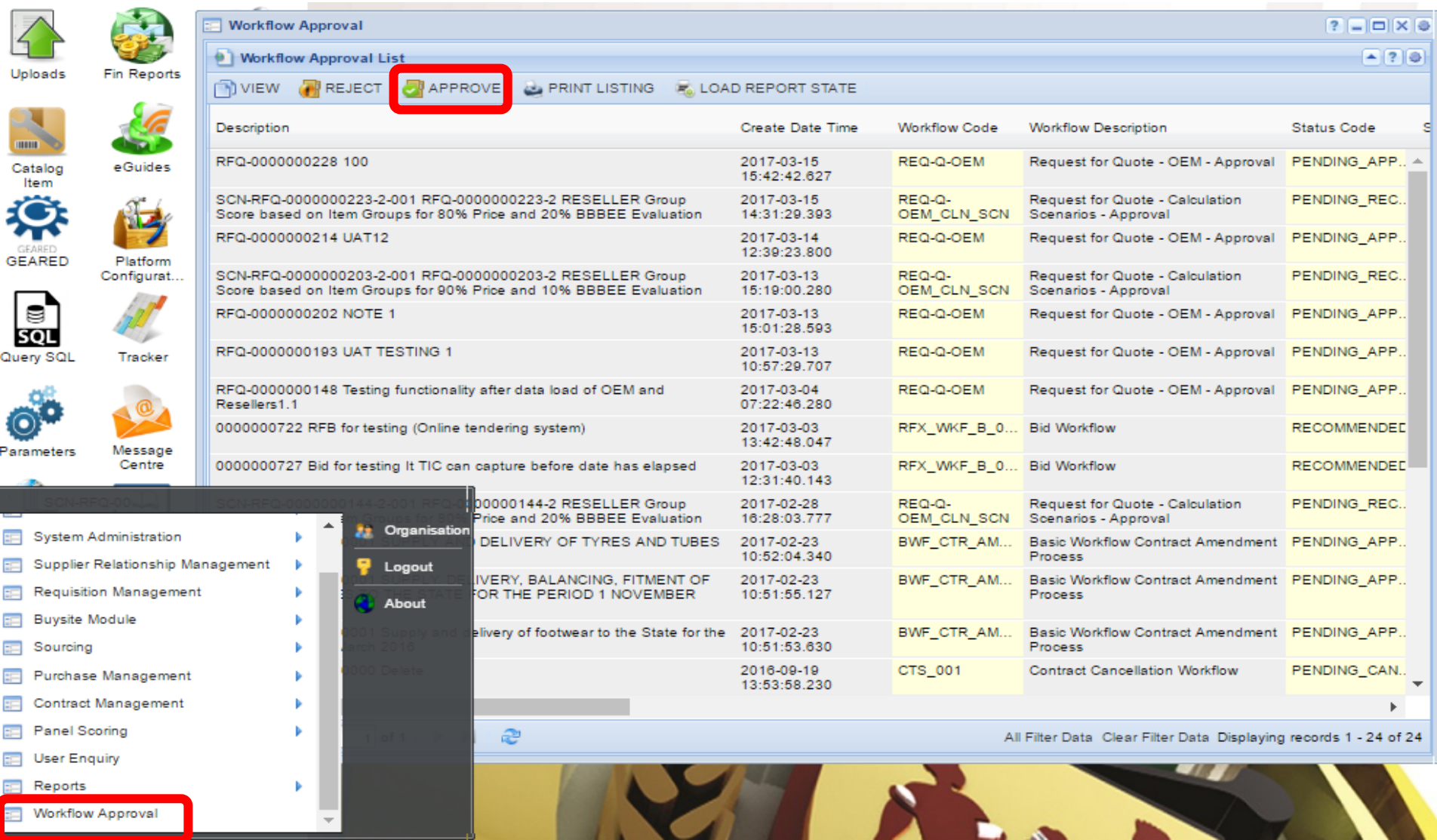
Requisition Number	Requisition Description	Status
RFQ-0000000234	TEST AWARD INPUT FIELD	PUBLISHED
RFQ-0000000233	TEST REPORT INPUT FIELD	PUBLISHED
RFQ-0000000232	IRVIN - TEST INPUT FIELD	CREATED
RFQ-0000000229	Basie Preps INPUT FIELD	PENDING_REC
RFQ-0000000228	100 INPUT FIELD	PENDING_APP
RFQ-0000000227	Exclude system recommended reseller INPUT FIELD	RECOMMENDED
RFQ-0000000226	HAT Tractor 2	AWARD

Organisation

- Request for Stock
- Request for Quote
- Request for Sourcing
- Emergency Requisition
- Request for Purchase Order
- Service Requisition
- Requisition Consolidated Sourcing
- Cancel a Requisition
- Convert Requisitions
- View All Requisitions
- Requisition for Quote - OEM**

Process Step 2 – Approve Requisition

Requisition Approver checks on workflow approval to retrieve the requisition



Workflow Approval

Workflow Approval List

VIEW REJECT **APPROVE** PRINT LISTING LOAD REPORT STATE

Description	Create Date Time	Workflow Code	Workflow Description	Status Code
RFQ-0000000228 100	2017-03-15 15:42:42.627	REQ-Q-OEM	Request for Quote - OEM - Approval	PENDING_APP..
SCN-RFQ-0000000223-2-001 RFQ-0000000223-2 RESELLER Group Score based on Item Groups for 80% Price and 20% BBBEE Evaluation	2017-03-15 14:31:29.393	REQ-Q-OEM_CLN_SCN	Request for Quote - Calculation Scenarios - Approval	PENDING_REC..
RFQ-0000000214 UAT12	2017-03-14 12:39:23.800	REQ-Q-OEM	Request for Quote - OEM - Approval	PENDING_APP..
SCN-RFQ-0000000203-2-001 RFQ-0000000203-2 RESELLER Group Score based on Item Groups for 90% Price and 10% BBBEE Evaluation	2017-03-13 15:19:00.280	REQ-Q-OEM_CLN_SCN	Request for Quote - Calculation Scenarios - Approval	PENDING_REC..
RFQ-0000000202 NOTE 1	2017-03-13 15:01:28.593	REQ-Q-OEM	Request for Quote - OEM - Approval	PENDING_APP..
RFQ-0000000193 UAT TESTING 1	2017-03-13 10:57:29.707	REQ-Q-OEM	Request for Quote - OEM - Approval	PENDING_APP..
RFQ-0000000148 Testing functionality after data load of OEM and Resellers1.1	2017-03-04 07:22:46.280	REQ-Q-OEM	Request for Quote - OEM - Approval	PENDING_APP..
0000000722 RFB for testing (Online tendering system)	2017-03-03 13:42:48.047	RFX_WKF_B_0...	Bid Workflow	RECOMMENDED
0000000727 Bid for testing It TIC can capture before date has elapsed	2017-03-03 12:31:40.143	RFX_WKF_B_0...	Bid Workflow	RECOMMENDED
SCN-RFQ-0000000144-2-001 RFQ-0000000144-2 RESELLER Group Price and 20% BBBEE Evaluation	2017-02-28 16:28:03.777	REQ-Q-OEM_CLN_SCN	Request for Quote - Calculation Scenarios - Approval	PENDING_REC..
DELIVERY OF TYRES AND TUBES	2017-02-23 10:52:04.340	BWF_CTR_AM...	Basic Workflow Contract Amendment Process	PENDING_APP..
DELIVERY, BALANCING, FITMENT OF FOR THE PERIOD 1 NOVEMBER	2017-02-23 10:51:55.127	BWF_CTR_AM...	Basic Workflow Contract Amendment Process	PENDING_APP..
001 Supply and delivery of footwear to the State for the	2017-02-23 10:51:53.630	BWF_CTR_AM...	Basic Workflow Contract Amendment Process	PENDING_APP..
000 Delete	2016-09-19 13:53:58.230	CTS_001	Contract Cancellation Workflow	PENDING_CAN..

1 of 1

All Filter Data Clear Filter Data Displaying records 1 - 24 of 24

System Administration

- System Administration
- Supplier Relationship Management
- Requisition Management
- Buy-site Module
- Sourcing
- Purchase Management
- Contract Management
- Panel Scoring
- User Enquiry
- Reports
- Workflow Approval**

Organisation

- Logout
- About

Process Step 3 – Evaluation

After requisition approved the requestor will activate the evaluation

Requisition for Quote - OEM : Selected Request: RFQ-0000000227, Exclude system recommended reseller

STEP 1: Request Header

STEP 2: Request Detail

STEP 3: Request List

STEP 4: Request Approval

STEP 5: Request Published

STEP 6: Request Evaluation

STEP 7: Evaluation Approval

STEP 8: Request Award

STEP 9: Purchase Request

Published Requests | Scenario Detail | Participant Exclusion | Brand Exclusion

Published Requests

LOAD REPORT STATE PRINT LISTING

Bid Request Code	Response Type	Request Description
RFQ-0000000227-1	OEM	Exclude system recommended reseller
RFQ-0000000227-2	RESELLER	Exclude system recommended reseller

Page 1 of 1 All Filter Data Clear Filter Data Displaying records 1 - 2 of 2

List of Calculation Scenarios

COPY REFRESH BAC REPORT LOAD REPORT STATE PRINT LISTING

Scenario Code	Scenario Description	Status
SCN-RFQ-0000000227-2-001	RESELLER Group Score based on Item Groups for 90% Price and 10% BBEE Evaluation	
SCN-RFQ-0000000227-2-002	RESELLER Group Score based on Item Groups for 90% Price and 10% BBEE Evaluation - (Based on SCN-RFQ-0000000227-2-001)	RECOMMENDED

Process Step 3 -Recommend

The evaluation approver will retrieve the requisition and approve

Requisition for Quote - OEM : Selected Request: RFQ-0000000227,Exclude system recommended reseller

STEP 1: Request Header

STEP 2: Request Detail

STEP 3: Request List

STEP 4: Request Approval

STEP 5: Request Published

STEP 6: Request Evaluation

STEP 7: Evaluation Approval

STEP 8: Request Award

STEP 9: Purchase Request

Evaluation Approval

UPDATE

Scenario Code: SCN-RFQ-0000000227-2-001 Status: ☐ PENDING_RECOMMEND

Scenario Description: RESELLER Group Score based on Item Groups for 90% Price and 10% BBBEE Evaluation

List of Calculation Scenarios

LOAD REPORT STATE PRINT LISTING

Scenario Code	Scenario Description	Status
SCN-RFQ-0000000227-2-001	RESELLER Group Score based on Item Groups for 90% Price and 10% BBBEE Evaluation	
SCN-RFQ-0000000227-2-002	RESELLER Group Score based on Item Groups for 90% Price and 10% BBBEE Evaluation - (Based on SCN-RFQ-0000000227-2-001)	RECOMMENDED

Page 1 of 1 All Filter Data Clear Filter Data Displaying records 1 - 2 of 2

Approval List

LOAD REPORT STATE PRINT LISTING

Date Action	Action	User Code *	Approve	Reject
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Process Step 3 - Award

The system bundle the main offer with its selected option and the Requestor award to 1 supplier

Requisition for Quote - OEM : Selected Request: RFQ-0000000225,UAT TraceyB 2

STEP 1: Request Header

STEP 2: Request Detail

STEP 3: Request List

STEP 4: Request Approval

STEP 5: Request Published

STEP 6: Request Evaluation

STEP 7: Evaluation Approval

STEP 8: Request Award

STEP 9: Purchase Request

Reseller Award

UPDATE LOAD REPORT STATE PRINT LISTING

Participant Code	Award?	Name	First Name	Last Name
0000003612		EXCUBED CONSULTING	Evan Ethan	Sauls
0000005042		MUSANDIWA SOLUTIONS	Tendani	Ramutsindela
0000015751		IBHUBESI INFORMATION TECHNOLOGIES	Maria	Motau
0000016763		NDIZA INFORMATION SYSTEMS	Qiniso	Mazubane
0000028751		BLAX INTERACTIVE TRADING	Lovejoy	Saungweme
0000035882	AWARD	INTSIKA IT SOLUTIONS	Jerenique	Bayard
0000036213		3DR HOLDINGS	Pat	Mac Gowan
0000050629		BATSHA IT SOLUTIONS	Sylvia	Madisha
0000052512		WONDER STATIONERS	Yoosuf	Narath
0000056269		P C PALACE	Riaan	Rhind

Process Step 4 – Purchase Requisition

Requestor can draw the requisition

Requisition for Quote - OEM : Selected Request: RFQ-0000000225,UAT TraceyB 2

STEP 1: Request Header

STEP 2: Request Detail

STEP 3: Request List

STEP 4: Request Approval

STEP 5: Request Published

STEP 6: Request Evaluation

STEP 7: Evaluation Approval

STEP 8: Request Award

STEP 9: Purchase Request

Purchase Request Header

UPDATE LOAD REPORT STATE PRINT LISTING

Purchase Request Number	Purchase Request Description	Province	Province
PR0000000019	UAT TraceyB 2	GP	GP

Page 1 of 1 All Filter Data Clear Filter Data Displaying records 1 - 1 of 1

Purchase Request Detail Lines

LOAD REPORT STATE PRINT LISTING

Line	Parent	Quantity Required	Item Code	Item Description
10		100	43211503-00024	Note2, Value Notebook, Platform / CPU Architecture: Low Cost X6 With DVD Option, Graphics Adapter: Integrated, Display: 13 Inch L

PO0000000297

Report Run By:
Date: 10/14/2010 07:41:51

Purchase Order No: PO0000000297
Purchase Order Description: Buyable Purchase Order for User 90040139
Issue Date: 19/03/2010
Status:

Supplier Address:
BIDVEST OFFICE

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Purchase Order Header Comment: This PO is for the actual OEM, not the reseller
Delivery Address:

Contact:
Tel:
Contact: Tyrone Le Noury Tel: Supplier Nr: 33409 VAT Nr: 4010107023

Item Code	Item Description	Qty Required	Unit of Measure	Comment	Special Instructions	Delivery Point	Date Required	Item price	VAT Amount	Total Price	
RTS-01-015	HIRE, DIGITAL COPIER, A3/M PAPER, 95 COPIES/PM 400 000	1.00	month	14 Lone Creek Street	Update this line please	700035107	2010/10/21	5,484.01	767.76	6,484.01	
RTS-01-015	COPY CHARGE, FOR ITEM, RTS-01-015	1.00	cents per copy	10 Lone Creek Street	This line to please be scheduled for 4th floor	700030008	2010/10/21	0.02	0.00	0.02	
Sub-total									5,484.00		
VAT									767.76		
Total									6,251.80		