



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.

NATIONAL TREASURY CIRCULAR NO 2 OF 2017/18
UTILISATION OF GCOMMERCE FOR PROCURMENT OF COMPUTERS, LAPTOPS, PERIPHERALS,
CONSUMABLES AND RELATED SERVICES ON SITA TRANSVERSAL CONTRACTS

- 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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UTILISATION OF GCOMMERCE FOR PROCURMENT OF COMPUTERS, LAPTOPS, PERIPHERALS,
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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)

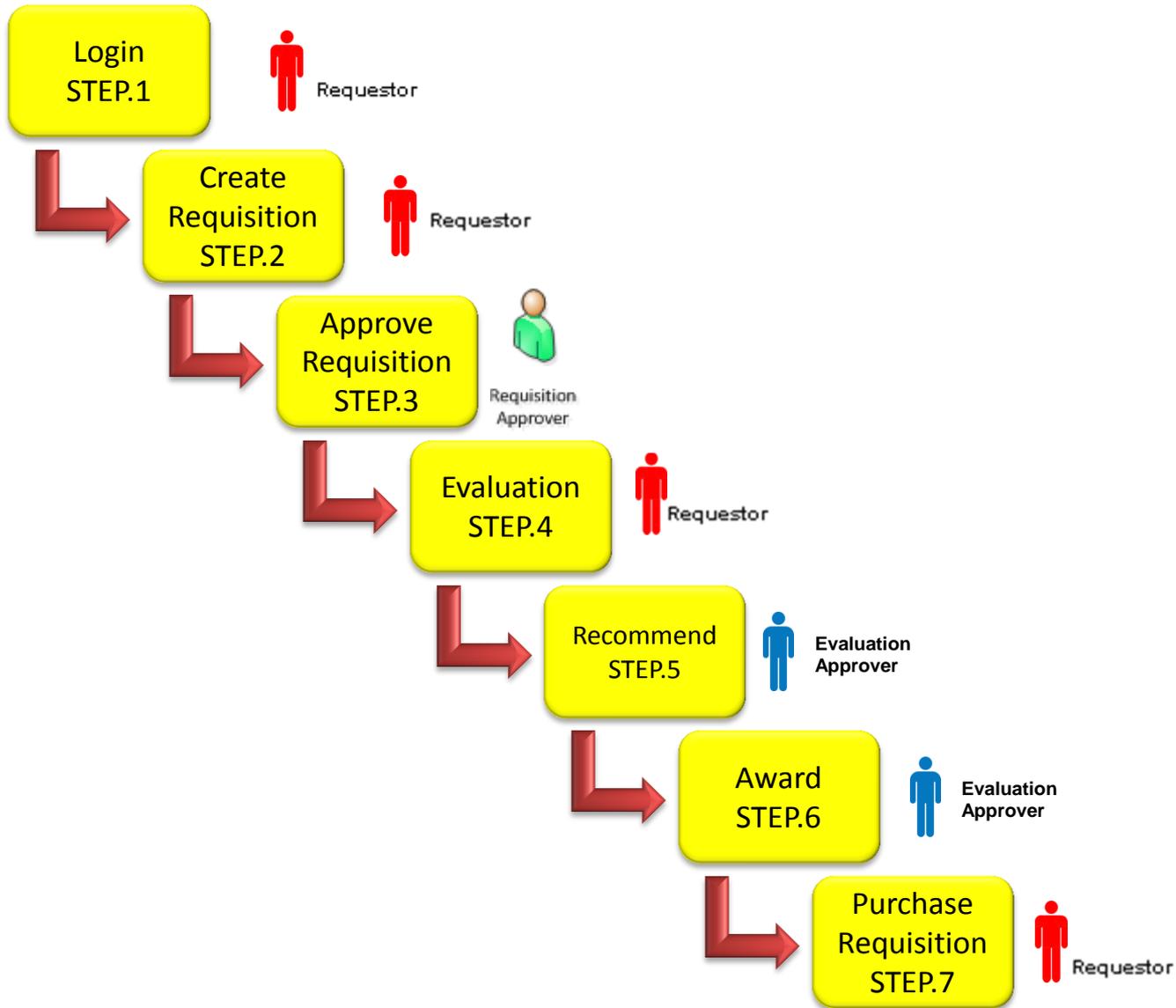
DATE: 13. 11. 2017

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 the 'Requestion for Quote - OEM' application interface. The main window is titled 'Requestion for Quote - OEM : Selected Request: RFQ-0000000227, Exclude system recommended reseller'. The interface is divided into several sections:

- Left Sidebar:** A vertical list of steps from 'STEP 1: Request Header' to 'STEP 9: Purchase Request'. 'STEP 1: Request Header' is highlighted with a red box and a green checkmark.
- Manage Request Header:** A form with fields for 'Requisition Number' (RFQ-0000000227), 'Requisition Description' (Exclude system recommended reseller), 'Requisition Parent' (SITA-2004), 'Province' (FS), and 'Estimate Value' (500000). The status is 'RECOMMENDED'.
- List of Request Headers:** A table showing a list of requisitions with columns for 'Requisition Number', 'Requisition Description', and 'Status'.

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	RECOMMENDE
RFQ-0000000226	HAT Tractor 2	AWARD

The taskbar at the bottom shows the 'Start' button and several open applications. The application 'Requisition for Quote - OEM' is highlighted with a red box.

Process Step 2 – Approve Requisition

Requisition Approver checks on workflow approval to retrieve the requisition

The screenshot displays a web application interface for 'Workflow Approval'. The main window contains a table with the following columns: Description, Create Date Time, Workflow Code, Workflow Description, and Status Code. The 'APPROVE' button in the top toolbar is highlighted with a red box. A sidebar menu on the left is also visible, with 'Workflow Approval' highlighted at the bottom.

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 Resellers.1.1	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
000000144-2 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..
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..
	2016-09-19 13:53:58.230	CTS_001	Contract Cancellation Workflow	PENDING_CAN..

Workflow Approval List

VIEW REJECT APPROVE PRINT LISTING LOAD REPORT STATE

System Administration
Supplier Relationship Management
Requisition Management
Buysite Module
Sourcing
Purchase Management
Contract Management
Panel Scoring
User Enquiry
Reports
Workflow Approval

Organisation
Logout
About

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

Process Step 3 – Evaluation

After requisition approved the requestor will activate the evaluation

The screenshot displays a software interface for managing requisitions. On the left, a vertical navigation pane shows nine steps: STEP 1: Request Header, STEP 2: Request Detail, STEP 3: Request List, STEP 4: Request Approval, STEP 5: Request Published, STEP 6: Request Evaluation (highlighted with a red box), STEP 7: Evaluation Approval, STEP 8: Request Award, and STEP 9: Purchase Request. The main content area is titled 'Requisition for Quote - OEM : Selected Request: RFQ-0000000227, Exclude system recommended reseller'. It features a 'Published Requests' section with a table of bid requests and a 'List of Calculation Scenarios' section with a table of evaluation scenarios. The 'Published Requests' table has columns for Bid Request Code, Response Type, and Request Description. The 'List of Calculation Scenarios' table has columns for Scenario Code, Scenario Description, and Status.

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

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% 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

Process Step 3 -Recommend

The evaluation approver will retrieve the requisition and approve

Requisition for Quote - OEM : Selected Request: RFQ-000000227,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-000000227-2-001 Status: PENDING_RECOMMEND

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

List of Calculation Scenarios

LOAD REPORT STATE PRINT LISTING

Scenario Code	Scenario Description	Status
SCN-RFQ-000000227-2-001	RESELLER Group Score based on Item Groups for 90% Price and 10% BBEE Evaluation	
SCN-RFQ-000000227-2-002	RESELLER Group Score based on Item Groups for 90% Price and 10% BBEE Evaluation - (Based on SCN-RFQ-000000227-2-001)	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

Requestion 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
0000003812		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: 10/4/2019 07:41:01

Purchase Order No: PO000000297
Purchase Order Description: Buytel Purchase Order for User 90040139
Issue Date: 19/05/2019
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 Neury 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	
RT3-01-015	HIRE, DIGITAL COPIER, A3/M PAPER, 99 COPIES/PM/400 000	1.00	month	14 Lone Creek Street	Update this line please	790035107	2019/10/21	5,484.01	767.76	6,484.01	
RT3-01-016	COPY CHARGE, FOR ITEM, RT3-01-015	1.00	cents per copy	10 Lone Creek Street	This line to please be scheduled for 4th floor	790035008	2019/10/21	0.02	0.00	0.02	
									Sub-total	5,484.00	
									VAT	767.76	
									Total	6,251.76	