**DYNASOFT E-PROCUREMENT AND E-AUCTION SOLUTION**

**SECTION A: OVERVIEW OF THE PROCUREMENT BUSINESS PROCESS**

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| **Process** | **High-level business process** | **High-level system process** |
| Procurement planning | * The functional/departmental procurement plans are consolidated into the Master PP (For Goods, Works and Services) | * The final procurement plan can be booked on NAV (Aligned to Directorates, Departments etc.) with key attributes such as proposed procurement method, estimate value etc. * It supports workflows |
| Need identification and definition (PRNs) | * The user raises a purchase requisition outlining the required item (good, service or works), that should be aligned to the approved procurement plan. | * The purchase requisition note can be raised by a user on NAV (Supports workflows, document attachments, notes etc.) * Every PRN can be linked to a procurement plan line (No purchase without an existing budget line/vote item). * The default procurement method for the purchase is borrowed from the PP. |
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SCOPE OF THE E-PROC AND E-AUCTION SOLUTION

HIGH-LEVEL SITE NAVIGATION MAP

KEY SECTIONS OF THE E-PROCUREMENT PORTAL

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| Component | Description | High-level Design |
| E-Procurement Services Home Page | * This shall be the overall landing page of the E-Proc solution * The Home Page shall link to the following critical sub-sites:   + E-Prequalification   + E-Bidding   + E-Auction   + Vendor Self-Service | * Home page should include general information such as:   + Company logo (Use simplified theme)   + General information/content   + Company details-Contacts   + Knowledge center-Key downloads such as Procurement Policy, PPDA   + Link to the website (Home page)   + Business opportunities-Provide a list of all published tenders/Open opportunities (Open to the general public) with the ability to search for any bid from the list and download bid documents   + Website statistics   + Notices and news feeds for public awareness   + Helpdesk and FAQ   + Links to other E-proc portals namely:     - E-Prequalification     - E-bidding     - E-Auction     - Vendor Self Service |
| Vendor Self-Service | * This shall be used strictly by existing vendors to handle select self-service functions * It shall be used as the vendor relationship management component of the portal | * The portal shall support the following:   + Ability for the user (Linked to a vendor account) to log in and view their account details. NB: For existing accounts (Especially corporate vendors), a complementing off-system process should be initiated to guarantee security of the vendor details. Proposed initiatives include:     - Setup of portal user accounts should be controlled and done by back-office operations (e.g. ICT). Any changes to the account should be formally authorized by the Organization. Authorized multiple portal user accounts can be created for the same Vendor account.     - 2-factor authentication mechanisms to be adopted. Example: Use of OTP (One-time Password) shared either on email or SMS.   Below is a sample Login Page for the VSS:     * + Ability to handle account endorsements (Change of certain details that are maintained on a staging table and have to be approved by the back-office operations before taking effect on the master account/record)   + Generate vendor statement (For a given period)   + View Open Tender opportunities   + View Open Prequalification opportunities   + Access to help-desk |
| E-Prequalification | * E-prequalification portal supports the specification phase; it can be used to pre-qualify suppliers and also identifies suppliers that can be used in the selection phase. | * Home page should include general information such as:   + Company logo (Use simplified theme)   + General information/content   + Company details-Contacts   + Knowledge center-Key downloads such as Procurement Policy, PPDA   + Link to the website   + Business opportunities-Provide a list of all published tenders/Open opportunities (Open to the general public) with the ability to search for any bid from the list   + Tender alert service-How the vendors can receive alerts (Bulk-sms integration, broadcast emails etc)   + Website statistics   + Notices and news feeds for public awareness   + Helpdesk and FAQ   NB: Any user (who has or does not have an account on the portal) should be able to view the above general information.   * + Sign-up-To support registration of new/potential suppliers.     - The system should support registration of either Individual or Business (Corporate/Company) suppliers. They should be uniquely identified accordingly (e.g. PIN No & ID/Passport for Individuals and Company Registration No & Company PIN for Corporates)     - Existing suppliers should not be able to sign up (System should cross-check the portal users table and verify duplicate ID/PIN Nos)   + Login-To support authorized access to the portal (User must have valid credentials. The portal should authenticate the user using 2-factor approach).     - Login by Potential Supplier   All potential suppliers should be able to perform the following use cases on the portal:   * + - * Access to Helpdesk       * Access to My General Details (Linked to Contacts Details)-Ability to view account details and amend accordingly (e.g. reset passwords, update email addresses etc).       * View Prequalification Opportunities-Published prequalification opportunities should be available on this page to enable any potential supplier to apply for the same.       * View Open tender opportunities-Published open tender opportunities should be available on this page to enable any potential supplier to apply for the same.       * Subscription to alerts-Any registered user should be able to receive any general alerts (Published by the Procuring entity) * Vendor prequalification   + Prequalification list   + Document submission   + Prequalified vendor selection   + Full vendor onboarding (Self-service) * The Portal page should include the following sections:   + - * **Prequalification Categories** * This shall list all the supplier categories that the procuring entity shall prequalify their suppliers.      * + - **Prequalification Application** * This shall allow the suppliers to apply for prequalification. * For a supplier to apply for prequalification he/she will be required to the select the financial year, the supplier category and upload the necessary documents such as the tax compliance certificate and Pin Certificate      * + - **Applied prequalification** * This shall list all the applied prequalification that the supplier has applied for. * It shall allow viewing of details and attachments of each prequalification application      * + - **Awarded Prequalification** * This shall list all the awarded prequalification * It shall support viewing of the details and attachments on the application     The Prequalification page shall also contain links to the Open Tender sections i.e.   * Open Tenders * Applied Open Tenders * Awarded Open Tenders |
| E-Bidding | * E-bidding supports the selection stage and acts as a communication platform between the procuring entity and suppliers (Prequalified or new suppliers). It covers the complete bid process from REOI, RFQ, RFP to contracting (purchase agreements). | * List of published bid opportunities * Bid summary-Bid No, Description, Summary/Notice, Bid schedule, Tender document, supporting documents * Bid query and Bid addendum * Bid submission-Online document briefcase * Bid signing and encryption * Bid opening details * Evaluation results (E-Notification) * Purchase agreement (E-notification of PO or Vendor Contract)   The Portal page should include the following sections:  For the Request for EOI the following are the key sections:   * **Open Request for EOI** * This shall list all requests for EOI capturing the following EOI details.   + Name and address of the procuring entity.   + Brief Description of the Consultancy services being procured and if applicable the goods being procured   + Eligibility and qualifications necessary to be invited to submit a proposal   + Explanation of where and when the EOIs shall be submitted * It shall allow Submission of EOIs as per the request sent by the procuring entity.      * **Applied Request for EOI** * This shall list all the EOI applications made by the suppliers * It shall allow viewing of the applied EOI details and attachments made      * **Awarded EOI** * This shall Archive all the awarded Requests for EOI     On the Requests for Proposal, the following are the Sections: -   * **Open RFP** * This shall list all the Requests for proposals sent to the supplier detailing the description of the consultancy services required, Technical requirements, mandatory requirements and a list of the goods required and respective quantities. * It shall allow viewing of details and attachments on the request. * It shall allow submission of the Supplier responses and attachments for the Financial and technical documents.     On Viewing the RFP Details the following shall be displayed: -    On Documents Tab the following shall be displayed.    **Applied RFP**   * This shall list all the applied RFP tenders with a capability of viewing the details and attachments     **Awarded RFP**   * This shall list all the awarded RFP tenders with a capability of viewing the details and attachments     On Request for Quotation procurement method the following are the key sections.   * **Open RFQs** * This shall list all the Quotations sent to the supplier awaiting response. * It shall Capture the following: -   Quotation Number, Description of the Quotation, Items/services involved, Quantity of the Items required.   * The supplier shall be mandated to fill in the unit price, Discount offered and remarks fields on the Quotation in order to apply for the quotation * Also, there are mandatory attachments such as the tax compliance certificate that should be attached before application.        * **Applied RFQs** * This shall list all RFQ applications made * Shall support viewing of each application details and attachments.      * **Awarded RFQs** * This shall list all the awarded Quotations     On Open tenders the following are the sections covered   * **Open Tenders** * This shall list all the advertised open tenders in the system * It shall support viewing of the tender details * It shall support viewing and downloading of the relevant tender documents * It shall support tender application whereby the suppliers will be required to submit the bids and attach the tender documents.   On viewing the tender, the following tender details shall be displayed:    On the tender document sub section, the following shall be displayed.     * **Applied Open Tenders** * This shall list all Open tender applications made * Shall support viewing of each application details and attachments.      * **Awarded Open Tenders** * This shall list all the awarded Open Tenders |
| E-Auction | * It shall be used to manage the disposal process |  |