



Process Mapping: RFQ's on Contract

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SITA

stateinformationtechnologyagency

Acquisition Method: RFQ's on Contract

A request for quotation is a formal sourcing process to appoint a supplier on an existing contract for the provision of goods and or services.

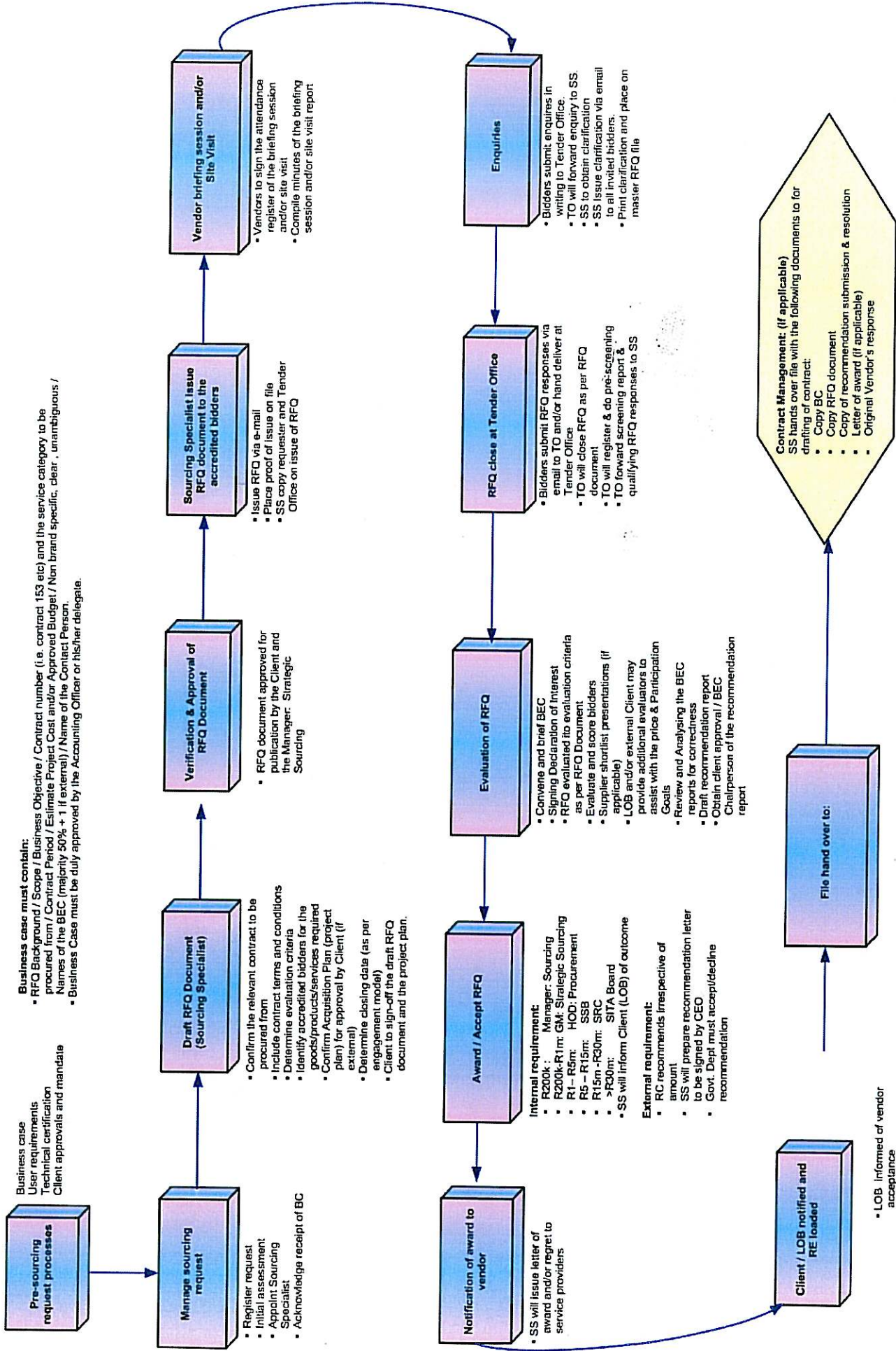
The RFQ is only issued to service providers accredited for the specific goods, products and or services as per the specific contract

The turnaround time to complete a RFQ is 30 days calculated from the time of publication of the RFQ. If the RFQ is complex in nature, the turnaround time will be 78

days



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Checklist for Business Case RFQ's on Contract

The following aspects must be covered in the BC:

1. RFQ Background;
2. Scope;
3. Business Objectives;
4. Confirmation of the contract to be procured from and a confirmation of the service category and or product to be used within the specific contract, i.e. contract 153, 570 and 714 etc.;
5. The contract period;
6. Project Estimated Costs / Approved Budget ;
7. User Requirements
 - 7.1 not brand specific and unambiguous
 - 7.2 if brand specific, a detailed motivation must be provided

Checklist for Business Case RFQ's on Contract (Cont.)

8. Names of the Bid Evaluation Committee (BEC) – if the requirement is for a Government Department, the majority (50% +1) must be
9. If the request is external, confirmation if SITA must do the contracting.
10. Contact details
11. The business case must be duly authorised by the Accounting Officer and or his/her delegate.