



Our Ref: RFB 2004-7/15

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ATTENTION: ACCOUNTING OFFICERS AND ACCOUNTING AUTHORITIES OF DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS

RFB 2004, 2005, 2006 AND 2007/2015: TRANSVERSAL CONTRACTS FOR PERSONAL COMPUTERS, COMPUTER PERIPHERALS, CONSUMABLES AND SERVICES NEW PORTAL

The State Information Technology Agency (SITA) hereby notifies the Accounting Officers and Authorities of Departments and Constitutional Institutions on the status of the new portal (gCommerce Buy-site).

The gCommerce Buy-site is a government wide initiative to modernise procurement within government. The initiative allows for the online procurement of products and aligned services as outlined in the transversal contracts related to RFBs 2004, 2005, 2006 and 2007/2015.

The gCommerce Buy-site

The gCommerce Buy-site is a centralised government transversal contracts catalogue of pre-negotiated prices. These transversal contracts are for a specified term and can be accessible to all government users. The catalogue is an automated procurement process which enables users from all spheres of government to procure goods and services without direct liaison with suppliers.

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The Convenience of gCommerce

The gCommerce gives departments the ability to purchase items and services online replacing the manual process of three quotes from different suppliers which is prone to human error potential misuse. Users also have the ability to track the status of their purchase through the buy-site system. A Pro Forma Purchase Order is able to be generated after purchasing from the gCommerce Buy-site.

A Pro Forma Purchase Order will be generated per Supplier based on the content of the basket. The Pro Forma Purchase Order will be generated on the buy-site, and it is the Organ of State's responsibility to raise the Purchase Order on their respective ERP system.

As a result, quarterly reports must be submitted to SITA at TransversalContracts@sita.co.za for SITA to keep track of the purchases through the system. In the next phase, the buy-site system will be integrated with perspective ERP systems to complete the transactional cycle.

Project Status

The contract elements have been loaded onto the gCommerce Buy-site. All OEMs (Original Equipment Manufacturer/s) have been engaged and the content has been confirmed. This process represents a governed step ensuring that all contracted parties are aligned on content and process.

Related activities to be completed in Phase 1 of the project before Users can purchase from the gCommerce Buy-site:

- On boarding of users onto the system:
 - User access application forms can be accessed on the Office of the Chief Procurement Officer at National Treasury (OCPO) on the buyer's area: System Account application form:



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- Users will need to complete the forms and submit them for approval on email at this address: gcommerce@treasury.gov.za.
- Training dates and venues will be sent to registered users by the 9th of November 2016. Completed training request forms will have to be submitted to SITA: TransversalContracts@sita.co.za three days after receipt of training dates.

Due to the complexity of the system development process, RFB 2006 and 2007 are yet to be finalised in due course. The team is working tirelessly to activate these contracts.

In the interim, Departments and Government Institutions with very urgent requirements on these contracts can send their requests to SITA on TransversalContracts@sita.co.za for facilitation of the purchasing on the gCommerce Buy-site until the users have been trained.

The usage of the system will enable the dissemination of key procurement related information to all key stakeholders. This information on purchasing trends and outcomes will certainly assist government departments in improving, planning and further enhance your Supply Chain operational capabilities.

SITA welcomes all our clients to the gCommerce Buy-site project team and we will communicate any further developments. Thank you for your support and understanding.

Yours Sincerely,



Dr Setumo Mohapi

Chief Executive Officer

08/11/2016

Date