Non-Compulsory Briefing Session - Asset Management System

16 JANUARY 2026

MEETING HELD VIA MICROSOFT TEAM

DIRCO 09-2025/2026: APPOINTMENT OF SERVICE PROVIDER TO PROVIDE AN ELECTRONIC ASSET MANAGEMENT SYSTEM AND SUPPORT AT HEAD OFFICE AND SOUTH AFRICAN MISSIONS ABROAD FOR A PERIOD OF FIVE (5) YEARS.

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No	1. OPENING AND WELCOME	The Chairperson opened the meeting and welcomed everyone present.	Chairperson
1.	ATTENDANCE	**Chairperson** Mr. N Socikwa Director Supply Chain Management **Secretariat** Ms Mphahlele, Ms Mazibuko, Mr Rakhoale **Assets Management /ICT -End user** Mr. MN Nkosi -Director Assets Management Mr. Benjamin Mogagabe-ICT Ms. NS Mgengo-ICT	ALL
2.	APOLOGIES	No apologies	
3.	ADOPTION OF AGENDA	Agenda was adopted by all members	ALL
4	MATTERS OF THE PREVIOUS MEETING	N/A	
5.	MATTERS ARISING	N/A	
Matters for discussion			

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5.1	**APPOINTMENT OF SERVICE PROVIDER TO PROVIDE AN ELECTRONIC ASSET MANAGEMENT SYSTEM AND SUPPORT AT HEAD OFFICE AND SOUTH AFRICAN MISSIONS ABROAD FOR A PERIOD OF FIVE (5) YEARS.**	**Opening Remarks** Mr. CN Socikwa welcoming all attendees. He introduced himself as the Director for Supply Chain Management at the Department of International Relations and Cooperation (DIRCO) and requested colleagues from DIRCO to introduce themselves. The following DIRCO representatives were present: Mr. H Rakhoale and Ms. MB Mphahlele from Supply Chain Management, Mr. NM Nkosi (Director of Asset Management), Ms. E Mazibuko (Supply Chain Management), Ms. NS Mgengo and Mr. Benjamin Mogagabe from ICT. Mr. Socikwa explained that this was a non-compulsory briefing session designed to clarify requirements and evaluation methodologies for the asset management system tender. He outlined that the session would consist of three parts: a presentation on requirements from the Asset Management unit, an overview of evaluation criteria from Supply Chain Management, and an opportunity for questions and answers. **Presentation by Mr Nkosi Assets Management End user: Scope of Work:** Mr. NM Nkosi, Director of Asset Management, presented the detailed requirements for the electronic asset management system. He explained that DIRCO maintains a comprehensive database of assets utilized at the head office building and across approximately 114 South African embassies worldwide. The department is seeking a system to maintain a fixed asset register that enables accurate recording and reporting of assets for annual financial statements and audit requirements. The system must track detailed asset information including barcodes, descriptions, locations, custodians, purchase dates, asset categories, types, serial numbers, cost centers, currency (converted to South African Rand), purchase prices, order numbers, disposal dates and	

		references, disposal values, asset status, transfer references, and status details. Mr. Nkosi noted that transfer references relate to assets purchased by other South African departments abroad that must eventually be transferred to DIRCO according to PFMA requirements. Regarding general features, the system must support a web-based solution, comply with DIRCO's existing PERSAL code structure, allow setup of any asset classification structure, and integrate with the general ledger classification structure in the enterprise resource planning system. It must effectively handle acquisitions and disposals, support effortless depreciation calculation at the fixed asset level on a yearly basis (though government is not currently doing depreciation), support work-in-progress transactions leading to a WIP register, support uploading of asset photos, support disposal transactions, and include a maintenance module aligned with ICT market-related developments. Physical verification capabilities are critical. The system must enable scanning of barcodes for every asset, preferably supporting applications from iOS and Android mobile devices for scanning via cell phones or tablets, as well as accommodate traditional handheld scanners. It must integrate scanner capabilities, provide user output monitoring, report verification results and exceptions, track each asset to physical location, record location and custodian transfers, and allow photo uploads from both web and mobile platforms. Security features must include login and password functionalities with configurable access rights, password policy settings, recording of logins and failed logins for audit trails, and ability to suspend or create user accounts. Training and transfer of skills is required. The nominated service provider must provide training to DIRCO officials at both head office and embassies abroad, as the system will need to be accessible globally. Users at embassies should be able to perform simple functionalities like scanning during physical verification and minor updates such as location or custodian changes.	

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		A transfer skills plan must be implemented for DIRCO officials including the Asset Management team, ICT team, and end users covering full operation of the solution. For maintenance and operations, day-to-day activities should be conducted jointly between the service provider, DIRCO ICT, and DIRCO Transfer Systems unit. DIRCO reserves the right to negotiate the percentage premium with the service provider to ensure market-related pricing for services rendered. Mr Nkosi concluded her presentation of the scope of work, indicating that further questions could be raised during the question period. The Chairperson Mr. Socikwa thanked Mr Nkosi for his detailed presentation and re-emphasized to potential bidders that while the scope of work is detailed, it falls within normal daily operations of the service provers. He further encouraged bidders to thoroughly review the document before submitting proposals to demonstrate understanding of requirements. **Presentation by SCM Bid office: Evaluation Methodology.** Ms. Mazibuko introduced Mr. Rakhoale to present the evaluation methodology. Mr. Rakhoale presented Section 6, explaining that the department has set minimum standards consisting of three (3) phases that bidders must meet to be evaluated and selected as successful bidders. **Phase One: Responsive Criteria** Mr Rakhoale Indicated that phase one (1) of the evaluation methodology is an administrative criterion that required potential service providers to submit mandatory bid documentation, Bidders must submit all documents outlined in Table 1. Only bidders complying with all criteria will proceed to Phase Two. Compulsory documents include:	

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		Phase One involves responsive criteria where bidders' responses are evaluated based on compliance with administrative and mandatory bid requirements. Non-submission of required documents will result in disqualification. Required documents include Invitation to Bid (SPD1), Declaration of Interest (SPD4), Preference Points Claim Form (SPD6.1), CSD registration, tax compliance status, SPD3.1 form, joint venture documentation if applicable, letter of commitment to support, and OSM (Original Software Manufacturer) partner accreditation letter or certificate. Bidders failing administrative requirements will be regarded as submitting non-responsive bids and will be disqualified. Mr Rakhoale concluded the phase 1 by indicating that any service provider that fails to comply with any of the above-mentioned minimum requirements will be regarded as submitting a non-responsive bid and will not proceed to Phase Two. **Phase Two (2) – Functionality Criteria (Paper evaluation and site visit)** Phase Two consists of functionality criteria with paper evaluation and site visits. Bidders will be evaluated out of 50 points for paper evaluation and 50 points for site visits, totaling 100 points. Bidders scoring less than 70% on paper evaluation will not proceed to site inspection. Those scoring less than 70% on-site inspection will not proceed to the price and specific goals phase. **Part one(1) Paper evaluation (50 points total)** Mr Rakhoale indicated that phase 2 of the evaluation deals with assessing the bidder's capacity to deliver /render the services, he went through the section and highlighted the importance of submitting an all-inclusive proposal that will have all the headings as indicated in the criteria, he further highlighted the weight on each criteria and explained the evaluation matrix that will be used to allocate points. Mr Rakhoale concluded phase 2 by indicating that service providers who scored less than 70% on phase 2 of the functionality criteria will not be considered for site inspection and will be deemed as submitting a non-responsive bid. **Part Two (2): Site Visit (50 points total)**	

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		Mr Rakhoale presented the Part two of the phase two of the evaluation criteria based on presentation and site visit, highlighting the matrix to allocate points and the total weight for each criteria on the sit visit, he further pledged to the bidders to ensure that they provide the correct address In their proposals and they must ensure that all requirements that have been indicated in the site inspection criteria are available at the recommended site/address on the required site inspection date. Furthermore, Mr Rakhoale concluded phase two (2) by indicating that service providers who score less than 70% on site inspection will not proceed to phase three (3) Bidders scoring less than 70% on phase Two will be viewed as submitting a non-responsive bid and will not be considered for Phase Three. **Phase Three: Price and Preference Criteria** The tender uses an 80/20 system with 80 points for price and 20 points for preference based on DIRCO's prescribed goals: HDI ownership, women ownership, youth ownership, and disability ownership. Points are claimed through SBD 6.1 forms and verified through CSD. The highest scoring bidder will be recommended as the service provider. In conclusion to his presentation, Bidders were urged to submit an all-inclusive proposal with clear headings to ensure that the evaluation team can properly assess and allocate points effectively and efficiently. The chairperson thanked both presenters and opened the floor for question-and-answer session **Questions and Answers Session.** Mr. Socikwa opened the floor for questions, Multiple questions were raised by prospective bidders and addressed by DIRCO representatives.	

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Question 1: Submission of Written Questions

Question: Can we send through several questions via email to make better use of everyone's time, rather than asking them all verbally?

- **Response**: This request was noted and agreed to be addressed in follow-up communication. All questions submitted would be responded to and uploaded to the website.

Question 2: Current Assets and Data Migration

Question: How many current assets are there and in what format are they currently stored (Excel, ERP, or other system)? Will there be an expectation to cleanse and reconcile the data as part of the service provider's scope of work?

- **Response:** There are just over 200,000 assets in total across all locations including head office, VIP State Protocol lounges at three airports, guest houses around Pretoria, parliamentary office in Cape Town, executive residences, and 114 embassies abroad. The assets are currently stored in a system (not Excel), though reports often require downloading data to Excel for compilation. The system is expected to conduct a reconciliation between verified assets (scanned assets) and outstanding items through exception reporting.

Question 3: Estimated Number of Users

Question: Do you have an estimated number of users who will be using the system across all offices?

- **Response**: There are approximately 350 users in total - 12 users at head office maintaining the asset register for all locations, plus an average of three users per embassy across 114 missions (342 users). Ms. Mazibuko noted this would be confirmed in follow-up communication.

Question 4: Physical Verification and Tagging Responsibility

Question: Is this purely a rollout of a software solution, with any physical verification and tagging of assets remaining the responsibility of the department?

- **Response:** Yes, that is correct. Physical verification and tagging remain DIRCO's responsibility.

<u>Question 5: Scanner Equipment Exclusion</u>

Question: Are scanners excluded from the costing?

- **Response:** Yes, scanners are not included in the service provider's scope. The service provider will not be expected to provide scanners. However, the solution must be compatible with scanners for barcode scanning. The scanning process must be available on different platforms - scanners can be plugged into laptops, used in Bluetooth mode, or the system should be compatible with scanning applications available on mobile devices (cell phones or tablets).

<u>Question 6: Cloud Storage Allowance</u>

Question: Is cloud storage allowed?

- **Response**: Cloud storage is allowed but must comply with DPSA requirements for data sovereignty. The data must reside within South African borders. DIRCO prefers using their own on-premises data centre or cloud solution (Microsoft). If a service provider proposes a hosted platform, they must prove that the data centre and data reside within South Africa's borders.

<u>Question 7: International Travel Requirements</u>

Question: Is there any international travel required for rolling out the system to missions abroad?

- **Response**: No missions need to be visited physically. While training involving travel would ideally be preferred, DIRCO will look at other more feasible options to minimize travel costs. Support for offices abroad will be required remotely, not physically at those locations.

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		<u>Question 8: Integration with Financial Systems and Depreciation</u> **Question:** Regarding links with financial systems, especially for depreciation which is typically done by financial asset systems - is there an expectation that actual depreciation runs would be functionality found in this system, or will this system provide inputs that can be used by the financial system to do the actual depreciation runs? • **Response:** Government departments do not currently conduct depreciation until instructed by National Treasury. The system should have a depreciation module ready to use when such instruction is given. More importantly, the system should assist with disclosure note inputs for annual financial statements (notes 38 to 43) and provide calculations and inputs based on information recorded in the fixed asset register. **<u>Question 9: Mobile Application and Offline Capabilities</u>** **Question:** What are the requirements for mobile applications and offline functionality? • **Response:** The system should have mobile app capabilities for iOS, Android, and Huawei app systems. The app should have offline scanning functionality for areas with limited connectivity. When connectivity becomes available, the app should be able to upload the information to the system. **<u>Question 10: Data Migration from Current System</u>** **Question:** How will data from the current system be migrated to the new system? • **Response**: The current solution can export data to CSV format. The new system should have the capability to import data from the old system using CSV files. **<u>Question 11: Integration with Legacy Systems</u>** **Question:** What integration is required with existing systems like PERSAL? • **Response**: National Treasury still uses the PERSAL legacy system. Integration with PERSAL is not currently a serious requirement, but if National Treasury requires it in the	

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future, the service provider will need to work with DIRCO to create exports that can be imported into the PERSAL system. Currently, integration will be needed with Active Directory for login purposes and ICT systems like Intune and SCCM for ICT asset data.

<u>Question 12: Site Visit Location</u>

Question: You mentioned a site visit and an office visit for the presentation and system demonstration. Will this be at the same site, or do you want the site visit to take place at the premises of an existing client?

- **Response**: Site visits will be at the operational office where the company is based, as indicated in the bidder's submission forms. The evaluation team will not be going to various buildings where the company is currently rendering services - it should be the bidder's operational office.

<u>Question 13: Hosting Requirements</u>

Question: Are you looking for an application that is fully hosted or is it on premises?

- **Response:** DIRCO has its own on-premises data centre and has a cloud solution (Microsoft). If a service provider proposes a hosted platform, it must comply with South African government DPSA requirements where the data centre must reside within South Africa, and the data must reside within South African borders. Data cannot be stored outside South African borders.

<u>Question 14: Custom Integration Requirements</u>

Question: Is there any custom integration that the service provider is required to do?

- **Response**: Currently there is no need for customization for integration purposes. However, when integration with the PERSAL system becomes a requirement, the service provider will need to assist with customization. Integration will be needed with Active Directory for login purposes and ICT systems like Intune and SCCM for asset data.

Question 15: Barcode Scanning Technology

Question: Regarding the current barcodes, are you looking for any other automated or active scanning solution so that you don't have to physically scan a barcode? Is there any requirement for that?

- **Response**: Currently DIRCO uses standard barcodes, not RFID or other automated solutions. Assets are expected to be scanned using a scanner or mobile app with barcode scanning capability. There is no requirement for automated scanning beyond standard barcode scanning.

Question 16: Number of Local Offices in South Africa

Question: Please confirm the number of local offices in South Africa.

- **Response:** This information would be provided in the email communication to give an accurate number. The locations briefly mentioned include head office, VIP State Protocol lounges at three airports (Cape Town, Durban, Johannesburg), guest houses around Pretoria, parliamentary office in Cape Town, and executive residences.

Question 17: Support for International Offices

Question: What is the expectation with regards to the 114 international offices from an integration perspective, and do you expect onsite support services or remote support?

- **Response**: Support for offices abroad will be required remotely, not physically at those locations. There is no expectation for the service provider to visit the 114 embassies.

Question 18: Scope of IT Assets

Question: Is this for end-user computing or for all IT assets?

- **Response:** The solution is for all assets - both movable and immovable. This includes furniture, equipment, ICT assets (laptops, servers, etc.), vehicles, intangible assets (software licenses), and everything that fits and meets the description of an asset in terms of Treasury requirements.

Question 19: Immovable Assets Inclusion

Question: Are immovable assets included in this specification or is it just movable assets?

- **Response**: The solution is for all assets including both movable and immovable assets. This encompasses everything from desks, chairs, microwaves, laptops, and couches to buildings and other immovable property.

Question 20: Barcode Delivery to Sites

Question: Regarding the asset list across the globe, can you provide an indication of the quantity of assets per site to help cost things like delivery of barcodes to the sites?

- **Response:** There will be no need for the service provider to deliver barcodes to sites. Each embassy makes its own order that goes through internal DIRCO processes, and the department uses internal processes to deliver barcodes to sites abroad. The total figure of all assets is just over 200,000, but specific numbers per site would be provided in the email response if needed for other purposes.

Question 21: Clarification on Number of Users for Costing

Question: In terms of the number of users, the costing template refers to 700 users. Is that the official number that license fees must be quoted on, or are we talking about the 300 number that's been mentioned in the response?

- **Response**: This will be clarified in the follow-up communication to ensure clarity on the correct number of users for costing purposes.

Question 22: Submission of Clarification Questions

Question: Where will the clarification questions be sent and where will responses be published?

- **Response:** The email addresses for the bid office are on page 14 of the tender document. Questions and queries can be sent to those email addresses. Questions from the platform

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		will be addressed in follow-up communication. Minutes of the meeting and separate answers to questions will be uploaded to the website for all bidders to access. **Closing Remarks** Mr. Socikwa thanked all participants and emphasized the importance of submitting complete proposals to facilitate the evaluation process. He urged bidders to ensure all forms are properly signed and required information is clearly provided, as incomplete submissions often result in potentially good bids being disqualified on technicalities. He confirmed that follow-up communication would address all questions raised during the session and those submitted via the platform. The responses would be uploaded to the website to ensure all potential bidders have access to the same information. He reminded attendees that the tender closing date is February 6, 2026. The chairperson wished all prospective bidders' good luck with their submissions and formally closed the briefing session.	
CLOSURE		Meeting adjourned	**12:30**

Signature by Chairperson: .... **Date:** 2026/01/21

Signature by Secretariate: .... **Date:** 21/01/25