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**Government Information Technology Management**

**B-BBEE Technical Specification**

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1. INTRODUCTION

The department of Tourism wishes to develop the Portal which will facilitate business connections between large and small enterprises to stimulate development and sustainable economic growth. Furthermore, it will provide procurement tools to make it simple for procurement professionals to connect to valid small black owned enterprises that can successfully deliver against the required procurement targets**.**

1. BACKGROUND

Following the baseline study on the state of transformation in the tourism sector, it was found that one of the many reasons that there is low procurement spend by large enterprises on black owned suppliers is due to the lack of reliable information and the inordinate amount of time required by large enterprises to identify and verify black owned suppliers. The Council recommended that the Sector Transformation directorate should conduct a further study to determine the feasibility of creating a portal for black owned suppliers to meet and engage with large buyers.

Accordingly, during 2014/15 financial year, the Sector Transformation directorate conducted the feasibility study on the development and maintenance of the portal. The feasibility report made the following two recommendations: First, insourcing; which will be beneficial to the Department of Tourism as the infrastructure and skills will be owned by the department. Second, outsourcing, which will be a better option for a short-term investment as the resources used such as skills, infrastructure, operational licence and software belong to the established company in the market.

Following deliberations on the findings of the feasibility study by the management of the Department at Lekgotla in February 2015, it was resolved that given budget constraints, the Government Information and Technology Management (GITM) directorate should be responsible for the development and maintenance of the portal guided by the Terms of Reference developed by the Sector Transformation directorate.

Then, during the investigations it was found that the development and maintenance of the portal carry significant liabilities and risks such that it would be preferable to outsource the work to a service provider who has already build a similar portal and engaged with the industry. Therefore an external Service Provider will be appointed. In the 2016/17 financial year, the department will implement a pilot project with 1000 suppliers in order to evaluate the performance of the project before it is fully implemented.

1. PURPOSE

The purpose of this document is to provide the Technical Specification for this application to ensure the clear understanding of what the Technical Team are supposed to build in satisfying the overall business requirements and ensure internal standards and best practices are met. This document does not precisely define the solution to be implement rather it define the concept of the solutions.

1. SCOPE

The scope of this project is to develop the website portal using SharePoint and MS SQL Database. The portal will provide procurement tools to make it simple for procurement professionals to connect to valid small black owned enterprises that can successfully deliver against the required procurement targets. The system will allow Users registration, send Alerts , Supplier, provide Tourism Enterprises Supporting Documents, Customer Feedback , Support List for Administrators , advertisement Opportunities or Tenders, allow supplier search and supplier’s information varication.

1. SYSTEM REQUIREMENTS

**Context Diagram**

National Treasury CSD

Department/

Council

Supplier Validation

Reports

BBBEEE Portal

Supplier

Register

Business Verification

Register

Search for supplier

Buyer

Figure 1 Context Diagram

This Portal will allow the buyer to register on the database and be able to search for suppliers.

The suppliers, buyer and Tourism Enterprises will register, their businesses on the database. The supplier’s business information should be verified by the National Treasury CSD, such as business registration, VAT status and Tax Compliance. The system will have the link to the National Treasury CSD for verification. The Department should be able to extract different reports from the portal. The system should cater for the integration with other external systems ( CSD and SANAS).

 The system should allow the a user to also register to more than one user type that is a user can register as buyer ,supplier and as Tourism Enterprises

1. DATABASE DESIGN OF PLANNING

|  |
| --- |
| **Buyer Table** |
| **Fields Name** | **Data Type** | **Values** |
| Register Number | Number | 0000/000000/00 |
| Enterprise Name | Text |  |
| Trading Name | Text |  |
| Enterprise Type | Drop Down | Private company Public listed company Personal Liability Company Partnership Business trust Sole proprietorship State Owned Companies Partnership Close corporation Public non-listed company Trust Co-operative Incorporation Public benefit organisation Limited by guarantee  |
| Are you VAT Registered | Drop Down | YesNo |
| VAT Registration Number | Number |  |
| Income Tax Number | Number | 0000/000/000 |
| Tax Clearance Number | Number | 0000000000 |
| Username | Text |  |
| First name | Text |  |
| Last name | Text |  |
| Password | Text |  |
| Confirm password | Text |  |

Table 1 Buyer Information

|  |
| --- |
| **Supplier Table** |
| **Fields Name** | **Data Type** | **Values** |
| Register Number | Number | 0000/000000/00 |
| Enterprise Name | Text |  |
| Username | Text |  |
| Password | Text |  |
| Confirm password | Text |  |
| Enterprise Trading Name | Text |  |
| Enterprise Type | Drop Down | Private company Public listed company Personal Liability Company Partnership Business trust Sole proprietorship State Owned Companies Partnership Close corporation Public non-listed company Trust Co-operative Incorporation Public benefit organisation Limited by guarantee  |
| Are you VAT Registered | Drop Down | YesNo |
| VAT Registration Number | Number |  |
| Income Tax Number | Number | 0000/000/000 |
| Tax Clearance Number | Number | 0000000000 |
| Trading start date | Date picker |  |
| Telephone / switchboard | +27 00 – 000 - 0000 |  |
| Email address | Text | Must be a valid email address |
| Website address | Text |  |
| Number of employees | Number |  |
| Industry sector | Text |  |
| Grading Level | Drop down | One starTwo starsThree starsFour starsFive stars |
| First name | Text |  |
| Last name | Text |  |
| Holding Company Name Applicable | Drop Down | YesNo |
| Holding Company Name | Text |  |

Table 2 Supplier Information

|  |
| --- |
| **Company Details Table** |
| **Fields Name** | **Data Type** | **Values** |
| Street Number  | Text |  |
| Street Name  | Text |  |
| Suburb | Text |  |
| City/Town  | Text |  |
| Province  | Drop Down | Gauteng KwaZulu-Natal Western Cape Eastern Cape North West Mpumalanga Free State Limpopo Northern Cape  |
| Postal Code | Number |  |
| Same as Physical Address | Check Box |  |
| Street Number  | Text |  |
| Street Name  | Text |  |
| Suburb | Text |  |
| City/Town  | Text |  |
| Province  | Drop Down | Gauteng KwaZulu-Natal Western Cape Eastern Cape North West Mpumalanga Free State Limpopo Northern Cape  |
| Postal Code | Number |  |

Table 3 Company Details Information

|  |
| --- |
| **Company References Table** |
| **Fields Name** | **Data Type** | **Values** |
| Phone Number  | Number | +27 00 – 000 - 0000 |
| Company Name  | Text |  |
| Contact Person  | Text |  |
| Email Address | Text | Must be a valid email address |

Table 4 Company Reference Information

|  |
| --- |
| **Company Footprint Table** |
| **Fields Name** | **Data Type** | **Values** |
| Provincial  | Check box | GautengKwaZulu-NatalWestern CapeEastern CapeNorth WestMpumalangaFree StateLimpopoNorthern CapeNationally |
| International | Check box | Africa Asia Australia Europe North America South America  |

Table 5 Company Footprint Information

|  |
| --- |
| **Products and Services Table** |
| **Fields Name** | **Data Type** | **Values** |
| List products / services offered by your company  | Text |  |
| Does your company have at least one year track record providing the goods and services captured?  | Drop down | YesNo |
| Please provide number of years' experience | Number |  |

Table 6 Products and Services Information

|  |
| --- |
| **Tourism Enterprise Table** |
| **Fields Name** | **Data Type** | **Values** |
| Register Number | Number | 0000/000000/00 |
| Enterprise Name | Text |  |
| Are you VAT Registered | Drop Down | YesNo |
| VAT Registration Number | Number |  |
| Income Tax Number | Number | 0000/000/000 |
| Tax Clearance Number | Number | 0000000000 |
| Sub-sector | Drop Down | Accommodation Travel Tourist Guide  |
| Grading Level | Drop down | One starTwo starsThree starsFour starsFive stars |
| Email Address | Text | Must be a valid email address |
| B-BBEE Expiry Date | Date |  |
| Province  | Drop Down | Gauteng KwaZulu-Natal Western Cape Eastern Cape North West Mpumalanga Free State Limpopo Northern Cape  |
| Annual revenue | Numeric | Currency (R) |
| Black ownership % | Numeric | Percentage (%) |
| Black women ownership % | Numeric | Percentage (%) |
| Black executive management % | Numeric | Percentage (%) |
| Black women executive management % | Numeric | Percentage (%) |
| Industry sector | Text |  |
| Password | Text |  |
| Confirm password | Text |  |

Table 7 Tourism Enterprise Information

|  |
| --- |
| **Document Upload Table** |
| **Fields Name** | **Data Type** | **Values** |
| B-BBEE verification certificate / EME Affidavit | Document |  |
| Valid SARS Tax Clearance Certificate | Document |  |
| Accreditation documents | Document |  |
| Company registration document | Document |  |
| Industry related certificates/accreditation | Document |  |

Table 8 Document Upload Information

1. DATABASE RELATIONSHIP



1:1

1:m

1:1

1:m

1:m

Figure 2 Database Relationship

1. SCREEN DESIGN OF PLANNING

N.B This should not define how the screen actually will look but just show what should be included on the System. This document should allow the developers to think of new parameters that would make "the features" even more powerful and to create an environment which nurtures dynamics and creativity built upon the foundations. The Developers should explore many different approaches to solve specific user problem and to ensure that the product logically flows from one step to the next.

Field caption might be different from the particular field name, the field name must be descriptive/ explanatory of what is required from the user

User should be able to save unfinished form and be able to return and complete it.



Figure 3 Buyer Form

If you want to register as Supplier or/and Tourism Enterprises you will not have to fill the fields that are similar on the Buyer form

Figure 5 will appear when “Do you want to Register as Supplier” Button is clicked, from the Buyer form.

The field Tourism Sector can have more than one options.



Figure 5 will appear when this button is clicked

Figure 11 will appear when this button is clicked

Figure 4 Supplier Form

Item list of Tourism

Sector dropdown component



Figure 5 Supplier Form Continuation from Buyer Form

When next is clicked on the figure 5 the form on figure 6 will appear



Figure 6 Company Details Form

The information on this form has one to one relationship with the supplier database, meaning one Company Registration will have one company details.



Figure 7 Company Footprint Form

The information on this form has one to many relationship with the supplier list/table, meaning one company registration can have multiple footprint



Figure 8 Commercial References Form



Figure 9 Attachment Documents Form



Figure 10 Tourism Enterprises Form



Figure 11 Continuation of Tourism Enterprises

The form on Figure 11 will appear when “Do you want to Resister as Enterprises” Button is clicked, from the Buyer form on Figure 4 .



Figure 12 Search for Suppliers Form

Any field/s can be used to search, the system will not force to fill all the fields

1. REPORTS

Reports design will be developed on the later stage of the development process.