

**21 February 2024**

ALL BIDDERS

Dear Sir/Madam

**ADDENDUM NO.1:CSOS006-2024R APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF ENTERPRISE CONTENT AND DOCUMENT MANAGEMENT SOLUTIONS FOR A PERIOD OF FIVE (5) YEARS.**

Regarding the above tender, kindly note the following:

The functionality scoring has been amended to reflect **8** instead of **84**. Furthermore, the last bullet in the criteria has been paraphrased.

FUNCTIONALITY	SCORE QUALIFICATION
Implementation Methodology	<p>Detailed project plan for implementation of the solution inclusive of installation, configuration, customization, data imports, and training of staff and commissioning.</p> <p>Key areas of consideration on the project plan include:</p> <ol style="list-style-type: none"> <li>1. Project Management methodology</li> <li>2. Project Phases (based on delivery timelines)</li> <li>3. Project Activities</li> <li>4. Timelines</li> <li>5. Resource Allocations</li> <li>6. Risk mitigations, inclusions, exclusions, and assumptions.</li> <li>7. Monitoring and reporting (expenditure and project progress).</li> <li>8. Change management.</li> </ol> <p><b>Criteria:</b></p> <ul style="list-style-type: none"> <li>• No project plan submitted = 0</li> <li>• Project plan addresses 1 - 4 key areas = 1</li> <li>• Project plan addresses 5 – 6 key areas = 3</li> <li>• Project plan addresses all 7 key areas = 4</li> <li>• Project plan addresses all 8 key areas with solution implementation (excluding support and maintenance) delivered within the specified timelines (12 months – see table in section 22) = 5.</li> </ul>

**Project Duration**

The duration of ECDMS Solution Implementation Services has been changed from **6** months to **12** months. Consequently, this also affects the period indicated in paragraph 3.1.





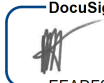
**HEAD OFFICE:** Building 4, Berkley Office Park, 8 Bauhinia Street, Highveld Techno Park, Centurion  
WWW.CSOS.ORG.ZA EMAIL: [info@csos.org.za](mailto:info@csos.org.za) ENQUIRIES: **0800 000 653** FRAUD HOTLINE: 0800 701 701

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**WESTERN CAPE:** 8<sup>th</sup> Floor Constitution House, 124 Adderley Street, Cape Town. **T:** +27 21 001 2569

SERVICE	DURATION	COMMENCEMENT
<b>Appointment and contracting</b>		
ECDMS Solution Implementation Services	12 Months	From the signing of SLA
Handholding and Training	1 Month	To take place during solution implementation
Scanning Services	6 months	Post solution implementation as and when requested.
Solution Maintenance and Support	42 Months	42 Months (from date of implementation sign-off to contract end-date)

Kindly sign the acknowledgment slip below and send it back to the Community Schemes Ombud Service by 15h00 on Friday, 23 February 2024.

The closing date of the tender has been extended to the 6<sup>th</sup> of March 2024 at 12:00 pm.

DocuSigned by:  
  
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Mr Mabu Manaka  
Senior Manager Supply Chain.



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Acknowledgement of receipt:

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Company date: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Surname: \_\_\_\_\_

Signature: \_\_\_\_\_

