



planning, monitoring & evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

THE ONLINE SYSTEM PRESENTATION TO COVER BUT NOT LIMITED TO THE FOLLOWING;

- *If output is covered in the presentation, a total weight/points as indicated in the table will be scored.*
- *If output not satisfactory in the presentation, a zero(0) point will be scored.*

#	OUTPUTS	Weight/ Points	Score
1	Out Of Policy Escalations and require the booker to provide reasons and or attach necessary documents.	2	
2	Accommodate policy requirements and limits for all services (Car Rental, Air accommodation and etc)	2	
3	Manual and automated booking escalations	1	
4	The system to be flexible and accommodate departmental requirements in terms of data integration with departmental database, different Cost centres and relevant approval flows, user profiles and relevant limits	2	
5	Super user and super approval functions granted to the DPME.	1	
6	Accommodate Self-booking and booking through consultant.	1	
7	To accommodate changes as and when required, and require reasons for changes.	1	
8	To customize reports in the required format and provide full travel management reports per item/service.	1	



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9	To give an indication on missed savings during the booking process and require the booker to provide reasons.	2	
10	Invoices to be readily available for downloading 2 times a week.	1	
11	Background quality check to ensure that uploaded invoices are valid and within policy for processing	1	
12	The system to give to detect duplicate invoices	1	
13	The system to allow Travel Office to amend bookings.	1	
14	The system to allow uploading of relevant supporting documents where required i.e. submissions	1	
15	The system to populate other suppliers during the booking process to allow the booker to select the cheapest and the most convenient option	1	
16	The system to be flexible and cater for VIP service.	1	
	TOTAL POINTS/SCORE	20	