	Group IT Project RFP Scope Document	Template Identifier	240-43921804	Rev	6
		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
		Review Date	April 2023		


1 PROJECT DETAILS

Project No.'s	ID	IT00528	WBS	C.IT00528 & N. IT00528
Project Name	Automatic Identification Data Capture (AIDC): Barcoding and RFID Solution			
GIT Customer Area	Group Procurement & Supply Chain (GP&SCM)			
IM Portfolio Manager	Loretta Tibbatts			
Project Delivery Portfolio Manager	Lizle De Kock			
Programme / Project Manager	Kabelo Mnyani			
Project Sponsor	Bathusi Montwedi			
PLCM Phase	Execution Phase			

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2 ABBREVIATIONS

Abbreviation	Description
P&SCM	Procurement and Supply Change Management
RFID	Radio Frequency Identification
MRO	Maintenance, Repair and Operation
MRP	Material Requirements Planning


3 Glossary of Terms/Definitions

Term	Definition
Radio Frequency Identification (RFID)	RFID is a technology that incorporates the use of electromagnetic or electrostatic coupling in the radio frequency (RF) portion of the electromagnetic spectrum to uniquely identify an object, animal, or person
Bar Code	A machine-readable code in the form of numbers and a pattern of parallel lines of varying widths, printed on a commodity and used especially for stock control
Quick Response (QR) Code	QR Code is a machine-scannable image that can instantly be read using a Smartphone camera. Every QR Code consists of several black squares and dots which represent certain pieces of information
PAS System	Process automation and scanning solution (PAS system). Barcoding the process is the automation of activities that would be paperless on handheld units

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	Group IT Project RFP Scope Document	Template Identifier	240-43921804	Rev	6
		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
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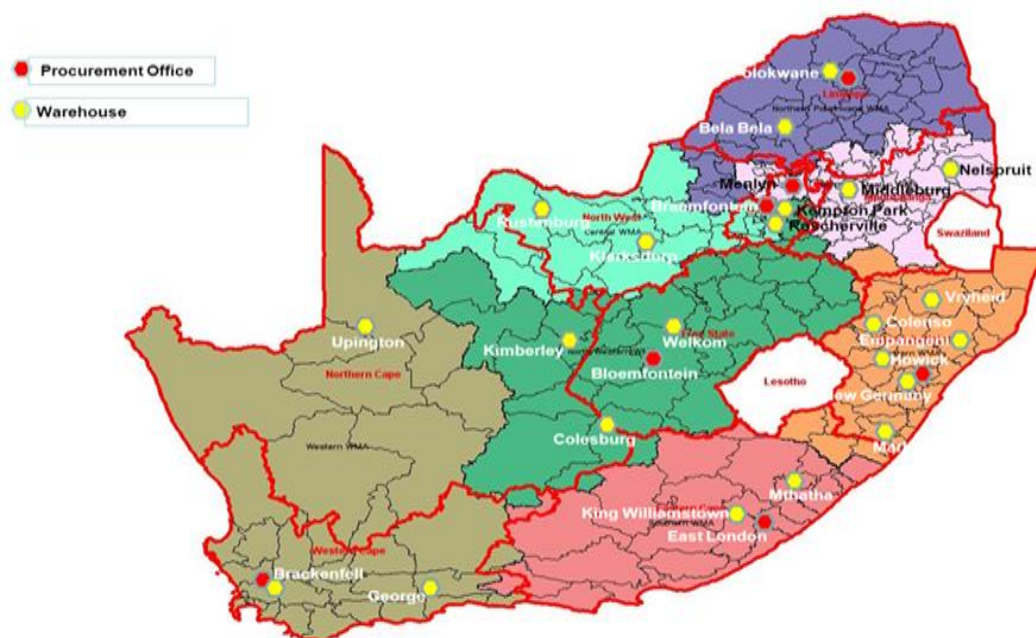
4 PROJECT SCOPE STATEMENT OVERVIEW

The project scope statement is the definition of the project, what needs to be accomplished. Define Scope is the process of developing a detailed description of the project and product. The key benefit of this process is that it describes the project, service, or result boundaries by defining which of the requirements collected will be included in and excluded from the project scope.

The project scope statement also enables the project team to perform more detailed planning, guides the project team's work during execution, and provides the baseline for evaluating whether requests for changes or additional work are contained within or outside the project's boundaries.

5 BACKGROUND AND CONTEXT


Materials Management deals with inventory stocked by Eskom business units for capital works and for the maintenance, repair, and operation (MRO) more than R21 Billion. Procurement and Supply Chain Management (P&SCM) functions are presently decentralised within the Divisions (Distribution, Transmission, Telecoms, ERI (Eskom Rotek Industries) and Generation) and this includes 48 warehouses located around South Africa.



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	Group IT Project RFP Scope Document	Template Identifier	240-43921804	Rev	6
		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
		Review Date	April 2023		

The Warehousing process is currently paper based. Information is collected manually (various forms are filled) from the warehouse management system and fed into the Inventory Management System (SAP), which results in the following inefficiency of warehouse management:

- Manual and paper-based counting (late cycle counts)
- Goods receipts and issuing processes
- Errors in accuracy result in low stock accuracy which is currently not measured (estimated 60% current stock accuracy)
- The integrity of the stock accuracy and financial reporting is compromised
- Increased capital expenditure due to the following:
 - Lack of visibility into the inventory, which has caused a need to maintain high levels of stock to prevent shortage
 - Ineffective inventory planning and management
 - Surplus stock that is above best practice benchmarks
 - Inaccurate demand forecasting from upstreaming the value chain
- Poor integrity of the balance sheet due to lack of stock accuracy assurance.
- Slower movement of information to and from the Inventory Management system (SAP) resulting in reduced visibility throughout the warehousing process.
- The skills level of staff is far behind with regards to best practices in warehouse technology
- Reduced employee productivity due to the time wasted in completing paperwork and locating information on the labels.


Eskom took a decision to implement the AIDC project to ensure process automation and scanning for warehousing and inventory management to assist the Supply Chain Management department in managing the numerous challenges faced due to resource and technology constraints.

The solution is expected to increase productivity and enhance the warehousing process. To ensure a high and better confidence level of the stockholding to enable Materials Management to perform Inventory planning properly, i.e., enhanced planning of Material Requirements Planning (MRP).

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	Group IT Project RFP Scope Document	Template Identifier	240-43921804	Rev	6
		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
		Review Date	April 2023		

This will result in a reduction of supplies due to a reasonable confidence on the stockholding. With the confidence of assuring reasonable stockholding, surplus stock will be managed effectively and efficiently.

The following sites or power stations are included on the scope of work.

- Tutuka, Kendal, Duvha, Majuba, Matla, Medupi, Matimba, Lethabo, Kusile, Kriel, Koeberg (Nuclear), and Peaking (Gourikwa and Ankerlig) Power Stations.

6 SCOPE / BUSINESS REQUIREMENTS

The term barcode represents any type of system used to scan a code e.g., QR codes / dot matrix. Barcoding the process is the automation of activities that would be paperless on handheld units. Handheld units will be mobile and have real time integration with SAP. Different users can login to their individual tasks. It will not be necessary to put a barcode label on individual material items. The printable coded labels will represent the process documentation. Coded labels will be affixed at each bin location which contains or represents information such as material number, bin number, UMC, material description etc.


Each person will sign into a handheld device (indestructible scanners) with their standard log in details. Each person will have an Individual Task List. Tasks can be assigned by the supervisor to different users. Users also have access to other relevant Task Lists to claim tasks to their individual lists. Tasks can be re-assigned from one user's Task List to another's. Issuing tasks (can be, create picking ticket, issue picket material). Storage Tasks (can be, binning, picking, cycle count, recounts). Receiving tasks (can be, material awaiting Quality Inspection).

All bin locations have fixed labels that can be scanned with data such as bin number, material number, description, UMC etc. Labels are printed for Materials received waiting to be binned, waiting for QI and material reservations picked waiting for issuing. Damaged items waiting for refurbishment.

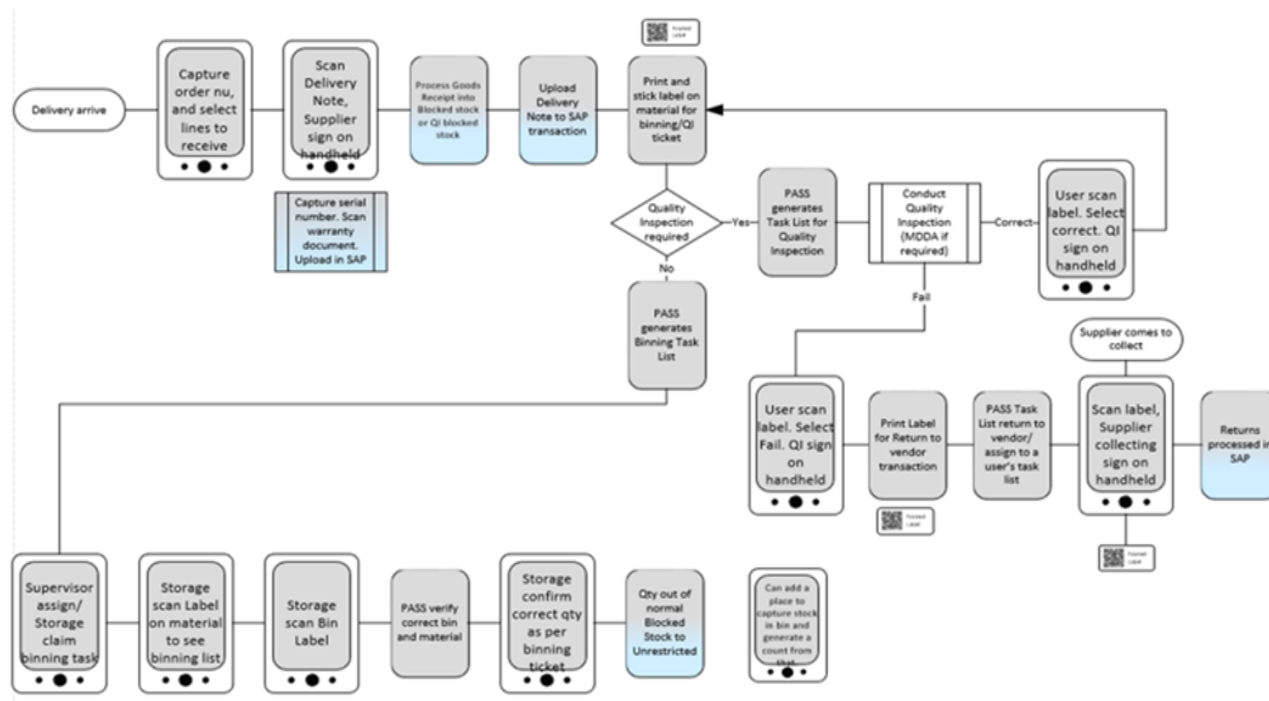
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	Group IT Project RFP Scope Document	Template Identifier	240-43921804	Rev	6
		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
		Review Date	April 2023		

The diagram below shows the process to be automated: Receiving and Binning Process:



Eskom took a decision to automate the above process using SAP solution as the Eskom Inventory Management solution. This solution will enable the tracking and the movement of that respective inventory. **The project scope is broken into 2 requirements as per the below.**

6.1 Barcoding Solution


The scope of the barcoding solution is as follows:

1. An on-premise Software and Devices as a Service (SaaS & DaaS), turnkey solution for the barcoding hardware (devices e.g., scanners, printers for creating the barcode labels, etc.) as well as the embedded Software to enable the scanners to communicate with the inventory management solution. It should be accessible from all web-based channels like, laptop, desktop, phones, tablets, etc for manual overwrite, reporting and audit purposes.

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		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
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- It must also be compatible with the SAP Basic Warehouse Management and SAP Inventory Management solution. The barcoding solution will be charged on a monthly subscription basis based on the indication of user numbers provided below.
- Indestructible scanners to be used to scan the labels. These scanners should be generic in nature to allow Eskom to procure easily from the open market should it be required in future.
- Each coal fired power station site plus the nuclear site will have 15 users that need mobile scanning and mobile label printing capabilities for nonstop 8 hours on any workday. With afterhours mobile scanning and printing capability for 2 users. Each peaking station will have 3 users during the 8 hours on a workday and 1 user after hours. Total for all sites is therefore 171 users for 8 hours on a workday and 24 users with afterhours capability.
- Scanning and printing capabilities should be available throughout the 13 Power Station warehouses and the site outside yard. They should be mobile, real-time and provide full integrated access to SAP for all materials management functionality.
- The service provider must provide the technical specification for the Barcoding solution as part of the RFP response. Eskom will provision for infrastructure and configure it based on the technical specification provided. This infrastructure must be aligned to the Eskom infrastructure standards.

6.2 RFID Solution


The scope of the RFID solution is as follows:

- An on-premises, Software and Devices as a Service (SaaS & DaaS), turnkey solution for the RFID hardware (devices e.g., tags, receiving tags, transceivers, etc.) as well as the embedded Software (middleware software) to enable the RFID solution to communicate with the inventory management solution. The solution must be compatible with the SAP Basic Warehouse Management and SAP Inventory Management solution.
- The RFID Solution will be charged on a monthly subscription basis based on the indication of the materials / items stipulated below.
- One of the RFID solution requirements is to automatically count the quantity of items for a specific material number at a time. The solution must ensure 100% reliability and accurate counting.

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		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
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4. The tags should be standard “off the shelf” purchasable tags and Eskom should be able to “programme” them, should it be required. The service provider must provide a solution that talks to setup, hardware requirements, generic tags and types of tags that cater for the broad basket of material types that are stored in Eskom warehouses. Technical specification for the RFID solution must form part of the RFP response.

The three sites that will be used as the pilot (Tutuka as the first site, Kendal and Duvha) implementation will be used to create a scalable site implementation menu (setup, hardware equipment, sensors, readers, and tag types etc.). The menu should be compiled per warehouse according to:

- Site setup
- Hardware requirements (sensors, readers, transmitters etc)
- Basket of tag types multiplied by tags required

Once the pilot sites implementation has proved successful, the business can choose to expand the roll out to the rest of the sites, and or increase the number of materials to be tagged. The service provider must provide the technical specification for the RFID solution as part of the RFP response. Eskom will provision for infrastructure and configure it based on the technical specification provided. This infrastructure must be aligned to the Eskom infrastructure standards.


Below is a list of types of items per site as well as how many items will need to be tagged at pilot phases:

Command Descriptions	Material	Quantities
Bearing	BRG BAL: CONRAD; SHIELD; ID 120 MM; SINGLE	100 ea
Conveyor IDLER	IDLER GRLND: TROUGHING;450 MM;127 MM; STL	4900 M
Expansion Joints	JOINT EXPSN: ARTICULATED; LG 200 MM; CLAMP	4000 ea
Oil Drum 210 L	OIL INDSTRL: DRUM 210 L; GEAR; ISO VG100	45 000 Ltr
Conveyor Chain	CHAIN CONV:140 MM; STL; LG 2.84 M	25 000 M
Boiler Tubes	TUBE BLR STR:44.5 MM;10 MM; STL; LG 6 M	50 000 M
Filter Bags Cages	CAGE: BAG FILTER SPLIT; WD 155 MM	100 000 ea
Electrical Brush	BRUSH ELECT:2 LAYER CONTACT; WD 20 MM	5000 ea

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	Group IT Project RFP Scope Document	Template Identifier	240-43921804	Rev	6
		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
		Review Date	April 2023		

Command Descriptions	Material	Quantities
Electrical Brush	BRUSH ELECT: SLIPRING GENERATOR; WD 32 MM	7000 ea
Oil Sampling Kit	KIT: OIL; SAMPLING	1000 ea
Element Filter	FILTER ELMNT: DIESEL; SS MESH;10 U	5000 ea
Valves	VALVE GLB:50 MM;258.7 MM; MANUAL; WELD; SS	2000 ea
Pumps	PUMP CNTRFGL:17 M; OUTLET 50 MM;2740 RPM	1000 ea
Electrical Motors	MOTOR ELEC:7.5 KW;970 RPM; SGA160M-6	100 ea
GAS	GAS: CARBON DIOXIDE; BOTTLE 0.3 KG	150 Cylinders

6.3 Overall Solution Scope

Provision of a Software and Devices as a Service (SaaS & DaaS) for, Barcoding and RFID solution including support and maintenance. Both the barcoding and RFID solution must be provided as turnkey solutions for the design, development, testing (unit test, system integration testing, regression test, user acceptance testing, performance test, disaster recovery testing, vulnerability test, security test etc.), integration, change management, training, and deployment of the solutions.

The service provider must provide the technical specification and environment requirements (Development, QA, Disaster Recovery, Pre-production, and Production Environment) for both the RFID and Barcoding solutions as part of the RFP response. This is to ensure seamless integration to the SAP Basic Warehouse Management and, or SAP Inventory Management solution.


The tenderer through partnership must provide an experienced test manager and sufficient dedicated testers must be allocated to the project, independent of the development team. The tenderer's team will not be allowed to test their own solution. The solution should be kept up to date with and be aligned to Eskom security policies.

The following requirements should be provided for, breakdown or decomposition of the functionalities of the solution, cost decomposition as per the pricing schedule template, implementation approach and timelines (timelines must be in MS Project, Excel, and PDF).

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		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
		Review Date	April 2023		

If selected a further demonstration of the solution will be required which will need to align to the use cases based on the BRS and technical evaluation criteria. The demo session must be presented at the actual site where the solution is implemented and / or with a simulation. Eskom resources will travel to your respective sites or join via a virtual meeting.


The scope shall include:

Deliverable	Description
Functional Specifications and Detailed Design	Deliver approved functional specifications and detailed design (physical design) based on the user requirement specification and logical design provided as part of this RFP.
	Facilitate review and approval of the design as required by Eskom methodology and governance. Ensure cyber security compliance and integration end points. The Tenderer is required to render solution architect services to this project which includes making sure that Architecture Design Review (ADR) committee approval is gained before build and again before go-live.
Integration	The Tenderer must provide technical resources to build and implement all required interfaces. Integration into the respective SAP modules, OpenText solution and any other services mentioned in the logical design. Refer to the logical design for systems that must integrate to the solution.
	The Integration into the Eskom applications will be done within a phased approach. Integration scope and deliverables is listed below:
	<ul style="list-style-type: none"> Analyse, design, develop, test, and deploy integration solutions based on the logical design. External interfaces to integrate using Oracle Fusion 12c and IBM WebSphere (Data Power), thus the vendor should be well skilled to work with the mentioned technologies. The Integration Centre of Excellence (ICOE) governance process must be followed for all approvals. Kindly reference "SOA Workgroup artefacts". All diagrams and processes are to be captured in the Eskom Enterprise Architect (EA). All CIM message artefacts (including Mapping Document) to be placed in the Eskom defined CIM SVN. All code to be placed in Eskom defined Code SVN repository All artefacts to be placed in the Eskom share point.

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	Group IT Project RFP Scope Document	Template Identifier	240-43921804	Rev	6
		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
		Review Date	April 2023		

Deliverable	Description
Integration	The following are the integration and Testing activities and artefacts to be produced and presented at the committee for approval and sign off:
	<ul style="list-style-type: none"> • Business test case document. • Integration specification document. • Mapping Document. • CIM message artefacts including WSDL's and XSD's. • Code and unit testing review. • Deployment Guide. • SIT testing review of results in ALM. • SIT test case sign-off. • Performance testing review of results in ALM. • Performance testing sign-off. • Pre-transfer documents for go-live approval. • Test requirements in ALM. • Test cases and results in ALM. Defects managed in ALM. • Test plan Document. • Non-functional Test plan document. • Test closure reports documents. • Performance test scripts and results.
	Provide an Integration message modeller to complete the following:
	<ul style="list-style-type: none"> • Analysis of message requirements. • Model or update integration message which follow a Common information model. • Create payloads and envelopes. • Generate xsd, message model and model dictionary.
Testing	Acquire the testing requirements, develop the test cases, and conduct testing to ensure that the solution is comprehensively evaluated for implementation in the Eskom IT environment. The testing staff may not be the same staff as the configuration, development and implementation staff assigned to the Project.

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		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
		Review Date	April 2023		

Deliverable	Description
	All testing must be completed on Eskom's test management systems (Application Lifecycle Management, Load Runner and Unified Functional Tester) and Vendor must ensure that test staff is skilled in using the test management systems, Defects reporting and management throughout the project.
	The following testing and testing milestones must be completed. A signed off test closure report is required before a test milestone is completed.
	<ul style="list-style-type: none"> • Unit Testing – test results from the Vendor team. • System Integrated Testing, Functionality testing (in QA – end to end functional testing and integration testing. That means testing with other systems and ensuring that all requirements have been successfully configured). This testing must be driven & executed by the Vendor but must include Eskom staff for completeness & authenticity. • Non-Functional Testing (performance testing and disaster recovery testing). This testing must be driven & executed by the Vendor but must include Eskom staff for completeness & authenticity. • User Acceptance Testing (Testing by the Eskom customer team that the system is working and meets requirements). This testing must be driven by the Vendor but must be executed by Eskom staff for completeness & authenticity.
	All testing requirements must cover all identified interfaces that have been identified. The testing team must adhere to the TCoE Turnkey Project Requirements Guideline provided as part of the RFP document.
Training/Transfer of skills	Develop training material and support material. Train Eskom business users, development, database, application technical support and support teams and ensure sufficient knowledge transfer. The vendor will be required to sign-off knowledge transfer acceptance certificate as part of every deliverable to ensure knowledge is transferred throughout the process and does not need to wait until the end of the project.

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		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
		Review Date	April 2023		

Deliverable	Description
	The requirement for training will be at all 3 Eskom levels of functional application support, 1st line support, 2nd line, and 3rd line of support, including the application technical support and database support.
	The service provider is required to provide all levels of support services. Physical / Virtual (MS Teams) classroom training is required together with online training, to cater for future training requirements or issues due to COVID pandemic.
	Business: 300 x Inventory / Warehouse Personnel's. Areas: Mpumalanga, Free State, Kwa-Zulu Natal, Western Cape, and Limpopo.
	Application Support Technical: Development 4 resources and 1st line support 3 resources.
	SAP Technical: Functional 6 resources, Technical 3 resources, Development 3 resources and 1st line support 6 resources.
	Post Implementation Training Support: Provision 2 sessions per year. This will only be paid when the service is used.
Build and deploy	Provide test cases, provide unit testing evidence, once all the necessary testing is complete, testing reports are produced, all governance approvals are obtained, the solution will need to be deployed to production. The Tenderer must articulate clearly as part of the response the implementation and deploy approach.
	Update requirements traceability matrix. Ensure all environments are updated following successful test conclusions. Compile a go-live plan and ensure the solution obtains the necessary governance approvals as follows:
	<ul style="list-style-type: none"> Architecture Design Review Committee (ADR) for pre-transfer, Change Review Management Committee (CRMC), Go/No-Go pack and decision by Group IT General Manager.
Data Migration	Solution must have the option for data to be exported to other solutions at the end of the contract term. Eskom to retain the ownership of all the data that business stores, transmits, and creates with the cloud service during the period of the contract.

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		Authorisation Date	24 April 2020		
		Review Date	April 2023		

Deliverable	Description																				
Service Level Agreement	Eskom will provide 1st line support however, 2nd line, 3rd line, and 4th line support will be required from the service provider to Eskom which will entail an escalation process.																				
	Due to the gravity of the solution, supplier should provide support for five workdays a week of eight hours (On site or remote should it be required). The tender must have a service desk and a call logging system which Eskom can log ticket and track them.																				
	Service performance management:																				
	<table><tr><th>Priority</th><th>Mean time to respond (mins)</th><th>Mean time to resolve (Hrs)</th><th>Target (%)</th></tr><tr><td>P1</td><td>15</td><td>4</td><td>100</td></tr><tr><td>P2</td><td>15</td><td>6</td><td>99</td></tr><tr><td>P3</td><td>30</td><td>8</td><td>99</td></tr><tr><td>P4</td><td>30</td><td>16</td><td>99</td></tr></table>	Priority	Mean time to respond (mins)	Mean time to resolve (Hrs)	Target (%)	P1	15	4	100	P2	15	6	99	P3	30	8	99	P4	30	16	99
	Priority	Mean time to respond (mins)	Mean time to resolve (Hrs)	Target (%)																	
P1	15	4	100																		
P2	15	6	99																		
P3	30	8	99																		
P4	30	16	99																		
Escalation procedure:																					
	<table><tr><th>Escalation level</th><th>Eskom</th><th>Supplier</th></tr><tr><td>First level</td><td>Application Support Manager</td><td>Operations Manager</td></tr><tr><td>Second level</td><td>Middle Manager solution support</td><td>Senior Manager</td></tr><tr><td>Third level</td><td>Senior manager</td><td>Managing Director</td></tr></table>	Escalation level	Eskom	Supplier	First level	Application Support Manager	Operations Manager	Second level	Middle Manager solution support	Senior Manager	Third level	Senior manager	Managing Director								
Escalation level	Eskom	Supplier																			
First level	Application Support Manager	Operations Manager																			
Second level	Middle Manager solution support	Senior Manager																			
Third level	Senior manager	Managing Director																			
Project Management	Deliver project documentation required by the Eskom Group IT PMO. This includes but is not limited to:																				
	Detailed integrated schedule. Weekly progress reports. Payment schedule forecast and actuals tracking against the forecast. Delivery Acceptance Certificates with supporting documents. Provide information required by Eskom team members to facilitate governance of the project and its deliverables. Integrate the current application support teams into the project delivery team. Deliverable Breakdown Structure indicating all fixed cost deliverables with the cost of each deliverable and the total cost of all deliverables.																				
	During execution deliverables will be evaluated by Eskom and a deliverable acceptance certificate will be issued on approval. Approved deliverables can then be invoiced.																				

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		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
		Review Date	April 2023		

Deliverable	Description
	<p>A Project schedule in MS Project format. The top-level work breakdown in the schedule must reflect the Software Delivery Life Cycle stages (e.g., Feasibility, Design; Build, Test, Train, Deploy and Stabilise).</p> <p>Please note that, all scope items mentioned on this scope document and all the requirements stated on the Business Requirements Specification document must be accepted. There will not be any scope exclusions on the project RFP scope and business requirements.</p>
Other Responsibilities	<p>Dependencies and pre-requisites on Eskom must be clearly stipulated.</p> <p>All deliverables produced on this contract shall become the property of Eskom with Eskom holding sole rights to it. All deliverables shall be provided in maintainable format for each evaluation (i.e., editable documents).</p> <p>Project change control refers to the changes in project scope, time, and Cost. Changes will follow the process below:</p>
	<ul style="list-style-type: none"> Changes must be approved by the requester, business owner, project manager, and project sponsor. Depending on the scale of the change, other approvals external to the project may be required. Guidance in this regard will be provided by Eskom. Approved changes must be noted in steering committee minutes and scope document must be compiled and signed off.
Security	<ul style="list-style-type: none"> Refer to the "240-170007584 Rev 2 - Web Services Security Standard.pdf" Document. Refer to the Technical Evaluation Document for detailed requirements


6.4 Overall Estimated Implementation Timelines (to be negotiated and agreed on)

#	Site	Delivery Date	#	Site	Delivery Date
1	Tutuka	December 2022	8	Lethabo	April 2023
2	Kendal	December 2022	9	Kusile	April 2023
3	Duvha	December 2022	10	Kriel	June 2023
4	Majuba	February 2023	11	Koeberg	June 2023
5	Matla	February 2023	12	Peaking: Ankerlig	July 2023
6	Medupi	February 2023	13	Peaking: Gaurikwa	July 2023
7	Matimba	April 2023			

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	Group IT Project RFP Scope Document	Template Identifier	240-43921804	Rev	6
		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
		Review Date	April 2023		

7 DOCUMENT ACKNOWLEDGEMENT

By signing this document, the people listed record their agreement on the contents of this document.

Project Manager:

Name: Kabelo Mnyani

Signature:



Date:

23 August 2022

Solution Architect:

Name: Charles Malaka

Signature:



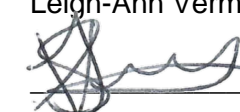
Date:

24 August 2022

Integration CoE:

Name: Leigh-Ann Vermaak

Signature:



Date:

24/08/2022

Application Support:

Name: Gillian Mokhele

Signature:


N/A

Date:

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		Authorisation Date	24 April 2020		
		Review Date	April 2023		

Application Support

Name: Nombulelo Bopape


Signature: 

Date: 24/08/2022

Network Team


Name: Albie Reyneke

Signature: 

Date: 24/08/2022 

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Business Owner:

Name: Jacob Mosehle

Signature: 

Date: 24/08/2022

Business SME:

Name: Ineke Swanepoel


Signature: 

Date: 25/08/2022

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		Document Identifier	240-85195240	Rev	3
		Authorisation Date	24 April 2020		
		Review Date	April 2023		

8 DOCUMENT APPROVAL

Project Sponsor:

Name: Bathusi Montwedi

Signature:



Date:

26/08/2022

9 TENDERER'S SCOPE ACCEPTANCE

Tenderer:

Name:

Signature:

Date:

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