User Requirements Specification (URS) / Scope Document

Project Title: Online Tendering System Development for UUW

1. Introduction

1.1 Purpose

This document defines the user requirements and scope for the development of an Online Tendering System to facilitate the secure, transparent, and efficient management of tender processes including tender creation, bidder registration, bid submission, evaluation, and awarding.

1.2 Scope

The system will provide a web-based platform UUW can publish tenders. Registered bidders will be able to submit proposals, ==and the system will support evaluation and awarding mechanisms.==

2. Stakeholders

Stakeholder	Role
System Administrator	Manages users, system settings, and security
Procurement Officers	Create, manage, and award tenders
Registered Bidders	View and submit bids on tenders
==Evaluators==	==Evaluate bids based on criteria==
==Auditors==	==Review system logs and awarded tenders for compliance==

3. Functional Requirements

3.1 User Registration and Management

- Bidders can self-register with company and tax details, certifications, etc.
- Admin approval of bidder accounts.
- Role-based access control (Admin, Procurement Officer, Bidder, Evaluator).
- Profile management (edit/update).

3.2 Tender Creation and Management

- Create and publish tenders with description, deadlines, documents, requirements.

- Set eligibility criteria.

- Attach downloadable documents (PDF, DOCX, XLS).

- Specify evaluation methods (price, technical merit, etc.).

3.3 Tender Notifications

- Email notifications for:

    o Tender publication

    o Deadline reminders

    o Status updates

    o Award announcements

3.4 Bid Submission

- Bidders submit documents and pricing online.

- Auto-confirmation email after submission.

- Support for multiple file types.

- Submission deadline enforcement.

- Option to modify bid before deadline.

3.5 Evaluation Process

- Evaluation committee access to submitted bids.

- Scoring system per evaluation criteria.

- Auto-calculated scores or manual input.

- Rank bidders.

- Internal comments section for evaluators.

3.6 Award Management

- Publish results.

- Notify winning and losing bidders.

- Generate award letters and contracts.

3.7 Audit Trails & Logs

- Maintain detailed logs for:
    - Login/logout activity
    - Changes to tenders or bids
    - Evaluation comments
- Exportable for compliance/audit purposes.

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4. Non-Functional Requirements

4.1 Security

- Data encryption (in transit and at rest)
- Two-factor authentication
- Secure file uploads (virus scanned)
- Role-based access permissions

4.2 Usability

- Responsive design (mobile-friendly)
- Simple UI for all user roles

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5. Technical Requirements

- Web-based system using modern frameworks (e.g., React, Angular for frontend; Node.js, Django, or Laravel for backend)
- Hosting on secure cloud environment (AWS, Azure, or similar)
- Integration with email/SMS API
- Database (MySQL/PostgreSQL)

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6. Reports and Dashboards

- Tender status dashboard for procurement officers
- Bidder dashboard (bids submitted, status, alerts)
- Reports:

- o   Tender statistics

- o   Bidder participation

- o   Evaluation summaries

- o   Compliance logs

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7. Integration Requirements

- Government/vendor registry APIs (e.g., CSD in South Africa)

- Payment gateway (if submission fees apply)

- Document signing or digital certificate system

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8. Project Deliverables

- Requirement Analysis Documentation

- Development of Online Tendering System

- Testing

- User & Admin Training

- Deployment and Go-Live Support

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9. Timeline & Milestones

Milestone	Date
Requirements Finalization	[Date]
Design & UI Approval	[Date]
Development	[Date Range]
Testing	[Date Range]
Deployment	[Date]