



**SOUTH AFRICAN TOURISM**

Delivered by e-mail:

Date: 13 September 2022

RFQ-ICT-09-22/SAGE

Dear Bidder

**Subject Matter: Request for a quotation for SAGE VIP adhoc consultation services.**

South African Tourism Board (SAT) was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. South African Tourism is a schedule 3 A Public Entity in terms of schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of SAT in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents and its visitors. It is common cause that tourism is a key strategic industry in terms of National Tourism Sector Strategy documents as it supports government objectives of alleviating the triple challenges of unemployment, poverty and inequality.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive and cost-effective and also confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

As a schedule 3A public entity, SA Tourism complies with the Framework for Strategic Plans and Annual Performance Plans (2010) which was recently revised by the Department of Planning, Monitoring and Evaluation. This framework provides the principles for short and media- term planning as well as the alignment to medium and long-term government priorities.

South African Tourism is seeking 80 hours of consultation services from a suitably qualified and certified SAGE VIP service provider to support the HC Payroll unit on several adhoc requirements.

**1.The scope of services**

South African Tourism is seeking 80 hours of consultation services from a suitably qualified and certified SAGE VIP service provider to support the HC Payroll unit on several adhoc requirements.

The required services include the following but not limited to:

- Bi-annual submission preparation and file to upload on SARS website.
- Adhoc legal or company requested changes +/- 8 hours
- Year - end preparation Copy system and other work, payroll clean up.
- Year - end submission
- Pension changes April 2023

This will be on time and material and hours not used from the date of award till the end of the financial year will carry over to the new financial year.

## 2. Cost structure and project plan:

Bidders must submit the total bid price for the delivery of the required services.

- (a) The total bid price for the implementation, inclusive of VAT

## 3. Evaluation Method:

The evaluation process of bids will comprise of the following phases:

| Phase 1   | Phase 2  | Phase 3   |
|---|--|---|
| <b>Administration and Mandatory bid requirements</b>          | <b>Price and B-BBEE</b>  | <b>Recommendation and Appointment</b>                           |
| Compliance with administration and mandatory bid requirements | The bidders that have successfully progressed through to Phase ii will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act,<br><br>80 points will be awarded for price while 20 points will be allocated for preference points for BBBEE as prescribed in the regulations. | Recommendation to designated SAT official for approval of award |

### 3.1 Phase 1: Administration and Mandatory bid requirements

- (a) Cover letter introducing your firm and credentials, capacity, capability and experience for this assignment;
- (b) National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax status;
- (c) Valid certified copy of B-BBEE certificate;
- (d) References: At least provide 3 references letters from organizations related SAGE VIP Solutions References should be presented in a form of a written letter on an official letterhead from clients where similar services have been provided. Please include the client's contact details.
- (e) The bidder MUST submit proof of being a certified reseller for SAGE VIP Solutions and Services.
- (f) Declaration of Interest – SBD 4;

### 3.2 Phase 2: Awarding of points for Price and Broad Based Black Economic Empowerment:

The bidders that have successfully progressed through to Phase ii will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations of 2017.

80 points will be awarded for price while 20 points will be allocated for preference points for BBBEE as prescribed in the regulations.

Points for B-BBEE level of contribution will be awarded in accordance with the below table:

| B-BBEE Status Level of Contributor | Number of Points |
|------------------------------------|------------------|
| 1                                  | 20               |
| 2                                  | 18               |
| 3                                  | 14               |
| 4                                  | 12               |
| 5                                  | 8                |
| 6                                  | 6                |
| 7                                  | 4                |
| 8                                  | 2                |
| Non-compliant contributor          | 0                |

### 3.3 Phase 3: Adjudication and Final Award of Bid:

The successful bidder will usually be the service provider scoring the highest number of points for comparative price and B-BBEE level of contribution or it may be a lower scoring bid on justifiable grounds or no award at all.

#### 4 National Treasury Centralized Supplier Registration and B-BBEE Certificates:

All bid submissions must include a copy of successful registration on National Treasury's Centralized Supplier Database (CSD) with a valid tax clearance status and an original or certified copy of a B-BBEE verification certificate (if you have been assessed).

Proposals which does not include these documents might not be considered.

#### 5 Deadline of submissions:

Due to the urgent nature of this assignment all proposals must be e-mailed, in PDF format, to quotes@southafrica.net no later than 12h00 on Wednesday, 21 September 2022.

#### 6 Confidentiality:

The request for a technical and cost proposal and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a confidentiality agreement preventing the unauthorized disclosure of any information regarding SA Tourism or of its activities to any other organization or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of SA Tourism.

#### 7 Terms of engagement:

Prior to commencing the work, the successful bidder will be required to meet with SA Tourism to align the final statement of work (SOW) for approval.

#### 8 Payments:

No advance payments will be made in respect of this assignment. Payments shall be made in terms of the deliverables as agreed upon and shall be made strictly in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).

The successful bidder shall after completion of the contract, invoice SA Tourism for the services rendered. No payment will be made to the successful bidder unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SA Tourism.

Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice.

9 Non-compliance with delivery terms:

The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the bidder that they will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SA Tourism must be given immediate written notice to this effect.

10 Retention:

Upon completion of the assignment and / or termination of the agreement, the successful bidder shall on demand hand over to SA Tourism all documentation, information, etc. relevant to the assignment without the right of retention.

11 Cost:

The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by SA Tourism.

12 Cancellation of the request for a technical and cost proposal:

SA Tourism may, prior to the award of the bid, have the right to cancel the bid if:

- (a) Due to changed circumstances, there is no longer a need for the service; or
- (b) Funds are no longer available to cover the part and/or total envisaged expenditure; or
- (c) No acceptable bids are received.

SA Tourism reserves the right to withdraw this request for technical and cost proposals, to amend the term or to postpone this work by email notice to all parties who have received this request.

13 Clarification:

Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning this request for technical and cost proposals, is to be requested in writing from SA Tourism, e-mail: [quotes@southafrica.net](mailto:quotes@southafrica.net).

Thanking you and looking forward to your proposal in this regard.

Yours in Tourism