



11th Floor, The Marine Building,
22 Dorothy Nyembe (Gardiner) Street, Durban, 4001
Private Bag X54322, Durban, 4000
Tel: 031 365 7800 Fax: 031 365 7858
Website: <http://www.portsregulator.org>

REQUEST FOR QUOTATION (RFQ)

Sage Patel Payroll Consulting Services

RFQ	RFQ/2022/23-89
RFQ ISSUE DATE	08 March 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	Sage Pastel Payroll Consulting Services
CLOSING DATE & TIME	16 March 2023
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

Bidders must submit responses via e-mail at: quotations@portsregulator.org before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.

Ports Regulator of South Africa requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

MAAA NUMBER (CSD NO): _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION

SAGE PASTEL PAYROLL CONSULTING SERVICES

1. BACKGROUND

- 1.1 Ports Regulator of South Africa ("the Regulator") is a Schedule 3A public entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA). Port Regulator South Africa must fully comply with all the requirements of the PFMA.
- 1.2 The Ports Regulator is the independent National Regulator for the South African ports, governed by the National Ports Act, 2005 (Act No. 12 of 2005). In terms of section 30 (1) and (2) of the National Ports Act, the main function of the Regulator is to:
- Exercise economic regulation for the ports system in line with government's strategic objectives.
 - Promote equity of access of ports and facilities and service provider by ports.
 - Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the act; and
 - Hear appeals and complaints contemplated in terms of Section 48 of the Act
- 1.3 The Ports Regulator has embarked on appointing **a suitably qualified service provider to assist with Pastel Payroll salary adjustments and any matters related to such adjustments.**

2. PURPOSE

The Ports Regulator requires an experienced and reputable service provider to assist **with Pastel Payroll salary adjustments.**

3. SCOPE OF WORK

The service provider must assist with salary corrections on the Sage pastel payroll system. The scope of work includes consulting with the client and assisting with salary correction payments as well as advising on deductions and tax implications. An excel workbook must be provided to the Ports Regulator with all calculations before implementing into the Pastel system.

4. EVALUATION CRITERIA

4.1 SCM Administrative (Phase 1)

- 4.1.1 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 4.1.2 The SBD forms must be completed, signed by the authorised company representative.

4.2 Mandatory Documents (Phase 2)

- 4.2.1 The bidder must provide with proof that they are Pastel Payroll certified.
- 4.2.2 The bidder must submit two (2) reference letters indicating experience working with payroll (reference letters must be in the referee's letterhead, signed and dated).

Failure to provide this mandatory information will lead to bidder's proposal not being considered further on Pricing

4.3 Price Comparison (Phase 3)

RFQ responses will be evaluated based on price only.

4.4 Pricing Considerations:

4.4.1 Bidders' price quotations must be inclusive of all applicable taxes **(including VAT)**.

Description	Price
Consulting – Pastel Payroll Salary Adjustments and Consulting Services	R_____
Sub-Total	R_____
15% VAT	R_____
Grand Total	R_____

NB: Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS E-Filing prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

5. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@portsregulator.org

6. CONDITIONS TO BE OBSERVED

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of award / order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of **90 days** from the closing date of the RFQ Enquiry.

7. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Quotation on a company letterhead
- Declaration of Interest (SBD 4),
- CSD Report (National Treasury)
- Proof that they are Pastel Payroll certified.
- 2 reference letters