



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

*Ensuring protection of your personal information
and effective access to information*

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INFORMATION REGULATOR: GAUTENG

SUPPLY CHAIN MANAGEMENT SPECIFICATION		
Name of Directorate	Information Regulator	
Date of Specification	06 March 2026	
Closing Date	13 March 2026	
Contact Number	010 023 5200	
Venue for delivery of goods / services	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191, Gauteng Province, South Africa	
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Contact Person	Lesego Korae / Phindulo Maphangula / Kerryn Mashaba / Milton Gasas	
REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE THE SPECIALISED SUPPORT FOR SAGE 300 PEOPLE PAYROLL SYSTEM FOR 140 EMPLOYEES		
Service to be supplied	Qty	Description
Provision of Specialised Support for SAGE 300 People Payroll System for 140 Employees	12 Months	Refer to Page 2 - 11

TERMS OF REFERENCE

REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SPECIALISED SUPPORT FOR SAGE 300 PEOPLE PAYROLL SYSTEM FOR A PERIOD OF 12 MONTHS FOR 140 EMPLOYEES

1. INTRODUCTION

1.1 The Information Regulator (Regulator) is established in terms of section 39 of Protection of Information Act 4 of 2013 (POPIA) as a juristic person which has jurisdiction throughout the Republic. The Regulator is listed as a schedule 3A institution in terms of Public Finance Management Act (PFMA). It is independent and is subject only to the Constitution and the law and must be impartial and perform its functions and exercise its powers without fear, favour or prejudice; The Regulator exercises its powers and performs its functions in accordance with POPIA and the Promotion of Access to Information Act 2 of 2000 (PAIA) and is accountable to the National Assembly. Section 47 of POPIA empowers the Regulator to establish its administration and appoint staff to assist it in the performance of its functions.

2. OBJECTIVE

2.1 The Regulator wishes to appoint a service provider to provide Specialised Support for SAGE 300 People Payroll System for a period of 12 Months for 140 employees.

3. SPECIFICATIONS / SCOPE OF WORK AND DELIVERABLES

The appointed service provider must support the Regulator in the following areas, as and when required:

3.1 Provision support for the payroll processing needs, including salaries, managing deductions, and ensuring timely payments on 300 SAGE People Payroll system;

- 3.2 Handle compliance with South African labour laws and tax regulations and relating to Sage System;
- 3.3 Fully process monthly Payroll for staff;
- 3.4 Assist in Handling of Payroll queries, leave queries and Payroll ad hoc queries; and
- 3.5 Provide monthly and quarterly Payroll reports to Human Resource Management & Administration Sub-Division and Finance Division.

4. REQUIREMENTS FROM THE SERVICE PROVIDER

The Service Provider must provide personnel with the following:

- 4.1 A (3) year tertiary qualification (National Diploma or Bachelor's degree) in Financial Accounting or Financial Management at National Qualification Framework (NQF) Level 6 as recognised by South African Qualifications Authority (SAQA);
- 4.2 Certificate in Sage 300 People Payroll System.
- 4.3 Minimum of 5 years' experience in a Payroll Specialist or Payroll Administrator role in implementation of SAGE system; and

5. DOCUMENTS REQUIRED

To guarantee an objective and fair evaluation process, all proposals submitted must be in accordance with format as described in the scope of work. Failure to provide all or any part of the requested information in the required format may result in a proposal being excluded from the evaluation process. Service Providers interested in this project should submit the following documents:

- 5.1 Company Profile comprising a description of your organisation, its primary business activity, clients, experience, management, sub-contractor profiles, etc;
- 5.2 Copies of three (3) year tertiary qualification (National Diploma or Bachelor's degree) in Financial Accounting or Financial Management at National Qualification Framework (NQF) Level 6 as recognised by South African Qualifications Authority (SAQA);

- 5.3 Certificate in Sage 300 People Payroll System;
- 5.4 Three (3) signed letters of reference of work done in the last three (3) years;
- 5.5 Three (3) paged Curriculum Vitae (CV); and
- 5.6 A concise written summary of no longer than five (5) pages that demonstrates the methodology and approach to be used for this project (Project Plan).

6. EVALUATION PROCESS AND CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that Include Functionality as a Criterion for Evaluation (issued on 3 September 2010). The bid will be evaluated in two stages:

6.1 The first stage will evaluate functionality, and the minimum threshold will be 70 points. Evaluation of proposals will be done according to the following criteria (sufficient information should be provided):

Criteria	Score Guidelines	Points	Weight
Company Profile comprising a description of your organization, its primary business activity and Specialised Support in Sage 300 People Payroll System with clear demonstration of five (5) years extensive experience in providing Specialised Support in Sage 300 People Payroll System	Excellent summary of the company profile wherein provision of Specialised Support in Sage 300 People Payroll System is the core or primary business: <ul style="list-style-type: none"> • Excellent description of your organisation; • Excellent primary business activity; and • Minimum of 5 years' experience in a Payroll Specialist or Payroll Administrator role in implementation of SAGE 300 People Payroll System. 	(20)	20
	Good summary of the company profile wherein provision of Specialised Support in Sage 300 People Payroll System is the core or primary business: <ul style="list-style-type: none"> • Good description of your organisation; • Good primary business activity; and • Minimum of 5 years' experience in a Payroll Specialist or Payroll 	(10)	

Criteria	Score Guidelines	Points	Weight
	Administrator role in implementation of SAGE 300 People Payroll System.		
	Poor summary of the company profile wherein provision of Specialised Support in Sage 300 People Payroll System is the core or primary business: <ul style="list-style-type: none"> • Poor description of your organisation; • Poor primary business activity; and • Minimum of 5 years' experience in a Payroll Specialist or Payroll Administrator role in implementation of SAGE 300 People Payroll System; 	(05)	
	No summary of the company profile submitted.	(0)	
Three signed letters of reference for providing Specialised Support in Sage 300 People Payroll System done in the last three (3) years.	Submission of three (3) reference letters demonstrating provable experience in Providing Specialised Support in Sage 300 People Payroll System.	(30)	30
	Submission of two (2) reference letters demonstrating provable experience in Providing Specialised Support in Sage 300 People Payroll System.	(20)	
	Submission of one (1) reference letter demonstrating provable experience in Providing Specialised Support in Sage 300 People Payroll System.	(10)	
	No reference letters demonstrating provable experience in Providing Specialised Support in Sage 300 People Payroll System.	(0)	
A (3) year tertiary qualification (National Diploma or Bachelor's Degree) in Financial Accounting or Financial	A (3) year tertiary qualification (National Diploma or Bachelor's Degree) in Financial Accounting or Financial Management at National Qualification Framework (NQF) Level 6 as recognised by South African Qualifications Authority (SAQA)	(10)	10

Criteria	Score Guidelines	Points	Weight
Management at National Qualification Framework (NQF) Level 6 as recognised by South African Qualifications Authority (SAQA)	No (3) year tertiary qualification (National Diploma or Bachelor's Degree) in Financial Accounting or Financial Management at National Qualification Framework (NQF) Level 6 as recognised by South African Qualifications Authority (SAQA)	(0)	
Experience – Years of experience in the field and relevant qualifications of at least one (1) key personnel who will be working on this project should be permanent employee in the company and not subcontracted. The experience must be indicated in the Curriculum Vitae (CV).	Minimum of the one (1) personnel with ten (10 +) years of experience based on the scope of work as indicated on paragraph 3 of these specifications.	(20)	20
	Minimum of one (1) personnel with Six (6 – 9) years of experience based on the scope of work as indicated on paragraph 3 of these specifications.	(15)	
	Minimum of one (1) personnel with five (5-1) years and below experience based on the scope of work as indicated on paragraph 3 of this specification.	(10)	
	Non-Submission of CV's and no relevant experience based on the scope of work as indicated on paragraph 3 of this specification.	(0)	

Criteria	Score Guidelines	Points	Weight
<p>A concise Project Plan / written summary of no longer than five (5) pages that demonstrates the full scope of work as indicated on paragraph 3 of this specification; timelines and deliverables; and understanding of specifications, methodology and approach to be used for this project</p>	<p>Excellent project plan and technical approach that includes full scope of work as indicated on paragraph 3 of this specification; timelines and deliverables; and understanding of specifications.</p> <p>The project plan must indicate the following deliverables, but the list is not exhaustive;</p> <ul style="list-style-type: none"> • Excellent description of your organisation; • Excellent primary business activity; and • Minimum of 5 years' experience in a Payroll Specialist or Payroll Administrator role in implementation of SAGE 300 People Payroll System 	(20)	20
	<p>Good project plan and technical approach that includes full scope of work as indicated on paragraph 3 of this specification; timelines and deliverables; and understanding of specifications.</p> <p>The project plan must indicate the following deliverables, but the list is not exhaustive;</p> <ul style="list-style-type: none"> • Good description of your organisation; • Good primary business activity; and • Minimum of 5 years' experience in a Payroll Specialist or Payroll Administrator role in implementation of SAGE 300 People Payroll System. 	(10)	

Criteria	Score Guidelines	Points	Weight
	<p>Poor project plan and technical approach that includes full scope of work as indicated on paragraph 3 of this specification; timelines and deliverables; and understanding of specifications.</p> <p>The project plan must indicate the following deliverables, but the list is not exhaustive;</p> <ul style="list-style-type: none"> • Excellent description of your organisation; • Excellent primary business activity; and • Minimum of 5 years' experience in a Payroll Specialist or Payroll Administrator role in implementation of SAGE 300 People Payroll System the Regulator 	(5)	
	<p>No project plan and technical approach that includes full scope of work as indicated on paragraph 3 of this specification; timelines and deliverables; and understanding of specifications included.</p>	(0)	
TOTAL WEIGHT			100

NBService Providers who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration**

6. PRICE AND SPECIFIC GOALS

The third stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations 2022 pertaining to Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and 20 points will be awarded as per the specific goals on SBD.

7. DURATION OF THE CONTRACT

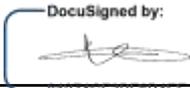
A contract will be drawn up between the Regulator and the Service Provider for a period of 12 months.

8. COMMUNICATION

Prior commencement of the project, a project management team comprising of the service provider and employees of the Regulator will be established. The Regulator will advise and lead in all communication processes that would ensure that the deliverables indicated in the scope of work are met within the stipulated timeframe. The service provider will keep the Regulator informed of progress at each milestone and ensure that reports are submitted to the Regulator

9. COSTS

The Regulator will not be held responsible for any costs incurred by the service provider in the preparation and submission of the quote.

SPECIFICATION SIGNED OFF BY	
Name	SETHUPI LEDWABA
Position	SENIOR MANAGER
	
<hr/> <i>Signature</i>	<p>04-Mar-2026 09:24 SAST</p> <hr/> <i>Date</i>