

1st Floor, 29 South, 7 Umsinsi Junction, La Mercy,
KwaZulu-Natal, 4399
www.moseskotaneinstitute.com

TERMS OF REFERENCE

**THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE AN INTERGRATED CLOUD
BASED ACCOUNTING PACKAGE.**

REF No	MKIQ51/2021
Description	Appointment of a service provider to provide an integrated cloud-based accounting package
Delivery address	1st Floor, 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399
Closing date and time to submit quotations.	23 November 2021, 16h30
Technical queries must be emailed to:	deon.govender@moseskotane.com
Proposals and SCM queries must be emailed to:	Sinenhlanhla.nggulunga@moseskotane.com

1. Disclaimer

- MKI reserves its right not to appoint.
- MKI reserves its right to negotiate the price with the winning bidder.
- MKI reserves the right to terminate the contract should a pre-existing conflict of interest be found at any stage of the project.

2. Terms and Conditions

- Proposals must be emailed by no later than 23 November 2021, 16h30. Proposals received after the closing time and date will not be considered.
- All prices must be all inclusive
- Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations will not be considered)
- Bid validity Period: 60 days

3. Background

The Moses Kotane Institute (MKI) is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA). Its mandate is to provide internationally recognised quality research driving the economic development and innovation in the province. It does this by providing timely and accurate research to support the attainment of radically transformed inclusive and sustainable economic growth for the province in partnerships with public and private sector.

4. Project objectives

The objective of this project is to ensure that the MKI has a world class accounting package that meets the needs of this diverse organization.

5. Scope of work

The supplier will provide a cloud-based accounting package that is compatible with Sage Evolution.

5.1. The expected outcomes and deliverables

The following specific output/outcome is expected during and on the completion of the project-

- a) Inception report detailing the approach and methodology of the intended online accounting package.
- b) Accounting package must be compatible with Sage Evolution, Sage Business Payroll.
- c) Package must have the following modules:
 - 1) Financial reporting – Must be customizable
 - 2) Budget management
 - 3) Project accounting
 - 4) Able to have sub accounts in the trial balance
 - 5) Document flow management for approvals, example purchase orders
 - 6) Able to upload documents to PO's that are sent for approvals.

- 7) Use of Dashboards
- 8) Regular updates
- 9) Updated security features

6. General process consideration

The service provider is expected to submit a proposal detailing the ability of the accounting package to meet all the requirements as listed above.

7. Timeframe and implementation schedule

The project is expected to be completed at the end of January 2022

8. Project costs

The services for the project will be funded by MKI. Proposal must also include project timeframe and total costs. The costs must be an all-inclusive (including disbursements, travel, stationery etc.).

9. Required competences

- a) Expertise in implementation of the accounting package.
- b) Proven work experience and 3 referral contact details
- c) Team leader should have a minimum of 3 years' experience in similar or related assignments, grounded expertise in implementation and design
- d) A summary of the organisation's experience in providing the kind of deliverables called for in these terms of reference.

10. Mandatory compliance requirements (The following documents to be submitted with the proposal)

- a) Proof of company registration, where applicable i.e., unless you a sole proprietor
- b) Valid tax clearance certificate/pin
- c) Valid BBBEE certificate by a SANAS accredited agency/company or an affidavit
- d) Bank account confirmation letter
- e) Proof of registration on the Treasury Central Supplier Database (CSD)
- f) Supplier declaration form (attached hereinto)

NB: Failure to submit the above documents will lead to disqualification.

Note: The bid will be evaluated on the 80/20 price preference points system. Following administrative compliance check, the bidder will be subject to a technical evaluation as per the attached Technical Evaluation Grid below.

TECHNICAL EVALUATION GRID

Bidders are expected to score a minimum of 70 points from the technical grid below to be evaluated for further stage.

	Maximum score	Evaluator's score	Comments
1. Company	70		
1.1. Understanding of assignment	20		
1.2. Expertise in implantation of the accounting package	30		
1.3. Experience in providing cloud-based accounting package	10		
More than 5 years	10		
3 to 5 years	5		
Less than 3 years	0		
1.4. References with contact details where the bidder provided similar projects	10		
Three and above	10		
Less than three	0		
2. Team Leader	30		
2.1. Experience in providing similar or related assignments	10		
More than 5 years	10		
3 to 5 years	5		
Less than 3 years	0		
2.2. Grounded expertise in	20		
Implantation	10		
Design	10		
Total	100		

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

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.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011