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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SAGE ESS TRAINING

RFQ	RFQ2024/25/35
RFQ ISSUE DATE	09 September 2024
BRIEFING SESSION	None
RFQ DESCRIPTION	Appointment of a service provider to provide sage ESS training for one individual
CLOSING DATE & TIME	18 September 2024 @ 16:00
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

Ports Regulator is seeking a qualified service provider, accredited by Sage to provide training on their products, to deliver ESS Sage Training to one employee.

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.**

Port 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 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 RFQ

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ESS SAGE TRAINING

1. BACKGROUND

1.1 Ports Regulator of South Africa (“the Ports Regulator”) is a Schedule 3A public entity in terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA). The Port Regulator must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.

1.2 The Ports Regulator is an independent ports regulatory body, governed by the National Ports Act, Act No. 12 of 2005, (“the Act”).

In terms of section 30 (1) and (2) of the National Ports Act, the main functions of the Regulator are 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 Sections 46 and 47 of the Act, respectively.

2. PURPOSE

The purpose of this Request for Quotation (RFQ) is to request a suitably qualified service provider, accredited by Sage to provide training on their products, to provide comprehensive ESS Sage training to one employee.

3. SCOPE OF WORK

The accredited service provider will be responsible for delivering a comprehensive ESS Sage training program that meets our specific needs and ensures our employees are equipped with the necessary skills and knowledge to effectively utilize the ESS Sage system.

The scope of work includes:

- Setting up a company in both Sage Pastel Payroll and Self Service
- Importing employee information from Sage Pastel Payroll to self service
- Setting up the sage self-service website
- Creating non-payroll users
- Workflow management
- Creating security groups
- Employee self service functions: applying for leave and viewing payslips
- Administrator functions: synchronizing data between sage pastel payroll and self-service, applying employee changes and uploading payslips
- Travel claim management: applying for travel claims and approving travel claims
- Reporting: generating reports on leave, payslips and travel claims

4. SPECIFICATION

The service provider shall deliver a comprehensive ESS Sage training program that meets the following specifications.

4.1 Training program

- Duration:
- Format: On-site training at our premises

4.2 Training Materials

- User manuals
- Guides
- Presentation slides
- Handouts

4.3 Trainer Qualifications

- Mandatory Accredited by Sage to provide training on their products
- Experience in delivering ESS Sage training to corporate clients
- Knowledgeable about the payroll industry and human resources

4.4 Support

- Email and Phone support

5. COMPULSORY INFORMATION

5.1

Criteria	Requirements from the service provider	Weighting
Company experience	Previous experience in providing specified training. 1-2 Reference Letter = 10 3-4 Reference Letters = 15 points 5-6 Reference Letters = 25 points 7 Reference and above = 30 points	30
Facilitator Experience	Facilitator to have submitted a comprehensive CV outlining the years of experience in the training environment CV provided but with breakdown of years of experience = 10 No CV provided = 0	30
Company Accreditation proof	Proof of accreditation from Sage = 40 No attached accreditation from SAGE= 0	40
TOTAL		100
Minimum threshold		70

5.2 SCM Administrative (Phase 1)

- 5.2.1 The SBD4 must be completed and signed by the authorised company representative.
- 5.2.2 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 5.2.3 The POPIA consent form must be completed and signed by the authorised company representative.
- 5.2.4 The SBD 6.1 must be completed and signed by the authorised company representative.
- 5.2.5 Bidders are required to provide with the clear picture of the water purifier they are proposing.

Failure to provide the above requirements may lead to bidder's proposal not being considered further on price .

5.3 Pricing Considerations and Specific Goals (Phase 2)

- 5.3.1 Bidders' price quotations must be inclusive of all applicable taxes **(including VAT)**
- 5.3.2 Service providers are required to detail their rates / itemized pricing schedule.
- 5.3.3 Bidders total price proposal weighs 80 points.

5.3.4 **BBBEE**

5.3.4.1 The bidder must submit SBD 6.1 preference points claim form.

5.3.4.2 The bidder must submit a BBBEE certificate/ Sworn affidavit.

5.2.4.3 Specific goal: BBBEE status level 1 as per SBD 6.1. Weighs 20 Points.

NB: Tax status 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 the Regulator will apply clause 4.2 of the National Treasury Instruction No. 09 of 2017/2018, if the bidder is still not compliant then the Regulator will exercise clause 4.3 of the said instruction note.

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 ninety **(90) days** from the closing date of the RFQ Enquiry.

7. **COMMUNICATION**

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

8. **COST OF PROVIDING WITH RFQ**

The service provider 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 letterhead
- Declaration of Interest (SBD 4)
- Copy of CSD Report or MAAA Number (National Treasury)
- B-BBEE Certificate/sworn affidavit
- Preference points claim form SBD 6.1
- POPIA consent form