

Document Title	SCOPE OF WORK FOR SYSTEM MAINTENANCE AND SUPPORT OF SAGE 300 PEOPLE:HR, PAYROLL AND ESS SOFTWARE
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APPROVAL & DISTRIBUTION

	NAME	SIGNED	DATE
Prepared	Mbavhalelo Marageni: Manager: Centralized HR Services		
Reviewed	Ntsai Mphuloane: Manager Financial Systems		
Supported	Daphne Ledwaba: GM: Group IT		
Recommended	John Nkwana: GM Human Capital		
Approved	Sithembile Mbuyisa: GE: Human Capital		

	SCOPE OF WORK FOR SYSTEM MAINTENANCE AND SUPPORT OF SAGE 300 PEOPLE:HR, PAYROLL AND ESS SOFTWARE	Doc. No	
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1 Table of Contents

APPROVAL & DISTRIBUTION	1-0
1 Table of Contents.....	1-1
2 PART 1 – INTRODUCTION.....	2-1
2.1 Overview	2-1
2.2 Security Compliance Mandate	2-2
2.3 Scope of Work.....	2-2
2.3.1 System Support Services.....	2-2
2.3.2 Systems Maintenance	2-3
3 PART 2 – DELIVERABLES.....	3-3
3.1 Type of Contract for Deliverables	3-3
3.2 Objective	3-3

2 PART 1 – INTRODUCTION

2.1 Overview

Necsa a State-owned entity dedicated to upholding safety and excellence, invites proposals from qualified vendors to provide development support and maintenance services for our Sage300 People: HR, Payroll and ESS Software deployed at Necsa for a contractual period of 36 months. The SAGE system stands as a pivotal component within our HR management

	SCOPE OF WORK FOR SYSTEM MAINTENANCE AND SUPPORT OF SAGE 300 PEOPLE:HR, PAYROLL AND ESS SOFTWARE	Doc. No	
---	---	---------	--

infrastructure, catering to approximately 3300 employees across the Necsa Group, encompassing full-time, part-time, casual, contract, student, pensioners, and various temporary employees.

The required development support and maintenance services are aimed at ensuring the seamless operation of the SAGE system, promptly addressing any technical issues or inquiries that may arise.

2.2 Security Compliance Mandate

Service providers providing service to Necsa are obligated to undergo a security vetting or screening. This measure is essential for safeguarding the integrity and security of the organisation operations, protecting sensitive information, and ensuring compliance with regulatory requirements.

2.3 Scope of Work

The appointed vendor will be required for providing support for the Sage 300 People system, including but not limited to:

2.3.1 System Development and Support Services

- System Maintenance & Development Support Services for Sage 300 People modules: Salaries, Wages, Equity, General Ledger, Leave, Employee Transaction, Performance, Workflow, Recruitment, Scheduler, Rebate claims and ESS Software, the vendor will further be required to configure the following modules : Skills, Job Costing, BIM, Job, Budget, Salary Survey, Skills Map and Medical claim for a period of up to 36 months subject to performance based and service level agreement, starting from the date of appointment. The system support contract will be for a period of **36 months**. The service provider may provide up to **50 hours of support per month**, and any additional hours will require prior approval.
- Technical support and issue resolution for all system-related queries and incidents remotely, by email, telephonically and on-site (whenever required).
- Provide or facilitate training of end-users, superusers and administrators to ensure efficient utilisation of the system as well as ongoing knowledge transfer.
- Design and maintain custom reports to meet Necsa's operational needs.
- Maintain up-to-date documentation of system configurations, processes, and procedures, accessible to authorised personnel.
- Proactive monitoring of system health and performance to ensure optimal operation and identify potential risks.
- Ensuring that data within the system is consistent and complete.
- Provide weekend or after hour support where necessary
- Provide after-hours and emergency contact number to be utilised when necessary.

	SCOPE OF WORK FOR SYSTEM MAINTENANCE AND SUPPORT OF SAGE 300 PEOPLE:HR, PAYROLL AND ESS SOFTWARE	Doc. No	
---	---	---------	--

2.3.2 Systems Maintenance

- Ensuring that Necsa remains up to date with Sage 300 People releases/upgrades.
- The service provider must ensure that Necsa is kept fully informed of annual licence renewal and increases ahead of time. Managing system configurations, customizations and Implementation of additional modules as requested by the Necsa.
- Ensure seamless integration of Sage 300 People with third party Applications including Ms Dynamics (Financial System) and Direct Hire (recruitment System)
- Security management, including data protection measures to protect HR data and ensure compliance with relevant regulations (e.g., GDPR, HIPAA).

3 PART 2 – DELIVERABLES

3.1 Type of Contract for Deliverables

The selected service provider will enter a Service Level Agreement with Necsa Group for the continuous maintenance and support of Sage 300 People: HR, Payroll and ESS Software. . Among other essential service delivery requirement, the primary focus will be on response time, resolution time, and system uptime.

3.2 Objective

The primary objective of this document is to provide the scope of work to assist in identifying the suitable partner that Necsa can partner with to provide ongoing maintenance and development support for Sage 300 People: HR, Payroll and ESS Software, which will have the capability to achieve the following:

- Introduce system functionality and business processes for more efficient HR and payroll input process such as;
 - Streamline, improve and enhance usability for all end users.
 - Provide real time on-line access to employee information to authorized members of the senior administration.
 - Provide optimisation of self-service functionality that will provide managers / staff with the information they want/need when they want / need it.
- Implement solutions to facilitate automated entries of typical processes to introduce efficiency in processes with its associated benefits including:
 - More consistent and trustworthy data (fewer errors).
 - Eliminate unnecessary paperwork, which reduces the need to house hard copies saving physical space for filing systems (Note: some processes may still have legal requirements to keep hard copies).

	SCOPE OF WORK FOR SYSTEM MAINTENANCE AND SUPPORT OF SAGE 300 PEOPLE:HR, PAYROLL AND ESS SOFTWARE	Doc. No	
---	---	---------	--

- Reduced workload on current resources since automated processes take less time.
- Allow HR and Payroll staff to deliver better customer service to company-wide employees because they will spend less time processing paper requests.
- Provide clients with greater visibility on the status of their requests; to deliver a better user experience for all stakeholders.
- Enhance data integrity

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE South African Nuclear Energy Corporation SOC Ltd	
BID NUMBER:	FIN-SCM-TEN-0080
BID DESCRIPTION:	System maintenance and support of Sage 300 People:HR, Payroll and ESS software for a period of 36 months
CLOSING DATE:	Will be confirmed once HC-HR-TEN-0001 is signed
CLOSING TIME:	11:00am
BID VALIDITY PERIOD:	90 Days (Commencing the bid Closing Date)
DELIVERY ADDRESS:	BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT: Necsa Gate 3 R104 Elias Motsoaledi Street (Church Street West Ext) Pelindaba Brits Magisterial District Madibeng Municipality North West 0240 The physical size of the Bid Response must be limited to 400mm x 100mm x 150mm as the Tender Box aperture cannot accommodate larger sizes.
ENQUIRES:	Mr. Buyani Nsibande Email: scm@necsa.co.za Tel: +27 (0) 12 305 6072 Clarity seeking question must be sent at least three (3) working days before the closing date.

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

TABLE OF CONTENTS

SECTION 1	3
1. Introduction	3
1.1 Company Overview.....	3
2. Scope of Work	3
Bid to provide services for system maintenance and support of sage 300 people: HR, Payroll and ESS software on an as and when required basis.	3
2.1 Specification / Technical Requirements	3
2.2 Applicable Necsa Policies.....	4
3. Applicable Necsa Procedures	4
3.1 Requirements to Access Necsa Site	4
3.2 Emergencies, Incidents, Accidents.....	4
3.3 Necsa Health, Safety and Environmental Requirements	5
3.4 Necsa Requirements for Quality.....	5
3.5 Necsa Requirements for Project SHEQ.....	5
3.6 Confidentiality	5
SECTION 2	6
4. Instruction to Bidders	6
4.1 General	6
4.2 Bidder Information.....	6
4.3 Consortium.....	6
4.4 Sub-contracting.....	6
4.5 Necsa's Bidding Rights	7
4.6 Bidding Process	8
4.7 Bid Submission Requirements.....	8
5. Eligibility Requirements	9
5.1 Pre-qualification Criteria	9
5.2 Technical / Functional Evaluation Criteria	9
5.3 Preference points and Price Evaluation Criteria	11
5.4 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million	11
SECTION 3	12
6. Returnable documents Checklist.....	12
6.1 Mandatory Documents.....	12
6.2 Price.....	13
6.3 Compliance Documents.....	13
7. Bidder Information	13

SECTION 1

1. INTRODUCTION

1.1 Company Overview

The South African Nuclear Energy Corporation Limited (Necsa) is a state-owned public company (SOC), registered in terms of the Companies Act, (Act No. 61 of 1973), registration number 2000/003735/06.

The Necsa Group engages in commercial business mainly through its wholly-owned commercial subsidiaries: NTP Radioisotopes SOC Ltd (NTP), which is responsible for a range of radiation-based products and services for healthcare, life sciences and industry, and Pelchem SOC Ltd (Pelchem), which supplies fluorine and fluorine-based products. Both subsidiaries, together with their subsidiaries, supply local and global markets, earning valuable foreign exchange for South Africa and are among the best in their field in their respective world markets.

Necsa's safety, health, environment and quality policies provides for top management commitment to compliance with regulatory requirements of ISO 14001, OHSAS 18001 and RD 0034 (Quality and Safety Management Requirements for Nuclear Installations), ISO 9001 and ISO 17025.

Necsa promotes the science, technology and engineering expertise of South Africa and improves the public understanding of these through regular communications at various forums and outreach programmes to the community. We are a proudly South African company continuously striving, and succeeding in many respects, to be at the edge of science, technology and engineering related to the safe use of nuclear knowledge to improve our world.

2. SCOPE OF WORK

Bid to provide services for system maintenance and support of sage 300 people: HR, Payroll and ESS software on an as and when required basis.

2.1 Specification / Technical Requirements

The detailed specifications are provided in the following attached document:

Specification No. **HC-HR-TEN-0001**

Description	Months	Hours Per month	Rate per Hour	Total Including VAT
Sage 300 people	36	50		

- 2.1.1 The bidder shall, based on the overall objective of the scope of work to be performed and the bidders expertise, identify any obvious omissions from the scope that they believe to be essential for meeting the overall objectives. The bidder shall include this into the price of

the work to be performed and submit it for negotiation.

- 2.1.2 The bidder shall strictly comply with all technical and commercial requirements of this bid.
- 2.1.3 A bid with a deviation shall be considered as an alternative bid. These may be evaluated provided that the main bid complies with all requirements supplied. Hourly labour rates shall include all charges and overheads associated with labour, e.g. bonus, overtime or other incentive payments necessary to attract and retain sufficient workforce during the contract period. It shall include daily allowances, fares, transport, subsistence allowances, condition money, national insurance, sick pay and leave, industrial training levy, redundancy payment contribution, provision for protective clothing-tools-and-equipment

2.2 Applicable Necsa Policies

- 2.2.1 The following Necsa policies must be adhered to:

SHEQ-INS-0100	Necsa General Safety, Health and Environmental Policy.
SHEQ-INS-0102	Necsa Alcohol and Drug Policy.
FIN-SCM-PRO-0014 R6	Procedure for Necsa's Supply Chain Management Process.

3. APPLICABLE NECSA PROCEDURES

3.1 Requirements to Access Necsa Site

- 3.1.1 As Necsa site is a National Key Point, access for tenderers is restricted to the building where the equipment will be housed.
- 3.1.2 Access to any other area will only be allowed when escorted by a Necsa staff member who is conversant with the security and safety requirements and conditions of the specific area.
- 3.1.3 The system will be installed in a radiological area (currently white contamination and radiation).
- 3.1.4 The Necsa Contact Person for this bid will make arrangements for site access after receipt of the following information, which shall be verified on the provision of a South African Identification Document or Driver's License:

Full names and surname
ID or passport number
Mobile or work telephone number
Employer name and phone number
Vehicle registration number

- 3.1.5 In the case of foreign citizens, whether visitors to South Africa or residents in the country, a copy or scan of the passport must be submitted at least four (4) weeks before the date required to enter the Necsa site.
- 3.1.6 Nobody will be allowed to enter the site if they are not in possession of a valid identification document.

3.2 Emergencies, Incidents, Accidents

3.3 Necsa Health, Safety and Environmental Requirements

- 3.3.1 The bidder shall submit its company Health, Safety and Environmental (SHE) Policy with the bid. It shall reflect the intention to submit a SHE Plan in relation to the work that will be performed.

3.4 Necsa Requirements for Quality

- 3.4.1 The bidder shall submit its company Quality Policy with its bid. It shall reflect the intention to submit a Quality Plan for ensuring all deliverables comply with the bid specifications.

3.5 Necsa Requirements for Project SHEQ

- 3.5.1 Necsa's SHEQ Project Approval Process prescribes that all planned projects or project phases be assessed for compliance with Necsa's SHEQ requirements (SHEQ-INS-0823).

3.6 Confidentiality

- 3.6.1 Bidders shall handle the contents of this document as confidential and private and may not disclose it to a third party or publish it in any way whatsoever.
- 3.6.2 The signing of Necsa's Confidentiality agreement will only be required if information of a confidential nature is provided to the bidders. Normally this is only required on entering into a contract, and is not part of the bid documentation.
- 3.6.3 Winning bidder will be subjected to vetting or reliability check conducted by Necsa and SSA.

SECTION 2

4. INSTRUCTION TO BIDDERS

4.1 General

- 4.1.1 Bidders must familiarise themselves with and comply with the mandatory requirements as required, on the appropriate dates.
- 4.1.2 Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.
- 4.1.3 Where a supplier's services have been terminated in the past due to poor performance/non-delivery, the supplier shall be automatically disqualified.

4.2 Bidder Information

- 4.2.1 The required information on the bidder must be completed as stipulated in Paragraph 7. Failure to do so may result in disqualification.
- 4.2.2 The successful bidder shall demonstrate to Necsa that adequate pre-employment screening, including security screening, was performed on their employees/ sub-contractors (staff). Note: this is only applicable to employees or sub-contractors that will be involved in installation, commissioning and training.
- 4.2.3 The pre-employment screening shall as a minimum be able to:
 - 4.2.3.1 Authenticate that staff are who they claim to be;
 - 4.2.3.2 Confirm that staff have a right to work in the RSA;
 - 4.2.3.3 Obtain written declaration from staff of any criminal record; and
 - 4.2.3.4 Confirm that staff possesses the relevant qualifications to undertake the duties effectively and safely.
- 4.2.4 The successful bidder shall deploy competent staff, supervision and labour who are appropriately experienced and trained for the work they are to undertake.
- 4.2.5 Necsa and its representatives may seek formal assurance to this effect (including a formal audit) at any time during the contract period.

4.3 Consortium

- 4.3.1 Bidders forming part of a Consortium must submit with their bid a copy of their Consortium agreement in a separate attachment. This must clearly indicate:
 - 4.3.1.1 The form of agreement;
 - 4.3.1.2 The respective roles and responsibilities of the members;
 - 4.3.1.3 The identity of the lead company which will have the overall project responsibility;
 - 4.3.1.4 The name and address of the officer acting as the single point of contact for all communications between NECSA and the tenderers. He shall be fully empowered to act on behalf of all members; and
 - 4.3.1.5 The member's agreement to be jointly and severally liable to NECSA for the performance of the contract.

4.4 Sub-contracting

- 4.4.1 Bidders must detail any work to be sub-contracted, and the proposed sub-contractor(s) to

be used.

- 4.4.2 Necsa reserves the right to reject the use of any of the bidder's proposed subcontractors and any subcontractor proposed during the contract term.
- 4.4.3 Bidders are advised that Necsa will not respond to any direct approach from potential subcontractors for details in respect of any particular item in this bid.

4.5 Necsa's Bidding Rights

- 4.5.1 Necsa reserves the right to:
 - 4.5.1.1 Extend the closing date;
 - 4.5.1.2 Verify any information contained in a proposal;
 - 4.5.1.3 Request documented proof regarding any bid issue;
 - 4.5.1.4 Give preference to locally manufactured goods or locally sourced services;
 - 4.5.1.5 Issue follow-up or supplementary questions during the response period or after receipt of tenders
 - 4.5.1.6 Award the bid in whole or in part
 - 4.5.1.7 Award the bid to more than one supplier
 - 4.5.1.8 Not to make an award from this bid;
 - 4.5.1.9 Make known to all bidders any questions submitted by a bidder including commercial and technical clarifications, together with the answers given to any individual bidder, if it is considered to be relevant to the tender; and
 - 4.5.1.10 Cancel or withdraw this request for tender as a whole or in part.
- 4.5.2 As part of the evaluation process, NECSA may require bidders to arrange and/ or participate in one or more of the following:
 - 4.5.2.1 Interviews with, or written references from, nominated reference;
 - 4.5.2.2 Reference site visits to the location(s) of nominated reference;
 - 4.5.2.3 Interviews with bidder personnel who would be involved in the contract execution (day-to-day operations of the site);
- 4.5.3 Negotiations with the bidders.
- 4.5.4 The successful bidder shall deploy competent staff, supervision and labour who are appropriately experienced and trained for the work they are to undertake.
- 4.5.5 Necsa and its representatives may seek formal assurance to this effect (including a formal audit) at any time during the contract period.
- 4.5.6 Should a Bidder have reasons to believe that the Technical Specification is not open and/ or is written for a particular brand or product; the Bidder shall notify SCM before closing date.
- 4.5.7 Necsa will not necessarily accept the lowest or any tender, and it reserves the right to accept a tender as a whole or in part.
- 4.5.8 Necsa shall accept no liability in respect of any loss or damage which may incur in the preparation and admission of this tender.
- 4.5.9 Bidders shall handle the contents of this document as confidential and private and may not disclose it to a third party or publish in any way whatsoever.
- 4.5.10 Your designation as a successful bidder creates no legal connection with Necsa until such time as a written agreement/order has been negotiated and conducted with you. This tender

document will form part of the agreement.

- 4.5.11 Bidders shall ensure that they are fully informed on the service which must be rendered and what is required from the tenderer.
- 4.5.12 The successful bidder will be required to register as a supplier/service provider of Necsa if not already registered as a supplier.
- 4.5.13 Necsa is under no obligation to award a purchase order as a result of this tender.

4.6 Bidding Process

- 4.6.1 Bidders must familiarise themselves with and comply with the procurement timetable as required, on the appropriate dates. Necsa is unlikely to be able to offer much flexibility to this timetable.
- 4.6.2 Bidders are required to:
 - 4.6.2.1 Respond in the English language;
 - 4.6.2.2 A cover letter on the bidders company letterhead with clear reference to the bid of interest should accompany both the technical and pricing proposals;
 - 4.6.2.3 All copies of the tender response must have signatures on the Declaration of Compliance to the Necsa Contact Person;
 - 4.6.2.4 Ensure that all document attachments are clearly marked and bound in a clear, logical and well-marked format with a table of contents ensuring ease of finding individual documents or sections; and
 - 4.6.2.5 The original document must be signed in black ink by an authorised person, agent or representative and each and every page of the bidding documents shall contain the initials of the same signatory.
- 4.6.3 All costing and information must be typed and signed by the bidder; no hand written costing/ pricing will be accepted.
- 4.6.4 All bids in this regard shall be accepted if they have been placed in the tender box by the closing date stipulated. **Late bid submissions will not be considered.**

4.7 Bid Submission Requirements

- 4.7.1 Bidders must submit their responses and all supporting documents in properly labelled and sealed envelopes clearly as follows:
 - 4.7.1.1 Technical Proposal – Envelope One must include:

	a set of two (2) hard copies (one (1) original and one (1) copies) and one (1) electronic copy (on disk or memory stick). No pricing information must be included in Envelope One. The physical size of the Response must be limited to 400mm x 100mm x 150mm as the Tender Box aperture cannot accommodate larger sizes.
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- 4.7.1.2 Pricing Proposal – Envelope Two must include:

	a set of two (2) hard copies (one (1) original and one (1) copy) and one (1) electronic copy (on disk or memory stick). All compulsory returnable documents must be included in Envelope Two. The physical size of the Response must be limited to 400mm x 100mm x 150mm
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	as the Tender Box aperture cannot accommodate larger sizes.
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5. ELIGIBILITY REQUIREMENTS

5.1 Pre-qualification Criteria

Non-compliance to the following pre-qualification criteria will result in automatic disqualification:

Item	Requirement	Yes/No
1.	Bidder company information (Paragraph 7)	
2.	Partner confirmation letter from Sage	
3.	Confirmation of supporting on premise system (three(3) written letters from current or previous clients on the client letter head)	

5.2 Technical / Functional Evaluation Criteria

Item	Requirement	Weight	Points	Criteria
1	Bidder Experience: The bidder must have relevant experience (experience in implementing and or maintaining and supporting sage 300 people and SQL database) and must submit a company profile indicating the core activities and number of years the bidder has been providing similar services. The company profile must include the company organogram with clear resource names, responsibilities, and years of experience. (submission of information that omitted one or more of the above requirements will lead to scoring zero points)	30	30	Bidder submitted the company profile indicating a minimum of 5 years' experience, organogram including resource names, responsibilities and years of experience of resource
			25	Bidder submitted the company profile indicating a minimum of 3 years' experience, organogram including resource names, responsibilities and years of experience of resource
			15	Bidder submitted the company profile indicating a minimum of 2 years' experience, organogram including resource names, responsibilities and years of experience of resource
			0	Bidder submitted the company profile indicating less than 2 years' experience, organogram including resource names, responsibilities and years of experience of resource
2	Bidder to submit Reference Letters References included for executing similar projects in the last 5 years, dated and	30	30	Bidder has executed and successfully completed three (3) or more on-premise projects in the last 5 years
			0	Bidder has executed and successfully completed two (2) or less on-premises projects in the last 5 years

Item	Requirement	Weight	Points	Criteria
	on the letterhead of the company where similar work was delivered. Failure to submit reference letters adhering to the above will invalidate a letter for consideration. (Necsa reserves the right to contact these organizations for due diligence without prior notice to the bidder)			
3	Capacity and ability to Implement Technical Skills: Integration Capabilities: Ability to integrate Sage with other systems. Customization: Expertise in customizing Sage to fit business processes. (e.g. implementation of parallel pay run) Data Migration: Experience with migrating data from existing system to Sage. Troubleshooting: Skills in diagnosing and resolving technical issues. (Bidder to submit organogram, accreditation certificates for the employees and the CVs)	25	25	Project team organogram has included at least 4 Sage 300 people accredited consultants in both HR & payroll and possess all the technical skills (proof of sage accreditation & CVs to be submitted)
			15	Project team organogram has included at least 2 Sage 300 people accredited consultants in both HR and payroll and possess some of the technical skills (proof of sage accreditation and CVs to be submitted)
			0	Project team organogram has included at least 1 and below Sage 300 people accredited consultants.
4	Annual Financial Statement (Bidder to submit annual financial statements)	15	15	Audited Financial Statement submitted
			5	Unaudited Financial Statement submitted
			0	No Financial Statement submitted
Total		100		

Note: Bidders that score <80 out of a 100 in respect of Technical / Functional Evaluation Criteria will be regarded as submitting a non-responsive bid and will not be evaluated further.

5.3 Preference points and Price Evaluation Criteria

5.3.1 Each tender that obtained the minimum qualifying score for functionality must be evaluated further in terms of price and the preference point system.

5.4 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million

5.4.1 The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where-

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration; and

P_{min} = Price of lowest acceptable tender.

5.4.2 The following table must be used to calculate the score out of 20 for specific goal:

Ownership	Number of Points	Evidence to be submitted by the supplier to substantiate the points allocated per specific goal
100% black ownership	20	BBBEE certificate/sworn affidavit or the company registration documents, which contain the % of ownership or shareholding certificate with the % of shares owned by the individuals.
At least equal to or more than 51% black ownership	15	
Less than 51 % black owned but more than 40% black ownership.	10	
Less than 40% black ownership and more than 0% black ownership.	05	
0% black ownership	0	

5.4.3 A tenderer must submit proof of specific goals.

5.4.4 A tenderer failing to submit proof of specific goal, may not be disqualified, but:

5.4.4.1 May only score points out of 80 for price; and

Score 0 points out of 20 for specific goal.

5.4.4.2

5.4.5 The points scored by a tenderer for a specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

5.4.6

5.4.7 Subject to section 2 (1) (f) of the act, the contract must be awarded to the tenderer scoring the highest points

5.4.8 If the price offered by a tenderer scoring the highest points is not market-related, the organ of state may not award the contract to that tenderer.

5.4.9 The organs of state may:

5.4.9.1 Negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;

5.4.9.2 If the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;

5.4.9.3 If the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender; or

5.4.9.4 If a market-related price is still not agreed the organ of state must cancel the tender.

SECTION 3

6. RETURNABLE DOCUMENTS CHECKLIST

Please indicate that all mandatory documents are included in this bid by ticking the boxes in the checklist below. Responses received without all required documents will be considered invalid. Please also indicate where additional documents have been submitted to the main tender response.

6.1 Mandatory Documents

6.1.1 ☐ Bidder's Information (Paragraph 7)

6.1.2 ☐ Original good standing letter from SARS (Tax clearance) OR a letter from SARS with PIN number issued for TAX compliance status.

6.1.3 ☐ If a Consortium, Joint Venture or Sub-contractor, a valid Tax Clearance Certificate for each member.

6.1.4 ☐ Confirmation of supporting on premise system three(3) written letters from current or previous clients on the client letter head)

6.1.5 ☐ Partner confirmation letter from Sage

6.2 Price

6.2.1 ☐ Price Breakdown.

6.3 Compliance Documents

6.3.1 ☐ SBD 1 Invitation to Bid.

6.3.2 ☐ SBD 3.1 Pricing Schedule – Firm Prices.

6.3.3 ☐ SBD 4 Declaration of Interest.

6.3.4 ☐ SBD 6.1 Preference points claim form in terms of the preferential procurement regulations 2022.

6.3.5 ☐ SBD 7.1 Contract Form – Purchase of Goods/ Works.

6.3.6 ☐ Necsa Terms and Conditions of Contract.

6.3.7 ☐ Necsa Confidentiality Agreement.

6.3.8 ☐ Necsa Alcohol and Drug Control Policy.

6.3.9 ☐ Necsa Safety, Health and Environmental Policy.

7. BIDDER INFORMATION

A.1. The following information must be completed. Failure to do so may result in disqualification.

BIDDER INFORMATION	
Bidder Name:	
Registration Number:	
VAT Registration Number:	
Bidding Structure (Individual, Joint Venture, Consortium, Sub-contractors)	
Contact Person:	
Telephone Number:	
Fax Number:	
Email Address:	
Postal Address:	

Physical Address:	
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HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?	Yes		No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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IS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?	Yes		No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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A.2. If bidding as a Joint Venture, Consortium or Sub-Contractors, complete the following company information.

Name of Company (1):	
Registration Number:	
VAT Registration Number:	
Contact Person:	
Telephone Number:	
Fax Number:	
Email Address:	
Postal Address:	
Physical Address:	

HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?	Yes		No	
---	-----	--	----	--

IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---

IS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?	Yes		No	
--	-----	--	----	--

IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---

Name of Company (2):	
Registration Number:	
VAT Registration Number:	
Contact Person:	
Telephone Number:	

Fax Number:	
Email Address:	
Postal Address:	
Physical Address:	

HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?	Yes		No	
---	-----	--	----	--

IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---

IS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?	Yes		No	
--	-----	--	----	--

IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---

Name of Company (3):	
Registration Number:	
VAT Registration Number:	
Contact Person:	
Telephone Number:	
Fax Number:	
Email Address:	
Postal Address:	
Physical Address:	

HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?	Yes		No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---

IS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?	Yes		No	
--	-----	--	----	--

IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND CORRECT. I FURTHER ACCEPT THAT, IN ADDITION TO CANCELLATION OF CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE OF BIDDER (DULY
AUTHORISED)

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED