RFQ Number	NECSA- 20250918
Request for Quotation Date	18-09-2025
RFQ Closing Date	23-09-2025
RFQ Closing Time	12:00
Compulsory Site Briefing	n/a
Contact Person	Thulile Sokhela
Quotation Validity	90 Days from the closing date
Submission Details	RFQ Response must be sent to: Thulile.sokhela@ntp.co.za
RFQ Description	DxH 560 AL Hematology Analyzer

Dear Service Provider

Kindly provide a quotation for goods and or services as outlined in section 2 of this document.

1. Introduction

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.

For more information on Necsa, please visit: WWW.Necsa.co.za

2. Scope of Work

Item description	Quantity
DxH 560 AL Hematology Analyzer 	1

3. Pricing

- All price quoted to include all applicable taxes.
- Price must be fixed and firm
- Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, disbursements etc.
- Quotation must be completed in full, incomplete quote could result in a quote being disqualified.
- Payment will be according to Neasa's General Conditions of Purchase.

4. Evaluation

4.1. **Phase 1- Functionality Evaluation / Technical Evaluation**

Where functional or technical evaluation criterion is applicable, assessment will be performed in terms of the criterion listed below and the criterion may include Technical, Performance, Quality and Risk.

If the Bidder's response to the Technical templates does not indicate that the Bidder can support an acceptable technical solution, the Bidder's response will be rejected and not evaluated further.

Together the Technical, Performance & Quality and Risk criteria make up the functionality criterion and a Bidder's Proposal will be evaluated for functionality out of a possible 100 points. Only RFQ responses achieving an evaluation score of greater than the set threshold points out of the possible 100 points and which score a number of points for functionality that is greater than or equal to the set threshold points of the number of points achieved by the highest scoring Bid for functionality will be selected to progress to the second stage.

4.1.1 Non-Functional Requirements Overview

The following requirements are also Mandatory; unless stated otherwise.

1. User Training where necessary
2. Support
   a. system version upgrades
   b. System maintenance

Please use the following matrix as a key for responding to the requirement tables.

Response Code	Description
Y - Existing	Feature is delivered as standard functionality in the proposed version of the software and can be demonstrated by the vendor.
C - Customer Customization	Not included. Tools are provided for customization at no additional cost.
V - Vendor Customization	Not included. Vendor provides customization at an additional cost.
N - Not Available	Requirement cannot be met.

4.1.2 Functional Requirements

1. Employee Self Service (ESS)

Requirements	Code	Comments
• Employee Self-service must be integrated with payroll System		
• The system must validate overtime claim dates; no duplicates and overlaps allowed		
• Overtime claims may not be duplicate time slots; either same or different types		
• All the claims for the day must not be more than 24 hours. • Claims are setup with maximums but validation is still needed for users.		
• Overtime Rates: The system should calculate the overtime rate using the overtime date		

• Date worked & transaction date must be the same because only claims submitted within 30 days are paid out and the validation must use date worked		
• Enable users to capture overtime claims as per Company policy: • The system must be setup in such a way that it defaults to a specified GL account. ○		
• User should see only claims applicable to them to avoid claiming incorrect types: ○ Some types only for shift workers ○ Some types only for office worker		
• Validate calendar days: Saturdays, Sunday and Public Holidays should be validated and only Overtime or travel time applicable to those days should apply. • Allow only if the type is setup for a specific day e.g. If the type is only for Sunday's the system must allow only if the date is on a Sunday.		
• Automatically validate Start and End Time against total time claimed: Calculate the hours claimed using the time from and to.		
• Employee Bank charge(6370): System should use the external payments in formulas in calculating payroll definitions		
• The audit report must contain the name of the system user (Employee)		
• Remove ZAR from the Claim lines		

2. Recruitment and Applicant Management (Phase 2 Implementation)

Requirements	Code	Comments
• Applicants must be able to create a profile in the system		
• The system should communicate automatically with vacancies boards - with an option to select which vacancies board to use.		
• The system should be able to post vacancies online, internally and externally with an administrator option to freeze vacancies or extend closing dated as well as		

edit.		
• The system should send auto reply notifications by e-mail to applicants to confirm receipt of application.		
• The system should allow HR to e-mail potential interview times.		
• The system should provide a library of standard communication correspondence for printing and electronic distribution.		
• The system should have a report on the number of applicants and those who meet the requirements. It must be limited to HR and forwarded to line management.		
• The system should distinguish applicant status from internal to external candidates.		
• The system must keep history of applicant activities.		
• The system must allow resume/application to be maintained in the system		
• Allows applicants to modify or replace their existing resume.		
• Hiring managers must be able to review pre-screened applicant/candidate		
• Hiring managers and must be able to track applicant/candidate status		
• Hiring managers and recruiters must be able to view communication history		
• Hiring managers and recruiters must be able to record interview notes		
• Candidate searches must be based on a variety of criteria (e.g., location, skills, prior employers, and metropolitan areas).		
• The system must allow embedded workflow for approvals based on company-defined process including requisition approval, offer approval, and new hire approval.		

• The system must allow workflow approvals to be configured differently depending on vacancies type/workforce type (e.g. full-time employee vs. temporary) and other factors (such as vacancies levels or reporting hierarchy)		
• The system must allow administrator to update candidate record		
• The system must allow administrators to establish access levels in the system by role (i.e., administrator, recruiter, hiring manager).		
• The system must integrate with third-party pre-employment screening services including: criminal background check, citizenship, and assessments.		
• Vacancies must include employment equity information, type of employment and salary band.		
• Vacancies must include education, competency and skill requirements.		

3. Organisational Structure (Phase 2 Implementation)

Requirements	Code	Comments
• The system must allow creation of organograms for all Necsa Companies.		
• The system must enable HR users to update and maintain Organizational Structures for all companies		
• The system must be able to describe the custom workflows within the organizational structure.		
• The system must have the ability to store unlimited position, job related changes / evaluation data and employee assignments.		
• The system must have the ability to reflect departmental hierarchies in an organizational structure with flexible approval paths		
• The system must be able to maintain data for all job-related details (grade, salary, job evaluation details, job family, etc.).		
• The system must provide a link to be setup between cost centers and organizational structure / positions.		
• The system must be flexible to allow employees / positions to be over allocated more than 100% if		

administratively required.		
• The system must support changes to position, job and organizational data by mass upload.		

4. Case Management: Labour Relations Issues (Phase 2 Implementation)

Requirements	Code	Comments
• The system must allow users to create and maintain a record of all labor relation cases for employees via workflows.		
• The system must also allow uploading of document sets.		
• The system must keep record of tracking and reporting of incidents, grievances and employee interactions with HR.		
• The system must keep record of all the stages and dates of the case.		
• The system must generate reports for all the information under case management.		

5. Training (Phase 2 Implementation)

Requirements	Code	Comments
• The system must allow users to request training through ESS.		
• The system must allow users to create and maintain a record of learning & professional development for all employees.		
• The system must allow setting of specific criteria for identifying employees using variables from various system functionalities e.g. employee profile, performance plans, work history, etc.		
• The system must generate reports for all the training information contained in the system. Reports should be in multiple formats e.g. PDF, excel, etc.		

6. Employee Performance Management (Phase 2 Implementation)

Requirements	Code	Comments
• The service provider must deliver a configurable “out-of-the box” performance management process (i.e., goal setting, feedback gathering, review, performance summary And IDP (individual development programme) information)		

• The system must do the following		
• Solicits performance feedback from multiple reviewers (i.e., subordinates, directors, other managers, peers).		
• Exchange data between multiple users simultaneously.		
• Saves work in process, draft review, and return to complete.		
• Tracks performance review status and dates (i.e., complete, incomplete).		
• Maintains performance feedback and ratings history.		
• Enables reporting and analysis of performance ratings for various employee groups (i.e., by job, manager, geography, race and other components)		
• Provides e-mail reminders and overdue notices throughout the process.		
• System administrators must be able to view the status and content of the review process at any time.		
• Historical reviews must be accessed easily by employees, managers or administrators.		
• There must be linkage between performance appraisals and compensation		
• The system must allow all the users to view User Manual		
• All Users must be able to Contact Support		
• The system must enable users to save and print performance appraisals in PDF format		
• Moderation (normalization of distributions) in accordance with approved procedure		
• Calculate incentive awards in accordance with provided procedure; also prorated if subaccount changed.		

7. Employee Functions

Requirements	Code	Comments
• Users must be able to view Completed Scorecards and IDPs from Previous Years by selecting from dropdown of years		
• System must automatically populates top fields		
• The system must provide dropdown of employee names and personnel numbers		
• The system must automatically populate remaining top fields based on Employee selected		
• The system must send email to Employee with reminder for contracting with link		
• The system must send two weekly reminders and		

escalate to supervisor after third notification		
• The system must send email to Employee to capture mid-year review comment and update IDP with link		

The system must enable the supervisor to perform the following tasks:

Requirements	Code	Comments
Develop Performance Contract and IDP		
• The system must enable the user/the employee to perform the following tasks:		
• Capture BSC Perspective		
• Capture Key Performance Areas		
• Capture KPAs with number of KPAs dependent on post level		
• Capture KPA weight percentages		
• Capture KPIs		
• Capture KPI weight percentages		
• Capture Development Objectives		
• Capture Development Actions		
• Capture Development Actions from Training Course Database		
• Capture Development Categories		
• Capture Development Service Provider		
• Capture Development Service Provider from Training Provider Database		
• Capture Development Support Required		
• Capture Development Target Completion Date		
• Update KPA fields		
• Update KPI fields		
• Update IDP fields		
• Submit Contract and IDP		
Perform Mid-Year Review		
• Capture "Mid-Year Employee KPI Comments" and "Overall Comment"		
• Update IDP Status		
• Update IDP Completion Date		
• Capture training completion date - Read/write from HR Training Database		
• Upload attendance certificate		
• Submit Mid-Year Employee Comment		
• View Supervisor Comments		
Perform Year-end Self-Assessment		
• Capture Employee KPI Rating for each KPI		
• Capture Source of Evidence for each KPI		
• Capture Overall Comment		

• Calculate Employee Score for each KPA and Total Employee Score		
• Update IDP Status		
• Update IDP Completion Date		
• Submit Employee Year-End Rating		

8. Overall Supervisor Functions

Requirements	Code	Comments
• The system must enable the supervisor to view Subordinate Completed Scorecards and IDPs from Previous Years by selecting from dropdown of years and subordinates		
• The system must send weekly reminders and escalate to next higher level after third week/send to acting supervisor		
• The system must enable the supervisor to perform the following tasks:		
• View Reports for All Subordinates		
• Draw dashboards		

The system must enable the supervisor to perform the following tasks:

Requirements	Code	Comments
Review Performance Contract and IDP		
• View Contract and IDP submitted by Subordinate		
• Accept Contract and IDP		
• "Capture comments on KPAs, KPIs or IDP"		
• Submit Contract and IDP Comments		
Perform Mid-Year Subordinate Review		
• View Employee Mid-Year comments and IDP update		
• Capture Supervisor Mid-year KPI and Overall Comments		
• Submit Mid-Year Supervisor Comment		
Perform Year-end Subordinate Assessment		
• Capture Supervisor KPI Rating for each KPI		
• Capture Supervisor Year-end comment for each KPI and review IDP status		
• Capture Supervisor Overall Comment		
• Calculate Supervisor Score for each KPA and Total Supervisor Score		
• Submit Supervisor Year-End Rating		
• Generate "Agreed Rating" for each KPI		
• Send email to inform Employee and Supervisor of need for agreement on ratings {Meet with laptops/Phone		

call/meeting with printout}		
• Calculate Agreed Score for each KPA and Total Agreed Score		

9. Master Admin Functions

Requirements	Code	Comments
The system must allow super users and/ system administrator to perform the following functions		
• View Reports for All Clients		
• Draw dashboards/graphs		
• Make a Pdf print out		
• View Current and Previous Scorecards and IDPs by selecting from dropdown of years and clients		
• View Reports for All Necsa Staff		
• Download entire dataset in Excel (Filtering)		
• View Current and Previous Scorecards and IDPs by selecting from dropdown of years and staff names		
• View full unlocked record and capture changes		
• Submit Contract and IDP Corrections		
• Capture at least key fields required for predefined reports (indicated in pink on interface mock-up in Excel)		
• Submit Key Contract and IDP Fields Captured from Paper		

4.1.3 Non-functional Requirements

1. Performance requirements

Requirements	Code	Comments
• Fine tuning of Payroll Approvers' ESS inbox: ESS is slow when there are a lot of transactions in the Inbox. Necsa handle between 4000 and 5000 claim transactions per month.		

2. User Training

Requirements	Code	Comments
• The service provider must provide relevant training to all users of newly implemented modules and ongoing training to system administrators for improvements and enhancements made on the system.		

3. Support

The bidder/service provider must give information regarding the following:

- Provide an overview of your customer support and maintenance services.
- The cost of your annual maintenance plan
- How does your firm educate and train your service and support staff
- What hours does your company provide service and support
- Is there weekend or after hour support
- Is there an after-hours emergency contact number if needed, is there a charge for this service
- How often do you release new versions of your software
- When are new releases and upgrades performed, for example, during weekends and non-business hours?
- What is the test process for new versions?
- What is the migration process in upgrading to new versions?

4.2. **Phase 2 - Evaluation In Terms Of Preferential Procurement Policy Framework Act, 2022**

This bid will be evaluated and adjudicated according to the 80/20 point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the specific goals (B-BBEE status level).

	POINTS
PRICE	**80**
SPECIFIC GOALS (B-BBEE status level)	**20**
Total points for Price and SPECIFIC GOALS	**100**

Preference goal

B-BBEE status level contributor

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18

3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. Required Documentation

- **Tax Clearance Certificate (Tax pin issued by SARS)**
- **Declaration of interest (SBD 4)**
- **BEE Certificate / Applicable Affidavit if classified as EME**
- **Letter of Good Standing (COID) only if Applicable due to the nature of work required**
- **Any other document or certification that might have been requested on this RFQ**

6. Important

6.1. **Quotation must be submitted on or before the RFQ closing date and time stated above.**

6.2. **Orders above R 30 000 will be evaluated according to the PPPFA 80/20-point system and a functionality scorecard where applicable and the ones above R 1 Million will be subjected to the tender process.**

6.3. **This RFQ is subjected to the Necsa's General Conditions of Purchase, Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract**

6.4. **Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for specific goals are not claimed.**

6.5. **The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to specific goals, in any manner required by the purchaser.**

6.6. **For a Bidder to obtain clarity on any matter arising from or referred to in this document, please refer queries, in writing, to the contact details provided above. Under no circumstances may any other employee within Necsa be approached for any information. Any such action might result in a disqualification of a response submitted in competition to this RFQ.**

6.7. **No goods and/or services should be delivered to Necsa without an official Necsa Purchase order.**

6.8. **Necsa reserves the right to; cancel or reject any quote and not to award the RFQ to the lowest Bidder or award parts of the RFQ to different Bidders, or not to award the RFQ at all.**

6.9. **The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any**

favour, to any Necsa employee or its representatives. Such an act shall constitute a material breach of the Agreement and the Necsa shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights

6.10. **By responding to this request, it shall be construed that: the bidder, hereby acknowledge to be fully conversant with the details and conditions set out in the Necsa's General Conditions of Purchase, Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC), Technical Information and Specifications attached, and hereby agree to supply, render services or perform works in accordance therewith**