

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN MARITIME SAFETY AUTHORITY**

REQ NUMBER:	RFQ HO: 972.2	CLOSING DATE: 01 <sup>st</sup> August 2023	CLOSING TIME:	11h00
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**REQUEST: GP LICENSE RENEWAL VOICE NO: 5386540**

- MS Dynamics Great Plains 2016 Build: 18.5 (45 concurrent & 90 Self Service) GP License renewal
- 3<sup>rd</sup> Party License Renewal:
  - Brainworx SCM, Workflow and Audit module
  - Smartlist Builder
  - Risk Management
  - Collection Module
  - Creditors Recon

**QUOTE OR PROPOSAL DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) OR EMAIL TO**

**146 Lunnon Road Cnr Lunnon RD and Jan Shoba Avenue Hillcrest Pretoria OR [tnggolowa@samsa.org.za](mailto:tnggolowa@samsa.org.za)**

**QUOTATION PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON	<b>Mr Tuletu Ngqolowa</b>	CONTACT PERSON	<b>Mrs Itumeleng Ntsimane</b>
TELEPHONE NUMBER	<b>012 366 2600</b>	TELEPHONE NUMBER	<b>+27 12 366 2600</b>
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:tnggolowa@samsa.org.za">tnggolowa@samsa.org.za</a>	E-MAIL ADDRESS	<a href="mailto:intsimane@samsa.org.za">intsimane@samsa.org.za</a>

**SUPPLIER INFORMATION**

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				

VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B**  
**TERMS AND CONDITIONS FOR QUOTING/BIDDING**

**1. QUOTE SUBMISSION:**

- 1.1. QUOTES MUST BE DELIVERED OR EMAILED BY THE STIPULATED TIME TO THE CORRECT ADDRESS AND EMAIL ADDRESS. LATE QUOTES WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- OR IN THE MANNER PRESCRIBED IN THE RFQ DOCUMENT.**
- 1.3. THE RFQ MAY SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, IF THE AMOUNT IS ABOVE R30, 000 OR THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7) FOR LONG TERM PROJECT OR SERVICE.**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE QUOTE.
- 2.5 IN PROPOSAL OR QUOTE WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE QUOTE INVALID.**

SIGNATURE OF BIDDER: \_\_\_\_\_

CAPACITY UNDER WHICH THIS BID IS SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 Either the 90/10 or 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once bids are received.
- 1.3 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.
- 1.4 The preference point system application must not exceed 100 and must be applied as per below:
- 1.4.1 The 80/20 preference system:

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS**	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

\*\* Point allocation break down provide below

1.4.1.1 SPECIFIC GOALS: 80/20

SPECIFIC GOAL	Points
<b>Goal 1: Historically Disadvantaged Individuals (14)</b>	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	7
b) who is a female	5
c) who has a disability	2
<b>Goal 2: who is youth</b>	3
<b>Goal 3: Locality ( Province )</b>	3
<b>TOTAL</b>	<b>20</b>

- 1.4.2 The 90/10 preference system:  
The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	90
<b>SPECIFIC GOALS**</b>	10
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

\*\* Point allocation break down provide below

1.4.2.1 SPECIFIC GOALS: 90/10

SPECIFIC GOAL	Points
<b>Goal 1: Historically Disadvantaged Individuals (14)</b>	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	4
b) who is a female	2
c) who has a disability	1
<b>Goal 2: who is youth</b>	1
<b>Goal 3: Locality ( Province )</b>	2
<b>TOTAL</b>	<b>10</b>

- 1.5 Failure on the part of a bidder to submit proof or documentation required in terms of

this bid to claim points for specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 SAMSA 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 preferences, in any manner required by SAMSA.

## 2. DEFINITIONS

- (a) **“locality”** means the promotion of SMMEs located within the specific area;
- (b) **“bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation;
- (c) **“price”** means an amount of money bided for goods or services, and includes all applicable taxes less all unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“bid for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between SAMSA and a third party that produces revenue for SAMSA, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left( 1 - \frac{P_t - P}{P} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P}{P} \right)$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME

## GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left( 1 + \frac{P_t - P}{P} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P}{P_{max}} \right) \end{array}$$

Where

$P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{max}$  = Price of highest acceptable bid

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. Specific goals for the bid and points claimed are indicated per the table below.

### 4.1.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL	Percentage (%) owned	Points claimed (as per 1.4) (multiply % by the points allocated on 1.4)
HDI	Equity ownership <b>by persons who</b> had no franchise in the national elections		
	Equity ownership <b>by women</b>		
	Equity ownership <b>by disabled persons</b>		
	Equity ownership <b>by youth</b>		
	Locality ( <b>Within South Africa</b> )		

## 5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number: .....

5.3. Company/ firm physical address (for claiming locality points):

.....  
.....

5.4. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

5.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

5.6. TOTAL NUMBER OF YEARS THE COMPANY/ FIRM HAS BEEN IN BUSINESS?

.....

5.7. List of shareholder/s information to be used to calculate the points claimed in paragraph 4.3.

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

5.8. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the bid, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 4.1 and 5.6, the contractor may be required to furnish documentary proof to the satisfaction of SAMSA that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, SAMSA may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF BIDDER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....



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Fax: +27 (0) 12 366 2601

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Cnr Jan Shoba & Lunnun Road  
Hillcrest 0183

P.O Box 13186  
Hatfield  
Gauteng  
Republic of South Africa

[www.samsa.org.za](http://www.samsa.org.za)

## TERMS OF REFERENCE FOR PROCUREMENT OF MS DYNAMICS GREAT PLAINS LICENSES RENEWAL AND ADDITIONAL THIRD PARTY LICENSE LICENCES FOR A PERIOD OF ONE (1) YEAR.

### EXECUTIVE SUMMARY

The South African Maritime Safety Authority (SAMSAR) would like to appoint a suitable service provider for the renewal of MS Dynamics Great Plains Licenses renewal and additional Third Party Licenses mentioned below for a period of One (1) Year.

### BACKGROUND

- 1.1. The South African Maritime Safety Authority (SAMSAR) make use of technology to deliver on its strategic objectives and as such, have implemented number of technology solution to automate business processes. To support and guide the automation journey, the SAMSAR Board approved the Digital Strategy as a blueprint to usher the organization in the next digital era.
- 1.2. Microsoft Dynamics Great Plains is being used by Finance and SCM for financial accounting, management reporting including requisition management.
- 1.3. The license has expired and seek to renew it for a period of 1 year.

### SAMSAR REQUIREMENTS

- 1.1. SAMSAR seeks to appoint a service provider for the provisioning of the following:

Product	Number of Licenses
MS Dynamics Great Plains 2016 Build:18.5	45 concurrent & 90 Self Service
<b>3rd Party License Renewal:</b>	
Brainworx SCM, Workflow and Audit module	1
Smartlist Builder	1

### BOARD MEMBERS

Ms. N.V. Minyuku (Chairperson), Mr. T.C. Morwe (Deputy Chairperson), Dr. B.C. Zulu, Ms L.N. Dlamini, Adv. E.D. Khosa. Ms Z Chonco  
(Acting CEO)\*  
\*Executive

Risk Management	1
Collection Module	1
Creditors Recon	1

## SAMSA LANDSCAPE

Microsoft Dynamics GP products is currently being used within the SAMSA environment as a Finance System hosted on Azure Cloud environment.

## ADDITIONAL REQUIREMENTS:

1. SLA (Will be drafted and discussed after the appoint of service provider)
2. The bidder must provide an Accounts Manager to liaison with Microsoft on escalation of support tickets to ensure resolution is obtained within standard SLA timeframe.
3. Provide 3 references letters for existing client whom the service provider has implemented the software.
4. The service provider must be an accredited MS Dynamics GP Partner/resellers. Proof of valid accreditation shall be provided.

## MANDATORY REQUIREMENTS

**The Service Provider must be accredited Gold/Platinum partner/resellers of MS Dynamics GP products.**

## BOARD MEMBERS

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(Acting CEO)\*  
\*Executive

## EVALUATION CRITERIA

The functionality evaluation points for this bid are allocated as follows:

Any bidder that scores less than 75 points they will be eliminated.

Functionality will be evaluated separately from price and preference points.

COMPONENT	POINTS
<p>The bidder must have extensive experience (3-5 years) in provision of design, implement and support of MS Dynamics GP solutions.</p> <ul style="list-style-type: none"> <li>5 years or more experience, score = 40</li> <li>3- 5 years' experience, score = 25</li> <li>0 - 3 years' experience, score = 0</li> </ul>	40
<p>Provide 3 references letters not older than 2 years for existing clients whom the Service Provider has implemented and supported MS Dynamics GP solutions.</p> <ul style="list-style-type: none"> <li>Bidder submitted 3 x reference letters, score = 15</li> <li>Bidder submitted 2 x reference letters, score = 10</li> <li>Bidder submitted 1 x reference letters, score = 5</li> <li>Bidder submitted no reference letters, score = 0</li> </ul>	15
<p>Experience of the Technical Team that will be responsible for license configuration and support must be 5 -10 years' experience with MS Dynamics GP Certification.</p> <ul style="list-style-type: none"> <li>5-10 years technical team experience plus CV &amp; 2 x Certificates, score = 30</li> <li>3-5 years technical team experience plus CV &amp; 1x Certificates, score = 15</li> <li>0-3 years technical team experience plus CV &amp; Certificates, score = 0</li> </ul>	30
<p>The service provider must be an accredited MS Dynamics GP products Gold or Platinum Partner/Resellers. Proof of valid accreditation shall be provided.</p> <p>Valid proof provided, score = 15 No valid proof provided, score = 0</p>	15
<b>Total Points</b>	<b>100</b>

### 1. CONTACT DETAILS FOR SPECIFICATION

Itumeleng Ntsimane

[intsimane@samsa.org.za](mailto:intsimane@samsa.org.za)

012 366 2600

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