



Head Office:

Eco Glades 2, 420 Witch Hazel Avenue, Eco Park, Centurion, 0169
Private Bag X31, Highveld Park, 0169
Tel: +27 12 003 1400 | Fax: +27 12 661 0074
Email: clientsupport@fpb.org.za | Website: www.fpb.org.za



REQUEST FOR SAGE 200 BIC REPORT DEVELOPMENT

RFQ No: 03/07/22

From: Supply Chain Management

Contact Person: Thato Moremi

Tel: 012 003 1400

Fax: 086 645 9286

Date: 29/07/2022

Thato.Moremi@fpb.org.za

REFERENCE NO: 03/03/22

You are hereby invited to submit a quotation as per the specification indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at Film and Publication Board on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

FAILURE TO SPECIFICALLY QUOTE AS PER THE SPECIFICATION AND COMPLYING WITH THE LISTED INSTRUCTIONS WILL RESULT IN YOUR QUOTATION BEING DISQUALIFIED. PLEASE ENSURE THAT YOUR QUOTATION PROVIDES THE DETAIL AS PER SPECIFICATION FAILING WHICH IT WILL BE DISQUALIFIED.

Specification

Expected date of delivery	31 August 2022
Time:	16:00
Venue: (Place of delivery)	FPB Head Office
Type	

Detailed Specification Requirement

The FPB would like to appoint a service provider to develop/write management reports on SAGE Evolution for internal Reporting in line with its programme budget. This reporting model will support a wide range of business decisions - ranging from operational to strategic. The service provider must provide License/access rights for 4 people in finance unit to run the reports.

The service provider must develop below reports from Sage Evolution.

1. Management Accounts Reporting	<ul style="list-style-type: none"> ✦ Easy to understand real time data that enables FPB to understand its operations.
1.1 Statement of financial performance	<ul style="list-style-type: none"> ✦ Chart of Account Details reflecting values per period for actual, budget, committed purchase order, forecast, prior year and available funds ✦ The Management Account must consolidate the organisation budget according to the Class of transactions
1.2 Budget Variance Report per programme	<ul style="list-style-type: none"> ✦ The budget variance report must reflect Monthly and Seasonal Spending (Actual YTD, Variance value, variance percentage, committed purchase order, annual budget, and Available Budget with totals Balancing to the Trial Balance and the Management Accounts ✦ Each budget line item should be able to provide breakdown. ✦ The Budget Variance report must consolidate the Organisation budget

Closing time and date: 05 July 2022 at 12:00

1. Suppliers must supply written quotations that reflect the following information:

- 60 days price validity period (From the closing date of RFQ)

- Price per item **(All-inclusive prices are required. The price reflected in the quotation will be accepted as being all inclusive.)**
 - Delivery lead time
 - Company Name
 - Company Registration Number
 - VAT Registration Number (If applicable)
 - **VAT Registration must be accompanied by SARS PIN**
 - Address
 - Contact Person
 - Telephone
 - Email Address
2. Suppliers must sign and return the Quotation Declaration with their quotation.
 3. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
 4. Supplier must submit SBD forms along with CSD report. You may be requested to submit SARS tax pin
 5. Valid certified proof of BBBEE level contribution must be submitted if supplier wish to claim points.
 - 5.1. Non submission will lead to disqualification were in the event BBBEE contribution level is a mandatory prequalifying requirement
 - 5.2. Non submission will not lead to disqualification were in the event BBBEE contribution level is non-compulsory not pre-qualify requirement, no points will be allocated for BBBEE contribution level.
 6. Suppliers should note that the 80/20 or 90/10 preference points system will be applicable to transactions from R30 000 (Refer to SBD 6.1)
 7. All prices must be fixed and firm.
 8. Submission of your quotation will be taken by FPB as that you are in agreement with the clause. **Any clause for upfront or deposit declaration will be disregarded.**
 9. No deposit will be paid. Supplier delivers goods/services then payment is made in full unless on a service level agreement. Refer to point 14 below.



10. Delivery will be as per the delivery address above, unless specifically specified otherwise.
11. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.
12. SBD7.1 must be completed, signed and returned as a confirmation of acceptance of Purchase Order. Failure to do this will result in tax invoice not being paid.
13. All tax invoices will be paid within 30 days, subject to satisfactory delivery of good and services to FPB.
14. Depending on the type of goods and services to be delivered the successful bidder may be requested to contract/service level agreement before delivery of goods/services may commence.

Kind regards

Supply Chain Unit

Attachments: Type out document names of attachments. SBD 1, 4, 6.1, 8 and 9

QUOTATION DECLARATION

RFQ No: 03/07/22

I/we the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company declares that:

1. The information furnished on this quotation is true and correct
2. If the company is selected to supply the product/service requested, the company may be required to furnish documentary proof to the satisfaction of Film and Publication Board that the information provided on this quotation is correct.
3. If the information provided on this quotation is found to be incorrect, Film and Publication Board, in addition to any other remedy it may have:



For: Supplier company name

Name (Person responsible for the quote)

Signature (Person responsible for the quote)

Dat