

REQUEST FOR QUOTATIONS

REF NO	MKIQ05/2022
DESCRIPTION	Sage accredited service provider to assist with reconciliation of leave transactions and training
DELIVERY ADDRESS	1 st Floor 29 South, 7 Umsinsi Junction, LaMercy, KwaZulu Natal, 4399
CLOSING DATE AND TIME TO SUBMIT QUOTATIONS	20 May 2022 at 16:30
QUOTATIONS AND ENQUIRIES MUST BE EMAILED TO	Sinenhlanhla.ngqulunga@moseskotane.com

Disclaimer

- MKI reserves its right not to appoint.
- MKI reserves its right to negotiate the price with the winning bidder.

Terms and conditions

- Quotations must be emailed by no later than 20 May 2022 at 16h30. Quotations received after the closing time and date will not be considered.
- All prices must be all inclusive. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations will not be considered)
- Bid to be valid for a period of 60 days from the closing date of bid.

1. Background

The Moses Kotane Institute (MKI) is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA) with a mandate to conduct world class research that responds to the needs of the provincial economy.

Moses Kotane Institute is pleased to invite you to submit your quotation for consultation and training as per the specification below.

- Sage accredited service provider to assist with reconciliation of leave transactions on the system
- Training of three users on the Sage Self-Service for the purpose of proper administration and reporting.
- The Moses Kotane Institute subscribes to the Sage Business Cloud Professional System to process payroll and process employee information including leave administration.
- The system is currently not allocating the monthly entitlements for certain individuals.
- Some users are linked to managers, but managers are unable to approve on the system
- HR module is not properly linked to leave and payroll information

2. Mandatory compliance requirements (the following to be submitted with the quotation)

- Proof of registration on the Treasury Central Supplier Database
- Valid tax clearance certificate / tax compliance for tender
- Valid BBBEE certificate by a SANAS accredited agency/company or affidavit.
- Bank letter confirming the company banking details
- Supplier declaration form (attached hereinto)
- Proof of accreditation with Sage

Note: Failure to comply with the above mandatory requirements will lead to disqualification.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

- 2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
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2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):
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2.4 Company Registration Number:
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2.5 Tax Reference Number:
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2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

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Position occupied in the state institution:

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Any other particulars:

.....

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2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number Number	Employee / Persal Number

4 DECLARATIONS

I, THE UNDERSIGNED (NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3
 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN
 TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT
 SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

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 Name of bidder