

INVITATION TO SUBMIT A PROPOSAL FOR REQUIREMENTS OF THE SOUTH AFRICAN BUREAU OF STANDARDS (SABS)

RFP NUMBER: RFP 201844

DESCRIPTION: Appointment of a service provider for the implementation of a Payroll and performance System to support effective and compliant administration at the South Africa Bureau of Standards.

CLOSING DATE: 18th November 2025

CLOSING TIME: 11:00am

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Milestones	Date & E-mail address
Compulsory Briefing Session	Date: 11 th November 2025 Time: 12:00 PM – 13:00 PM Microsoft Teams Need help? Join the meeting now Meeting ID: 391 124 217 104 70 Passcode: hf3oD787

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING DISQUALIFIED)**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	(CODE)		(NUMBER)		
FACSIMILE NUMBER	(CODE)		(NUMBER)		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

NAME OF AUTHORISED PERSON	
SIGNATURE OF BIDDER	
CAPACITY UNDER WHICH THIS BID IS SIGNED	
DATE	

1. Intent

The South African Bureau of Standards (SABS) is inviting experienced and reputable (Suppliers) Bidders to submit proposals for the **Appointment of a service provider for the implementation of a Payroll and performance System to support effective and compliant administration at the South Africa Bureau of Standards.**

2. Confidentiality

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the Request for Proposal (RFP) process are to be covered by the non-disclosure agreement signed between the SABS and the Bidder.

3. Procedural compliance

3.1 Intent to respond

An interested Bidder is required to advise the SABS of its intention to submit a proposal by completing and returning the "Intention to Respond" form (Appendix B) no later than **18th November 2025**. Should a party decide not to respond to this RFP, you are requested to continue to treat the information as confidential in perpetuity.

3.2 Responsibility for costs

Under no circumstances shall the SABS accept any responsibility whatsoever for any of the Bidder's costs associated with the preparation and/or submission of its Bid/Proposal, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

3.3 Amendments to the RFP

Amendments to this document shall only be effective if agreed by the SABS and confirmed in a written addendum to the RFP. SABS reserves the right to modify the scope of this document at any time prior to and after the award of the tender.

3.4 Delivery of proposals or bids

The Bidder is responsible for ensuring that the Bid/Proposal is submitted and delivered on time to tenders.luvuyo@sabs.co.za. The SABS undertakes that the Bids/Proposals shall be stored in a secure place, opened at the same time and not before the deadline for submission.

Note: The above email address should only be used for submission of proposals. No clarity-seeking questions should be sent to this email address. (see 4.2 below)

3.5 No obligation to proceed

The SABS reserves the right to discontinue the RFP process at any time prior to the formation of the envisaged agreement and will give written reasons for the cancellation upon written request to do so. The SABS, its subsidiaries, shareholders, advisors, directors, employees, representatives including the SABS Representative shall not be liable for any losses, claims or damages of whatsoever nature or howsoever arising that may be sustained by a Bidder or any other person as a result of its participation or any amendment, termination or suspension of the process set out in this RFP or its exclusion from participating in the tender process at any

point. It is expressed that SABS shall in no way be liable for any indirect/consequential damages, loss of profits, etc. suffered by the Bidder during the RFP process, award, negotiating and/or contracting phase.

After any cancellation of the tender process or the rejection of all tenders due to noncompliance with the thresholds, SABS may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

3.6 No contract

Bidders shall note that this RFP does not commit the SABS to any course of action resulting from the receipt of Bids/Proposals and the SABS may, at its discretion, reject any Bid/Proposal that does not conform to instructions and specifications that are contained herein or select a Bidder based upon its own unique set of criteria. SABS also reserves the right not to select a Bidder/award the tender. The SABS does not become bound by any obligations prior to the signature, by both party of an agreement - to be negotiated, resulting from a successful bid.

Nothing in this document shall be construed as a contract between the parties and no communication, whether verbal or written, by the SABS personnel or agents during this process shall create such a contract in respect of the requirements specified in this RFP.

SABS shall not be liable for any fees incurred due to any work done/services performed by the Bidder prior to signature, by both parties, of an agreement resulting from a successful bid.

3.7 Validity of proposals

The proposal shall remain valid for a period of one hundred and twenty (120) days from the submission date, after such proposal expires. SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their proposals, prior to expiry thereof. Such a request, if there is any, shall be in writing. The Bidder is not obliged to extend the validity period.

3.8 Intellectual Property

The Bidder undertakes that the SABS retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to SABS, including undertaking to sign all forms necessary to affect such transfer.

4. General Instructions

4.1 Assumptions

SABS has endeavored to provide sufficient guidance to inform Bidders' Bids/Proposals. However, it may be necessary to make some assumptions. Where assumptions have been made these must be documented in the Bid/Proposal. The SABS accepts no responsibility for assumptions made by the Bidder.

4.2 Requests for clarification/additional information

Requests for additional information, questions or issues fundamental to the quality or clarity of the response should be submitted using the 'Request for Proposal Enquiry' (Appendix N). Additional information will be provided at the discretion of SABS. SABS also reserves the right to provide the same information to all other interested Bidders.

4.3 Contact information

All enquiries regarding this RFP must be e-mailed to Luvuyo.Tshabalala@sabs.co.za. Bidders must not contact any other SABS personnel regarding this RFP as this may lead to disqualification of the bid. Also note that any canvassing by Bidders regarding this RFP will result in disqualification.

4.4 Timescale

The proposed timescales for the RFP process are indicated below.

Item	Milestone	Date
1	Date of RFP advertisement	3 rd November 2025
2	Compulsory Briefing Session	Date: 11 th November 2025 Time: 12:00 PM – 13:00 PM
3	Appendix C, Non-disclosure Agreement /Confidentiality Undertaking signed and submitted	18 th November 2025
4	Appendix B, Intention to respond released and submitted	18 th November 2025
5	Final Date for Bidders to submit consolidated requests for clarification (Questions) Questions to be sent to Luvuyo.Tshabalala@sabs.co.za	12 th November 2025
6	SABS clarification. (No further clarification after this date)	13 th November 2025
7	Proposal Submission Date Proposals to be sent to tenders.luvuyo@sabs.co.za	18 th November 2025
8	Evaluation of proposals	TBC
9	Awarding of Tender (Next BAC seating)	TBC

4.5 Management summary

This section should be submitted as a separate document. The information to be provided in the Management Summary shall include, but not be limited to the following items o Company profile o Completed 'Statement of Compliance' (Appendix K)

4.6 Presentations

The SABS reserves the right to request bidders to present for clarification.

4.7 Clarification and inspections

The SABS may submit clarification in writing on specific tender aspects to obtain a better understanding of the received bid/s. This may also include possible inspections of the Bidder's premises at an agreed date and time.

4.8 Submitting a response

4.8.1 Due date

o Proposals/ Bids are to be submitted by closing date and time as stipulated on page 1.

- o Proposals/ Bids must be submitted **electronically** to tenders.Luvuyo@sabs.co.za indicating the tender **reference number** and **description on the subject**. **Maximum size 14MB.**
- o Proposals/ Bids must be submitted on **PDF Files** (compressed zipped folder if necessary).
- o Proposals/Bids submitted **via a link and/or "we transfer" will not be accepted.**
- o The responsibility for on-time submission rests entirely with the Bidders.
- o **Late submissions will NOT be accepted.**

The above email address should only be used for submission of proposals. No clarity-seeking questions should be sent to this email address.

4.8.2 Proposal format

Each proposal shall include a detailed description of the Bidder's capabilities regarding the requirements set out in **Appendix A and Section 5.3** of the Mandatory Evaluation.

4.8.3 Central Supplier Database (CSD) Registration

Service providers and suppliers who wish to render services to SABS will no longer register at SABS directly. Suppliers will have to register on National Treasury Central Supplier Database (CSD) as per National Circular No 3 of 2015/6 – Central Supplier Database.

National Treasury will maintain the database for all suppliers for Government and its institutions; and

All existing and prospective suppliers are requested to register on the CSD by accessing the National Treasury website at www.CSD.gov.za.

5. Evaluation

5.1 Returnable documents

Bidders must provide the following administrative compliance documents.

[TICK APPLICABLE BOX]

NO	APPENDIX	TICK
1	Appendix A Tender Requirements/ Scope of Work	
2	Appendix B Intention to Respond	
3	Appendix C SBD 4 Bidder's Disclosure	
4	Appendix D Signed Non-disclosure agreement	
5	Appendix E SBD 6.1 Preference points claim form in terms of the Preferential procurement Regulation 2022	

6	Appendix F Signed SABS Terms & Conditions	
7	Appendix G CSD Report / Proof of banking details for international suppliers	
8	Appendix H BBBEE/ Sworn affidavit	
9	Annexure I Quotation/ Fixed Rate	
10	Appendix J Management Summary (including Statement of Compliance)	
11	Appendix K Statement of Compliance	
12	Appendix L Page 2 of the RFP Document	
13	Appendix M Audited Financial Statements	
14	Appendix N Request for Proposal Enquiry	
15	Annexure A Stage 3 Technical Evaluation	
16	Annexure B List of Projects	

5.2 Disqualifying criteria are as follows:

- Bidders who do not meet all the requirements as specified on the RFP document scope of work will not be evaluated any further.
- Bidders whose solution is encumbered by any Intellectual Property rights, whether registered and / or unregistered, including but not limited to Copyrights, Patents, Know-how, Registered designs, Trademarks, Trade Secrets and the like, will not be considered for the bid.
- Bidders who make a misrepresentation on the above 2 points or any other material fact.

5.3 Tender Evaluation Process

Stage1: Mandatory Requirements

1. The bidder must demonstrate appropriate authorization or ownership in relation to the proposed solution.

- For **off-the-shelf** or **commercial software solutions**, the bidder must be an accredited partner or authorized reseller of the proposed product. A valid letter from the Original Equipment Manufacturer (OEM) confirming such a partnership or reseller status must be submitted with the bid.
- For **custom-developed solutions**, the bidder must provide evidence of full ownership or development rights to the proposed solution, including the ability to customize, support, and maintain the application. Where applicable, the bidder must disclose any third-party components or frameworks used and provide proof of licensing or usage rights for those components.

2. Implementation Timelines

- The solution **must** be implemented within 3 months of contract sign-off which is expected to be concluded in the first week of December 2025. Bidders to submit written confirmation of implementation within 3 months in their proposal.

NB: Bidders must comply with and meet the mandatory requirements referred to above. Bidders who meet the mandatory requirements will be evaluated further on functionality evaluation.

Stage 2: Functionality Evaluation

- The functional requirements listed below must be adequately addressed to demonstrate responsiveness, which is prerequisite for qualifying for the subsequent evaluation phase.
- This is being done to assess each bidder's capacity to effectively complete the contract in accordance with the requirements.
- This means that the submission must: (i) directly respond to each requirement listed, (ii) demonstrate understanding and capability to meet those requirements, (iii) provide sufficient detail or evidence to show compliance.
- After this stage, the bids will be disqualified and will not be able to continue with price scoring if they do not meet the threshold of 70%

Functionality will be measured on a scale of 1-5. Very poor:1, Poor:2, Average:3, Good:4, Excellent:5

No.	Criteria	Scale	Weight
Project Plan and Implementation Methodology			
1.	<p>The service provider must submit a comprehensive and well-structured project plan—preferably presented on a Gantt chart—that reflects a thorough understanding of the project’s scope, objectives, and complexity.</p> <p>The plan should detail all phases of the project lifecycle, including system design, development, testing, data migration, deployment, training, and post-implementation support. It must be supported by a robust implementation methodology that aligns with best practices in traditional or hybrid project management, featuring clearly defined milestones, deliverables, timelines, and dependencies.</p> <p>In addition, the proposal must include the following key components: Risk Management Strategy: A proactive approach to identifying, assessing, and mitigating risks, supported by a detailed risk register.</p> <p>Quality Assurance Strategy: Measures and processes to ensure the delivery of high-quality outputs throughout the project lifecycle.</p>	No project plan or implementation methodology provided = 0	25%
		Project plan provided ONLY = 1	
		Project plan and risk management strategy (including risk register) provided = 2	
		Project plan, risk management strategy (including risk register), and quality assurance strategy provided = 3	
		Project plan, risk management strategy (including risk register), quality assurance strategy, and change management approach provided = 4	
Project plan, risk management strategy (including risk register), quality assurance strategy, change management approach, and stakeholder engagement strategy provided = 5			

	<p>Change Management Approach: A structured plan to manage transitions effectively, minimizing disruption to SABS operations.</p> <p>Stakeholder Engagement Strategy: Mechanisms for engaging stakeholders, facilitating communication, and ensuring transparency and accountability.</p> <p>Emphasis will be placed on the feasibility of the proposed timelines, the adaptability of the approach to SABS's operational environment, and the effectiveness of the strategies for managing risks, quality, change, and stakeholder involvement.</p>									
Service Provider's Experience and Track Record (Payroll System)										
2.	<p>The service provider must demonstrate a proven track record in implementing the proposed payroll system. Proposals should include reference letters from clients where the bidder has successfully implemented the proposed payroll system. The reference letters should include but not limited to the following:</p> <ul style="list-style-type: none"> • Reference letter on the client's letterhead • Reference letter signed • Client contact information for reference verification 	<table border="1"> <tr> <td>No similar type of work and/or client reference letter provided = 0</td> <td rowspan="6" style="text-align: center; vertical-align: middle;">20%</td> </tr> <tr> <td>One client reference letter provided = 1</td> </tr> <tr> <td>Two client reference letters provided = 2</td> </tr> <tr> <td>Three client reference letters provided = 3</td> </tr> <tr> <td>Four client reference letters provided = 4</td> </tr> <tr> <td>Five and more client reference letters provided = 5</td> </tr> </table>	No similar type of work and/or client reference letter provided = 0	20%	One client reference letter provided = 1	Two client reference letters provided = 2	Three client reference letters provided = 3	Four client reference letters provided = 4	Five and more client reference letters provided = 5	
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Two client reference letters provided = 2										
Three client reference letters provided = 3										
Four client reference letters provided = 4										
Five and more client reference letters provided = 5										
Service Provider's Experience and Track Record (Performance Management system)										
3	<p>The service provider must demonstrate a proven track record in implementing the proposed performance management system. Proposals should include reference letters from clients where the bidder has successfully implemented the proposed performance management system. The reference letters should include but not limited to:</p> <ul style="list-style-type: none"> • Reference Letter on the client's letterhead • Reference letter signed • Clients contact information for reference verification 	<table border="1"> <tr> <td>No similar type of work and/or client reference letters provided = 0</td> <td rowspan="6" style="text-align: center; vertical-align: middle;">10%</td> </tr> <tr> <td>One client reference letter provided = 1</td> </tr> <tr> <td>Two client reference letters provided = 2</td> </tr> <tr> <td>Three client reference letters provided = 3</td> </tr> <tr> <td>Four client reference letters provided = 4</td> </tr> <tr> <td>Five client reference letters provided = 5</td> </tr> </table>	No similar type of work and/or client reference letters provided = 0	10%	One client reference letter provided = 1	Two client reference letters provided = 2	Three client reference letters provided = 3	Four client reference letters provided = 4	Five client reference letters provided = 5	
No similar type of work and/or client reference letters provided = 0	10%									
One client reference letter provided = 1										
Two client reference letters provided = 2										
Three client reference letters provided = 3										
Four client reference letters provided = 4										
Five client reference letters provided = 5										
Key Resources										

The proposal must clearly indicate the names of the resources that will be assigned to the project and their allocated roles on the projects			
4	Project Manager		
4.1	Project Manager (Experience) Proposed resource must have relevant experience as a Project Manager. Bidders must submit a detailed CV indicating the number of years' experience in ERP or Payroll system implementation.	0 years' experience = 0.	5%
		< 2 years' experience = 1	
		2 - 3 years' experience = 2	
		> 3 - 4 years' experience = 3	
		> 4 - 5 years' experience = 4	
	> 5 years' experience = 5		
4.2	Project Manager (Qualification) National Diploma or Higher + Certification in (PMP/Prince2/Agile) Bidders must submit proof of qualification and Certification.	No Qualification and /or Certification = 0	5%
		NQF Level 5 + Certification = 2	
		NQF Level 6 + Certification = 3	
		NQF Level 7 + Certification = 4	
		NQF Level 8 and above + Certification = 5	
5	Payroll Functional Consultant		
5.1	Payroll Functional Consultant (Experience) Proposed resource must have relevant experience in payroll system projects; statutory compliance. Bidders must submit a detailed CV indicating the number of years' experience in payroll system implementation.	0 years' experience = 0	10%
		< 2 years' experience = 1	
		2 - 3 years' experience = 2	
		> 3 - 4 years' experience = 3	
		> 4 - 5 years' experience = 4	
	> 5 years' experience = 5		
5.2	Payroll Functional Consultant (Qualification) National Diploma or Higher in HR/Finance. Bidders must submit proof of qualification.	No Qualification = 0	5%
		NQF Level 5 = 2	
		NQF Level 6 = 3	
		NQF Level 7 = 4	
		NQF Level 8 and above = 5	
6	Technical Consultants		
6.1	Technical Consultants (Experience) Bidders must submit a detailed CV indicating the number of years' experience in HR/Payroll/ERP, data migration and system security.	0 years' experience = 0	10%
		< 2 years' experience = 1	
		2 - 3 years' experience = 2	
		> 3 - 4 years' experience = 3	
		> 4 - 5 years' experience = 4	
	> 5 years' experience = 5		
6.2	Technical Consultants (Qualification) National Diploma or Higher within ICT. Bidders must submit proof of qualification.	No Qualification = 0	5%
		NQF Level 5 = 2	
		NQF Level 6 = 3	
		NQF Level 7 = 4	
		NQF Level 8 and above = 5	
7	Application Facilitator		
	Application Facilitator	0 years' experience = 0	5%
		< 1 year' experience = 1	
		1 - 2 years' experience = 2	

Proposed resource must have experience in providing application facilitation/ training to users. Bidders must submit a detailed CV indicating the number of years' experience in providing application facilitation/training to users.	> 2 - 3 years' experience = 3	
	> 3 – 4 years' experience = 4	
	> 4 years' experience = 5	

Bidders who meet the minimum threshold of 70% on functionality will be evaluated further on technical evaluation.

Stage 3: Technical evaluation – Bidders to refer to Annexure A

5.4 Preferential point system – Pricing and SPECIFIC GOAL

Only Bidders who submitted quotations as per scope of work and meet the requirements of all three stages of evaluation will be evaluated further on 80/20 preference points system of 2022. (Pricing and **SPECIFIC GOAL**)

6. Feedback on Proposals

Once the recommendation to the Tender Committee has been approved, the successful and unsuccessful bidder(s) will be notified in writing.

Successful bidder/s will be issued with a notification letter. Such notification does not constitute an agreement. The award is wholly subject to the successful Bidder entering into a duly signed contract with SABS.

7. Contracting

Successful bidder(s) will be required to enter a contract with the SABS. A formal Agreement will be signed with the successful bidder and SABS further reserves the right to amend, alter or delete clauses relating to, but not limited to insurance, indemnity, undertaking, guarantees, Intellectual Property, service levels and / or tax compliance.

SABS shall not be liable for any costs expended by the bidder prior to any formal agreement being signed. **It is therefore imperative that NO SERVICES are rendered prior to the formal agreement becoming effective.**

Appendix A – Scope of Work

1. Project Background

The South African Bureau of Standards (SABS) requires the services of a suitable service provider to supply and implement a Payroll System that ensures effective payroll administration for its workforce of approximately 850 employees and 300 pensioners. The solution must streamline payroll operations, improve efficiency, ensure compliance with all South African statutory requirements, and integrate seamlessly with the existing SABS Enterprise Resource Planning (ERP) system. The service provider must deliver not only the system but also provide implementation, support, training, maintenance, and change management to ensure long-term sustainability and user adoption.

2. Service Provider Requirements

The service provider must:

Demonstrate a proven track record in implementing payroll systems of similar scale in South Africa.

Provide end-to-end implementation services, including data migration, testing, and user training.

Offer comprehensive support and maintenance services for a minimum of 36 months, covering:

- System upgrades
- Legislative updates
- technical enhancements

Ensure impeccable customer support and responsiveness, with defined Service Level Agreements (SLAs).

- Possess payroll expertise and deep knowledge of SA tax, labour, and compliance legislation.
- Maintain robust data protection and privacy policies, compliant with POPIA and other applicable legislation.

3. Payroll System Functional Requirements

The payroll system must:

Core Payroll Capabilities

- Support Human Capital Administration, Employee Self-Service, and Payroll processes.
- Handle multi-company, multi-location payrolls.
- Allow flexible payroll processing (monthly, bi-weekly, ad-hoc runs).
- Automate calculations of salaries, benefits, overtime, allowances, and deductions.
- Support garnishments, third-party payments, and multiple pay cycles.

Compliance & Legislative Requirements

- Ensure compliance with **South African tax legislation**, UIF, SDL, COIDA, BCEA, and SARS eFiling.
- Provide **automatic legislative updates** without manual intervention.
- Generate statutory reports (EMP201, EMP501, IRP5, UIF declarations).

Integration & Technical Requirements

- Integrate seamlessly with the **SABS ERP system** and other HC-related systems.
- Provide open APIs or middleware capabilities for interoperability.
- Support **cloud hosting or on-premises deployment** (service provider must indicate both options with implications).

Data Migration

- **Prepare data from the old payroll system**
- **Create an import template in the new payroll system**
- **Transfer and validate data**

Security & Governance

- Incorporate robust security features including role-based access, encryption, and data backups.
- Provide full **audit trails** for compliance and governance purposes.
- Support system penetration testing and vulnerability management.

Reporting & Analytics

- Deliver comprehensive reporting and dashboards with real-time analytics.
- Enable customization of reports (e.g., payroll cost analysis, employee trends, overtime tracking).
- Provide export to Excel, PDF, and BI tools.

Customization & Flexibility

- Support configurable workflows for approvals and exceptions.
- Allow customization to align with SABS-specific business rules.
- Provide scalable functionality to accommodate future workforce growth.

4. Support & Maintenance Requirements

- 36 months minimum post-implementation support and maintenance.
- Support model must include:
 - ✓ 24/7 access to a helpdesk (online and telephonic).
 - ✓ Clearly defined response and resolution times (SLAs).
 - ✓ Regular system health checks and performance monitoring.

Providers must allocate a dedicated support team including:

- System/Application Support Specialists
- Payroll Functional Consultants
- Security & Compliance Officer
- Rules of Support:
 - ✓ Critical issues: Response within 1 hour, resolution within 4 hours.
 - ✓ High-priority issues: Response within 4 hours, resolution within 24 hours.
 - ✓ Normal issues: Response within 1 business day, resolution within 5 business days.

5. Training & Change Management

The service provider must:

- Provide comprehensive training to payroll administrators, HR staff, and end-users (Employee Self-Service).
- Develop training manuals, user guides, and e-learning content.
- Conduct change management workshops to ensure adoption across the organisation.
- Provide post-go-live handholding support during the first 3 months.

6. Licensing & Resource Requirements

- Clear licensing model (subscription, perpetual, or hybrid).
- Indicate costs for 1,200 employees (scalable pricing model).
- Include costs for:
 - ✓ Implementation
 - ✓ Annual support & maintenance
 - ✓ Hosting (cloud or on-prem)
 - ✓ Additional modules or customization

N/B

- **Bidders to refer to Annexure B – Detailed Scope of Work**

Appendix B

Intention to respond to the Request for Proposal

We hereby accept / decline your Request for Proposal.

Company: _____

Company
Representative: _____

Position/Title:

Signature: _____

Please state a brief reason for declining this Request for
Proposal _____

Appendix C

BIDDER’S DISCLOSURE

SBD 4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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.

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

2.2

Full Name	Identity Number	Name of State institution

Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATIONS

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not

2 Joint venture or Consortium means an association of people for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2022/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Appendix D

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made BETWEEN

The South African Bureau of Standards (SABS), an organization established in terms of section 2 of the Standards Act (29 of 1993), whose registered office is at 1 Dr Lategan Road, Groenkloof, Pretoria, 0001, South Africa.

AND _____ (“the Bidder”),
Registration Number: _____ whose registered office is at

(Hereinafter referred to as the “parties”)

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Bidder has received, or may receive in future, information relating to **RFP 201844 Appointment of a service provider for the implementation of a Payroll and performance System to support effective and compliant administration at the South Africa Bureau of Standards**, for the South African Bureau of Standards and other related information hereinafter referred to as “Confidential Information”. “Confidential information” shall include, but not be limited to any information disclosed by the SABS and / or any of its their affiliates, employees, agents, representatives, subcontractors and consultants to the Bidder, its employees, agents, representatives and consultants, whether orally, in writing, by graphic, pictorial or electronic format, which information includes but is not restricted to Business information, including know how, commercial and technical aspects of products, processes and services; status and capabilities of the SABS’ business; The SABS or its subcontractors’ marketing and planning programs, products specifications, Service specifications, plans, drawings, test results and findings; financial, operational and technical data; and particular types of technologies and inventions, that already currently exist or that the SABS wishes to be developed, which could be subject to intellectual property rights, whether registered and/or unregistered.

Therefore, the parties wish to agree as follows:

1. The Bidder undertakes to keep strictly secret and confidential all confidential information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Bidder’s obligation to the South African Bureau of Standards).
2. The Bidder undertakes to not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.

3. This agreement applies to information whether such information is marked as or appears to be confidential and whether such information is of commercial use to South African Bureau of Standards or any other party.
4. This agreement shall not apply to information which: -
 - (a) The Bidder can show had been lawfully received by it prior to disclosure under this agreement.
 - (b) is in the public domain or becomes so otherwise than through breach of this agreement.
 - (c) was disclosed to the Bidder by a third party who was under no obligation of confidence in respect thereof.
5. The Bidder further undertakes that the South African Bureau of Standards retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to SABS, including undertaking to sign all forms necessary to affect such transfer.
6. The Bidder acknowledges that the confidentiality obligations extend from signature of this agreement and survive the termination of the tender process, whether the Bidder is successful or not.

IN WITNESS WHEREOF the parties hereto have executed this agreement in duplicate.

Signed at.....on this.....day of2025

On behalf of the South African Bureau of Standards (signature)
Luvuyo Tshabalala (Procurement)

Witness 1. Witness 2.

Signed at..... on this..... day of2025

Signed on behalf of the Bidder, duly authorized thereto..... (signature)
..... (name) (title)

Witness 1. Witness 2.

To: tenders.luvuyo@sabs.co.za

Appendix F

SABS STANDARD TERMS AND CONDITIONS

Bidders must sign the terms and condition to indicate acceptance thereof. Should the bidder have a variation/s, these must be submitted as Annexure F1 indicating the clause number, the rational for not accepting that specific clause and provide an alternative clause.

https://www.sabs.co.za/media/supply_chain_management/SABS_STANDARD_TERMS_AND_CONDITIONS_FOR_PROCUREMENT_OF_GOODS_AND_SERVICES.pdf?v=UnWWq4leGWPCzx7z0fcpA8PsJINUMTSesXLj9SxHDDo

Annexure G CSD REPORT

Appendix H – BBBEE Certificate/Sworn Affidavit

**Appendix I
Quotation
Pricing Schedule**

RFP 201780 Appointment of a service provider for the implementation of a Payroll System to support effective and compliant payroll administration at the South Africa Bureau of Standards.

Description	Once – off Costs	Year 1	Year 2	Year 3	Total
Implementation					
• Payroll					
• Performance					
Customization/Development/Configuration/Integration					
• Payroll					
• Performance					
Licensing					
• Payroll					
• Performance					
Support and Maintenance					
Testing					
Training Cost (Including training Manuals)					
Data Migration					
Any other cost (If applicable)					
Total Cost (Excl. VAT)					
VAT					
Total (Incl. VAT) – Before Discounts					
Amount Discounted (ZAR)					
Total Cost Discounted					

Note: The proposed total cost must be inclusive of all required services outlined in the scope of our work. The bidder can provide a detailed cost breakdown of all elements which make up the total cost of their proposal.

Appendix J
Management Summary

Appendix

Statement of Compliance to the Request for Proposal

Company Name: _____

Proposed Service: _____

It is hereby confirmed that the proposal response to SABS' RFP is fully compliant with all points except for the specific issues outlined below:

Signed: _____ (Authorized Signatory)

Name: _____

Position: _____

Date: _____

Appendix

Page 2 of tender document L

Appendix
AUDITED FINANCIAL STATEMENT M

Appendix

Request for Proposal Enquiry N

To: Luvuyo.Tshabalala@sabs.co.za

From:

Questions:

Answers:

To: Luvuyo.Tshabalala@sabs.co.za

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** 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 tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender 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 the organ of state and a third party that produces revenue for the organ of state, 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
- (e) **“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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps=90(1-)} & \mathbf{\frac{Pt-Pmin}{Pmin}} & \mathbf{Ps=80(1-\frac{Pt-Pmin}{Pmin}) or} \\
 & & \mathbf{\frac{Pt-Pmin}{Pmin}}
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps=90(1+)} & \mathbf{\frac{Pt-Pmax}{Pmax}} & \mathbf{Ps=80(1+\frac{Pt-Pmax}{Pmax}) or} \\
 & & \mathbf{\frac{Pt-Pmax}{Pmax}}
 \end{array}$$

P_{max}

P_{max}

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below

as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Specific Goal	The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
	100% black ownership	5	10		

Persons historically disadvantaged on the basis of race	75% - 99.99% black ownership	4	8		
	60% - 74.99% black ownership	3	6		
	51% - 59.99% black ownership	2	4		
	0% - 50.99% black ownership	1	2		
	0% black ownership	0	0		
Persons historically disadvantaged	100% black women ownership	3	6		
	51% - 99.99% black women ownership	2	4		
on the basis of gender	1% - 50.99% black women ownership	1	2		
	0% black women ownership	0	0		
Persons historically disadvantaged on the basis of disability	100% owned by persons living with disabilities	2	4		
	51% - 99% owned by persons living with disabilities	1	2		
	0% - 50% owned by persons living with disabilities	0	0		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. 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]

4.6. I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, 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 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state 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, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering 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 favorable arrangements due to such cancellation.
- (d) recommend that the tenderer 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 TENDERER(S)

.....

SURNAME AND NAME:

DATE:

ADDRESS:
.....

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP 201844	CLOSING DATE:	18 th November 2025	CLOSING TIME:	11:00am
DESCRIPTION	Appointment of a service provider for the implementation of a Payroll and performance System to support effective and compliant administration at the South Africa Bureau of Standards.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	
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]					

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

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.

SBD1

PART B - TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS 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 BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE: