



REQUEST FOR QUOTATION FORM FOR GOODS AND SERVICES

Enquiries: Conny Lebepe
Tel : 011 731 5699
E Mail: conny.lebepe@theppra.org.za
RFQ Closing Date: 04 /10/2024 @11h00

TERMS OF REFERENCE FOR APPOINTMENT OF A PAYROLL SERVICE PROVIDER FOR A PERIOD OF 30 MONTHS

1. PROJECT OBJECTIVE AND SCOPE

- 1.1 The outsourced payroll service provider is required to render the services to PPRA for Implementation of an outsourced payroll system for a period of 30 months.
- 1.2 Deductions and disbursement of funds according to statutory requirements regarding staff on payroll.
- 1.3 **This will include but not limited to: -**
 - Processing appointments and resignations on the payroll system, including leave pay-outs;
 - Generate the required payroll reports
 - Pay staff their net salaries into their bank accounts in a timely manner
 - Bonus/ 13TH cheque and salary increases calculations for staff
 - Processing benefits via payroll for staff (e, g; Pension/ Fund, Medical Aid, Funeral Cover)
 - Third party payments
- 1.4 Setting up and processing of special runs
- 1.5 Provide monthly pay slips (generated via the system or via a self-service portal)

- 1.6 Generate periodic tax and other statutory reports for staff as required in their jurisdictions.
- 1.7 Provide schedules for Monthly Salary payments including pension, medical aid, PAYE, and other deductions made on behalf of third parties, e.g. garnishee orders
- 1.8 Processing of travel and other related staff claims upon PPRA approval
- 1.9 Provide PPRA access to the overview payroll system (Summary Payroll and not live payroll)
- 1.10 Process journals (link to our current SAP system for monthly payroll journals to be automated)
- 1.11 Calculate provision for leave and provision for 13 cheques (be automated)
- 1.12 Generate payroll related report e.g. 12-month reports, variance reports
- 1.13 Provide /Assist with any ad hoc payroll related tasks e.g. application for tax Directives

2. DELIVERABLES

- 2.1 Payroll related reports and payroll payment schedules to be submitted to PPRA for approval and sign off.
- 2.2 Submission of Tax and other statutory deduction reconciliations and evidence of submission and filing in accordance with local statutory requirements
- 2.3 The Service provider and PPRA Management Team shall meet as often as is reasonably necessary to ensure the successful implementation and the monitoring of the services against agreed Service Levels
- 2.4 The Service Provider to advise PPRA on changes in legislation and other acts governing the payroll and Tax amendments as proposed by the Taxation Laws
- 2.5 The Service Provider and PPRA shall designate, in writing, their representatives to attend such meetings. Minutes of such meetings will be recorded and provided to management

3. REQUIRED COMPETENCIES

- 3.1 The Firm should have minimum 5 years' experience of consultancy engagements in the field related to this Terms of Reference.
- 3.2 Good analytical, problem solving and facilitating skills with a high sense of responsibilities and results-orientation; and
- 3.3 Ability and competence to deliver the assignment within agreed timelines.
- 3.4 Ability of the firm's payroll system to capture and store employee data and readily available when requested by PPRA

4. EVALUATION CRITERIA

All quotations received will be evaluated in two phases. **Phase 1 of the evaluation will consist of** – functionality and, **Phase 2 of the evaluation will be based on** - Price and Preference points system the, as per Regulation 5 of the PPR, 2020

- Price = 80 points
- Preference Points (specific goals) = 20 points

Functionality evaluation

All quotations who score less than **70% (70 points)** on functionality will be eliminated and will be regarded as having submitted a non-responsive quotation and will be disqualified. Only bidders who scored 70 points and more will advance to the next phase of evaluation which is price and specific goals

No	Evaluation Criteria	Score Description	Weight
1	Proposed Approach and methodology Availability and appropriateness of the tools/methods used by the organisation and how they will satisfy	i. Methodology and approach are fully adequate to meet the requirement of the assignment (include tools/methods, scope	50

No	Evaluation Criteria	Score Description	Weight
	<p>the requirements of the assignment. To include the approach, tools/methods the company use, scope of work, best practice</p>	<p>of work, best practise and value-added services) = 50 points</p> <p>ii. Methodology and approach are fully adequate to meet the requirement of the assignment (include tools/methods, scope of work, best practise) = 30 points</p> <p>iii. Methodology and approach cover the minimum requirement = 20 points</p> <p>iv. Inadequate methodology and approach = 10 points</p> <p>v. No methodology and approach = 0 points</p>	
	<p>Company proven experience in payroll services.</p> <p>The bidder's track record and experience in rendering payroll services.</p> <p>The Bidder is required to provide details of previously undertaken work related to this RFQ. Provide at least three traceable reference letters from client company. Reference letters should include the duration of a contract and total amount where possible.</p>	<p>5 reference letters = 50</p> <p>4 reference letters = 30</p> <p>3 reference letters = 20</p> <p>2 reference letters = 10</p> <p>0 reference letters = 0</p>	50

No	Evaluation Criteria	Score Description	Weight
	NB// Supplier may not use PPRA as one of the references.		

5. Submission of Quotations:

5.1 Service providers should submit their detailed quotations, including a breakdown of costs, implementation timelines to.

5.2 Quotations must be submitted on the email provided on the RFQ document attached. (**conny.lebepe@theppra.org**)

5.3 The above specified goods/services should be delivered/rendered to: Name of Institution : Property Practitioners Regulatory Authority ("EAAB")
Address : Property Practitioners Regulatory Authority Building
: 63 Wierda Road East, Cnr Johan
: Wierda Valley
: Sandton

5.4 All price quotations that have a rand value equal to or below R1 000 000.00 (R1 million) including VAT, will be evaluated by applying the 80/20 preference points system as prescribed by the Preferential Procurement Policy Framework, 2000 and its Regulations, 2022.

5.6 The lowest acceptable price will score 80 points, and the 20 points will be for specific goals allocated as follows:

Table 1: Specific goals and points allocation for preferential procurement:

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)
Ownership by or Management Control by:				
Black People (Attach ID copy)	-	10	-	
Women (Attach ID copy)	-	4	-	
Youth (Attach ID copy)	-	2	-	
People with Disabilities (Attach proof)	-	2	-	
People who are Military Veterans (Attach proof)	-	2	-	

The following documents must accompany your quotation:

- Completed and signed Standard Bidding Document (SBD) 4 Form

- Latest Central Supplier Database (CSD) Report/Tax Compliance Status PIN Certificate

6 Standard conditions:

6.1 The validity of the quotations must be indicated.

6.2 Prices quoted should be in South African Rand and inclusive of VAT costs such as delivery, insurance, taxes, etc.

6.3 No price adjustments or amendments of the delivery particulars contained in paragraph 2 will be considered by the PPRA.

6.4 The supplier accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.

6.5 PPRA reserves the right to accept or reject any special terms and conditions that may qualify the goods/services to be provided.

6.6 Quotes should be submitted on an official letterhead and duly signed.

6.7 Goods and services should be supplied/rendered upon receipt of a purchase order from the PPRA

6.8 The General Conditions of Contract issued by National Treasury are applicable.

6.9 The PPRA supply chain management code of conduct is applicable.

6.10 Only quotation from suppliers who are requested to quote shall be evaluated.

6.11 Your quotation must indicate the delivery date.

6.12 The PPRA reserves the right to do due diligence on the quotations.

6.13 The PPRA reserves the right to benchmark prices quoted.

Thank you in anticipation

Supply Chain Management: PPRA

Date: 27/09/2024