



SOUTH AFRICAN TOURISM

PART C: TENDER EVALUATION PROCESS - (SAT TENDER NUMBER 208/22 HC PAYROLL).

Summary of the Evaluation Phases (table below):

Table 1: Evaluation Summary

Phase 1 Administrative and Mandatory bid requirements	Phase 2 Functional Technical Evaluation	Phase 3 Price and B-BBEE Evaluation
Bidders' responses will be evaluated based on table 2 below.	Bidder(s) are required to achieve a minimum of 70% to proceed to Phase 3.	<p>The tender will be evaluated on either the 80/20 or 90/10 preference point system.</p> <p>Once a tender is received, the lowest acceptable tender will be used to determine the preference point system to be used for the evaluation. Where the lowest acceptable tender is below R50 million, the 80/20 preference point system must be used and If the lowest acceptable tender is above R50 million, the 90/10 preference point system must be used.</p>

Phase 1: Administrative and mandatory bid requirements

All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase, bidders' responses will be evaluated based on compliance with the listed administrative and mandatory bid requirements.

Table 2: Phase 1 Evaluation

Documents that must be submitted	YES/NO	Non-submission may result in disqualification?
Confirmation of valid Tax Status		Written confirmation that SARS may, on an ongoing basis during the tenure of the contract, disclose the bidder's tax compliance status. SARS Tax Compliance System Pin
B - BBEE Certificate 1		B - BBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, an affidavit is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf (Failure to submit an affidavit will result in non-compliant on the preference points system)

Annexure A-Invitation (SBD 1)		Complete and sign the supplied pro forma document
Annexure B-Registration on Central Supplier Database (CSD)		All agencies, including proposed partner/subcontractor agencies, must be registered as a service providers on National Treasury's Central Supplier Database (CSD). If you are not registered, proceed to complete the registration of your company before submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Annexure E-Declaration of Interest - SBD 4)		Complete and sign the supplied pro forma document
Annexure D-Preferential Procurement SBD 6.1		Complete and sign the supplied pro forma document

Phase 2: Desktop Functional Technical Evaluation = Weighting out of 100 basis points

All bidders are required to respond to the technical evaluation criteria scorecard and provide information/portfolio of evidence that they unconditionally hold the available capacity, ability, experience, and qualified staff to provide the requisite business requirements to South African Tourism under this tender.

Bidders will be required to achieve a minimum threshold of **70%** to proceed to Phase 3 for Price and BBBEE level of contribution evaluations.

Table 3: Phase 2 Evaluation

EVALUATION CRITERIA		Weight										
<p>1. Company Experience</p> <p>Service provider to submit a minimum of 3 client reference letters that were implemented in the past 4 years for a cloud-based HR Payroll. The client reference letters must be on the letterheads of the respective customer. The letter must include the company name, the services offered, service duration, contact person, contact numbers, SLA targets and SLA achieved.</p> <ul style="list-style-type: none">- 1 = at least 3 years experience in cloud-based HR Payroll- 2 = 4 to 5 years experience in cloud-based HR Payroll- 3 = 6 or more years of experience in cloud-based HR Payroll <table><tr><th>Total Number of Bidders' Experience</th><th>PLEASE TICK (✓)</th></tr><tr><td>Less than 3 years</td><td></td></tr><tr><td>At least 3 years</td><td></td></tr><tr><td>4 - 5 years</td><td></td></tr><tr><td>6 years and above</td><td></td></tr></table> <p>NB: If letters do not include all the above requirements, SAT will not accept the letters as being valid.</p>		Total Number of Bidders' Experience	PLEASE TICK (✓)	Less than 3 years		At least 3 years		4 - 5 years		6 years and above		25
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<p>2. Project Team Implementation Competency</p> <p>Experience and expertise of the personnel proposed on the project (CVs of the project team who will be responsible for the SAT Payroll solution implementation programme). The project team must a minimum of Five (5) years of experience implementing cloud-based enterprise HR Payroll solutions.</p> <p>Averaged score:</p> <ul style="list-style-type: none">• Less than 5 years =0• 5 - 7 years =1• 8 - 10 years =2		20										

<ul style="list-style-type: none"> 11 - 14 years =3 	
3. Ongoing follow the sun Support and Maintenance Global Support Global payroll compliance includes but is not limited to tax reporting and regulatory compliance. Service provider to demonstrate the follow-the-sun approach for support. The support team must have a minimum of Five (5*) years' experience in rendering Cloud based HC Payroll. The proposed team should have an average of: <ul style="list-style-type: none"> Less than 5 years =0 5 - 7 years =1 8 - 10 years =2 11 - 14 years =3 Note: The number of years of experience will be used as a guideline, not as a sole evaluation criterion.	20
Project Methodology The proposed programme management must include details of the following: Project Methodology (including programme management and governance, change management, and risk management) Implementation Plan (including installation, configuration, migration, testing, and deployment) Post Implementation - stabilisation, service delivery, and support (including managed services life cycle). NB: The criterion will be evaluated in accordance with the Technical Functional evaluation matrix	15
Demo (Virtual Presentation) Dynamic / Intuitive Reporting Customizable reporting tools with interactive dashboards must be provided that allow management access and ease of use. Bidders to present a live demo on the proposed HC Payroll solution with full integration to Oracle cloud HCM and Oracle Finance EBS.	20
TOTAL POINTS FOR FUNCTIONALITY	100
A minimum threshold of 70% is applicable	

- Bids proposals will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- As part of their bid documents, bidders must submit supporting documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on information presented in the bid proposals in line with the RFP.
- The score for functionality will be calculated in terms of the table below, where each Bid Evaluation Committee (BEC) member will rate each criterion on the bid evaluation score sheet using the following value scale/matrix:

Table 4: Functional Evaluation Matrix

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential value, with supporting evidence.	3
Acceptable	Satisfies the requirement with minor additional benefits , above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods/services. Response identifies factors that will offer potential required services, with supporting evidence.	2
Average	Submission meets the minimum requirement with major reservations . Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods/services, with little or no supporting evidence.	1
Unacceptable	Does not meet the requirement . Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the goods/services, with little or no supporting evidence.	0

Phase 3: Price and BBBEE Evaluation (80+20 or 90+10) = 100 points

Only bidder(s) who meets the minimum threshold of 70% for the pitch presentation during Phase 3 will be further evaluated for comparative price and BBBEE level of contribution.

SA Tourism will consolidate the total points for price evaluation (out of 80/20 or 90/10) and the total points for BBBEE evaluation (out of 20/10). The bidder who scores the highest points for comparative pricing and B-BBEE status level of contributor after the consolidation of points will normally be considered the preferred bidder with whom South African Tourism will enter into further negotiations.

Upon the successful negotiation and signing of a contract and services level agreement with the preferred bidder, all other bidders will be considered unsuccessful.

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution following the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6

7	2	4
8	1	2
Non-compliant contributor	0	0

Objective Criteria

The recommended bidder will be required to submit a full set of the latest financials upon request from South African Tourism. SA Tourism may assess the financial health (Liquidity, solvency ratio, etc.) of the recommended bidder. Should the result of the financial assessment reflect financial distress that may hinder the supplier from successfully delivering the project, SA Tourism reserves the right not to award the Bid to the highest point scorer.

Upon the successful negotiation and signing of a contract and services level agreement with the preferred service provider, all other service providers will be considered unsuccessful.

END.