



Glenwood Office Park
Cnr. Oberon & Sprite Streets
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Website: www.idt.org.za

Request for Quotation

RFQ number: IDT/HO/IT/05/03/2025

Description: INVITATION TO BID FOR THE PROVINCIAL OF TECHNICAL SUPPORT,
MAINTENANCE AND ADVISORY SERVICES ON MICROSOFT DYNAMICS GP.

Closing date and time: 13 MARCH 2025 @ 12:00pm

Submission of quotations: All quotations must be hand delivered to:

Glenwood Office Park

Cnr. Oberon & Sprite Streets

Faerie Glen 0043

be submitted on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number MAAA_____
2. Name of Company_____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
5. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022), attached in this RFQ document.

Compulsory returnable document: SDB 6.1

Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

Non-submission of Source documents will result in the allocation of zero points for specific goals



INDEPENDENT DEVELOPMENT TRUST

TERMS OF REFERENCE:

1. Background

- 1.1. The IDT is primarily responsible for social infrastructure development in the country, working with and on behalf of the department of public works and infrastructure and other partners

2 Task Directive

Items	Description of goods and services	Quantity	
1	INVITATION TO BID FOR THE PROVINCIAL OF TECHNICAL SUPPORT, MAINTENANCE AND ADVISORY SERVICES ON MICROSOFT DYNAMICS GP	12 Months	
	TOTAL		R
	Vat where applicable @ 15%		R
	TOTAL COST		R

3. Closing date and submission

Responses and proposals to the RFQ must be submitted via email to:

**Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen 0043**

Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered, and the quoted price must be valid for at least thirty (60) days after the closing date of this Request for Quotation.

- All **SCM** queries related to this RFQ must be submitted in writing to: E-tenderquotations@idt.org.za
- All **Technical** related Queries must be directed in writing to: nthatsem@idt.org.za

NB: No query shall be allowed 12 hours prior to the closing date and time of this Request for quotation.

NB: The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents.

CONFIDENTIAL

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers 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 interest 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.

Full Name	Identity Number	Name of State institution

2.2 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:

.....

.....

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 DECLARATION

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 consortium 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 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 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women 100%	3	6
Youth 100%	3	6
People with Disabilities 100%	2	4
Black Mail 100%	2	4
Total points for Price and SPECIFIC GOALS	100	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 of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to 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:

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = 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.)

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)
Women 100% Ownership	3	6		
Youth 100% Ownership	3	6		
People with Disabilities 100% Ownership	2	4		
Black Male 100% Ownership	2	4		

Source Documents to be submitted with the Bid or RFQ

*CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
*Woman (Originally Certified ID Document)
*Youth (Originally Certified ID Document)
*People with Disability (Letter from the Dr. Confirming the Disability)
*Black Ownership (Originally Certified ID Document)

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 authorised 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 favourable 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:

.....

.....

.....



Invitation to Bid to

The Provision of Technical Support, Maintenance and Advisory Services on GP

Assignment Title	:	INVITATION TO BID FOR THE PROVINCIAL OF TECHNICAL SUPPORT, MAINTENANCE AND ADVISORY SERVICES ON MICROSOFT DYNAMICS GP
Procurement Type	:	Request for Quotation
Duration of Assignment	:	12 Months
Closing Date	:	13 MARCH 2025
Location of Assignment	:	National Office in Pretoria.



Invitation to Bid to The Provision of Technical Support, Maintenance and Advisory Services on GP

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1.1 Background

The IDT is a Schedule 2 state owned entity which manages the implementation and delivery of critically needed social infrastructure programmes on behalf of government. The social infrastructure programmes include public schools, hospitals, courts, correctional services facilities, clinics, community centres, government offices. The IDT reports to the Minister of Public Works who is the Shareholder representative and Executive Authority. Its national office is located in Pretoria and has regional offices in all of the country's nine provinces.

1.2 Detailed Specifications/ Terms of Reference for this RFQ

The main purpose of this document is to invite Service Providers to bid for the provision of technical support, maintenance on Microsoft Dynamics GP and advisory service in enhancing Great Plains functionality within the organisation in the areas detailed under the Scope of Work for the period of 12 months.

1.2 Scope of the project

The service provider will:

- Review the feasibility study to determine the current utilization of the Microsoft Dynamics GP within the organization and advise on existing modules that can benefit the organization.
- Consequently, configure Microsoft Dynamics GP to ensure that the systems support the IDT business with a particular focus on:
 - Configure Microsoft Dynamics GP to ensure the systems support the IDT business.
 - Programme reconciliations.
 - Provide a high standard value of automated reporting as per organizational requirements.
 - Provide a training and skills transfer programme for end users and technical support personnel (ICT).
 - Assist with appropriate transaction disclosure in conformity with applicable accounting standards, including SA GAAP, IFRS, IAS, and relevant exposure drafts (EDs).
 - Develop controls within Microsoft Dynamics Great Plains to prevent and account for irregular expenditure, and fruitless and wasteful expenditure
 - Ad hoc Development.
 - Development/enhancement of the functionality of an appropriate billing; and collection system for raising management fees.
 - Knowledge and support of the management fees calculator software

Invitation to Bid to
The Provision of Technical Support, Maintenance and Advisory Services on GP

- Identifying of onerous and cumbersome activities in the management value chain and to make proposals on how to streamline Microsoft Dynamics GP functions to ensure efficiencies, especially as they relate but not limited to:
 - Project Accounting;
 - Supply chain Management;
 - Financial and Management Accounting;
 - Programme and Project Management;
 - ICT Management;
 - Asset Management;
- Provide a high standard value of automated reporting as per organisational requirements with emphasis on the following:
 - Integrated reporting from various organisational systems
 - Design and development of new customized reports as per requirements
 - Modification of existing reports
- Integration of SAGE 300 People and GP for Payroll Journals

1.3 Expected Results

- Fully functional System addressing all deliverables listed in above:
- Effective and efficient internal controls to prevent the recurrence of significant audit findings.
- Throughout the assignment, the service provider is expected to work with and ensure the transfer of the skills to relevant IDT staff. To this end, the service provider shall design and implement an appropriate plan in this regard.

1.4 Required knowledge, skill and expertise

- The service provider must have proficient knowledge and experience in the following areas:
 - Highly skilled in Microsoft Dynamics GP application
 - Experience servicing government and/or private entities
 - Information Technology, particularly to:
 - ERP, Microsoft Dynamics GP 2018R2,
 - System development and design
 - Project Accounting
 - Billing, and collection software for raising management fees.
 - Proficient knowledge of Application Programming Interfaces (APIs)
 - Financial management and accrual accounting
 - Programme and project management

Invitation to Bid to The Provision of Technical Support, Maintenance and Advisory Services on GP

- Public finance (including knowledge of the PFMA and related prescripts)
- Contract management

1.5 Evaluation Criteria

1.5.1 Mandatory requirements

- Microsoft Dynamics GP Accreditation Letter

1.5.2 Functionality Criteria

The functionality criteria will be evaluated as follows:

- Industry Experience
- Flexibility (three referencing)
 - **Please provide company profile to indicate the Capacity, Knowledge and expertise**
 - ** Three Client Reference Letters for GP support and Maintenance with client's letter head, contact details, signed and dated.**

1.5.3 Pricing Schedule

Hourly Rates (Including VAT) – GP Support, Maintenance and Finance Audit-related issues

ITEM DESCRIPTION	Bucket of Hours (Unused hours in a month will be rolled over)	Hourly Rate	Total Amount
Systems Maintenance Support	+/-60 Hours P.M		
Total *12 Months			

Disbursements

- Rates per kilometre of travel shall be as per the IDT Travel Policy.

1.6 Annexures Provided

The table below provides a summary list of all annexures provided as part of this Request for Proposal to provide a better understanding of the IDT systems environment. The IDT is currently running Microsoft Dynamics GP, version 2018R2. The IDT is running Microsoft SQL Server Version 17,9. Please see **Annexure A** for further versions details for both Great Plains Dynamics and Microsoft SQL Server Version. The IDT has third party applications or systems that are linked/integrated/support Great Plains Dynamics please see **Annexure B**.

No.	Annexures	Unit	Description
1	Annexure A	IT	Great Plains Dynamics version 2018 and Microsoft SQL Server details
2	Annexure B	IT	A list module the IDT has relating to Great Plains, Microsoft and third parties

1.6.1 Annexure A

Microsoft Dynamics GP version 2018R2 and Microsoft SQL Server details

Invitation to Bid to The Provision of Technical Support, Maintenance and Advisory Services on GP

About Microsoft Dynamics GP - MPUP (NthatiseM)

OK Options Additional File Tools Help

Actions Additional File Tools Help

Microsoft

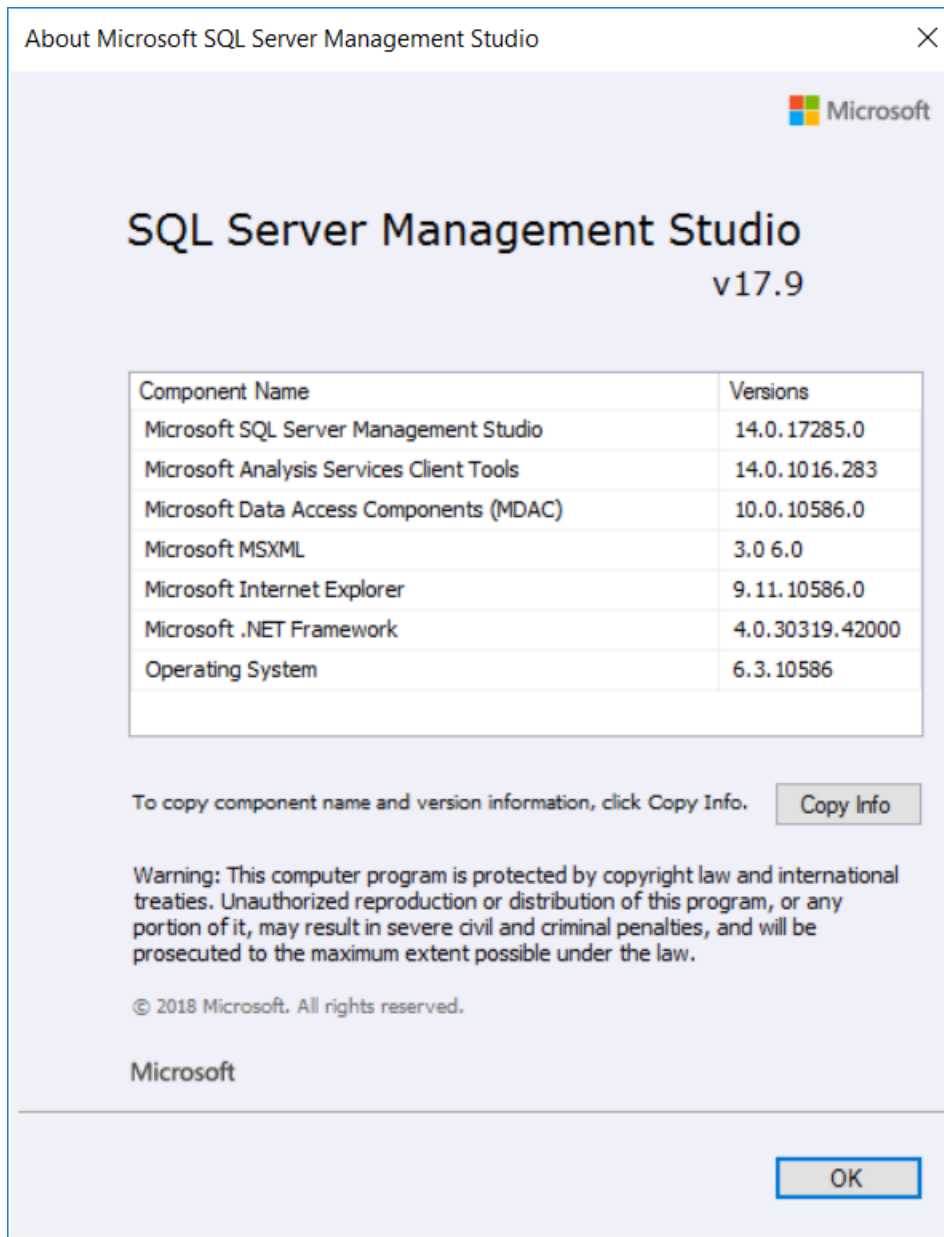
Microsoft Dynamics GP 2018

Session Information		Version Information	
	Current: Total Registered	Microsoft Dynamics GP	18.00.0704 (R2)
Users	66 100	Dexterity	18.00.0016.000
		SmartList	18.00.0699
Site	IDT	Database	SQL Server
Language-Country	English-South Africa	System	Windows 8
Server	Dynamics GP 2018	ODBC Driver Manager	03.80.0000
Session ID	345	ODBC Driver	11.00.6540
Size	1597MB	Microsoft SQL Server 2017 (RTM) - 14.0.1000.169 (X64)	

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[Third Party Notices](#)

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Invitation to Bid to

The Provision of Technical Support, Maintenance and Advisory Services on GP

1.6.2 Annexure B

Customised Systems, third party modules and systems interfacing with the current Microsoft Dynamics GP

- Programme Reconciler
- AP/AR Reconciler
- Parity Creditors Recon
- Management Fees Calculator Module
- Absa Access EFT
- SAGE 300 People
- Integration with CSD- NT Central Supplier Database