

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CONFIGURATION, SUPPORT, MAINTENANCE, AND ENHANCEMENTS TO ALL SAGE PRODUCTS TO BE USED BY THE SANPC OVER A PERIOD OF 12 MONTHS.

ANNEXURE A: SCOPE OF REQUIREMENTS

1. PURPOSE

CEF requires the services of a qualified service provider with extensive experience in SAGE products to assist in setting up of a SAGE 300 People and HR system in the Energy, and Oil and Gas industries that is in line with the business and operational requirements of the CEF Group.

2. BACKGROUND AND OVERVIEW

CEF (SOC) Ltd. is the holding company for several subsidiaries, which make up the CEF Group of companies. These subsidiaries also operate in the energy sector with commercial, strategic, regulatory and developmental roles. As the parent company for the Group, and as a strategic investor, CEF (SOC) Ltd.'s focus is to provide an oversight, strategic direction and guidance role as a holding company to its subsidiaries in terms of growth, commercial viability, sustainability, synergy optimisation, developmental objectives, governance and overall business performance improvement. The Mandate of CEF SOC is derived from the CEF Act (No 38 of 1977) and its articles. The mandate is to contribute to the security of energy supply for the country. For more information on the company, visit our current website: www.cefgroup.co.za. CEF Corporate Strategy seeks to reposition its role to that of parenting, strategic investor and development agent for its subsidiaries, listed in Table 1 below:

Table 1: Entities that make up the CEF Group		
Entity	Business Focus	Location
CEF SOC Ltd. "CEF"	Holding company with an integrated energy investment focus	Sandton, Johannesburg
Energy Projects Division	Clean and Renewable Energy	Sandton, Johannesburg
The Petroleum Oil and Gas Corporation of South Africa "PetroSA"	Oil and Gas, National Oil Company	Cape Town and Mosselbay
The Strategic Fuel Fund Association "SFF"	Strategic stock and pollution control	Cape Town
Petroleum Agency SA "PASA"	Promotion, Licensing and Regulating the exploration and production of the country's natural oil and gas resources	Cape Town
African Exploration Mining and Finance Corporation "AEMFC"	Mining and Supply of Coal	Sandton, Johannesburg
The South African Gas Development Company "iGAS"	Gas and Gas infrastructure	Sandton, Johannesburg
The South African National Petroleum Company "SANPC"	Southern African energy Champion supporting the region's energy needs, energy security and just transition	Waterfall, Johannesburg

As the Holding Company, CEF (SOC) Ltd. must provide strategic direction and guidance to the operating entities to achieve long-term growth and create shareholder value.

Furthermore, a key enabler of CEF's strategy is the merger of three of its subsidiaries, namely, SFF, PetroSA and iGas, to establish the South African National Petroleum Company (SANPC) and enable commercial stabilisation by unlocking synergies and setting up an attractive vehicle for growth. ***It is for the SANPC that a SAGE 300 People and HR system is to be set up.***

3. SERVICE REQUIREMENT

Following the approval by Cabinet of the merger of three CEF entities namely iGas, PetroSA and SFF to form the South African National Petroleum Company (SANPC).

SANPC is seeking proposals from qualified service providers with extensive experience in SAGE products to assist in setting up of the SANPC's SAGE 300 People and HR system. The service provider will be required to provide configuration, support, maintenance, and enhancements to all SAGE products to be used by the SANPC over a period of 12 months.

The SANPC will use a number of enterprise business solutions from SAGE; this includes, SAGE 300 for payroll, Employee Self Service Portal (ESS), and well as various SAGE modules.

SANPC will have third party applications that are to be integrated with SAGE and SANPC intends to add modules such as Performance Management, Job Management, Skills Development, etc., and third-party applications that will seamlessly integrate with SAGE such as Onboarding, Offboarding, Business Intelligence tools etc.

4. SCOPE OR WORK

4.1. SAGE 300 People set up, Maintenance and Support – End to End

- The service provider will design, set-up and test the SAGE 300 People system to meet SANPC's specific payroll processing requirements.
- Data Migration of data from existing payroll systems of the three subsidiaries (PetroSA, SFF and IGAS) to SAGE 300 People system for the SANPC.
- Provision of continued integration, support and maintenance on all SAGE products such as updates, new features, integration, training of super users, security updates, product fixes and patches, and any other recommendations by SAGE
- Provision of full support to SANPC ensuring that all incidents regarding SAGE are resolved timeously and efficiently.
- The service provider will ensure that all maintenance on the products such as updates, new features, integration, training of super users, security updates, product fixes and patches are performed and any other recommendation by SAGE.

4.2. SAGE ENHANCEMENTS & CONFIGURATION

- The Business Partner will provide ongoing professional services as and when required.
- The business partner will provide services such as, but not limited to, technical and functional consulting services, project management services, configuration services on SAGE new modules, quality assurance, including assisting with governance, compliance, and risk, third part integration as well as training as required by SANPC management.
- SANPC and the Business Partner will enter into a service level agreement.

5. TECHNICAL / COMPETENCY REQUIREMENTS

- Extensive experience with deployment of SAGE 300 people systems in medium to larger enterprises.
- Extensive knowledge and experience with government legislation, PFMA, etc.
- Must have a multifaceted team of both business and technical resources with strong technical experience in the SAGE suite of products as well as financial and human resource management knowledge.
- Service provider should have a tool/service desk for logging of all requests.

Proven track record of implementation and integration of various SAGE 300 HR modules.

6. ROLES AND RESPONSIBILITY OF THE APPOINTED SAGE BUSINESS PARTNER

- SANPC requires a trusted, reliable, and competent service provider to partner with in the advancement and optimization of its business processes through the use of the aforesaid SAGE platforms.
- The appointed SAGE Business Partner will be responsible for ensuring that the deployed SAGE solutions are aligned to and support SANPC's business requirement, and that the solutions operate efficiently, reliably, and accurately at all times.

7. TIMELINES

The service provider shall provide a detailed timeline for each phase of the project, including milestones and deliverable due dates. The entire project, from initiation to support, should be completed within 12 months.

As part of the submission, the service provider must provide a breakdown of key activities planned over the One (1)-year period to complete the required scope of work activities.

8. REPORTING RELATIONSHIP

The service provider shall work closely with the CEF Group Human Resources Department. The following reports / information should on a regular basis, be submitted to the Human Resource Management:

- Bi-weekly (beginning and end of each week) progress report, stating activities completed according to agreed project plan and support required from CEF.
- Any other reports that CEF may deem necessary.