



RFP NUMBER:	RFP/SASSETA/24251120/2
DESCRIPTION:	Appointment of a reputable and suitable SAGE-accredited service to supply and implement a cloud-hosted SAGE 300 People Human Resources Information System (HRIS)
PUBLISH DATE:	20 June 2025
CLOSING DATE:	14 July 2025
CLOSING TIME:	11h00 am
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE SUBMITTED ELECTRONICALLY ONLY	Proposals to be submitted electronically via email hssystem@sassetta.org.za Quoting the reference (RFP/SASSETA/24251120/2)
ATTENTION:	Ms. Lebo Hlombe
<p>The email address hssystem@sassetta.org.za is for the submission of tender proposals and will only be accessed by SASSETA after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to scm01@sassetta.org.za.</p>	

NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.

If you receive any suspicious calls asking for payment to secure an award of a bid or the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.3)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
5. Submission Checklist
6. General Conditions of Contract (Annexure A)

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no compulsory virtual briefing session for this Request for Proposal

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms. Lebo Hlombe** at scm01@sasseta.org.za by 13h30 on the **4 July 2025**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically only via email to:
hssystem@sasseta.org.za (maximum size of the email 30MB)
- 1.4.1.1 Bidders are advised to compress their email submission(s) to a maximum of 30MB file/folder. **Any submission(s) exceeding 30MB will be automatically rejected by the server.**
- 1.4.1.2 Submission(s) that exceed 30MB can be made through the method of WeTransfer. **Bidders are advised NOT to set expiry date on the submission(s) made.** If a Bidder's response is found to have expired during the evaluation period, it will be considered non-responsive.
- 1.4.1.3 Bidders must not submit their responses via **Google drive** method as this option requires access via a Gmail account.
- 1.4.1.4 Bidders are advised to double-check their submission(s) before responding to the bid.

1.5 Closing date and time 14 July 2025 @11h00

1.6 LATE BIDS

- 1.6.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

1.7 NEGOTIATION

- 1.7.1 SASSETA has the right to enter into a negotiation with a prospective service provider.
- 1.7.2 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated person responsible of both parties.

1.8 REASONS FOR REJECTION

- 1.8.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.8.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of its directors:
 - 1.8.2.1 have abused the Supply Chain Management systems of SASSETA.
 - 1.8.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 1.8.2.3 have failed to perform on any previous contract and the proof exists.
 - 1.8.2.4 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1 BACKGROUND

2.1.1 The Safety and Security Sector Education and Training Authority (SASSETA) is an education and training authority established as a juristic person in terms of Section 9 of Skills Development Act, 1998 (Act No. 97 of 1998 as amended). SASSETA's licence has been renewed until the 31 March 2030. SASSETA is classified as a schedule 3A Public entity in terms of the Public Finance Management Act No.1 of 1999 as amended (PFMA) and reports to the Department of Higher Education and Training (DHET).

2.2 PURPOSE

2.2.1 SASSETA seeks SASSETA requires a suitable and experienced SAGE accredited service provider to perform the following:

2.2.1.1 Supply and implement a cloud hosted SAGE 300 People Human Resources Information System (HRIS)

2.3 SCOPE OF WORK AND DELIVERABLES SERVICES

2.3.1 The main deliverables of the project are:

- 2.3.1.1 Modify the software system based on operational requirements;
- 2.3.1.2 Provide maintenance and technical support;
- 2.3.1.3 Renew of license annually for up to 200 users;
- 2.3.1.4 Design and modify Application Programming Interface (API)
- 2.3.1.5 Provide training to all users (including providing digital training links
- 2.3.1.6 Cleansing of data (if necessary);
- 2.3.1.7 Migration of data;

2.3.2 It is a requirement that the SAGE software system should have the following functionalities as a minimum:

No	MODULE	FUNCTIONALITIES	FREQUENCY	USERS
1.	Payroll Management	<ul style="list-style-type: none">1. Payroll with multiple stand-alone sub companies;2. Customizable payroll components;3. Robust reporting capabilities to effectively manage payroll tasks;4. automates calculations;5. Job costing;6. General ledger;7. Generation and distribution of pay slip8. Budgeting;9. Payroll tax payment;10. Tax compliance and labour regulations;11. Bonuses calculation;12. Process additional payroll runs;13. Generate payroll-related files, IRP, payslip, etc. in the format required by the relevant authorities;14. Online filing system;	Monthly	<ul style="list-style-type: none">• Human Resources• Finance

		15. The system needs to have an automatic interface to the finance accounting system to transfer required payroll data; 16. Automated and timely updates to ensure the SASSETA is always up to date with tax legislation and regulatory requirements; 17. Other features relevant to payroll management with employee self-service portal; 18. Allow for the extractions of multiple reports using different file formats (Excel, PDF adobe, etc.)		
2.	Performance Management	1. Performance contracting/agreements; 2. Performance assessments; 3. Job descriptions; 4. 360 performance assessments; 5. Skills audit and competencies; 6. Flexibility to port details in KPI for year-end assessment; 7. Allow for multiple reviews (i.e. mid-year, year-end review); 8. Define approval flow and routing process and routing process (e.g., review by multiple managers from different departments for transfer cases); 9. All for back-back work flow during performance contracting whenever possible (adding of new KPA's and KPI's during contracting); 10. The system to keep history of performance contract to allow modification in the new cycles; 11. Allow for moderation; 12. Allow for the dashboard reports to be extracted (performance assessments and moderations reports) using excel data;	Ad-hoc	<ul style="list-style-type: none"> • All
3.	Recruitment and Selection	1. Costing of jobs; 2. Job order submission and approval; 3. Advert creation; 4. Resume parsing technology to extract relevant information from applications; 5. Receiving and pre-screening of job applications (automated short-listing, criteria checklists, interview scheduler, etc.); 6. Develop scoring algorithms to rate candidates based on predefined criteria; 7. Automatic responses sent to job applicants (automated rejects, qualified etc.); 8. Automated functionality to schedule interviews with shortlisted candidates; 9. Incorporate online assessments or tests into the application process; 10. Integrate with website/online job application form; 11. Show new positions/vacancies; 12. Prepare interview templates (create standardized interview questions and evaluation forms for consistency); 13. Automate follow-up communication (set up automated emails to notify candidates of their interview status and next steps);	Ad-hoc	<ul style="list-style-type: none"> • All

		14. Onboarding platform for new employees; 15. Recruitment analytics and reporting; 16. Integration with payroll system; 17. Create exception reports on recruitment and onboarding processes; 18. Regularly review and update the automated processes based on feedback and performance metrics; 19. System to filter disqualified and qualified applicants into respective categories; 20. System to allow end user to decline disqualified applicants in one batch.		
4.	Leave Management	1. Employee self-service (ESS); 2. Automatic declining of leave applications if there is insufficient leave credits or the employee does not qualify for a particular type of leave; 3. Leave plans management with work automated approval workflow; 4. 24-hour reminders sent to approvers in respect of pending leave/claim transactions; 5. Customise reporting format;; 6. Audit trail tracking; 7. Labour legislations and case law updates; 8. All in one dashboard; 9. Configurable fields; 10. Auto update leave balance; 11. Customizable approval workflow; 12. Seamless integration with payroll system; 13. At a glance reporting; 14. Comprehensive leave reports generation; 15. Any other features relevant to leave management.	Ad-hoc	<ul style="list-style-type: none"> • All
5.	Skills Development Interventions	1. Workplace Skills Plan (WSP) and Annual Training Reports (ATR) compilation; 2. Link with performance management module to identify skills gaps; 3. Register all employee training interventions and costing thereof (skills programmes/short courses and bursaries); 4. Reminders of training intervention schedules as per WSP; 5. Reminders for submission of results after assessments (examinations/POEs, etc.); 6. Ad-hoc/periodic reports generation; 7. 24-hour reminders sent to employees during the final 14 working days before the due date for performance contracts and/or assessments; 8. System communication tool to remind staff to apply for short courses and bursaries periodically; 9. Create a training evaluation form for post-course feedback; 10. Track the learning progress of individual staff; 11. Link the payback period – in the event of termination – to be flagged that the employee owes money;	Ad-hoc	<ul style="list-style-type: none"> • HRD committee

		12. The system to allow for the dashboard (excel) reporting of all training for the financial year, including long term training.		
6.	Travel Advance and Reimbursement	<ol style="list-style-type: none"> 1. Ability to advance employees for travel; 2. Ability to reconcile travel claims with granted advance payment; 3. Linked and fully integrated with the payroll function, by enhancing efficiency and compliance 4. Adhering to travel policies and regulations; 5. Fully integrated with the financial system (Great Plain) for payment reconciliation and advance payment 6. 24-hour reminders sent to approvers in respect of pending travel advance/claim transactions; 7. Travel claims tracking capabilities with streamlined approval workflow processes for claims requests. 	Ad-hoc	• All
7.	Employee Time Management/ Clocking system	<ol style="list-style-type: none"> 1. System to integrate with the access control system and payroll to manage employee movement; 2. Ability to manage overtime; 3. Provide ad-hoc/period reports; 4. Clocking system; 5. Monitor employee attendance 6. Calculate overtime 7. Track vacation and sick leave 8. Quickly retrieve historical data 9. Download data via USB or TCP IP 10. Print out time cards 11. Schedule employee hours 12. Flexible holiday/shift rule and shift pattern settings 13. Application to export to Excel for Easy payroll calculation 14. NEW - Push technology, the data is sent straight to your computer or server. 15. No need to consistently download. 16. Unique Spectrum Ability sensor - fast and accurate 	Daily	• All
8.	Employment Equity Management	<ol style="list-style-type: none"> 1. Management of employment equity goals and targets; 2. Planning Goals and Targets (numerical and non - numerical); 3. Generation of statutory (EE Report), and any ad-hoc reports; 4. Reporting quarterly and annual achieved goals. 	Ad-hoc	• HR
9.	Job Management / Employee Administration	<ol style="list-style-type: none"> 1. Provide control and visibility of jobs/positions and specification requirements; 2. Keep employee records made up of movements, positions, transactions, attachments, etc. 	Ad-hoc	• HR

2.3.3 GENERAL REQUIREMENTS

NO.	FUNCTIONALITIES
1	Software system should have the capability to integrate with all other existing system.
2	All modules should have workflows.
3	The system should have auto-save capabilities.
4	The system should auto logout after a period of inactivity as defined by policy.
5	The system should be able to generate reports in all formats (i.e., PDF, Excel, etc.).
6	The system should have Power Business Intelligence capability.
7	The system should have back-up and restore capabilities.
8	The system should be able to upload documents as follows: <ul style="list-style-type: none">• Multiple documents simultaneously• Documents in various formats (i.e., PDF, Excel, Word, etc.)
9	The system should provide for notification prompt where action is necessary.
10	The system should assign various access rights on master data depending on users.

2.3.4 INFORMATION TECHNOLOGY OR SYSTEM REQUIREMENTS

NO.	FUNCTIONALITIES
1	The proposed system solution must be secured.
2	Digital signatures should have Public Key Infrastructure capabilities.
3	Real-time capturing and updating the system.
4	The system should allow for mobile approval.
5	The system solution must have as its underlying database Microsoft SQL Server.
6	The system solution should be accessible via multiple web-browsers (i.e., Edge, Chrome, etc.)
7	The system solution must be cloud based.
8	The system solution must be web-based with support for the latest SSL encryption standards.
9	The system solution must support customisable role-based access control as a minimum.
10	The system solution must have password complexity and expiry for built-in accounts and support for Active Directory integration for login accounts.
11	Passwords in the database should be encrypted when stored.
12	Technical support must include application and security updates and alerts for known vulnerabilities on a regular basis.
13	The solution must have built-in audit trail functionality for all transactions.

NB.: the following requirements are compulsory for all modules:

- to have workflows in line with SASSETA requirements;
- to autosave and logout after a period of inactivity;
- to allow users to generate reports using standard reports or ad-hoc queries (i.e. Word, Excel, PDF, or other formats)

2.3.5 Backup and restore

2.3.5.1 It is expected that the successful service provider will perform the database back-up and restore data as and when required. The service provider will receive the SETA Backup and Restore Policy for guidance.

2.4 SKILLS AND EXPERIENCE OF THE BIDDING COMPANY AND THE TEAM MEMBERS PROPOSED FOR THE ASSIGNMENT

2.4.1 The bidding company should demonstrate the following skills and experience:

- 2.4.1.1 Undertaken a minimum of four (4) assignments in the implementation of Sage solution
- 2.4.1.2 Bidders to submit written and signed references letters where:
 - a) Three (3) assignments in the implementation of Sage 300 systems, and
 - b) One (1) assignment in the implementation of any other sage module/ solution

Reference letters must be on the clients' letterheads and signed.

- 2.4.1.3 Have a project team leader with assignments where Sage 300 system was successfully implemented (detailed CV to be attached).
- 2.4.1.4 Have one (1) System Developer with assignments where Sage 300 HR system was successfully developed and/or modified (detailed CV must be attached).

2.5 MANDATORY DOCUMENTS

2.5.1 Bidders to submit their proof of a **valid Sage platinum tier for the 2025 calendar year. Non-submission of the proof of valid Sage Platinum will lead to automatic disqualification.**

2.6 DURATION

2.6.1 The assignment is expected to be from the date of appointment until 31st March 2030.

2.7 PRICING

2.7.1 Service Providers are requested to provide an all-inclusive price on SBD 3.3 of this tender.

2.7.2 Service Providers are requested to provide an all-inclusive cost of this project assignment on the provided SBD 3.3 document.

Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:

- Claim travel mileage costs applicable to this contract as per the Department of Transport rates
- Book only economy-class flights
- Book Group A hire cars, otherwise Group B are to be used following SASSETA's approval
- Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle services when traveling to and from the airport.
- Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ per night per person (including dinner, breakfast, and parking).
- Submit all applicable invoices/receipts for the travel undertaken and also, a google

- map of the trip where travel by private car was undertaken for payment.
- All travel to be approved by SASSETA before being undertaken

2.8 ACCOUNTABILITY AND REPORTING

2.8.1 The service provider will report directly to the HR Manager for the duration of the assignment.

2.9 SUBMISSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC)

2.9.1 Bidders are requested to initial each page of the General Conditions of Contract (GCC) and submit their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder.

2.10 INTELLECTUAL PROPERTY

2.10.1 The service provider will be contracting with SASSETA. All data of this project, in whatever format raw or analysed, will be confidential information for utilisation by SASSETA. All information and documents received from SASSETA is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the SLA.

2.11 PROTECTION OF PERSONAL INFORMATION ACT

2.11.1 All Service Providers are to take note of the implications of POPI Act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

2.11.1.1 All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.

2.11.1.2 The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed of as per the SASSETA records management policies as prescribed by the National Archives Act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.

2.11.1.3 SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of the information provided.

2.11.1.4 SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose

of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

3. PROPOSED SELECTION CRITERIA

3.1 Compliance with minimum requirements

- 3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions.

3.2 Conditions for selection/shortlisting

3.2.1 Phase 1 – Service Providers to:

- Email their proposal by the closing date and time. **Proposals received after the closing date and time will be disqualified from further evaluation.**
- Bidders to submit their proof of a **valid Sage platinum tier for the 2025 calendar year. Non-submission of the proof of valid Sage Platinum will lead to automatic disqualification.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD 3.3, SBD 4, and SBD 6.1
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

3.2.2 Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements on a scale of 0 to 2:
 - 0: Document/item not submitted; Unacceptable, does not meet set criteria; Weak, less than acceptable. Insufficient for performance requirements
 - 1: Satisfactory should be adequate for stated minimum element
 - 2: Exceptional mastery of the requirement should ensure extremely effective performance.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Proposed Technical approach and research methodology of the bidder:	Rating scale of 2			
Bidders to submit written and signed references letters from different clients where the Sage solutions were successfully implemented. Reference letters must be on the clients' letterheads and signed. (30 points)	0	Bidder submitted less than: <ul style="list-style-type: none"> Three (3) assignments in the implementation of Sage 300 systems, and One (1) assignment in the implementation of any other sage module/ solution 	30%	
	1	Bidder to submit four (4) written and signed references letters where: <ul style="list-style-type: none"> A minimum of three (3) assignments in the implementation of Sage 300 systems, and One (1) assignment in the implementation of any other sage module/ solution 		
	2	Bidder to submit five (5) written and signed references letters where: <ul style="list-style-type: none"> Three (3) assignments in the implementation of Sage 300 systems, and Two (2) assignments in the implementation of any other sage module/ solution 		
Bidder to have a project team leader where Sage 300 solution was successfully implemented (detailed CV to be attached). (35 points)	0	The service provider did not indicate who the team leader for this assignment is / team leader has less than two (2) assignments in leading the implementation of a Sage 300 solution.	35%	
	1	The team leader has two (2) assignments in leading the implementation of a Sage 300 solution.		
	2	The team leader has three (3) or more assignments in leading the implementation of a Sage 300 solution.		
Bidder to have a System Developer where Sage solution was successfully developed and/or modified (detailed CV must be attached). (35 points)	0	The bidder does not have a System Developer / System developer has less than two (2) where Sage solution were successfully developed and/or modified or detailed CV not attached	35%	
	1	The bidder has one (1) System Developer with two (2) assignments where Sage solution was successfully developed and/or modified (detailed CV must be attached).		

	2	The bidder has one (1) System Developer with three (3) or more assignments where Sage solution were successfully developed and/or modified, and the detailed CV is attached).		
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Bidders are required to meet a minimum functionality threshold of 80% for functionality for them to be shortlisted for phase 3 of the evaluation. **Bidders who do not score 80% for functionality will be disqualified from further evaluation.**

3.2.3 Phase 3 - presentation evaluation

- Bidders who meet the functionality requirement above will be required to make a demo presentation of the proposed solution as per the SASSETA functionalities on 2.3.2 to 2.3.5.1. All shortlisted service providers will be rated on a scale of 0 to 1:

0: Unacceptable, does not meet set criteria; weak, less than acceptable. Insufficient for performance requirements

1: Exceptional mastery of the requirement should ensure extremely effective performance

Suitability of the proposed team	Rating out of 1	Evaluation criteria	Functionality Weight
Presentation of the proposed system The bidder to demonstrate the functionalities of the proposed solution as per the SASSETA functionalities on 2.3.2 to 2.3.5.1. (100 Points)	0	Bidder did not demonstrate functionalities of the proposed solution as per the SASSETA functionalities on 2.3.2 to 2.3.5.1	100%
	1	The bidder demonstrated the functionalities of the proposed solution as per the SASSETA functionalities on 2.3.2 to 2.3.5.1tender.	

NB: The bidders are required to obtain 100% functionality in order to be shortlisted for the next phase of evaluation. **Bidders who do not meet 100% for functionality will be automatically disqualified.**

3.2.3. Phase 3 – Price and Specific Goals

- The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific Goals	20
TOTAL FOR PRICE AND PREFERENCE	100

3.2.4 ADJUDICATION OF BID

- The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds, or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLICENTITY)					
BID NUMBER:	RFP/SASSETA/24251120/2	CLOSING DATE:	14 July 2025	CLOSING TIME:	11h00
DESCRIPTION	Appointment of a reputable and suitable SAGE accredited service to supply and implement a cloud hosted SAGE 300 People Human Resources Information System (HRIS)				
PROPOSALS TO BE EMAILED:					
Proposals to be submitted electronically only via email to hssystem@sasseta.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Lebo Hlombe	CONTACT PERSON	Ms. Lebo Hlombe		
E-MAIL ADDRESS	scm01@sasseta.org.za	E-MAIL ADDRESS	scm01@sasseta.org.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN: <input type="checkbox"/>		OR	CENTRAL SUPPLIER DATABASE No: <input type="checkbox"/>	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <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]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> 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.					

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, 2022, 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 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.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE**(Professional Services)**

NAME OF BIDDER:

BID NO.: RFP/SASSETA/24251120/2

CLOSING TIME: **11h00**CLOSING DATE: **14 July 2025**OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. All delivery costs must be included in the price, for delivery at the prescribed destination. All applicable taxes" include value-added tax (VAT), etc

NB: Bidders to complete the total contract value and state the total cost of the assignment FIXED COSTS AT INITIATION OF THE CONTRACT

Element	Amount (Incl. of VAT)
1. Payroll Management Module	
✓ Implementation cost	
2. HR Recruitment and Selection	
✓ Implementation cost	
3. HR Performance Management System	
✓ Implementation cost	
4. Leave Management System	
✓ Implementation cost	
5. Management of training and development interventions	
✓ Implementation cost	
6. Travel Advance and Reimbursement	
✓ Implementation cost	
7. Employee time management/clocking system	

✓ Implementation cost	
8. Employment Equity Management	
✓ Implementation cost	
9. Job management/employee administration	
✓ Implementation cost	
10. Integrated Solution License fee for five (5) Years	
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
11.Integrated Solution Data migration cost (data migration from current solution)	
12. Integration with Finance System	

R_____ (Total fixed costs, inclusive of VAT)

VARIABLE COSTS DURING THE CONTRACT PHASE

1. Call out fee	Amount (Incl. of VAT)
Year 1	R
Year 2	R
Year 3	R
Year 4	R
Year 5	R

2. Modification costs - Hourly rate	Amount (Incl. of VAT)
Year 1	R
Year 2	R
Year 3	R
Year 4	R
Year 5	R

3. Support and Maintenance - Hourly rate	Amount (Incl. of VAT)
Year 1	R
Year 2	R
Year 3	R
Year 4	R
Year 5	R

4. Training cost per employee	Amount (Incl. of VAT)
Year 1	R
Year 2	R
Year 3	R
Year 4	R
Year 5	R

NB.: This assignment does not have a total contract value as variable costs will be incurred as and when required.

Bidders are to complete the names and surnames of the **proposed team** on this assignment, and ensure that comprehensive CVs of these members are attached to the proposal as follows:

NO.	Role in the team	NAME AND SURNAME (NB. Bidding company to record only one name per role. If more than one name is provided, the evaluation will be conducted on the top candidate only)	IS CV ATTACHED? (circle the response below)	IS THE QUALIFICATION ATTACHED (circle the response below)
1.	Team Leader		Yes/No	Yes/No
2.	System Developer		Yes/No	Yes/No

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

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

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

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 consortium¹ 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.
- 3.5 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.
- 3.6 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.
- 3.7 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.

.....

.....

¹ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

1.3 Points for this quotation (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:

1.5 The maximum points for this quotation are allocated as follows:

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

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

1.7 The organ of state reserves the right to request a bidder, either before a quotation 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for the price of the quotation under consideration

P_t = Price of the quotation under consideration

P_{min} = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

- a) In terms of Regulations 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 quotation.
- b) For the purposes of this quotation, the bidder 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 bid:

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

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	<u>Bidders to record the number of points claimed in the rows below (80/20 system) (To be completed by the bidder)</u>
At least 100% Black people Ownership	10.00	
At least 30% Black Women Ownership	5.00	
At least 30% Black youth ownership	5.00	
Total	20.00	

NB: Specific goals will not be rewarded to bidders who do not record their points in the table above

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm.....

3.4 Company registration number:

3.5 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]

3.6 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 quotation, 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 bidding 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 bidder 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 BIDDER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

- a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
- b) Certified copy/ies of Identity documents of the Company Directors
- c) CSD report
- d) Shareholder Certificates

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly authorised Delegate. A signed Company Resolution must be submitted).

If you receive any suspicious calls asking for payment to secure an award of a bid or the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS - Bidders are to set out their bid in the following format:	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) To be signed by a duly Authorised Delegate.	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) To be signed by a duly Authorised Delegate.	
3.	Part 3: Completed and signed the Bidder's disclosure (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document).</i> To be signed by a duly Authorised Delegate	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) To be signed by a duly Authorised Delegate. Not claiming points as per SBD 6.1 will lead to Specific Goals points not awarded	
5.	Part 5: Submitted the General Conditions of Contract (initialed each page)	
6.	Part 6: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
7.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	Part 8: The Bidding company to submit their valid Sage platinum certificate. Non-submission of a valid Sage Platinum certificate will lead to automatic disqualification.	
9.	Part 9: The Bidding Company undertaken a minimum of four (4) assignments in the implementation of Sage solution and submit written and signed references letters where: a) three (3) assignments in the implementation of Sage 300 systems, and b) one (1) assignment in the implementation of any other sage module/ solution Reference letters must be on the clients' letterheads and signed	
10.	Part 10: A comprehensive CV of the team leader demonstrating assignments where a Sage 300 system was successfully implemented	
11.	Part 11: A comprehensive CV of the System Developer demonstrating assignments where a Sage 300 system was successfully implemented	
12.	Part 12: Bidders to submit the following documents. Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded.	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.	
	Certified copy/ies of Identity documents of the Company Directors	
	CSD report	

NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.