

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF ...

REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	RFQ/ SAP HCM CONSULTANT		
Quotation or Proposal no:	RFQ/ SAP HCM Consultant 6000001051		
RFQ Issue date:	04/10/2022		
Compulsory SITE Visit	N/A		
Site Address	1 Octave Road, Honeydew		
Closing date:	10/10/2022		
Closing time:	12h00	Validity period:	90 days

You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	Tumelo Buang
Telephone no:	011 471 4433
E-mail:	buangtp@sentech.co.za

Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words)

.....Rand;

R.....(in figures)

THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)		
		

Capacity

**For the
tenderer:**

(Insert name and address of organisation)

Name &
signature of
witness

Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

for the
Employer

(Insert name and address of organisation)

Name &
signature of
witness

Date

RFQ Data

1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate and a valid B-BBEE Certificate at the time of offer closure.

1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database.

1.2. Quotations must be in a Company Letterhead.

1.3. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.

1.4. Quotations or Proposals must be fully completed and signed in BLACK ink.

1.5. Quotations must be submitted via Email.

1.6. The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

SCOPE OF WORKS

SENTECH IT: Business Applications requires an hourly rate for consulting services in the following SAP modules:

- Human Capital Management (HCM) (HR and Payroll)

We require a quotation for 450 hours. We will redeem the hours as and when we require a particular service.

The required rate is for a K5 SAP HCM consultant and be SAP certified.

The consultants will be required to:

- Work on offsite during Sentech office hours and to do knowledge transfer to the Sentech SAP team and the SAP Super Users.
- Provide all the relevant documentation (e.g., detailed functional specification, test cases and test results).
- Monthly support on HCM Personnel Administration, Time management, Organization Management, Payroll support
- Configuration according to change requests by SARS for Mid-year IRP5 submission and
- SARS final year IRP5 submission
- Standardize Payroll schema (includes implementation of Variable pay stream)
- Implementation of SAP Notes & annual HR support packages
- Support and assist in configuration of Payroll Integration with SAP Concur.
- Knowledge of SAP Concur and Payroll Integration.

Note: SENTECH uses SAP ECC 6

The service provider is required to:

- Provide CVs of the certified SAP HCM with strong skills in Personnel Administration, Time Management, Organisation Management, Travel Management, Payroll Management, Performance Management, SAP Concur implementation and support.
- Provide an hourly rate for K5 SAP consultant
- Must be SAP HCM Certified
- Knowledge of SAP Concur and SAP Payroll integration

Other Requirements:

Please provide the BBBEE certificate, Tax Pin and fill the attached SBD form.

1.1. Mandatory Criteria (If applicable)

Service Provider MUST comply with ALL the criteria below to be evaluated further (if applicable):

Mandatory Criteria	Proof Required
SAP HCM CERTIFIED consultant	SAP HCM certificate
Provide hourly rate the SAP K5 consultant	Provide hourly rate

1.2. Functional / Quality criteria (if applicable)

Functional criteria	Points
SAP ERP: Payroll. Provide resource CV. • Less than 1 year of experience → 0 points • 1 to 3 years of experience → 5 points • 6 to 8 years of experience → 10 points • More than 8 years of experience → 15 points	15
SAP ERP: Organisational Management. Provide resource CV. • Less than 1 year of experience → 0 points • 1 to 3 years of experience → 5 points • 6 to 8 years of experience → 10 points • More than 8 years of experience → 15 points	15
SAP ERP: Time Management. Provide resource CV. • Less than 1 year of experience → 0 points • 1 to 3 years of experience → 5 points • 6 to 8 years of experience → 10 points • More than 8 years of experience → 15 points	15
SAP ERP: Personnel Management. Provide resource CV. • Less than 1 year of experience → 0 points • 1 to 3 years of experience → 5 points • 6 to 8 years of experience → 10 points • More than 8 years of experience → 15 points	15
Provide 2 contactable references for SAP Support pack implementation, IRP5 (SARS) submissions • One contactable reference → 5 points • Two contactable reference → 10 points	10
Total Points:	70