

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	01 February 2022	REQUISITION NUMBER	REQ0004291
CLOSING DATE:	10 February 2022	CLOSING TIME:	11:00
QUOTE VALIDITY:	30 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services:		Quantity required
1	BACKGROUND SANAS currently uses HR Focus as its HRMS system, however, the system is lacking functionality which is now required by our HR team Therefore, the purpose of this is RFQ is to invite suitably qualified HR Focus Service Providers to submit proposals/quotations for the provision of the extra modules ran the upgrading of our current system We would like to emphasise we currently have HR Focus as our HRMS system, and we are seeking to upgrade our system and replace it Currently our HR Focus system has the following modules installed • HR Focus Core • Document Manager • Performance Management • SANAS has a staff complement of 75 employees. SCOPE OF WORK SANAS wishes to enter into a contract with a certified and accredited HR Focus Service Provider to provide the extra HR Focus modules/functionality, as specified below. Recruitment, including exit • Application process as per policy and business rules • Branded, self-service applicant portal - applicants can apply for open Positions,upload resumes, check status, update profile, etc. • Jobs post to an internal career board or career page / website • Ability to create applicant 'position-specific' pre-emptive screening of online applicant (i.e. filter applicants via user-defined criteria skills, licenses, experience, education, etc.) • Automated rejection or promote to next step • Searchable database • Customized entry process (in line with business procedure and approvals) • Customized exit process (in line with business procedure and approvals) • Employee requisition functionality with required approvals in line with business procedures • Handover report (compulsory) with lead reminders • Exit management data TALENT MANAGEMENT	N/A

	• Create employee talent profiles • Talent information • The 9 Box Matrix Talent Model • Must have an automated workflow from user application to training to performance management • Foresee talent gaps with predictive analysis, design development plans, identify & promote talent, succession planning, gain insight, etc. to enable workforce planning • Customizable competence framework TRAINING / LEARNING AND DEVELOPMENT – AUTOMATION OF PROCESS • Training provider courses • Online capturing of training requests, customised workflow for application and approval purposes • Online capturing of bursary applications, customised workflow for application and approval purposes • Job profiling and job template management • Matching the learning requirements by job profile • Online creation of Personal Development Plans • Training event management with advanced tracking capability • Employee qualification, skills and competency matching against job requirements • Uploading of documents EMPLOYEE RELATIONS (INDUSTRIAL RELATIONS) • Auto Generated Forms • Grievances • Case Management • Disciplinary process must have an automated workflow, in line with procedure • Guides, as per internal procedure • Reporting HR QUERIES/SERVICE DESK: CUSTOMISABLE HELPDESK AND MANAGEMENT • Enabling employees to log queries which are HR related • Customised and automated workflow GENERAL: • Leave Forfeit calculations and reminders to employees • Ability to send out online surveys to employees and do analytics on the results • Automated Task and reminders • 360 Surveys TECHNICAL SYSTEM REQUIREMENTS • Automated workflows and processes • User access-controlled modules / processes • The HRMS software must run on a Hyper- V Virtual machine on Server 2016 • Database base engine must run on SQL server 2017 • Data migration of current system into new system. The current system's data is stored in SQL 2017 database • We need to be able to integrate the HRMS system with other systems in order to offer a turnkey solution to SANAS. By this we mean that the tables should be available in read only from SQL 2017 in order to extract information and manipulate it at SANAS discretion	
--	---	--

	• Integration to our Finance system and later our Payroll system. Our Current financial system is Sage Evolution. • Reporting must be easily accessible and customised by the HR team, therefore, Information must be available to create BI reports / dashboard. • All workflows mentioned above must be easy to modify as our business requirements change • Must link to our SharePoint database, as we will have a SharePoint web portal whereby, applicant can apply for any job available. • Publish jobs from the HRMS, we need to create a link between the HRMS and the SharePoint public facing libraries • Linking of HRMS to SANAS web portal • Accessible on multiple platforms and devices • Data storage must reside within the borders of South Africa • HRMS must be aligned to South African data protection legislations • HRMS must afford SANAS full administrative rights to upload or make necessary changes when required. • HRMS to be able to send notifications to various departments / systems • e.g. SAGE • Policies and procedures documents should be linked to SharePoint • document repository • Audit log User identifier trail • System Support • Provide system support as and when required • Provide system upgrades when required • Support and maintenance must be specified and included in the proposal PROJECT WILL INCLUDE: • Full user acceptance testing (UAT) must be done before sign off of project • Data migration if required • Full System training of both our users and administrators AGREEMENTS A service level agreement will be entered into between SANAS and the successful service provider. The appointed service provider will be responsible for ensuring that the agreed deliverables are produced to a quality standard, on time and within the budget. INFORMATION OWNERHIP Any research information gathered and templates created in whatever manner or format will be the property of SANAS and are not to be released to a third party without a written consent of SANAS. All publications emanating from this project will be the property of SANAS.	
Expected date of delivery:	Before 31st March 2022	
Contract or once-off:	There would be a ADHOC maintenance contract	
Technical / Mandatory requirements:	All the above and furthermore, the below table is mandatory and must be included in the proposal Evidence of the below must be provided • HR Focus approved service provider	
Other information:	The pricing Schedule in Annexure A must be included in the proposal	

SECTION TO BE COMPLETED BY SUPPLIER**2. SUPPLIER DETAILS**

Supplier name:	
CSD number:	
Contact person:	
Contact number:	
Email:	
VAT number (if applicable):	
Physical address:	

3. SCM COMPLIANCE REQUIREMENTS (please tick)

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	
Completed and signed SBD 9	
Certified valid B-BBEE Certificate	

Certified valid B-BBEE Certificate

(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

EVALUATION PROCESS

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements, Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

4. QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

5. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:.....

Signature:

Date: