

Bidder's Information: The Manager/Director

Dear Sir/Madam

INVITATION TO BID: SCM 18/2022/SANC: APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR THE PROVISIONING OF THE SAGE 300 PEOPLE (PAYROLL & HUMAN RESOURCES) AND/OR SAGE 300 (ACCOUNTING & ERP) SOLUTIONS INCLUDING LICENSES, DESIGN, BUILD, CONFIGURATION, TESTING, SOFTWARE ASSURANCE AND DEPLOYMENT INCLUDING A FIVE -YEAR (05) MAINTENANCE AND SUPPORT AGREEMENT FOR THE SOLUTION TO BE HOSTED AT THE SANC DATA CENTRE ENVIRONMENT

The South African Nursing Council is a regulatory body established in terms of the Nursing Act No. 33 of 2005 (the Nursing Act) to regulate the nursing profession and to provide for matters connected therewith.

The South African Nursing Council invites bidders to participate and submit bids/proposals for the appointment of an accredited service provider for the provisioning of the SAGE 300 People (Payroll & Human Resources) and/or SAGE 300 (accounting & erp) solutions including licenses, design, build, configuration, testing, software assurance and deployment including a five -year (05) maintenance and support agreement for the solution to be hosted at the SANC data centre environment

You are requested to complete the tender documents and submit them in accordance with the stipulations mentioned hereunder.

1. The conditions contained in the attached annexures apply.
2. The bid must be submitted in two (2) separate envelopes with a name and address of the bidder, bid number, description of the bid and closing date.
3. **Envelope 01:** This envelope is for technical/administrative documents only- one (01) original document and USB.
4. **Envelope 02:** This envelope is for pricing only, i.e. pricing schedule and/or the formal quote by the bidder - one (01) original.
5. **All couriered bid proposals must be addressed to the SANC Supply Chain Management Unit and they must be submitted before 12H00 on 04 May 2022 and will be valid for a period of 120 days after the closing date. No late submissions will be accepted.**



Cecile Makiwane Building,
602 Protea Street, Arcadia, Pretoria 0083
Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 426 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 20 12 10



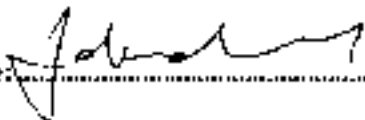
website: www.sanc.co.za

6. The attached forms/annexures, if completed in detail and returned, will form part of your price quotation.
7. With reference to the Preference Point Claim form (SB13 6.1), the following documents must be submitted with your price quotation:
 - a) Proof of claims (B-BBEE Certificate issued by the accredited Verification Agency or Sworn Affidavit signed by the vendor and affirmed by the Commissioner of Oath)
 - b) Proof that the supplier is registered and complying with National Treasury - Central Supplier Database (CSD) requirements (CSD report).
8. Please take note that, this bid will be evaluated in terms of 80/20 Preference Point System
9. All communication should be made through the use of an email. The cut-off date for all enquiries will be at 12H00 on 29 April 2022.

Yours faithfully

Chief Financial Officer

Mr Thamsanqa Ndadana

Signature: 

Date: 2022-03-28

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE PROVISIONING OF THE SAGE 300 PEOPLE (PAYROLL & HUMAN RESOURCES) AND/OR SAGE 300 (ACCOUNTING & ERP) SOLUTIONS INCLUDING LICENSES, DESIGN, BUILD, CONFIGURATION, TESTING, SOFTWARE ASSURANCE AND DEPLOYMENT INCLUDING A FIVE-YEAR (05) MAINTENANCE AND SUPPORT AGREEMENT FOR THE SOLUTION TO BE HOSTED AT THE SANC DATA CENTRE ENVIRONMENT

Bid number:	SCM 18/2022/SANC	Closing date:	04 MAY 2022	Closing time:	12H00
Description:	APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR THE PROVISIONING OF THE SAGE 300 PEOPLE (PAYROLL & HUMAN RESOURCES) AND/OR SAGE 300 (ACCOUNTING & ERP) SOLUTIONS INCLUDING LICENSES, DESIGN, BUILD, CONFIGURATION, TESTING, SOFTWARE ASSURANCE AND DEPLOYMENT INCLUDING A FIVE-YEAR (05) MAINTENANCE AND SUPPORT AGREEMENT FOR THE SOLUTION TO BE HOSTED AT THE SANC DATA CENTRE ENVIRONMENT				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO PROVIDE THE FOLLOWING SERVICE LEVELS:

Bid response documents may be deposited in the bid box situated at (street address) **The South African Nursing Council, 602 Pretorius Street, Arcadia, Pretoria, 0083 (Reception)**

SUPPLIER INFORMATION

Name of bidder:			
Postal address:			
Telephone number:			
Cell phone number:			
E-mail address:			
VAT registration number:			
Tax clearance status PIN:	CSU NUMBER:		
B-BBEE status level ☐ Yes verification certificate [tick applicable box] ☐ No	B-BBEE status level ☐ Yes verification certificate [tick applicable box] ☐ No		

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMERGENCY USE) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

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 par. 3 below
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Signature of Bidder:	Date:
Capacity under which this bid is signed (attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	

Total number of items offered	Total bid price (all inclusive)
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THE SOUTH AFRICAN NURSING COUNCIL:

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
Contact person:	Tintswalo Nyathi/ Prince Makhubedu	Contact person	Mr Maredi Makgolane
Telephone number:	012 426 9575/9570	Telephone number	012 420 1033
E-mail address	tnyathi@sanc.co.za / pmakhubedu@sanc.co.za	E-mail address	mmakgolane@sanc.co.za

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 online
- 1.3. This bid is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2017, and, if applicable, any other legislation or Special Requirement of the Contract.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Application for Tax Compliance Status (TCS) PIN may be made via e-filing through the SARS website www.sars.gov.za.
- 2.3 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / PIN / CSD number.
- 2.4 Where no TCS PIN is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.
- 2.5 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."

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS:

- 3.1. Is the bidder a resident of the Republic of South Africa (RSA)? ☐ Yes ☐ No
- 3.2. Does the bidder have a branch in the RSA? ☐ Yes ☐ No
- 3.3. Does the bidder have a permanent establishment in the RSA? ☐ Yes ☐ No
- 3.4. Does the bidder have any source of income in the RSA? ☐ Yes ☐ No

If the answer is "no" to all of the above, then, it is not a requirement to obtain a Tax Compliance Status/Tax Compliance System PIN code from the South African Revenue Service (SARS) and if not register as per 2.3 above

SPECIAL REQUIREMENTS OF REQUEST FOR BIDS

1. CONTRACT PERIOD

- 1.1** The contract period stipulated in the terms of reference/ specification is considered a valid contract period.
- 1.2** SANC reserves the right to extend or cancel the contract, pending available funding and satisfaction with service delivery.

2. ACCEPTABLE BIDS/OFFERS

- 2.1** The SANC may request interviews/presentations/pitching sessions with shortlisted Suppliers/ service providers before the final selection is made.
- 2.2** The SANC will not be liable for any cost incurred by a supplier /service provider in the process of responding to this quotation, including on-site presentations and the preparation of the proposal.
- 2.3** The SANC will not consider any late quotations. All quotations submitted after the stipulated closing date and time will not be disqualified.
- 2.4** Any effort by the supplier/ service provider to influence bid evaluation members, bid comparisons or bid award decisions in any manner, will result in rejection of the bid concerned.
- 2.5** The successful supplier/ service provider will be informed in writing with an appointment letter or per an official order.
- 2.6** The quotations have a validity period of 120 days from date of closure of the request for quotation.
- 2.7** Where it is discovered that an advantaged company used a disadvantaged person, as a "front" to acquire a bid, such company will be disqualified and the bid shall be withdrawn.
- 2.8** Only quotations complying with all requirements as stipulated in the Terms of Reference/Scope of Work or Specification will be regarded as acceptable.
- 2.9** Bids will be evaluated based on mandatory requirements, functionality (if applicable), Price and B-BBEE and other conditions stipulated in the terms of reference/ specification.
- 2.10** The supplier/ service provider must submit all requirements indicated in the quotation documents at the closing date and time of the request for quotation. Supplier/ service provider who fail to comply with any of the mandatory and other requirements will be disqualified.

3. SUBMISSION OF BIDS/ RETURNABLE DOCUMENTS

- 3.1** The supplier/ service provider will be required to submit their bids /proposals in a tender box situated at the Reception of the CeCta Makwane Building.
- 3.1.1** Tenderers are required to submit a completed request for quotation pack (this documents), including:
 - a)** Duly completed and signed bid documents.

- b) Certified copy of B-BBEE Certificate or Sworn Affidavit.
 - c) Adherence to requirements relating to all returnable documents will prove compliance with specific requirements as stipulated in the terms of reference at the closing date and time.
- 3.2 Any supplier/ service provider who fails to comply with any requirement of the bid, at the discretion of the evaluation team, will be regarded as non-compliant and as a result be rejected.

4. PAYMENTS

- 4.1 SANC undertakes to pay delivery validated invoices in full within thirty (30) days from the Invoice date or upon agreed payment intervals as accepted in the contract. All invoices should be sent to the following email address: sancinvoices@sanc.co.za.
- 4.2 No Invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment.
- 4.3 Invoices should be emailed or hand delivered to SANC timeously.
- 4.4 The invoices should be original and must be accompanied by an inspection certificate and/or proof of delivery.

5. SUPPLY / DELIVERY VALIDATION

- 5.1 The certificate and the related report of delivery/installation/ progress milestone/commissioning will be validated by a SANC representative prior to payment of final invoices.

6. TAX COMPLIANCE REQUIREMENTS

- 6.1 It is a condition of this bid that the tax matters of the successful supplier/ service provider are in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the tax obligations.
- 6.2 The Tax Compliance status requirements are also applicable to potential foreign suppliers, service providers or individuals who wish to submit the bid.
- 6.3 It is a requirement that a supplier/ service provider grant a written confirmation when submitting this bid response that SARS may on an on-going basis during the tenure of the contract disclose the tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 6.4 The Suppliers/ service providers are required to be registered on the Central Supplier Database (CSD) and the SANC shall verify the tax compliance status through the CSD or through SARS.
- 6.5 Where Consortia / Joint Ventures / Sub Contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the CSD or through SARS.

- 6.6. The supplier/ service provider who are not tax compliant; will be notified of their non compliant status, and be given seven (7) calendar days to rectify their tax compliance status with SARS, failure your bid will be disqualified.
- 6.7. The SANCD will not award a bid to any supplier/ service provider whose tax matters are not in order.

7. VALUE ADDED TAX

- 7.1. All contract prices are inclusive of 15% Value Added Tax (VAT), except in the case of a person that is not required to register for Value Added Tax. Companies not registered in terms of Value Added Tax, may not claim VAT on invoices.

8. NEGOTIATIONS

- 8.1. The SANCD to negotiate with one or more preferred supplier(s)/ service provider(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other supplier(s)/ service provider(s) who have not been awarded the status of the preferred supplier(s)/ service provider(s).

9. PRICE QUALIFICATION

- 9.1. Prices for this contract are firm.
- 9.2. All prices shall be quoted in South African rands (ZAR).
- 9.3. The bid prices shall be given in the units shown and will be awarded as a whole, not per item.
- 9.4. Prices must be inclusive of delivery cost and all taxes.
- 9.5. Please note that the foreign exchange risk in case of imported goods and service is for the account of the supplier/ service provider.
- 9.6. Non-firm prices (including prices subject to the rate of exchange variation) will not be considered.
- 9.7. No changes or extensions or additional ad-hoc costs are accepted once the contract has been awarded and/or signed.
- 9.8. Detailed information is optional and is provided as Annexures to the details of the bid.

10. COMMUNICATION

- 10.1. Communication will only be restricted to Supply Chain Management Officials.
- 10.2. The South African Nursing Council may request clarification in writing regarding the information provided by bidders. Supplier(s)/ service provider(s) are to supply the required information within the specified period. Failing to do so will invalidate your bid.

11. INTELLECTUAL PROPERTY

- 11.1. All the information contained in this document is intended solely for the purpose of assisting supplier(s)/ service provider(s) to prepare their bid. Any use of the information contained herein for another purpose than those stated in this document is prohibited.
- 11.2. The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the SANC to the supplier(s)/ service provider(s), both successful and unsuccessful, remain the property of the SANC.

12. SUPPLIER DUE DILIGENCE

- 12.1. SANC may conduct due diligence to all shortlisted supplier(s)/ service provider(s) to identify their specific capabilities and financial stability.
- 12.2. The SANC may visit the premises of the supplier(s)/ service provider(s) or that of their suppliers.
- 12.3. Some of the key elements that should be documented and included during the comprehensive supplier analysis/due diligence include: the current workload of the supplier, cost structure of the BID, the financial status of the supplier(s)/ service provider(s) the previous customer satisfaction levels, the support capabilities, their relative strength, weaknesses and core capabilities, how SANC fits into the supplier(s)/ service provider(s) business and how the supplier(s)/ service provider(s) is viewed by the public, etc.
- 12.4. Supplier(s)/ service provider(s) may be required to provide names of traceable references who may also be visited to confirm their testimonials.

13. DISPUTES

- 13.1. The relevant bidder agrees that should any dispute arise from the contract, the matter shall be submitted to the relevant authority for a ruling and such ruling shall be final.

14. BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE)

- 14.1. A supplier/ service provider will only be awarded points for preference provided:
 - 14.1.1. The supplier/ service provider has completed and signed the Preference Points Claim Form;
 - 14.1.2. The supplier/ service provider submitted a valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency; or
 - 14.1.3. Submitted an affidavit stating the B-BBEE status level in the case of an EME and QSE.

15. JOINT VENTURE/ TRUST/ CONSORTIUM

- 15.1. A trust, consortium or joint venture must submit an agreement to be recognised as an entity.
- 15.2. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

TERMS OF REFERENCE

APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR THE PROVISIONING OF THE SAGE 300 PEOPLE (PAYROLL & HUMAN RESOURCES) AND/OR SAGE 300 (ACCOUNTING & ERP) SOLUTIONS INCLUDING LICENSES, DESIGN, BUILD, CONFIGURATION, TESTING, SOFTWARE ASSURANCE AND DEPLOYMENT INCLUDING A FIVE YEAR (05) MAINTENANCE AND SUPPORT AGREEMENT FOR THE SOLUTION TO BE HOSTED AT THE SANC DATA CENTRE ENVIRONMENT

1. PURPOSE

- 1.1 The purpose of this document is to invite certified, suitably qualified, capacitated and experienced bidders, who are current SAGE Business Partners to submit quotations for the provisioning of the required software licensing, the annual software support cost, the design, build, configure, test and other deployment related services of Sage 300 People (Payroll & Human Resources) solution and/or Sage 300 (Accounting & ERP) solution to be hosted at the SANC as well as a comprehensive five year (5) maintenance and support contract.

2. SANC OBJECTIVES

- 2.1 The following objectives are to be met during the execution of the project and will be regarded as key success factors:
 - 2.1.1 Improve current business processes to attain the business objectives and achieve maximum compliance to policies, other prescripts, and best practice.
 - 2.1.2 Implemented solution that is scalable to accommodate future growth of the organisation's business.
 - 2.1.3 Implemented solution that is a fit to the business requirements.
 - 2.1.4 Implemented solution which accommodate changes and future system enhancements.
 - 2.1.5 Implemented solution which represents the most recent version of the solution and enables the required functional richness.
 - 2.1.6 The solution integrates to other current installed applications via standard industry interface protocols.
 - 2.1.7 Data migration is to be accurate and complete.
 - 2.1.8 Ensure data integrity and data security by implementing quality control procedures at data entry levels
 - 2.1.9 Provide a single view of the SANC information.
 - 2.1.10 Ensure that reports are drawn from a single source.
 - 2.1.11 Provide a Single-Sign-On functionality and integrate with the domain networks.
 - 2.1.12 Well-trained and knowledgeable end-user resources.
 - 2.1.13 Comprehensive reporting is available and, in the format, required.
 - 2.1.14 All solution documentation should be system-generated, filled out on-line, approved on-line, be stored/saved on the application, and be cross referenced in an on-line data repository.

- 2.1.15 that all solution documents will be subject to work-flow rules to determine automation of work planning and comply with the relevant SANC policies and procedures and good practises.

3. BACKGROUND

3.1 THE SANC INTERNAL ENVIRONMENT

3.1.1 ICT Infrastructure:

- 3.1.1.1 Standardised on Microsoft Server 2019,
- 3.1.1.2 Databases – standardised on SQL 2019,
- 3.1.1.3 End-User equipment operating system – Windows 10,
- 3.1.1.4 Data backup solution – VEEAM backup solution, and
- 3.1.1.5 WAN connectivity – 150 Mbps primary link.

3.1.2 Key supporting Information:

- 3.1.2.1 Number of accounts payable entities (active and inactive) – 791,
- 3.1.2.2 Number of accounts payable receivable entities (active and inactive) – 0,
- 3.1.2.3 Number of estimated accounts receivable to be created – 350 0000,
- 3.1.2.4 Number of bank accounts / investment accounts – 21 (11 active and 10 inactive),
- 3.1.2.5 Number of business units and business sections – 11 business units and 41 business sections (these may increase),
- 3.1.2.6 Number of General Ledger accounts – 2 180,
- 3.1.2.7 Number of General Ledger dimensions required - minimum 4,
- 3.1.2.8 Number of legacy financial period information to be migrated/taken on – preferably as from 1 April 2008,
- 3.1.2.9 Number of legacy Employee Self Service period information to be migrated/taken on – preferably as from 1 April 2008, and
- 3.1.2.10 Number of legacy payroll period information to be migrated/taken on – preferably as from 1 April 2008.

3.1.3 Key SANC applications:

- 3.1.3.1 Nurse Register (proprietary solution),
- 3.1.3.2 Microsoft Outlook (to be migrated to O365),
- 3.1.3.3 Therefore Data management System,
- 3.1.3.4 Employee Self Service,
- 3.1.3.5 VIP Payroll,
- 3.1.3.6 SAGE 300 modules:
- 3.1.3.7 Accounts payable,
- 3.1.3.8 Accounts Receivable,
- 3.1.3.9 General Ledger,
- 3.1.3.10 Bank, and
- 3.1.3.11 AccTech Assets (which is now called Modern Assets cloud).

IT MUST BE NOTED THAT THE SANC WILL PROVISION THE ON-SITE HARDWARE INFRASTRUCTURE AS REQUIRED BY THE BIDDER

4. BIDDER PERFORMANCE MANAGEMENT

- 4.1 Bidder Performance Management is viewed by the SANC as a critical component in ensuring value for money acquisition and good supplier / or service provider relations between the SANC and all its suppliers.
- 4.2 The successful bidder shall, upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the SANC, which will form an integral part of the contract. The SLA will serve as a tool to measure, monitor, and assess the bidder performance to be measured quarterly and ensure effective delivery of service, quality and value-add to SANC's business.

5. DEPLOYMENT APPROACH

- 5.1 The SANC will require that the successful bidder shall strictly adhere to the SAGE 300 implementation methodology.
- 5.2 The SANC will require that the vendor provide for costs, at its expense, associated with an independent review and reporting to the SANC as to the quality, completeness, effectiveness, scheduling, cost optimisation and fit for purpose/alignment with SANC business requirements monthly.
- 5.3 The SANC will require that the successful bidder shall support the implemented solution for a minimum of three (03) months period post deployment as part of the deployment contract (critical care period). SANC expects the service provider to perform the related professional services (e.g., best practices guidance, training, project management, implementation, integration, and report development) in a timely and professional manner. Services should be provided by experienced experts who have successfully implemented similar solutions with similar requirements for the modules as required.
- 5.4 The successful Bidder shall be responsible for the final approved design, installation, implementation, and commissioning of the solution, including development of user acceptance testing, end user training and the required system integration.

6. REQUIREMENTS FULFILMENT

- 6.1 Only responses from Bidders who can provide all the products, goods and services as well as have the required maintenance and support capability and capacity (refer clause 1.1 as well).
- 6.2 Only submissions which comply with all the stated requirements will be considered.

7. SPECIAL CONDITIONS

7.1 The South African Nursing Council reserves the right:

- 7.1.1 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 7.1.2 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

- 7.1.3 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process, and
- 7.1.4 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such,
- 7.1.5 To accept part of a tender rather than the whole tender.
- 7.1.6 Only bids for which all required information was provided will be considered during this evaluation phase.
- 7.1.7 The SANC retains the right to clarify information provided where it deems necessary.
- 7.1.8 Thus, the Council has the right to award the contract to the Bidder that did not score the highest total points.

8. MINIMUM SOLUTION REQUIREMENTS

8.1 The following requirements are compulsory:
8.2

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	Information
Bidder Organisation Requirements			
The SANC is looking to enter into an agreement with a certified, capacitated, and experienced bidder(s) who must be a current SAGE certified Business Partner and which has the required capacitated support and maintenance capability:			
- Execute the design, build, configure, testing and other deployment related services for both the Sage 300 People (Payroll & HR) solution or the Sage 300 (Accounting & ERP) solution to be hosted at the SANC, or - Execute the design, build, testing and other deployment related services for the Sage 300 People (Payroll & HR) solution only, alternatively - Execute the design, build, testing and other deployment related services for the Sage 300 (Accounting & ERP) solution only. - Provide a comprehensive five (5) year maintenance and support contract (relevant to the solution for which a bid response is submitted) to be hosted at the SANC.			
The Service Provider must have successfully completed a minimum of two of any of the following implementations at two different clients during the past three to five years (as per the solution submission submitted by the bidder)			
- Sage 300 (Accounting & ERP) solution - Sage 300 People (Payroll & HR) - Both the Sage 300 People (Payroll & HR) solution or the Sage 300 (Accounting & ERP) solution			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	information
All Service Provider resources allocated to perform any work at the SANC must be duly certified by SAGE in the modules/application areas to which the resources are allocated and must have a minimum two (2) years' experience therein; and have completed, as a minimum, at least 2 implementations at different client sites on the proposed solution. The bidder will be required to provide at least, but not limited to, the following essential expert resources/capability to the engagement (more than one the required capabilities may be relevant to a single resource): • Account Manager, • Project/program Manager, • Business Analysts/ Functional Consultants/Technical Consultants, • System Administrator, • Data Architect/Specialist, • Test Manager and testing Resources, • Quality Assurance Specialist • Hardware Architect/Specialist, • Solution Architect/Specialist, • Integration Manager/Specialist, • Training Specialist and related resources, and • Workflow and Process Automation Experts/Specialist.			
Sage 300 (Accounting & ERP) Solution Requirements Must, but not necessarily be limited to, provide the following modules and submodules			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	information
The proposed solution must be secure and comply with all related industry information and system security standards, inclusive of the most recent Protection of Personal Information ACT (POPIA) and the General Data Protection Regulation (GDPR).			
Financial Management			
General ledger and financial reporting:			
System generated monthly financial reports/statements with monthly/ annual budget and actual comparatives using the SANC's standard chart of accounts for multiple dimensions			
Accounts Receivables and Revenue:			
Levy and Grants Management			
Capability for importing files in .csv and other commonly used formats			
Integration with the SANC's Nurse Register/billing event system,			
Allocation of penalties and interest income			
Statements of levies received per account			
Invoicing			
Pro-forma invoicing.			
Flexible revenue recognition capabilities			
Accounts Payable (Expenditure):			
Capability to create/ update supplier master data based on files imported in .csv and other commonly used formats			
Integration with an approval system to indicate status of payment requests			
Auto-process standing contract payments			
Capability to link expenditure to projects, related contracts, and budgets			
Contractual commitments reporting to display contract values, expenditure, remaining contract values and remaining budget			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	information
• Ageing of unpaid payment requests not approved • Capability to insert contract values/ upload contracts and to link expenditure to related contracts and budgets • Report on expenditure against contracts (Admin commitments report) • Invoice tracking, • System based Invoice submission from cost centres, • System based approval of cost centre invoices, and • Reports/ alerts of invoices in workflow for more than a specified period.			
Cash and Bank Management:			
• Capability to upload bank statements/files in .csv and other commonly used formats onto the system and users to allocate transactions accordingly, and • System generated weekly/monthly bank reconciliations with minimum manual intervention.			
Budget Management:			
• Budget monitoring for all expenditure, capex, other assets, and liabilities • Reporting of monthly and annual expenditure against budgets • Capability of cost centre budget owners to view their actual costs and budgets, and to provide comments on budget variances • Reporting of consolidated comments on budget variances per the above bullet.			
Fixed assets management:			
• Automated assets register • Automated calculation of depreciation • Capability to recalculate depreciation based on restated useful lives • Reporting of assets nearing the end of their useful lives			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)
Travel and Expense Management:		
• Integration of travel management module with general ledger and automatic update of staff debtors where advances have been paid.		
Project Management and Accounting:		
• Project creation with work breakdown structure and network		
• Project Accounting and Invoicing		
• Project Cost Control		
• Work Breakdown Structures (Receive and consolidate Costs and Revenue in WBS manner)		
• Act as Planning tool for project schedule		
• Records management capabilities		
• Project Management customisable reports capabilities		
• Dashboard capabilities		
Supply Chain Management: Demand Management function		
• Capturing of organisation, business unit, business section procurement plans		
• Supporting of organisation, business unit, business section procurement plans		
• Consolidation of all organisational, business unit, business section procurement plans		
• Recommending of procurement plan for approval		
• Approval of procurement plan		
• Provide updates of procurement progress within set timelines (weekly, monthly etc.)		
• Solution should permit user (s) to edit / reject /support / approve procurement plans		
• Solution should provide the ability to upload procurement plans (excel and CSV).		
Supply Chain Management Acquisitions Management Functions:		
• Allow users to capture requisitions and upload their specifications (word and Excel)		

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	information
- Approval of requisitions by delegated official - Receiving of requisitions by the SCM unit - Allocation of requisitions for Procurement - Populate a list of potential service providers under the specific commodity/area (Database) - Select potential suppliers to be utilized on that commodity and area - Ability to rotate suppliers for Procurement - Ability to upload the standard Requests for Quotations (RFQ) templates - To generate system based RFQ's and send the RFQ's request to the selected service providers via the system - Allowing users to upload and attach supporting documents e.g. quotations, Standard Bidding Documents (SBD) etc. - Allow SCM officials to evaluate quotations and provide comments / recommendations - Ability to verify and confirm available budget - Allow end-user to reject / support / recommend - Allow delegated official/s to approve the recommendation - Allow SCM to create full detailed purchase orders (PO's) and send the approved POs via the system - System should provide 80/20 or 90/10 preference points scoring system - System should have an automated approval for all requested initiated via the system - Requisition process tracking capabilities - System capability to capture travel requests and uploading of supporting documents for approval before the initiation of SCM procurement - Supplier Database Management - System should have a capability for integration / interlinked with CSD			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	Information
- System should allow SCM officials to capture and approve supplier's information on the database - System should be able to generate report for all suppliers with expired B-BBEE Status and send notifications to suppliers - System should be able to generate reports for all suppliers with non-tax compliant status and send notification to suppliers - System must validate supplier's information e.g. tax status, active / non active on CSD, blacklisted or restricted suppliers			
Reporting SANC will be provide a template for reporting requirements should the bidder not have standard templates which are acceptable. - B-BBEE Report - Deviation Report - Requisition / Tender Register Status - Contracts Register and commitments Schedule			
Contract Management:			
- System shall provide ability generate contracts with unique reference numbers, emanating from approved acquisition processes, to set start and end date of a contracts, differentiate between contracts and quotations, differentiate between once-off and long-term contracts and provide Alerts the end-user and SCM within set time and date before expiry date of the contract - The system shall provide platform to upload all approved contracts - The system shall have the capability to capture contracts amounts and track spending (payments) and reflect remaining amounts or commitments, - The system shall have the capability for contract end users to perform supplier's performance evaluation (within set timelines) and provide notifications to non-evaluated/performing service providers			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	Information
- The system shall have the ability to amend contract changes (e.g. through Variations, Extensions etc.) - The system should have the capability to generate an up-to-date contract register and commitments schedule			
Sage 300 People (Payroll & HR) Solution Requirements			
Must, but not necessarily be limited to, provide the following modules and submodules			
Payroll:			
- Integration of payroll with general ledger and automatic update of relevant ledger accounts (SARS Payables, Salaries, Group Life, Bonus, etc.) - Calculation of monthly bonus provision using given rules - Integration of leave module with general ledger and automatic updating of leave balances in the general ledger - Provide a functionality to capture inputs for salaries of employees, bonuses, taxes, and structuring. Module must be customisable to suite SANC's business needs			
Human Capital Management			
Human Resource administration and management:			
Provide functionality to register all employee details, attach supporting documentation and interface with all HCM modules			
Employee Self-Service:			
Provide functionality for employees to change their personal details, request for approval and upload relevant documentation			
Leave Management:			
Functionality for employees to capture and submit their leave request electronically for approval by managers. Attach supporting documentation. Provide leave balances, leave reports, notify employee and manager of leave forfeiture			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	information
Reporting & HR Analytics:			
• Provide an HR Dashboard with HR metrics which are easy to report on and drill down			
• Legislative Reporting (B-BBEE, Skills Development, Employment Equity and COIDA etc.)			
• Interface with all HCM Modules			
Talent Management:			
• Workforce planning functionality provide capability to design, develop and update the organisational structure in line with company strategy and budget			
• Organisational Management / Design functionality provide Job Description writing and maintenance, and interface with a job grading module			
• Competency Frameworks functionality, ability to manage job requirements per job, per section, per business unit and organisation			
• Organisational Culture functionality with interactive capability for staff engagement like Yammer			
• E-Recruitment functionality - to manage recruitment process from advertising, screening, shortlisting, response handling for internal and external candidates. As well as unsolicited CV management			
Induction portal:			
• Provide multimedia capability, including presentations			
Compensation & Benefits Administration portal:			
• Provide functionality to grade jobs, benchmark salaries, create dummy salary offers. Provide information on INSETA company benefits and module to support application/ claim process for the benefits			
E-Training & Development functionality (E-Learning):			
• Ability to load accredited training material courses - documents & articles and link to external software companies like Udemy and others			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	Information
- Training Administration ability to track staff development against PDP, capture results and apply for bursaries, and support HR and legislative reporting - Bursary Management of bursaries awarded to employees and report on progress			
Performance Management:			
- Allow employees to capture their performance agreements with targets, conduct reviews formal and informal, capture rating and scoring as well as capturing of personal development plans - Allow employee to upload a portfolio of evidence when requested - Allow employee to appeal performance review - Generate performance report per employee - Integrated reporting which provides exportable reports that support talent management processes, top performers, good and non-performers			
Succession Planning:			
To interface with workforce planning, organisational design, performance management and training			
Policies & Procedures portal:			
To store all approved company policies and procedures with ability to track changes and keep record			
Staff Communication portal:			
For all staff communication - with multimedia capability			
Resignation portal:			
For staff to capture their exit interview forms, interface with personal administration, reporting and HR analytics			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	information
Reporting requirements			
- The SANC has a stated expectation that the solution as recommended/implemented will have a robust and easy to set up reporting capability which complies with good practises in organisations which make extensive use of the proposed/implemented solution capabilities. - The SANC will require that reports are to be generated for both "printer-to-paper" and on-line consumption and that graphical representations and/or dashboards will be created as well as being able to integrate with an email service for distribution			
System attributes			
- Set controls at the account (user) and field level - Appropriately segregate duties with user roles - Provide digital document imaging traceable to transaction event - Provide library and document repository capabilities at transaction or entity level - Provide bulk upload capabilities in different formats - Drill down into transactional details on summary reports			
Sage 300 People (Payroll & HR) solution to be deployed			
(Bidders must validate the following information against all of the requirements reflected in this table/document and add any additional OSM or third-party modules required must be provided and be costed for)			
It must be noted that the vendor is responsible to identify any additional modules not referred to below, but which will be required to comply with the requirements as set out in this RFP. Such modules must be available from SAGE or should those modules not be available from SAGE then confirmation from SAGE is required to attest to the fact.			
- Payroll - Leave Management			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	information
• Budget			
• SAGE Intelligence Connector			
• Job Management			
• Personnel Management			
• Performance Management			
• Equity			
• Skills			
• Skills Map			
• People Self Service including Job requisition & Mobile App			
• Time flow			
Sage 300 (Accounting & ERP) solution modules to be deployed			
(Bidders must validate the following information against all of the requirements reflected in this table/document and add any additional OSM or third-party modules required must be provided and be costed for)			
It must be noted that the vendor is responsible to identify any additional modules not referred to below, but which will be required to comply with the requirements as set out in this RFP. Such modules must be available from SAGE or should those modules not be available from SAGE then confirmation from SAGE is required to attest to the fact.			
• Framework Cost (Financial and Operational)			
• Additional Modules required:			
• Systems Manager			
• General Ledger			
• Accounts Payable,			
• Accounts Receivable (including AR inquiry)			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	Information
• Inventory control			
• Order Entry (including Ops enquiry)			
• Purchase Orders,			
• Multi-Currency			
• Project and Job Costing			
• GL Consolidations			
• Inter-Company Transactions			
• Return Material Authorisation			
• Crystal Reports professional (1 User)			
• SAGE 300 Enterprise Intelligence Server Extension Pack 1 (Distribution 3 data sources)			
• SEI Users 5-9 (x5)			
• SEI viewers 10-24 (x10)			
• 1 to 10 users (x2):			
• Rec Express			
• EFT Process,			
• Funds Availability			
• Purchasing Workflow (1 x 50 Named Users)			
• Workflow Documents (1 x 50 Named Users)			
• Commitment Accounting			
• Workflow and Notifications			
• Vendor Catalogues			
• Norming Fixed Assets (unlimited assets)			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	Information
General solution features which must be complied with			
- A single, modern system with user-friendly features (e.g., easy navigation, drop down boxes, drill down functionality, validation of data upon entry, etc.) that offers on-line help functions and customised system documentation - Accounting functionality with cost and activity-based accounting. - Full integration between all modules - Single entry of data and reduction in manual processes - User-friendly and user-driven flexible reporting tools with distributed, securitised access to all users - Real-time, immediate update and access to the financial and HR data. - Elimination of paper-based processes and replacement with automated, online workflows and approvals which use on-line forms - Streamlined business processes incorporating established best business practices - Solution integrated document management SAGE solution capability so that paper files / documents are not required to be maintained - The proposed solution must be secure and comply with all related industry information and system security standards, inclusive of the most recent Protection of Personal Information ACT (POPIA) and the General Data Protection Regulation (GDPR) - All user privileges will be configurable on the solution - The solution will be role based allowing for single sign-on controlled by the Active Directory - The solution will keep a detailed time-based record of all solution activities and events for both the user community and system activities			
Maintenance and support services			
The bidder must have the capacity and experience to provide the following (specific to the BID submission - refer clause 1.1):			
Structured 3 level support capability			

Solution requirements	Vendor self-assessment compliance (Y/N)	Supporting reference to be entered into this field (Annexure number and page number)	Information
- Deploy all OSM software upgrades (including patches and bug fixes) in accordance with SAGE guidelines - The bidder must be able to track and report on against all support and maintenance requests, be able to prioritise such requests, communicate effectively with the SANC on progress and demonstrate how support and maintenance requests will be managed effectively to ensure effective resolution - The bidder must demonstrate / document the approach to be used to transfer support and maintenance knowledge skills to the SANC work force (The SANC requires the bidder to participate actively in up-skilling SANC ICT staff to provide basic support in an effective manner. Over the period of sixty (60) months, knowledge transfer of critical SAGE roles must take place by assisting in the skilling of Internal staff to perform SAGE support and management as well as solution configuration on a full-time basis – a typical skills transfer plan and approach is to be included in the response) - The bidder has the capability and capacity to provide a 24x7 support and maintenance service - The bidder will provide on-line access to the status of all maintenance and support request supporting information - The bidder must confirm that support, when required, will be performed at the SANC location and that email and telephonic as well as visual conference support and maintenance services can be delivered - The bidder will support documentation to confirm that any/all third-party software required will be procured in the name of the SANC and that it has the required back-to-back agreements in place to ensure maintenance and support as well as skills transfer in accordance with the SANC requirements.			

The SANC need to have both the Sage 300 (Accounting & ERP) solution and Sage 300 People (Payroll & HR) solution deployed at its premises but do recognise that SAGE Business Partners may not be certified on both components of the SAGE solutions and will thus consider responses from certified, suitably qualified, capacitated and experienced bidders) who is a current SAGE Business Partner for either the Sage 300 People (Payroll & HR) solution or the Sage 300 (Accounting & ERP) solutions to effect such specific deployments. Any certified, suitably qualified, capacitated, and experienced bidder(s) who is a current SAGE Business Partner may submit a submission to implement both solutions.

Certified, suitably qualified, capacitated, and experienced bidders, who are current SAGE Business Partners will also be allowed to submit joint proposals for the Sage 300 People (Payroll & HR) solution as well as Sage 300 (Accounting & ERP) solutions.

9. SUBMISSION OF BIDS

- 9.1 Bidders will be required to submit their bids/proposals by utilising the two-envelope system.
- 9.2 Any bidder who fails to comply with any requirement of the bid may, at the discretion of the Bid Evaluation Committee, be regarded as non-compliant and as a result be disqualified.
- 9.3 Any bidder who provides its own conditions contrary to SANC's bid terms and conditions will be disqualified.
- 9.4 No Bidder shall make any alterations or additions, unless requested to, to the bid documents except to comply with instructions from the SANC's Representative or if necessary to correct errors made by the Bidder. All such alterations shall be initialed by all signatories to the bid. Corrections may not be made using correction fluid. Correction tape or the like.

10. EVALUATION/AWARDING OF BID

10.1 Evaluation method to be used:

- 10.1.1 After the closing date, an appointed SANC Bid Evaluation Committee will evaluate the Bids; and
- 10.1.2 All Bids will be evaluated against the qualifying criteria as set out in this document.

10.2 Evaluation phases:

10.2.1 Phase 1

10.2.1.1 Phase 1: Mandatory and administrative Compliance:

- 10.2.1.1.1 The information requested below is compulsory and bids will be regarded as non-responsive should the required information not be provided.

Document that must be submitted	Non-compliance with items against which a "YES" is denoted shall result in disqualification	
Invitation to Bid	YES	Complete and sign the supplied pro forma document
Tax Status Tax Clearance Certificate	YES	i. Proof of Registration on the Central Supplier Database ii. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
Declaration of Interest	YES	Complete and sign the supplied pro forma document
Preference Point Claim Form	NO	Non-submission will lead to a zero (0) score on B-BBEE
Original / certified copy of a BBEE certificate	NO	Valid B-BBEE certificate
Declaration of Bidder's Past Supply Chain Management Practices	YES	Complete and sign the supplied pro forma document

Certificate of Independent Bid Determination	YES	Complete and sign the supplied pro forma document
Registration on Central Supplier Database (CSD)	NO	i. The service provider must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. ii. Submit proof of registration.
Pricing Schedule	YES	Submit full details of the fixed pricing proposal
Non-Compulsory Briefing Session	NO	i. Microsoft Teams Session NB: Bidders who want to attend the Non-Compulsory Briefing Session should forward their email to: pmakhubedu@sanc.co.za ii. Date: XXXXXXXX iii. Time: 10H00
References	YES	Provide SANC with the details of at least two recent contactable references, on the client letterheads, which include the provision of the software licensing, the design, build, configuration, testing, deployment as well as maintenance and support services for the Sage 300 People (Payroll & HR) and/or Sage 300 (Accounting & ERP) performed during the past 3 years. SANC retains the right to contact any of the vendor references to verify and discuss related matters including completeness of information provided.
Proof of financial stability	YES	Vendor must provide proof of financial stability so as to confirm that it is able to execute the work that it is bidding for.
Accreditation	YES	Provide – Sage sales, support, and maintenance partner accreditation certificate/documentation

10.2.1.2 Phase 2: Functionality requirements and critical compliance requirements:

10.2.1.2.1 Bids will be evaluated to determine the bidder compliance with the SANC requirements as reflected in point 9 above and who scores a minimum of seventy percent (70 points) against the criteria in the following table, will be evaluated further:

Critical Criteria Compliance Requirement Description	Weight	Maximum Score
1. Experience of the key resources: 1.1 Provide detailed Curriculum Vitae (CV) of the Solution Architect indicating cumulative relevant experience.	Less than 1 year = 0 1 to 2 years = 02 3 to 4 years = 5 5 to 6 years = 10 7 and above = 20	60
1.2 Provide detailed Curriculum Vitae (CV) of the Project Manager indicating cumulative relevant experience.	Less than 1 year = 0 1 to 2 years = 02 3 to 4 years = 5 5 to 6 years = 10 7 and above = 20	
1.3 Provide detailed Curriculum Vitae (CV) of the Senior/Lead business analyst indicating cumulative relevant experience.	Less than 1 year = 0 1 to 2 years = 02 3 to 4 years = 5 5 to 6 years = 10 7 and above = 20	
2. Project methodology and training/skills transfer plan/approach: 2.1 Attach a detailed project plan with timelines, training plan and allocation of resources for the project implementation. 2.2 Attach a detailed Training/skills transfer plan/approach.	Project plan must reflect the following detailed information: • Project schedule = 10 • Training/skills transfer plan/approach = 10 • No project plan attached = 0 (Both sets of information is required in order to qualify for any points)	20
3. Support and Maintenance escalation capability 3.1 Provide detailed evidence of the proposed escalation capability (SANC may, at its sole discretion) verify this by inspection or through references provided.	Detailed escalation procedure provided = 20 Summary escalation procedure provided = 5 No pro escalation procedure provided = 0	20
Total possible score	100	100

10.2.1.3 Phase 3: Price and B-BBEE:

10.2.1.3.1 During phase 2, points for price will be calculated for all shortlisted Bidders only who complied with the phase 1 requirements and which did meet the requirements of the due diligence process during phase 1.

10.2.1.3.2 Pricing Information:

10.2.1.3.2.1 The following price table must be completed/filled out (it is mandatory that the bidder comply with the following pricing approach guidelines):

10.2.1.3.2.1.1 Prices quoted must be in South African Rand

10.2.1.3.2.1.2 Prices quoted must be inclusive of VAT

10.2.1.3.2.1.3 Prices quoted must be the total price of all cost components as reflected in the pricing table below.

10.2.1.3.2.1.4 Prices must include all cost associated with the project or any other cost that the Bidder may incur. SANC will pay only the quoted price as listed in the price table below and no other additional costs will be payable by the SANC.

10.2.1.3.3 Pricing Formula:

The following formula will be used to calculate the points for price:

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

Where

P_s = Points scored for the price of bid under consideration

P_t = Rand value of bid under consideration

P_{min} = Rand value of lowest acceptable bid

10.2.1.3.4 Points will be awarded to a bidder for attaining their B-BBEE Status Level of Contributor in accordance with the information below:

10.2.1.3.5 A maximum of twenty (20) points may be allocated for B-BBEE Status Level of Contributor, and

10.2.1.3.6 The points scored by a bidder in respect of the level of B-BBEE contribution contemplated above will be added to the points scored for price.

10.2.1.3.7 Subject to the Preferential Procurement Regulations, 2017, the contract may be awarded to the bidder who scores the highest number of points per item.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

11. PAYMENT STRUCTURE

- 11.1 SANC undertakes to pay delivery validated invoices in full within thirty (30) days from the monthly invoice date or upon agreed payment intervals as accepted in the contract.
- 11.2 No invoices for outstanding deliverables or for any unproductive or duplicated time spent by the service provider will be validated for payment.
- 11.3 Invoices should be emailed sanc@sancinvoices.co.za timeously.
- 11.4 The invoices should be original and must be accompanied by an inspection certificate and/or proof of delivery.

Required by (End-User):

Information and Communication Technology Section

Required at (Address):

Cecilia Makiwane Building
602 Pretorius Street
Arcadia, Pretorius 0083

Brand and model (if applicable):

N/A.....

Country of origin (if applicable):

N/A.....

Guarantee period (if applicable):

N/A.....

Does the offer comply with the specification?

☐ Yes

☐ No

☒ N/A

*Mark the relevant block with an X

If not to specification, indicate deviation(s)

N/A.....

How long it will take for the bidder to deliver goods/services after receipt of a purchase order? (Only firm delivery period will be considered):

.....

DECLARATION BY THE BIDDER:

Iconfirm that the information furnished is correct and true. I accept that the South African Nursing Council may act against me should this declaration prove to be false

Name of Bidder:.....Position:.....

Signature:.....Date:.....

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE SPECIAL REQUIREMENTS OF QUOTATION, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- 1.3 The 80/20 preference point system will be applicable to this tender.
- 1.4 Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.5 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.6 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.7 The Purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** include all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for a price on the following basis:

80/20

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

Where

- P_s = Points scored for the price of a bid under consideration
- P_t = Price of a bid under consideration
- P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

5.1.1 B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED:

B-BBEE Status Level of Contributor: = (Maximum of 20 points)

(Points claimed must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by the relevant proof of B-BBEE status level of the contributor.

5.1.2 SUB-CONTRACTING

- i) Will any portion of the contract be sub-contracted? ☐ Yes ☐ No
(Tick applicable box)

- ii) If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE. ☐ Yes ☐ No

(Tick applicable box)

- Specify, by ticking the appropriate box, if your company will subcontract with any other enterprise in terms of Preferential Procurement Regulations, 2017, as per the table below :

Designated Group: An EME or QSE which is at least 51% owned by:	EME v	QSE v
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

5.1.3 DECLARATION WITH REGARD TO COMPANY/FIRM

5.1.3.1 Name of company/firm:

5.1.3.2 VAT registration number:

5.1.3.3 Company registration number:

5.1.3.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

5.1.3.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

5.1.3.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

5.1.3.7 A total number of years the company/firm has been in business:

5.1.3.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE Status Level of Contributor indicated in paragraph 5.1.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct,
- ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the purchaser 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 favorable 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 by the National

Treasury from obtaining business from any organ of state for a period not

- (e) exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (f) Forward the matter for criminal prosecution.

Signatures of the bidder: _____ Date: _____

Witnesses: (01) _____ (02) _____

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the South African Nursing Council (SANC), or persons having a kinship with persons employed by the SANC, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the SANC, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the SANC; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.7 Are you or any person connected with the bidder presently employed by the SANC? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the SANC, did you obtain the appropriate authority to undertake remunerative **YES / NO**

work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors trustees / shareholders / members or their spouses conduct business with the SANC in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the SANC and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the SANC who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES:

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder or any of its directors have-
 - a. Abused the institution's supply chain management system;
 - b. Committed fraud or any other improper conduct in relation to such system; or
 - c. Failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the page.	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on National Treasury's website, (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.4.1	If so, furnish particulars:		

Signature

Date

Position

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

I, the undersigned, in submitting the accompanying bid in response to the invitation for the bid **APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR THE PROVISIONING OF THE SAGE 300 PEOPLE (PAYROLL & HUMAN RESOURCES) AND/OR SAGE 300 (ACCOUNTING & ERP) SOLUTIONS INCLUDING LICENSES, DESIGN, BUILD, CONFIGURATION, TESTING, SOFTWARE ASSURANCE AND DEPLOYMENT INCLUDING A FIVE -YEAR (05) MAINTENANCE AND SUPPORT AGREEMENT FOR THE SOLUTION TO BE HOSTED AT THE SANC DATA CENTRE ENVIRONMENT** made by: **THE SOUTH AFRICAN NURSING COUNCIL (SANC)** do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium² will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) Prices,
 - (b) The geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit, a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

10. 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.

Signature

Date

Position

Name of Bidder