

RFQ No: 12SEPTEMBER23

RFQ Date: 27 September 2023

From: Supply Chain Management

Contact Person : Makhosazana Hlatshwayo

Tel : 012 003 1400

Email : Makhosazana.Hlatshwayo@fpb.org.za

REFERENCE NO: 12SEPTEMBER23

You are hereby invited to submit a quotation as per the specification or terms of reference indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at FPB on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

Failure to specifically quote as per the specification or terms of reference, and complying with the listed instructions will result in your quotation being disqualified.

1. Detailed Specification/Terms of reference

Detailed Specification Requirement

- We require an annual renewal and Maintenance and support of our Sage People300 payroll and HRM for the Year 2024.
- Renewal must cover 100 Maintenance and Support hours

- FPB need to renew the License and Support of Sage People300 payroll and HRM for the year 2024.
- Site Code: U17614.
- Number of HR Users: 4
- Maximum Employees: 250

Details of the License on the Screenshot below

The screenshot shows the Sage VIP Premier Payroll & HRM software interface. The title bar reads "VIP Payroll". The main header includes the Sage logo, "VIP Premier Payroll & HRM", and "Premier 5.7a Site Code U17614 Your Registration expires: 2022/02/28".

Instructions on the screen state: "This screen is used to make any changes to your Site Code, Maximum Number of Employees, Registration Expiry Date, Licenced Tax Countries or Licenced Modules of your software. Enter the Renewal Code you have already obtained from the Sage Renewal Code Desk or from the Sage website in the entry field below. (To obtain a Renewal Code, phone Sage at (012) 420-7044 during office hours, and ask for the Renewal Code Desk, or visit the customer zone on the Sage website at www.vippayroll.co.za)"

	Current	After Renewal
VIP System	Premier	
SITE Code:	U17614	
Maximum Amount of Employees:	000250	
Registration Expiry Date:	2022/02/28	
Licenced Tax Countries:	RSA	
Licenced Modules:	Salary Wages GenLed ESS PersHs Leave Equity Skills BIMRM BIMRA RepWrt Audit	

At the bottom of the window, there are "Continue" and "Close" buttons.

Closing date for submission of quotations/documents:

04 October 2023 at 12:00 pm

2. Quotation instructions:

- 2.1. Quotations should be valid for at least: **60 days.**
- 2.2. Suppliers must supply written quotations that reflect the following information:
 - Price per item (All-inclusive prices are required)
 - Delivery lead time
 - Company Name

- Company Registration Number
 - VAT Registration Number (If applicable)
 - Address
 - Contact Person
 - Telephone/Contact number
 - Email Address
- 2.3. Suppliers must sign the Quotation Declaration in paragraph 3 below and submit along with their quotation and other relevant documents.
- 2.4. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
- 2.5. Valid BBBEE certificates or certified copies thereof, sworn affidavits be submitted with the quotation (Non-submission will not lead to disqualification however points will not be allocated for BBBEE)
- 2.6. Suppliers should note that the 80/20 preference points system will be applicable to transactions from R2 000 (Refer to SBD 6.1)
- 2.7. All prices must be fixed and firm.
- 2.8. All prices must be VAT inclusive. If no indication is given, prices will be evaluated as inclusive of VAT.
- 2.9. FPB does not pay deposits/upfront payments. Payment will be made after delivery of goods and/services within 30 days of receipt of a valid tax invoice.
- 2.10. The 80/20 preferential points system will apply to procurement from R2 001 to R50 000 000. Points will be awarded in line with the criteria detailed in 2.10.1 below:

2.10.1. Preferential points scoring

a) POINTS AWARDED FOR PRICE

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

80/20

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

b) POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the

- tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table Specific goals for the Requests for Quotation (RFQ) and points claimed are indicated per the table below.

Note to service provider: The service provider must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the service provider)
Owned by women	8	
Owned by youth	6	
Owned by people with disabilities	2	
BBBEE levels 3 or lower	4	

- 2.11. Delivery will be as per the delivery address above, unless specifically specified otherwise.

- 2.12. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.
- 2.13. Depending on the type of goods and services to be delivered the successful bidder may be requested to sign a contract/service level agreement before delivery of goods/services may commence.

Kind regards

Supply Chain Unit

Attachments: SBD 1, 4, 6.1.

QUOTATION DECLARATION

RFQ No: 11SEPTEMBER23

I/we the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company declares that:

1. The information furnished on this quotation is true and correct.
2. If the information provided on this quotation is found to be incorrect, FPB, in addition to any other remedy it may have:
 - 2.1. Recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
 - 2.2. Cancel the purchase order and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation;
3. I have read, fully understand and hereby accept FPB's standard quotation instructions detailed in paragraph 2.
4. **"In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFQ/tender, you**

are consenting to the processing by FPB or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder (“POPI Act”). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify FPB against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.”

Name (Person responsible for the quote)

Signature (Person responsible for the quote)

Date: