

Request for Quotations (RFQ)

Appointment of a service provider to provide Payroll Services for Agrément South Africa

RFQ Number	ASA 29/11/2023
Date of Issue	13 December 2023
Closing Date & Time	10 January 2024 @12:00pm NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

Technical inquiries may be directed to: procurement@agrement.co.za

1. BACKGROUND

The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No 11 of 2015 from 1 April 2017. Agrément South Africa was established as a Schedule 3A entity on 1 April 2017. The entity operates under a delegation of authority from the Minister of Public Works.

The main objectives are:

- To provide assurance of fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote the process of integrated socio-economic development in the Republic as it relates to the construction industry.
- To support and promote the introduction and use of certified non-standardized construction-related products or systems in the local or international market.
- To support policymakers in minimizing the risk associated with the use of non-standard construction-related products or systems; and
- To be an impartial and internationally acknowledged South African centre for assessment and confirmation of fitness-for-purpose of non-standard construction-related products or systems.

2. INVITATION FOR PROPOSALS

ASA currently runs its payroll function internally using the Pastel Payroll system. The payroll function is located in the Human Capital Management office with no incumbent and one vacant position of Human Resources Business Partner still to be filled. The function ensures that ASA complies with the submission of required reports to statutory bodies.

ASA hereby wishes to outsource its payroll function for a period of 03 months to a potential service provider.

3. SPECIFICATIONS

3.1 Requirements

To fully administer ASA's payroll function by ensuring that employees and 3rd party suppliers are paid on time. The successful service provider shall also be responsible for:

- **Day to day activities:**
 - Receive inputs from the Human Capital Management unit to effect on payroll
 - Respond to enquiries related to the payroll function.

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- **Payrun**
 - Prepare and submit to Finance the pay run for the payday of the 25th or the closest Friday to each respective date at least 03 working days before the pay date
 - Prepare supporting documents to be reviewed by Finance
 - Prepare the file for the bank
- **Month-end**
 - Prepare the payment files for 3rd party payments (including reconciliations)
 - Prepare the files to be uploaded in the financial management system (ASA uses PASTEL Partner as its financial management system)
 - Close the pay run and perform backup procedures
 - System backups must be also be done before the start of the pay run
- **Ad-hoc**
 - Follow up on the registration of ASA with the Compensation Commission and submit statutory requirements to ensure compliance
 - Perform the tax reconciliations
 - Prepare IRP5 certificates
 - Hand over the payroll reports to ASA personnel at the end of the contract
 - Assist ASA with the Development of Payroll Policy

3.2. Additional information

- **Systems in use by ASA**
 - ASA is currently running on Pastel Payroll and is in the process of migrating to SAGE 300 People
 - The public entity has a maximum of 35 employees
 - The payroll runs once on a monthly basis, on the 25 of each month

3.3. Competency and expertise requirements

The service provider should be able to demonstrate that they have been involved in running payroll functions on behalf of organisations successfully. It is expected that the service provider should be available during working hours to attend to payroll-related queries from employees and both internal and external auditors.

The resource assigned to the project should be fully equipped to run the project with no supervision.

3.4. Timeframes

The contract will be for 03 months.

3.4. Mandatory requirements

- Registered with SAGE as a Business Partner specialising in payroll services (Attach proof)
- **Personnel Skills and Experience:** A diploma or Degree in Human Resources/Finance or a related field with a minimum of 10 years' experience in payroll
- Provide a minimum of three (3) reference letters (not older than 36 months) from clients where the bidder has or is running their payroll (Letters must be signed and on the client's letterhead).

4. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

4.1. Submission of procurement documents.

- Latest National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such a service provider is not registered on the CSD,
- Completed and signed standard bidding documents, **SBD 4 and 6.1 forms.**
- Signed General Conditions of Contract.
- Completed price schedule.

4.2. Evaluation

4.2.1. Phase 1: Technical Specification and Functionality Evaluation

The bids shall first be evaluated for functionality. A **minimum score of 60%** must be obtained on functionality before a proposal is considered for further evaluation. Details of the functionality scoring and how the points shall be allocated are as follows:

	Description	Weight (%)
1	<p>Project Plan and Methodology</p> <p>The bidder must clearly demonstrate their understanding of the project and scope of work, by submitting:</p> <p>1.1 Proposal outlining how the bidder will assist ASA with the payroll related functions (execution of the project)</p> <p>1.2. A project implementation plan outlining envisaged timelines of execution of the project (details of how the different pieces of work will be implemented, in an integrated and seamless manner)</p> <ul style="list-style-type: none"> • Not all elements are covered in the bidder’s proposal and not compliant with all requirements of the scope of work – 0 Point. • Acceptable project plan, project timeframes and order of project activities, and indication of an execution/implementation plan – 3 Points. • Extraordinary, more than satisfactory detailed proposal indicating how the payroll function will be executed, project plan, project timeframes and order of project activities, and indication of an execution/implementation plan. All elements exceptionally covered in the bidder’s proposal and more than complied to all requirements of the scope of works. – 5 Points 	30
2.	<p>References where similar work was done. The service provider must have dealt with various organisations from large to small-scale employees.</p> <p>Reference letters with contactable referees where similar services were rendered in the past 36 months must be submitted.</p> <ul style="list-style-type: none"> • No reference letters – 0 point • 3 contactable reference letters – 3 points 	35

	<ul style="list-style-type: none"> • More than 3 reference letters – 5 points 	
3.	<p>Project team</p> <p>The bidder must provide short profiles of the project team clearly highlighting skills and experience in providing similar services. The CV must demonstrate a minimum of 10 years' experience in executing a project of similar nature and at least (minimum) a Diploma or Degree in Human Resources/Finance or a related field (provide certified copy of qualification as evidence)</p>	
3.1	<p>Experience</p> <ul style="list-style-type: none"> • Less than 10 years' experience in executing project of similar nature – 0 point • Ten (10) years experience in executing a project of similar nature – 5 points. 	10
3.2	<p>Qualification</p> <p>Certified copies of qualifications (not older than 6 months) must be submitted.</p> <ul style="list-style-type: none"> • No undergraduate degree or Diploma qualification equivalent NQF Level 6 for a Diploma and NQF Level 7 for a Degree qualification – 0 points • At least an undergraduate degree or Diploma qualification equivalent NQF Level 6 for a Diploma and NQF Level 7 for a Degree qualification or more – 5 points 	10
4.	<p>Certification/ Registration</p> <p>The bidder must be a registered with SAGE as a Business Partner specialising in payroll services.</p> <ul style="list-style-type: none"> • No proof attached – 0 point. • Poof attached – 5 points 	15
	TOTAL	100

The following formula will be used to convert the points scored against the weight:

$$P_s = \left(\frac{S_o}{M_s} \right) \times \text{weighting percentage for the section under consideration}$$

Where:

P_s = Percentage scored for functionality by bid under consideration

S_o = Total score of a bid under consideration

M_s = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of **60%** in order to proceed to Phase 2.

4.2.2. Phase 2: Calculation of points

Please note for acquisitions below or equal to R50 Million, ASA evaluates these in terms of the 80/20 preference point system where:

80 points are allocated for price and 20 points will be awarded based on the specific goals.

Points for price will be calculated for all shortlisted service providers in accordance with the following formula:

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

Where:

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

P_t = Price of the quotation under consideration

P_{\min} = Price of lowest acceptable quotation

Preference points for the specific goals will be allocated as follows:

NO.	SPECIFIC GOALS ALLOCATED POINTS	PREFERENCE POINTS ALLOCATION	SUPPORTING EVIDENCE TO BE SUBMITTED
1.	SMMEs	10 points	- A B-BBEE certificate /sworn affidavit as supporting evidence / CSD report
2.	>50% Black female ownership	5 points	- CSD report or, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners
3.	>50% Black youth ownership	5 points	- CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
TOTAL	100

ASA also reserves the right to conduct an investigation of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing workload, etc.

A recommendation for award will then be formulated for approval by the relevant delegated authority.

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5. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

Before the bid is awarded, the successful bidder shall be required to enter into a Service Level Agreement (SLA) with Agrément South Africa (ASA). The SLA shall form the contractual basis for the delivery of the service as well as how performance shall be measured. Contract extensions are at the sole discretion of ASA.

6. PRICE SCHEDULE

Item no	Item Description	Quantity	Unit Price	Total Price
01	Provide payroll services for agreement South Africa	3 months	R	R
TOTAL AMOUNT (EXCL VAT)			R-	R
15% VAT			R	R
TOTAL AMOUNT (ALL INCLUSIVE)			R	R

7. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

In consideration of the fees paid, the service provider expressly assigns to ASA any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from ASA.

8. FINAL APPROVAL

ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject any or all of the proposals, and/or not to appoint any service provider.

9. PROCEDURE FOR SUBMISSION OF PROPOSALS

9.1. All proposals must be submitted electronically to procurement@agrement.co.za .

9.2. Respondents must use the RFQ number as the subject reference number when submitting their bids.

9.3. All documents submitted electronically via e-mail must be clear and visible.

9.4. All proposals, documents, and late submissions after the due date will not be evaluated.

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NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10. VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **three (3) months** calculated from the closing date.

11. APPOINTMENT OF SERVICE PROVIDER

11.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

11.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, ASA reserves the right to appoint an alternative supplier.

11.3. Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

12. ENQUIRIES AND CONTACT WITH ASA

12.1 Any enquiry regarding this RFQ shall be submitted in writing to procurement@agrement.co.za with RFQ No: ASA 29/11/2023 "Appointment of a service provider to provide Payroll Services for Agrément South Africa" as a reference.

12.2 Any other contact with ASA personnel involved in this Quotation is not permitted during the RFQ process other than as required through existing service arrangements or as requested by ASA as part of the RFQ process.

13. MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFQ must be in English.

14. COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. ASA is not responsible directly or indirectly for any costs incurred by tenderers.

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15. CORRECTNESS OF RESPONSES

- 15.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 15.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

16. VERIFICATION OF DOCUMENTS

- 16.1 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. ASA will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 16.2 Only one electronic copy of the proposal must be submitted via email to procurement@agrement.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

17. ADDITIONAL TERMS AND CONDITIONS

- 17.1 A tenderer shall not assume that information and/or documents supplied to ASA, at any time prior to this request, are still available to ASA, and shall consequently not make any reference to such information document in its response to this request.
- 17.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 17.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 17.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

18. ASA RESERVES THE RIGHT TO

- 18.1 Extend the closing date.
- 18.2 Verify any information contained in a proposal.
- 18.3 Request documentary proof regarding any tendering issue.

- 18.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 18.5 Award this RFQ as a whole or in part.
- 18.6 Cancel or withdraw this RFQ as a whole or in part

19. DISCLAIMER

This document is only a RFQ is a request for proposals only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of this proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and ASA shall have no liability towards the tenderer or any other party in connection therewith.

20. POPIA

Protection of Personal Information - All bidders agree that personal information of persons related to or linked with bidders or respondents to this request for proposals may be required to fulfil the requirements for submitting a bid. All bidders agree that the ASA may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.