



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

TERMS OF REFERENCE

THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY (SAHRA) INVITES ALL SUITABLY, QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR THE PROVISION AND IMPLEMENTATION OF THE HR AND PAYROLL SYSTEM (SAGE 300 PEOPLE) WITHIN THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY.

SAHRA/FIN/SAGE/01/2024



1. PURPOSE

The South African Heritage Resources Agency (SAHRA) invites all suitably, qualified, and experienced service providers to submit proposals for the provision and implementation of the HR and Payroll system (sage 300 people) within the SAHRA with a staff compliment of between **100-150 employees**.

2. BACKGROUND

2.1 The South African Heritage Resources Agency (SAHRA) is an agency of the Department of Sport, Arts and Culture (DSAC) and is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources. It is a statutory entity established under the National Heritage Resources Act, Act No. 25 of 1999. SAHRA's role is to coordinate the identification and management of the national estate. The national estate encompasses heritage resources of cultural significance for the present community and future generations.

2.2 SAHRA manages four (4) offices across the country namely: Head Office (Cape Town), Dal Josafat (Paarl), Old Goal (Makhanda) and in Pretoria with a staff compliment of between 100-150 employees.

2.3 SAHRA would like to appoint a reputable service provider for provision and implementation of the HR and Payroll system (sage 300 people) within the South African Heritage Resources Agency

3. SCOPE AND SERVICES REQUIRED

3.1 Supply of the SAGE 300 people licence for employees falling in the bracket of **101-150 employees for a period of 3 years**.

3.2 Provide 4 users for the bracket of 100-150 employees.

3.3 **Provide the following Modules in the licence:**

- Payroll
- Leave Management
- General Ledger integration

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- Sage Intelligence connector
- Additional Cloud users (4 units)
- Job Management
- Personnel Management
- Performance Management
- Equity
- Skills
- People Self Service including job requisition & Mobile App

3.4 Provide SAGE 300 Implementation service as follows: Payroll & ESS including Implementation of historical take-on data. The rate charged per hour inclusive of VAT should be indicated on the proposal as indicated below: The bid must be made based on 140 hours for SAGE 300 Implementation of Payroll and ESS clearly allocated for each item indicated below.

Implementation Payroll & ESS	Rate
People Payroll - Kick-off Meeting	
People Payroll - Needs Analysis and documentation	
People Payroll - Technical Assistance	
People Payroll - Configuration and Testing	
People Payroll - Leave Policy Configuration, Testing and Balance Transfer	
People Payroll - General Ledger Interface Configuration and Testing to Evolution	
People Payroll - Sage Intelligence Basic set-up	
People Payroll - Employee Self Service (ESS) Configuration and Super User Training	
People Payroll - Fixed Employee Information Take-on and Reconciliation	
People Payroll - Financial Information Take-on and Reconciliation	
People Payroll - Assistance with parallel run for 2 companies	
People Payroll - Assistance with live run for 2 companies	
People Payroll - User Security and Role Configuration	
Project Management	

3.5 Provide SAGE 300 Implementation of HR activities. including Implementation of historical take-on data. The rate charged per hour inclusive of VAT should be indicated on the proposal. The bid must be made based on 90 hours for SAGE 300 Implementation of HR clearly allocated for each item indicated below.

Implementation HR	Rate
People HR - Introduction & Scoping Meeting	

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People HR - Needs Analysis8	
People HR - Design, documentation & planning8	
People HR - Employment Equity	
People HR - Skills Development	
People HR - Personnel Management (set-up only)	
People HR - Job Management	
People HR - Performance Management (set-up only no customisation)	
People HR - Assist with Live Run	
People HR - User Security and Role Configuration	
Project Management	

3.6 Provide training to system users.

4. TERMS AND CONDITIONS OF PROPOSALS

- 4.1 All costs and expenses incurred by potential service providers relating to their project proposal will be borne by each respective service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- 4.2 While SAHRA endeavours to ensure that all information provided to all potential service providers is accurate, it makes no warranty as to the accuracy or completeness of any information provided by it.
- 4.3 SAHRA reserves the right to waive deficiencies in project proposals. The decision as to whether a deficiency will be waived or will require the rejection of a project proposal will be solely within the discretion of SAHRA.
- 4.4 SAHRA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal.
- 4.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 4.6 Service providers shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SAHRA.
- 4.7 Service providers shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 4.8 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender is submitted or any potential conflict of

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interest. SAHRA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.

- 4.9 A good standing Tax Compliance Pin, issued by the South African Revenue Services, must be submitted. (See attached application form for Tax Compliance Pin)
- 4.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 4.11 The proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- 4.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 4.13 SAHRA reserves the right not to accept any proposal which does not comply with the TERMS OF REFERENCE and conditions set out in the proposal documents.
- 4.14 SAHRA reserves the right not to award, or not award the proposal to the service provider that scores the highest points.
- 4.15 Disputes that may arise between SAHRA and a service provider must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 4.16 All returnable proposal documents must be completed in full and submitted together with the service provider's quote.
- 4.17 The "Requirements for content of the project proposal" section above outlines the information that must be included in proposal offers. Failure to provide all or part of the information may result in your proposal being excluded from the evaluation process.
- 4.18 All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance to the specifications provided.
- 4.19 It is the conditions of this Bid that, a bid proposal is submitted together with the following completed forms; **kindly submit fully completed Bid Documents**
 - a. SBD 1 Invitation Bid
 - b. SBD 2 Tax Compliance Pin
 - c. SBD 3.3 Pricing Schedule
 - d. SBD 4 Declaration of Interests form
 - e. SBD 6.1 Preference points claim form (valid BBBEE certificate / Sworn Affidavit must be submitted together with this completed document.
 - f. Contract Form – Rendering of Services
 - g. SBD 8 Declaration of Bidders SCM practices

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- h. SBD 9 Declaration of independent bid determination
- i. CSD Registration
- j. Accreditation as a SAGE Business Partner.

SAHRA reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

5. EVALUATION CRITERIA

5.1 All proposal offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the proposal. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal on this phase.
- **Phase two:**
The minimum threshold of the prequalification criteria is 60%.
The following criteria shall be applicable, and the maximum points of each criterion are indicted on the tables below:

No	Criteria	Weight
1	Similar SAGE 300 projects completed with written and contactable references	50
	5 similar projects = 5	
	4 similar projects = 4	
	3 similar projects = 3	
	2 similar projects = 2	
	1 similar project = 1	
	Provide reference letters from existing/ recent clients which are of a minimum size of 100-150 employees. The reference letter must include contact names and phone numbers.	
2	Experience of the implementing team leader	50
	9+ years' experience = 5 points	
	7-8 years' experience = 4 points	
	5-6 years' experience = 3 points	
	3-4 years' experience = 2 points	
	1-2 years' experience = 1 points	
	No experience = 0 points	
	Points will be allocated for a number of years' experience of the team leader. Bidder must provide CV and qualifications of team leader.	

- **Phase three:** The applicable preference point system for this tender is the 80/20 preference point system. Preference points on specific goals as follows.

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Preference Point System	Points
Price	80
Specific Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
Total points for Price and SPECIFIC GOALS	100

5.2 Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

6. SUBMISSION OF PROPOSALS

6.1 The Bid proposals must be submitted in a sealed envelope, marked as confidential and for the attention of **Supply Chain Management**.

Placed in the tender box at the SAHRA Head Office, 111 Harrington Street, Cape Town. Telephone 021 462 4502.

6.2 SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

7. CLOSING DATE

Closing date for bid offers and proposals: 18 April 2024 at 11:00 no late proposals will be accepted after the closing time.

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8. For information, please contact in writing:

Technical Enquiries

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Supply Chain Management

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