

**Postal Address**  
P.O. Box 1329, Rivonia  
2128, South Africa

**Physical Address**  
270 George Road,  
Noordwyk, Midrand, 1687

**Contact**  
**Call Centre:** 0860 100 221  
**Telephone:** 011 217 0600  
**Fax:** 011 783 7745



## REQUEST FOR QUOTATION

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE ARTS,  
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING  
AUTHORITY (CATHSSETA)**

<b>Date issued</b>	<b>26 SEPTEMBER 2022</b>	<b>RFQ number</b>	<b>HRD/PAYROLL/001/2022</b>
<b>Closing Date:</b>	<b>05 OCTOBER 2022</b>	<b>Closing Time:</b>	11h00am
<b>DESCRIPTION OF SERVICES:</b>	<b>EXPERIENCED SERVICE PROVIDER TO RENDER PAYROLL PROCESSING AND MANAGEMENT SERVICES FOR A PERIOD OF 24 MONTHS</b>		

### ADMINISTRATIVE REQUIREMENTS

- Proposal must contain Pricing with clear breakdown of all activities and resources allocated and RFQ total inclusive of VAT
- Completed and signed Bidder's Disclosure **SBD4** and **SBD 6.1**
- Valid Tax Compliance Certificate issued by SARS
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Summary Report

Technical enquiries must be sent via e-mailed and proposals must be forwarded to this email address [supplychain@CATHSSETA.org.za](mailto:supplychain@CATHSSETA.org.za) on or before the closing date as indicated above for consideration.

**Board chairperson:** Mr David Themba Ndhlovu

**Board members:** Ms Edith Margareth Tukakgomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyenzi Joseph Ntuli  
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## 1. BACKGROUND AND PURPOSE

CATHSSETA payroll is processed on Sage 300 managed by an outsourced company who is responsible for managing the system, renewal of annual license, updates, and maintenance; the appointed service provider will be granted full user rights/access system.

Payroll input submission for CATHSSETA staff members is submitted on the 15th of each month, the appointed service provider must be available for processing between the 16th and 23rd of every month until the EFT/Bank file is released. The appointed service provider must be available between the 26th and 30th/31st to ensure all month end recons and reports are done and salary queries are attended to. The service provider may conduct services offsite, however for the first three (3) months services must be rendered at the CATHSSETA offices based in Noordwyk, Midrand on the days specified above to make ensure a seamless transition process from current interim service provider.

## 2. SCOPE OF WORK

CATHSSETA hereby invites suitably experienced service provider/s to render Payroll processing and management services for a period of 24 months. The payroll expert(s) are expected to undertake the whole payroll functions from preparation to final payment of approximately 77 employees and 18 interns (77 total complement of staff as per approved organisational structure) and provide the relevant payroll-related reports to management. CATHSSETA, through the Human Capital Management and Development Department, will provide all the necessary payroll input data and any information required for the purposes of executing the payroll tasks. This service includes attendance to payroll queries on a monthly basis and auditors' queries and year-end routine services, in liaison with the Human Capital Management and Development (HCM & D) Unit and the Information, Communication and Technology and Knowledge Management (ICT&KM) Unit on system technical issues.

The expected outputs are but not limited to the following;

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- Administrating the necessary payroll data;
- Payrolls structuring according to tax-based brackets;
- Payslips folder and loading of payslips and IRP5s on ESS;
- Uploading of new salaries when increases are implemented;
- Provide dummy payslips to new employees during recruitment processes;
- Submit EFT report/file/ACB file for Finance Department to upload to the bank;
- Processing and submission of third-party payments for all employees' amongst i.e., medical aid, pension fund, and contributions to the relevant service providers;
- Assist with audit preparation for both external and internal auditors); and
- Completion and submission of management reports, and statutory returns.
- Submission of the compensation commissioner- returns of earnings documents;  
Included in the reports referred to above are:
  - Remuneration lists;
  - Variance reports;
  - Leave provisioning and reconciliations reports;
  - Company reconciliation reports;
  - Deductions and third-party payments reports;
  - Statutory compliance reports such as Workmen's Compensation reports, etc;
  - Hierarchy summary reports;
  - EMP201 and EMP501 reconciliation reports including IRP5 certificates (per employee) will be issued in accordance with SARS regulations; and
  - Period analysis reports and general ledger reports.

### 3. SERVICE PROVIDER MANDATORY REQUIREMENTS

- Must have experience in outsourced payroll administration.
- Must have capacity and knowledge to ensure payroll is paid on-time, in full, error free and in compliance with statutory regulations
- The payroll processing service provider should possess own resources, e.g. laptop, office space.

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#### 4. DURATION

The appointed service provider will enter into contractual agreement with CATHSSETA for a period of 24 months commencing from **01 November 2022 ending 31 October 2024**. The contract will be awarded to the service provider that scores the highest total number of points.

#### 5. REPORTING

The Service Provider will report to the Human Capital Management and Development Manager on all aspects of the contract performance.

#### 6. CONDITIONS OF THE CONTRACT

- The service provider will be expected to indicate the delivery timeliness and other requirements.
- Services must be rendered immediately after issue of the purchase order.
- Support and maintenance costs for twenty -four (24) months must be provided for the for the services rendered.

#### CATHSSETA will

- Provide documentation of the current payroll administration.
- Manage and monitor the delivery of services through the Specification document.

#### 7. EVALUATION CRITERIA

The evaluation process will be done on accordance with the following criteria: **Stage 1** - Functionality Evaluation and **Stage 2** – Price and B-BBEE Evaluation in accordance with the **80/10** preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).

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## FUNCTIONALITY EVALUATION

Proposals must score a minimum of 75 points to qualify for evaluation on Price and BBBEE.

EVALUATION CRITERIA	SUB-EVALUATION CRITERION	WEIGHT
<b>1. A detailed Plan and Methodology to render services.</b>  Implementation plan containing: <ul style="list-style-type: none"> <li>• cost breakdown,</li> <li>• delivery timelines</li> <li>• Capacity – Systems &amp; Equipment</li> <li>• Organogram (Human Resources)</li> </ul>	Proposal that contains all four aspects of the specification requirements	<b>50</b>
	Not responsive to all four aspects of the specification requirements outlined	0
<b>2. Company Experience</b>  Provide details of similar payroll services with the minimum of three (3) contactable references within the past 5 years on letterhead of the service provider and specify year/month of service.	Provide 5 or more relevant reference letters	<b>30</b>
	Provide 3 or more relevant reference letters	20
	2 relevant reference letters	10
<b>3. Qualifications &amp; Experience of Human Resources</b>  Provide CVs of the resources; indicating knowledge, capability to deliver on the scope of work to organizations.	Copies of CVs and qualifications with team of <ul style="list-style-type: none"> <li>• Qualified payroll administrator</li> <li>• Highly qualified and skilled accountants</li> <li>• Account manager</li> </ul>	<b>20</b>
	Non-responsive CVs and qualifications	0

**Proposals that do not meet the minimum qualifying score for functionality will be eliminated from further evaluation.**

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