

Postal Address
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GOODS/SERVICES REQUISITION FORM

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

Date Issued	22 August 2024	RFQ Number	RFQ/COS/041/2024
Closing Date:	29 August 2024	Closing Time:	11H00
DESCRIPTION:	APPOINTMENT OF AN EXPERIENCED SERVICE PROVIDER TO RENDER PAYROLL PROCESSING AND MANAGEMENT SERVICES FOR A PERIOD OF 24 MONTHS		

1. SCOPE OF WORK

SPECIFICATIONS

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 7th of each month, the delegated Human Capital Management & Development (HCM & D) Unit Payroll official will review the submitted inputs and make follow-ups where required from the 8th until the 09th of each month and finalise the consolidated inputs.

The HCM & D Unit will schedule meeting on the 10th of every month with the Pay roll service provider to discuss the payroll inputs and from the 10th until 13th of every month, the payroll service provider in liaison with HCM & D Unit will be responsible for the following processes:

- Capturing inputs;
- Quality assurance;
- Reports and

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- Capturing of Third-party figures.

From the 13th until the 14th of each month the HCM & D and Finance Unit will reconcile the submitted payroll inputs against Variance Reports provided by Payroll Service Provider, on the 15th of each month the HCM & D Unit provides approval of the payroll inputs to the Payroll Service Provider via email confirmation. The Payroll Service Provider sends final payroll reports on the 15th of each month or on the same day HCM & D Unit has confirmed the approval of the payroll inputs.

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.

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 26 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.

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The expected outputs are but not limited to the following;

- 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.

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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.

DURATION

The appointed service provider will enter into contractual agreement with CATHSSETA for a period of 24 months commencing from **01 November 2024 ending 31 October 2026**. The contract will be awarded to the service provider that scores the highest total number of points.

REPORTING

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

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.

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2. ADMINISTRATIVE REQUIREMENTS

- 2.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 2.2 Completed and signed SBD4, SBD 6.1.
- 2.3 Valid Tax Compliance Pin issued by SARS.
- 2.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 2.5 All RFQ-related responses must include the RFQ number as the subject matter.
- 2.6 Central Supplier Database (CSD) Summary Report.
- 2.7 Company Registration Document (CIPC).

3. EVALUATION CRITERIA

- 3.1 Responses will be evaluated in accordance with the following functionality criteria and the tenderer requires a minimum score of 70 points to qualify for **price and specific goals** evaluation and the appointment to the panel would be based on the highest points scored.

EVALUATION CRITERIA FOR FUNCTIONALITY		WEIGHT/ POINTS
1.	A detailed Plan and Methodology to render services	50
2.	Company Experience (SAGE 300)	30
3.	Qualifications & Experience of Human Resources	20
Total		100

EVALUATION CRITERIA	SUB-EVALUATION CRITERION	WEIGHT
1. A detailed plan and methodology to render services Implementation plan containing: <ul style="list-style-type: none">• Cost breakdown,• Delivery timelines• Capacity – Systems & Equipment• Organogram (Human Resources)	Proposal that contains all four aspects of the specification requirements	50
	Not responsive to all four aspects of the specification requirements outlined	0

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2. Company Experience Provide details of similar payroll services (SAGE 300) projects accomplished with the minimum of three (3) contactable references within the past (five) 5 years. Letters must be on the letterhead of the service provider and must be relevant to this project and specify year/month of service	Submitted 5 or more relevant reference letters	30
	Submitted 3-4 relevant reference letters	20
	Submitted 2 or 1 relevant reference letters	10
	Non- submission	0
3. Qualifications and Experience of Human Resources Provide CVs of the resources; indicating at least 5 years' relevant experience (per team member), knowledge and capability to deliver on the scope of work to organizations.	Copies of CVs demonstrating at least 5 years relevant experience and relevant qualifications with team of: <ul style="list-style-type: none"> ▪ Qualified payroll administrator ▪ Highly qualified and skilled accountants ▪ Account manager 	20
	Non-responsive CVs and qualifications	0

4. PRICING AND SPECIFIC GOALS EVALUATION

- 4.1 For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 4.2 To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents will result in zero points allocated to the bidding company.

5. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.

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