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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)**

Date issued	03 February 2021	RFQ number	HR001
Closing Date:	09 February 2021	Closing Time:	11:00am
<u>CSD</u> Registration number			

BACKGROUND OF CATHSSETA

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a statutory body established in terms of the Skills Development Act (1998), as amended, to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Skills Development Act (No 97 of 1998) (SDA) makes provision for the establishment of Sector Education and Training Authorities (SETAs) for each national economic sector and thereby aims to develop the skills of the South African workforce by increasing the investment in education and training in the labour market; and encouraging employers to play a meaningful role in developing employees, particularly the previously disadvantaged. The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) was established through the SDA, to research and establish nationally recognised Sector Skills Plan (SPP) supported by skills development programmes serving the interest of the following sectors:

- Culture, Arts and Heritage
- Tourism and Travel Services
- Hospitality
- Gaming and Lotteries
- Conservation; and
- Sport, Recreation and Fitness

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These sectors are diverse and unique and they play a significant role not only in the economy, but also in the broader quest for social cohesion and formulation of a unique South African national identity.

CATHSSETA's critical success factors are described as the key processes that deliver services to the CATHSSETA beneficiaries, i.e. learners and employers. The process is based on the three critical components of the CATHSSETA service delivery Value Chain:

Facilitation of Learning Interventions. Involves facilitation of all skills development initiatives

Quality Assurance of Skills Development. Involves accreditation of skills development facilitators, verification of learners, and development of occupational qualifications

Employer engagements. Involves the receipt of levies and payments of grants.

The importance of the three areas are the points of integration between them.

CONTEXT 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 (February to April)** services must be rendered at the CATHSSETA offices based in Killarney, Johannesburg on the days specified above to ensure a seamless transition process from current interim service provider.

SPECIFICATIONS OF CONTRACT

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 70 employees (76 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

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attendance to payroll queries on monthly basis and auditors' queries and year-end routine services, in liaison with the Human Capital Management and Development Department.

The expected outputs are but not limited to the following;

PAYROLL PROCESSING AND MANAGEMENT

- Administrating the necessary payroll data.
- Payroll structuring according to tax based brackets.
- Payslips Folder and loading of Payslips on ESS.
- Uploading of new salaries when increases are effected.
- Provide dummy payslips to new employee during recruitment process.
- Submit EFT report/file for Finance Department to upload to the bank.
- Administration of timely payment of salaries for employees.
- Processing and submission of third party payments of all necessary employees' medical aid, pension fund tax and UIF contributions to the relevant service providers.
- Assist with Annual audit preparation (Auditors are externally appointed).
- Completion and submission of management reports, and statutory returns and reports.

Included in the reports referred to above are:

- Remuneration lists;
- Variance reports;
- Leave provisioning and reconciliations reports;
- Company reconciliation reports;
- Statutory Compliance Reports such as: Employment Equity, COIDA/OD reports, etc.
- Deductions and Third party payment reports;
- Submission of the Compensation Commissioner - Return of Earnings Documents.
- Hierarchy summary reports;
- EMP501 Reconciliation Reports including IRP5 Certificates (per employee) will be issued in accordance with SARS Regulations.
- Period analysis reports; and General Ledger.

SERVICE PROVIDER 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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DURATION

The appointed service provider will enter into contractual agreement with CATHSSETA for a period of 24 months commencing from 15 February 2021 ending 15 February 2023.

ADMINISTRATIVE REQUIREMENTS

The following documents must accompany the submission on or before the closing date:

- Pricing schedule SBD 3.3 (professional services) for cost breakdown
- Pricing must be inclusive of VAT, travel costs, consultation fees and year-end updates and submissions
- SBD 4,6.1, 8,9 (Completed and signed)
- Quotation must be valid for 30 days, Prices quoted should be fixed for the duration of contract
- BBBEE certificate
- Tax clearance certificate

EVALUATION CRITERIA

The RFQ will be evaluated on the 80/20 (Price and BBBEE points) preference point system in terms of the PPPFA Act and its regulations 2017 (See SBD 6.1). The contract will be awarded to the service provider that scored the highest total number of points.

SUBMISSION

- Proposal must be submitted in the prescribed format electronically via email to supplychain@CATHSSETA.org.za on or before **09th of February 2021 by 11h00 am.**
- Pricing/ Costing schedule must be submitted with the Standard Bidding Document **SBD 3.3**
- Prospective service providers shall submit proposal responses in accordance with the specifications of contract.