



REQUEST FOR PROPOSAL (RFP):

**INVITATION FOR A SERVICE PROVIDERS FOR THE PROVISION OF OUTSOURCED
PAYROLL SERVICES TO THE NECT FOR THE PERIOD OF THREE (3) YEARS**

BID NUMBER: NECT/2022/09003

RFP SUBMITTED BY:

Name of Company: _____

Contact Person: _____

Contact Numbers: (Cell) _____ (Tel) _____

E-mail: _____

| NECT: SCM ENQUIRIES | TECHNICAL ENQUIRIES |
|---|--|
| <p>Contact person: Thobekile Shezi</p> <p>Tel: 012 752 6200</p> <p>E-mail: scm@nect.org.za</p> | <p>Contact Person: Siphelele Zikhali</p> <p>Tel: 012 752 6200</p> <p>Email: scm@nect.org.za</p> |
| <p>CLOSING DATE:</p> <p>CLOSING TIME:</p> <p>VIRTUAL BRIEFING SESSION</p> <p>TENDER VALIDITY:</p> <p>SUBMISSIONS: HEAD OFFICE (GAUTENG)</p> <p>Address: 272 West Avenue, Block D Lakefields office Park, Centurion, 01632</p> | <p>23 September 2022</p> <p>11:00AM</p> <p>09 September 2022 @14h00 PM</p> <p>90 Days</p> <p>A bid posted or couriered (at sender's risk) to the NECT, PO Box 11150, Die Hoewes, 0163, in good time so as to reach the Trust before the above-mentioned closing date and clearly indicated attention supply chain management unit, may be accepted on condition that it is placed in the correct Bid box before the closing time, it being understood that the Trust disclaims any responsibility for seeing that such bids are in fact lodged in the bid box.</p> |



1. TERMS OF REFERENCE

The National Education Collaboration Trust (NECT) herewith invites proposals from interested service providers to submit a proposal for the provision of the outsourced Payroll services.

2. ENTITY BACKGROUND

The NECT was formed in July 2013 as a response to the call by the National Development Plan (NDP) for increased collaboration among stakeholders to improve educational outcomes.

The NECT is an organisation dedicated to strengthening partnerships with civil society, trade unions and government at national and provincial levels in order to achieve South Africa's national goals for basic education. It strives both to support and to influence the agenda for reform of education.

The organisation is based on the principle that collaboration and focused effort by important role players increases our power as a nation to secure the changes needed to deliver quality education to all our children.

NECT's point of departure is that government and civil society have different but complementary roles to play in relation to education. The provision of basic education for the general population is the responsibility of the government which is uniquely equipped to fulfil this overarching mandate. Civil society, with its diversity and flexibility, is able to support government by innovation and accelerated delivery. Civil society becomes more relevant and more influential when channelling its efforts in a coordinated way into the national education system

3. SUBMISSION AND PROCESSING OF PROPOSALS

- a) All proposals must be submitted on **company letterheads**.
- b) All service providers must submit **their B-BBEE Verification** Certificates from Verification Agencies accredited by the South African Accreditation System or a Registered Auditor approved by the Independent Regulatory Board of Directors (IRBA) OR AN Accounting Officer as contemplated in the Close Corporation Act (CCA) in order to claim preference points or sworn affidavit for B-BBEE exempted micro enterprises.
- c) **Late and incomplete submissions** will not be accepted.
- d) In bids wherein the **consortiums and joint ventures** are involved, an agreement fully signed by all partners involved must be submitted.

4. MANDATORY REQUIREMENTS

A service provider may be disqualified for failure to comply with the following:

- a) Provision of a valid Tax clearance certificate by the closing date.
- b) Submitting information that is fraudulent, factually untrue, or inaccurate.
- c) Failure to attach a declaration of interest.
- d) Failure to attach company registration (for both parties in case of joint venture/consortium).
- e) Failure to attach a B-BBEE certificate or sworn affidavit.
- f) Failure to attend a compulsory virtual briefing session.
- g) Failure of service provider to indicate previous experience in software development / application customisation.

5. OBJECTIVE AND SPECIFICATIONS OF THIS RFP

The purpose of this Request for Proposal is to appoint a service provider to provide Payroll management services to the NECT.

SCOPE OF WORK

The NECT currently does not have an inhouse payroll department/unit responsible for the payroll administration. The successful service provider will assist with end-to-end payroll administration and provide recommendations on ways to improve the efficiency and accuracy of payroll administration. The primary objective in issuing this RFP is to enter into an agreement with a successful bidder who will achieve the following:

I. Data Capturing

- a. Permanent changes such as new employees, resignations, terminations and leave records
- b. Variable input and biographical changes (personal details, earnings, deductions)
- c. Salary movements, cost of living increases, pro-rata payments, bonus payments
- d. Audit and check input

II. Payroll Processing:

- a) Process payroll weekly and monthly
- b) Validate input and corrections
- c) Produce and print payroll reports
- d) Issue payslips
- e) Dispatch payroll reports
- f) Make payroll payments
- g) Process additional payroll runs on request

III. Payroll Administration

- a) Accuracy of the payroll reports
- b) Balance payroll and pay 3rd parties (including non-SARS payments)
- c) Provide supporting documents to 3rd parties.
- d) Liaise the NECT external auditors relating the payroll queries and information request.
- e) SARS e-filing EMP201 and payments/EMP501 submissions



IV. Tax year end:

- a) Balance mid and year end payments to SARS
- b) Produce dummy tax certificates through payroll.
- c) Test SARS electronic files.
- d) Produce live SARS electronic files for Easyfile.
- e) Produce and print final tax certificates on Easyfile.
- f) Prepare payroll for new tax year.

V. System Administration

- a) Statutory releases
- b) Tax table updates and payroll support services

6. Pricing schedule

The bidders can use the following table to provide us with the quote or can propose the alternative costing model:

| Description | Output | Rate R |
|--------------------------------|--------------------|-------------------|
| Monthly Payroll Administration | Per employee | |
| Annual IRP5 Submission | Per IRP5 Submitted | |
| Annual COIDA submission | Per Report | |
| Statutory SARS filing | Per Return | |

7. EVALUATION METRICS & CRITERIA

In terms of good corporate governance, a supplier should not be appointed where there is an existing real or perceived conflict of interest. Confirmation is required from each service provider that there are no existing or perceived conflicts of interest affecting independence.

- a) This RFP will be conducted in accordance with NECT procurement policy.
- b) Shortlisted service providers may be invited to provide a presentation to the NECT on their proposed solution, at their own cost.
- c) In accordance with the NECT procurement policy, the proposal evaluation process shall be carried out in three (3) steps, namely:
 - Step 1: Mandatory requirement
 - Step 2: Functionality evaluation
 - Step 3: BEE and Pricing



- d) Service Providers will be evaluated on functionality as spelled out in Step 2 below. The proposals that score points which exceed the minimum threshold provided on functionality will be invited to proceed to Phase 2 (submission of full and costed proposal).
- e) The evaluation criteria for the assessment of the proposals will be based on qualitative and quantitative aspects of the proposal.

8. PROPOSAL EVALUATION STEPS

Step 1: Mandatory requirements

The failure to meet the following requirements or to provide the information requested below, may lead to an immediate disqualification.

The following documents must be attached with the submission:

- a) BBBEE Certificate or Exempted micro enterprise certificate signed by Registered auditor.
- b) Tax clearance certificate
- c) Declaration of interest
- d) Company registration documents including Identity documents of Directors.
- e) Banking details – original cancelled cheque or bank statement/ Confirmation letter.

Step 2: Functionality Evaluation

Minimum required score for functionality is 75 points out of 100 points and any bidder scoring less than 75 points will not be considered for further evaluation.

| CRITERIA | MAX POINTS |
|--|------------|
| 1. Relevant Experience in the bidder’s area of expertise: <ul style="list-style-type: none"> • 5 or more years of relevant experience = 35 • 3 -5 years of relevant experience = 30 • 1-2 years of relevant experience =20 | 35 |
| 2. Portfolio evidence: Portfolio evidence or reference letters (on letterhead) from reputable previous clients and organizations: <ul style="list-style-type: none"> • 3 or more letters of reference = 20 points • 2 signed letters of reference = 15 points • 1 signed letter of reference = 10 | 20 |
| 3. Skills and expertise for resources to be deployed to the project (attach CV’s and Qualifications): : years. | 30 |



| CRITERIA | MAX POINTS |
|--|------------|
| <ul style="list-style-type: none"> • Resource with 10 years or more relevant experience and qualifications = 30 points • Resource between 5- 9.99 years relevant experience and qualifications = 20 points | |
| 4. Technical Approach (Project Design, Management Plan)- Methodology/approach to implement payroll services and a clearly defined implementation plan. | 15 |
| Total | 100 |

| SCORING | |
|--------------------------|--|
| Very Good: 11-15 | Important issues are approached in an innovative and efficient way, indicating that the bidder has outstanding knowledge of their area of expertise. |
| Good: 5-10 | The approach is tailored to address the specific objectives and requirements and is sufficiently flexible to accommodate changes that may occur during the execution. There is a fair degree of details that facilitate understanding of the proposed work plan. |
| Satisfactory: 1-4 | The approach does not adequately deal with the critical characteristics of the project. All key activities are included in the activity schedule but are not detailed |
| Poor: 0 | Proposal/work plan is poor and is unlikely to achieve project objectives and requirements. The plan omits important tasks and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing. |

Step 3: B-BBEE and Pricing

| B-BBEE Status level of contribution | Number of points (80/20 system) |
|-------------------------------------|---------------------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |



The evaluation for Price and B-BBEE shall be based on the 80/20 PPPFA. The principle and the points for evaluation criteria are as follows:

| Evaluation criteria | Points |
|----------------------------|---------------|
| Price | 80 |
| BEE | 20 |
| Total | 100 |

9. TERMS AND CONDITIONS OF THE BIDDERS

- NECT reserves the right not to award the bid/project/contract.
- NECT reserves the right to call for interviews with short-listed bidders before final selection.
- NECT reserves the right to negotiate price with the preferred bidder.
- NECT reserves the right to appoint more than one (1) service provider
- Late submissions will not be considered.