

**KZN GROWTH FUND TRUST**  
**RE-ADVERTISEMENT OF REQUEST FOR QUOTATIONS (RFQ)**  
**RFQ REFERENCE NUMBER – KGFT - RFQ 2022/09**  
**PAYROLL SERVICES FOR THE KZN GROWTH FUND TRUST**

Closing date : 30 June 2022  
Time : 14:00  
Submission format : email [accounts@kzngf.co.za](mailto:accounts@kzngf.co.za)

**Name of the respondent: .....**

Late bids will not be accepted

**RFQ DETAILS**

RFQ Title : Re-Advertisement of Request for quotation for Payroll Services  
Procurement Reference Number : KGFT - RFQ 2022/09  
Description of Services : Payroll Services for the KZN Growth Fund Trust  
Date of RFQ : 22 June 2022  
Date of RFQ CLOSING : 30 June 2022

**CONTACT INFORMATION**

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Sijabulile Ntshangase

Telephone: 031 372 3720

E-mail: [accounts@kzngf.co.za](mailto:accounts@kzngf.co.za)

**BIDDER'S DETAILS**

NAME OF BIDDER.....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

TELEPHONE NUMBER Code ..... Number .....

CELL PHONE NUMBER Code ..... Number .....

FACSIMILE NUMBER Code ..... Number .....

E-MAIL ADDRESS .....

Signature of Bidder ..... Date .....

## **1. PURPOSE**

The purpose of this Request for Quotation (RFQ) is for Payroll Services for the KwaZulu-Natal (KZN) Growth Fund Trust.

## **2. BACKGROUND**

KZN Growth Fund Trust (KGFT) is a fund, established and capitalised by the Provincial Government to provide debt and equity. The main objectives of the KGFT is to provide support for creating and enabling environment for activities that create jobs and accelerate the economic development of KZN whilst promoting Broad Based Black Economic Empowerment (B-BBEE).

### **2.1 Procurement Philosophy**

It is the policy of KGFT, when purchasing goods and obtaining services to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being given to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BEE Policy;
- b) The promotion of national and regional local service providers and agents before considering overseas service providers and;
- c) The development, promotion and support for the moral values that underpin the above, in terms of KGFT Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within KGFT.

The KGFT wishes to engage with service providers who are equally committed to maintain high quality services and better pricing.

### **3. SCOPE OF SERVICES REQUIRED WORK AND DELIVERABLES**

KGFT requires quotations from Service Providers who are accredited and registered as partners with SAGE. The current headcount on the payroll is 35 and all monthly paid. The services required as follows.

#### **Payroll Outsourcing Assistance – 12 months**

➤ **Payroll Outsourcing Assistance:**

- Will be responsible for processing input from KGFT on the service provider's software;
- Will be responsible for the distribution of various sets of review reports to be agreed upon;
- Kick-off meeting to discuss the Outsourcing Process, confirm all Responsible parties, Current Payroll system and number of employees, Implementation Timeline, Payroll Calendar, Bank File, Payroll Input, Project Plan and Take-on Query sheets;
- Prior to the takeover, the successful service provider will be expected to conduct a payroll health check. At the end of the exercise, the Service Provider will be expected to present report to KGFT.
- Setting up and maintaining payroll records;
- Must enable KGFT to be able to have remote access to print reports
- Providing payroll reports to KGFT;
- Ensure compliance and by making sure that the payroll administration activities are secure and accessible;
- Must have the right level of skill set
- Must be able to produce dummy payslips within a reasonable timeframe when required by KGFT;
- Processing payroll data, perform monthly payroll reconciliations, provide payroll accounting reports, preparing employee tax submissions (EMP201) and produce related payroll costing information on a monthly basis from source data that is approved by KGFT;
- Filing payroll tax returns with SARS;
- Providing payroll services on any business day between 08:00 and 17:00 which is defined as any day except a Saturday, Sunday or official public holiday in the Republic of South Africa;
- Process KGFT's payroll on a monthly basis as per the agreed payroll processing calendar,

- Downloading of backup and zipped files with the existing master file information and year to date financial information of all the employees;
- Confirming all leave balances (on ESS) with the records according to KGFT;
- Attending to KGFT's specified requirements with regards to payslips and IRP5's and any other salary information related document that is required by the employee for external submission
- Must be able to provide requested information for audit purposes as and when required
- Any adhoc payroll services required within the changing business environment

Additional information will be found in "Annexure A" document

### Data Migration and Implementation from SAGE VIP Premier to SAGE 300 People

- Rollout plan to move from Premier to Sage 300 People

#### Implementation

- Phase 1
  - Kick off meeting to understand needs
- Phase 2
  - Needs Analysis and documentation
- Phase 3
  - Configuration
- Phase 4
  - Migration
- Phase 5
  - Parallel Run
- Phase 6
  - Live Run

#### Employee Self Service

- Phase 1
  - Kick off Meeting
- Phase 2
  - Needs Analysis and Configuration
- Phase 3
  - ESS Training

### Implementation Equity, Employee Management, Job Profiles and Performance

- Phase 1
  - Kick off Meeting
- Phase 2
  - Needs Analysis
- Phase 3
  - Planning & Documentation
- Phase 4
  - Configuration of System
- Phase 5
  - Link Employees to Positions
- Phase 6
  - Roll-out Assistance

## 4. EVALUATION OF QUOTATIONS

Selection will be conducted over two stages:

Stage 1 – Compliance with minimum requirements

Stage 2 – Price and BBBEE

### 4.1 Compliance with minimum requirements

All quotations must be accompanied by the following documents:

- 4.1.1 Company Profile;
- 4.1.2 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration);
- 4.1.3 Tax Compliance Status Certificate
- 4.1.3 Valid BEE Certificate (**only BBBEE Level 1, 2 and 3 will be considered**)
- 4.1.4 Provide three written letters of reference for similar work performed. Letters must not be older than 3 (three) years
- 4.1.5 Letter confirming registration as SAGE Partner

**Failure to submit any of the above documents will disqualify the bidder from further evaluation**

### 4.2. Price and B-BBEE Evaluation

4.2.1 Quotations will be subject to an evaluation based on an 80/20 price / BBBEE allocation - 80 points for price and 20 points for B-BBEE status of contribution.

4.2.2 Fixed price quotations are required; price must be inclusive of VAT and all costs relating to disbursements and accommodation.

Evaluation	Maximum points to be awarded
Relative competitiveness of the price	80
B-BBEE*	20
<b>Total Price and B-BBEE Points</b>	<b>100</b>

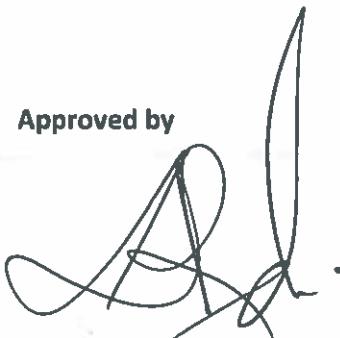
## 5. SUBMISSION DEADLINE

You are requested and required to provide the KGFT with a quotation by **no later than 14:00pm on Thursday 30 June 2022.**

## 6. SUBMISSION DETAILS

- Submissions can be emailed to [accounts@kzngf.co.za](mailto:accounts@kzngf.co.za) attention **Siajbulile Ntshangse** by no later than the stipulated time above.
- For queries, you can contact the Nicolette Napier during business hours of 8:00am to 4:30pm, Monday to Friday on 031 372 3720.

Approved by



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Mr. Lwazi Zondi  
Chief Financial Officer

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>			
BID NUMBER:	KGFT – RFQ 2022/09	CLOSING DATE: 30 June 2022	CLOSING TIME: 12pm
DESCRIPTION	Payroll Services		
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>			
<a href="mailto:Accounts@kzngf.co.za">Accounts@kzngf.co.za</a>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	Sijabulle Ntshangase		CONTACT PERSON
TELEPHONE NUMBER	031 372 3720		TELEPHONE NUMBER
FACSIMILE NUMBER			FACSIMILE NUMBER
E-MAIL ADDRESS	<a href="mailto:accounts@kzngf.co.za">accounts@kzngf.co.za</a>		E-MAIL ADDRESS
<b>SUPPLIER INFORMATION</b>			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT  [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?  <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			



**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
 .....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....  
**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....  
Position

.....  
Name of bidder

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

1.

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

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**2. GENERAL CONDITIONS**

2.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

2.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **...80/20....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

2.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

2.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

2.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

2.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 3. DEFINITIONS

- (a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**price**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 5. POINTS AWARDED FOR PRICE

##### 5.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{min}$  = Price of lowest acceptable bid

**5.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT**

**5.3 POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20 or 90/10**

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>max</sub> = Price of highest acceptable bid

**6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

6.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**7. BID DECLARATION**

7.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**8. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

8.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**9. SUB-CONTRACTING**

9.1 Will any portion of the contract be sub-contracted?  
*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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9.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**10. DECLARATION WITH REGARD TO COMPANY/FIRM**

10.1 Name of company/firm:.....

10.2 VAT registration number:.....

10.3 Company registration number:.....

10.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

10.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

10.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

10.7 Total number of years the company/firm has been in business:.....

10.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
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Annexure A – Scope of Services (continued)

PAYROLL		
NO.	BUSINESS REQUIREMENT	ACTION
1.	Calculations for monthly payroll runs	<ul style="list-style-type: none"> <li>• Include special runs, bonus runs, provisions, variable pay dates, total calculations based on inputs, variance checks and reports.</li> <li>• Workflow for payroll approval, 12-month reports with year-to-date (YTD), records of all changes, ability to do dummy/mock pay slips and to project a package.</li> </ul>
2.	Pre-loaded statutory requirements / updated annually	<ul style="list-style-type: none"> <li>• SARS tables with annual updates, ability to select all available tax codes, updated tax code selections, as updated by SARS.</li> <li>• Department of Labour tables with annual updates (COIDA, UIF, etc.).</li> <li>• EMP 201, EMP 501 (PAYE, UIF, SDL)</li> <li>• SARS tables with annual updates, calculations done as per regulatory and legislative thresholds, annualized tax calculations, difference in treatment (including tax provisions) categories of payment. (e.g. bonus).</li> </ul>
3.	Annual IRP5	<ul style="list-style-type: none"> <li>• Automatic IRP5 preparation, ease of submitting on SARS e@syFile for employer, retention of history, and to upload pay slips on ESS/DIY.</li> </ul>
4.	Method of calculation data (include benefit module)	<ul style="list-style-type: none"> <li>• Maintain data/history of calculations, used to apply calculations to the entire/part of population, pre-programmed calculations methodologies for overtime etc.</li> <li>• Pre-programmed calculations methodologies (e.g. overtime, provident fund, medical aid, allowances, etc.) to programme new calculation methodologies</li> </ul>
5.	Tax period and year-end roll-overs	Maintain methodologies before and after roll-overs and within cycles. Produce exception reports
6.	Calculation of package adjustments	Automatic recalculations based on package changes, maintain history of package changes, maintain YTD totals and integration of leave balances onto payslips
7.	Leave provision	Automatic quantification of leave balances based on current package (monthly) and provide leave provision amounts.
8.	Management reports	<ul style="list-style-type: none"> <li>• Linking of General Ledger (GL) Accounts. A GL upload in a required/specified format for import into KGFT ERP system.</li> <li>• Leave provision amounts, Reconciliation of payroll with GL and exceptions in a report format.</li> <li>• Reconciliation of payroll payments with bank module (and exceptions), net pay, bonus provisions, standard reports like EMP, OHS data, etc.</li> <li>• All standard monthly reports (e.g., EMP, OHS data) at the minimum as per current system to enable KGFT to perform all month-end and yea-end payroll reconciliations</li> <li>• SARS, medical aid, provident fund, etc. monthly reports/schedules</li> <li>• Submission of COIDA and all SARS returns e.g., EMP201, EMP 501</li> </ul>
9.	Salary payments	<ul style="list-style-type: none"> <li>• Submission of bank upload file for third party payments in a required format supported by schedules including amongst others, medical aid, provident fund, SARS, to KGFT for actual</li> <li>• Submission of employee payment bank file with sufficient supporting documentation to KGFT</li> </ul>
10.	Payroll queries	Upload salary payment, ability to implement encryption, master file amendment checks and exception reports

11.	<b>Payslips</b>	Monthly repository /storage of payslips, design of payslip to suit KGFT/best practice
12.	<b>Data ownership</b>	<ul style="list-style-type: none"> <li>• All payroll data will be owned by KGFT because it is KGFT Intellectual Property.</li> <li>• Reports of data backups must be submitted to the KGFT on a monthly basis to confirm data security and quality, and disaster recovery solution.</li> <li>• The data must belong to KGFT after the contract expiry. At end of the contract, the data must be supplied to KGFT in a required format that will be specified in the contract.</li> </ul>
13.	<b>Audit trails</b>	Audit trails for all changes, exception reports to a designated official in the KGFT Human Resources department.