



REQUEST FOR QUOTATION

RFQ/SANAS/PASTEL-EVOLUTION/2012/01

**The South African National Accreditation System (SANAS)
hereby invites service providers to submit quotations for the provision
of software upgrading and implementation services from
Pastel Partner to Pastel Evolution**

INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO QUOTE FOR THE REQUIREMENTS OF SANAS

RFQ NUMBER: **RFQ/SANAS/PASTEL-EVOLUTION/2012/01**

CLOSING DATE: **30/11/2012**

CLOSING TIME: **11:00**

DESCRIPTION: **Request for Quotations for the provision of software upgrading and implementation services from Pastel Partner to Pastel Evolution**

The successful service provider will be required to fill in and sign a written Contract Form (SBD 7).

RFQ DOCUMENTS MAY BE DEPOSITED IN THE *BID* BOX SITUATED AT:

**the dti Campus
77 Meintjies Street
Block G, Ground Floor
Sunnyside
Pretoria
0002
South Africa**

Suppliers should ensure that quotations are delivered timeously to the correct address. If the quotation is late, it will not be accepted for consideration.

The *bid* box is generally open weekdays (Mon-Fri) from 8h00 to 16h30, excluding public holidays.

ALL QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS RFQ IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR QUOTATION BEING DISQUALIFIED)**

NAME OF BIDDER
 POSTAL ADDRESS
 STREET ADDRESS
 TELEPHONE NUMBER CODE:..... NUMBER.....
 CELLPHONE NUMBER CODE:..... NUMBER.....
 FACSIMILE NUMBER CODE:..... NUMBER.....
 E-MAIL ADDRESS
 VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD2) YES or NO

HAS A BBBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS); OR.....

A REGISTERED AUDITOR.....

[TICK APPLICABLE BOX]

(A BBBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR BBBEE)

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A. Terms of Reference

1. Purpose

The purpose of this Request for Quotation (RFQ) is to invite proposals for the provision of software upgrading and implementation services from Pastel Partner to Pastel Evolution for the South African National Accreditation System (SANAS).

2. Background

The Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice, Act No. 19 of 2006, recognizes SANAS as the only National Accreditation Body for the Republic of South Africa for conformity assessment, calibration, monitoring of Good Laboratory Practice, and to provide for matters connected therewith.

SANAS is a Section 3A company for purposes of the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999).

SANAS currently makes use of Pastel Partner to control financial information and processes which is centralised on the computers of the three (3) authorised, finance personnel. The expansion and growth of SANAS as an organization has resulted in a need to upgrade the software to Pastel Evolution and to include the Supply Chain Management component for purposes of procurement to ensure alignment with the requirements as outlined by National Treasury for public entities.

3. Scope of Work and Requirements

The requirements that should be fulfilled by Pastel Evolution and which should be addressed in the proposal are twofold:

- 1) Core Pastel Evolution system
- 2) Add-on Modules

1) The Finance Management component should address the following minimum scope:

- Accounts payable
- Accounts receivable
- Cash book
- General Ledger
- Inventory control (for stationery)
- Invoicing (including quotes)
- Project Tracking
- Report Writer & Stationery Customisation
- Sales & Purchase order entry

The user accounts for the core Pastel Evolution system should accommodate five (5) users including the Chief Financial Officer, Finance Manager, Supply Chain Officer, Debtors Clerk and Creditors Clerk. However, the user accounts should be flexible in terms of increasing the number of users if the need arises in future.

2) The Add-on modules should include the following items:

- Business Gateway
- Business intelligence Centre (Advanced)
- Fixed Assets
- Information alerts
- Procurement (Advanced)
- Resolve Premium (Contact Management)

The user accounts for the add-on modules will vary according to the divisional needs but will include the Chief Financial Officer and Finance Manager by default. However, the user accounts should be flexible in terms of increasing the number of users if the need arises in future. The following table depicts the anticipated number of users per add-on:

Add-on	No. of users
Business Gateway	All customers
Business intelligence Centre (Advanced)	2
Fixed Assets	2
Information alerts	10
Procurement (Advanced)	10
Resolve Premium (Contact Management)	10

4. General

It should be noted that SANAS is VAT de-registered. An indication must also be given whether or not VAT will be payable on these fees. All fees stated must be VAT inclusive where applicable and stated as such on the cost proposals submitted.

SANAS will enter into an agreed timeframe contract with the preferred supplier. The preferred service provider should provide their projected timeframe based on the requirements and scope of work detailed by SANAS in this RFQ. The timeframe may be revisited, extended or lessened during negotiation between the relevant parties after the quotation has been accepted, approved and the contract awarded, if deemed necessary by SANAS.

An agreed Service Level Agreement will be drawn up by SANAS in consultation with the preferred service provider.

The preferred service provider will be accountable and report to the Chief Financial Officer on all matters pertaining to the implementation process at agreed intervals and meetings. It will be expected that the preferred service provider work under the guidance of the Chief Financial Officer.

SANAS reserves the right to withdraw this RFQ and to amend the terms or to postpone it by email notice to all parties who submitted proposals in response to this RFQ.

The preferred service provider will be required to ensure that requirements are handled in such a manner that the most cost effective options are presented to satisfy the minimum requirements of SANAS.

SANAS reserves the right to approach alternative service providers if the preferred service provider cannot deliver on specific requests.

SANAS will provide the relevant framework, information and budget that must be adhered to and which will stipulate the minimum requirements and standards pertaining to the expected service delivery once the quotation has been accepted, approved and contract awarded to the preferred service provider.

The preferred service provider will be required to provide a comprehensive solution and will avoid a situation where parts of the requirements of SANAS should be fulfilled by a sub-contractor where SANAS will be liable for additional service fees, not agreed to as part under the contract.

The preferred service provider will be expected to communicate changes to SANAS affecting the process agreed upon, the product or parts thereof, as soon as it occurs.

The preferred service provider will be expected to dedicate a competent contact person(s) for SANAS to communicate with as and when needed, within the agreed working hours, via telephone or e-mail and respond to the satisfaction of SANAS within 24hrs or at an agreed time.

B. Evaluation Methodology of Proposals

SANAS will establish a Bid Evaluation Committee to review all responses to the Request for Quotation.

The minimum threshold for functionality is 80/100. All quotations that meet the minimum threshold will advance to the review and scoring of points of Price and BBBEE. All quotations that do not meet the minimum threshold will not advance further for evaluation of Price and BBBEE.

The proposals received from potential service providers will be evaluated in accordance with the 80/20 preference point system as Preferential Procurement Policy Framework Act (Act 5 of 2000).

The points for Price will be calculated as follows:

$$P_s = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where: P_s = Points scored for price of the quotation under consideration
 P_t = Rand value of the quote under consideration
 P_{min} = Rand value of the lowest acceptable quotation

The points for BBBEE Status Level Contributor will be calculated as follow:

BBBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-Compliant	0	0

The proposal with the highest score achieved for Price and BBBEE will be recommended to the Bid Adjudication Committee for final decision making and approval.

The letter of notification will be sent to the preferred bidder resulting from the final approval of the Bid Adjudication Committee.

The Functionality Criteria is as follows:

FUNCTIONALITY							
Criterion	Rating					Weight	Score Obtained
	1	2	3	4	5		
The proposals will be evaluated on a scale of 1-5 in accordance with the criteria below. The rating will be as follows: 1 = Very Poor, 2 = Poor, 3 = Good, 4 = Very Good, 5 = Excellent							
Organization's Capacity and Experience						30	
Organization Experience: <u>Relevant</u> Pastel Software Deployment and Implementation with other organizations (minimum 5 years)						10	
Minimum 3 contactable references of organizations where Pastel Evolution Software, including advanced add-on modules Deployment and Implementation was successful						5	
Identify the Dedicated Staff Member(s) for this project who has Pastel Evolution Experience (minimum 3 years per person)						10	
Add-on modules experience (minimum 3 years)						5	
Methodology						70	
Approach proposed to:							
- Analyse environment and business,						10	
- hardware requirements and deploying new software,						2	
- design and configuring,						8	
- migrating data from Pastel Partner to Pastel Evolution including Add-on modules						8	
- testing and quality control,						5	
- implementation and decommissioning,						5	
- pre- and post-implementation support of Pastel Evolution.						5	
Assistance in Reports customization						5	
Skills Transfer / Training of Users						10	
User Reference Manual						10	
User Acceptance Testing and User Sign Off						2	
Total Functionality						100	
A Threshold of 80% must be achieved before advancing the proposal for review of Price and BBBEE points							
PREFERENTIAL POINTS FOR PRICE AND BBBEE COMPLIANCE							
Criterion						Weight	Total score
Price : Relative Competitiveness of Proposed Price						80	
BBBEE : Points for BBBEE Status Level Contributor						20	
Total Price and BBBEE						100	

C. Preparation of Proposal

All proposals must be prepared in English.

Any enquiries regarding the Request for Quotation may be submitted in writing to Ms Angelique Brits via e-mail at angeliqueb@sanas.co.za. Enquiries received well in advance of the RFQ closing date will be responded to and all potential service providers who submitted proposals will be copied in the response to ensure fairness and transparency.

The validity of proposals will be required to extend to three (3) months after the closing date of this RFQ to enable SANAS to complete the comparison and evaluation, review the recommendation and award the contract within this period.

SANAS reserves the right to request short listed Service Providers, who submitted a proposal in response to this RFQ, to provide an oral presentation. This will constitute a fact finding and explanation session only and does not include negotiation. SANAS will schedule the time and location of these presentations.

No briefing session will be held.

D. Submission Requirements

The following documentation should accompany the proposal.

Failure to submit and complete the following required documents will result in disqualification of the incomplete proposal and will therefore not be considered by the Bid Evaluation Committee.

The checklist below has two requirements:

- 1) Identify the section / folder and/or page number in the proposal where the document required can be located for review. This is to ensure that the Bid Evaluation Committee Members locate the document.
- 2) To ensure that the proposal is complete and therefore not at risk to be disqualified for incompleteness.

Checklist to be completed by the potential service provider and submitted with the proposal:

Item	Document Description	Reference Section / Folder and/or Page Number in Proposal	Completed and Submitted (Yes / No)
1.	Invitation to Quote (SBD1)		
2.	Tax Clearance Certificate (SBD2*) *Note: The SBD2 form has been included for reference purposes only and should not be submitted with the proposal.		
3.	Pricing Schedule (SBD3.3)		
4.	A valid BBBEE Status Level Contributor Certificate.		
5.	Preference Points Claims Form In Terms of the Preferential Procurement Regulations 2011 (SBD6.1)		
6.	Declaration of Interest (SBD4)		
7.	Declaration of Bidder's Past Supply Chain Management Practices (SBD8)		
8.	Certificate of Independent Bid Determination (SBD9)		
9.	General Conditions of Contract (GCC*) *Note: The purpose of the GCC is to (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.		
10.	<p>Organization's Capacity and Experience</p> <ol style="list-style-type: none"> 1. Experience deploying and implementing Pastel software 2. Contactable references (minimum 3) 3. Names of all proposed team members, setting out: <ol style="list-style-type: none"> a) The professional role that each person will play in the assignment; b) The suitability and availability of each person for the proposed roles in terms of their relevant skills and experience; c) One-page résumés of each person highlighting their experience with references and signed by each individual and an authorised person on behalf of the service provider. 4. Experience with add-on modules 		
11.	<p>Methodology</p> <ol style="list-style-type: none"> 1. Approach proposed to: <ol style="list-style-type: none"> a) Analyse environment and business, b) hardware requirements and deploying new software, c) design and configuring, d) migrating data from Pastel Partner to Pastel Evolution including Add-on modules e) testing and quality control, f) implementation and decommissioning, g) 7. pre- and post-implementation support of Pastel Evolution. 2. Assistance in reports customisation 3. Skills transfer/Training of users 4. User reference manual 5. User Acceptance Testing and User Sign Off 		

The SBD documents and GCC required and referred to above is available on the SANAS website at the following address: www.sanas.co.za or may be requested via e-mail from Angelique Brits at angeliqueb@sanas.co.za.