



**RE-ADVERTISEMENT : REQUEST FOR QUOTATION – HR01/2022**

**RENEWAL OF SAGE VIP PAYROLL SOFTWARE LICENCE  
FOR A PERIOD OF 12 MONTHS**

**1. Background**

The Durban ICC is one of the world's leading events and meetings destinations. In order to maintain the extremely high international standards as a facility it is important that we have the correct infrastructure in the various areas so that our operations run optimally thereby ensuring efficient client service.

The Durban ICC currently utilises the Sage software for its payroll and leave processing requirements. The renewal of the annual licence fee is mandatory for the utilisation of the software as well as for the maintenance and software support.

**2. Purpose**

The Durban ICC requires a service provider for the renewal of Sage VIP Payroll software licence, for a period of 12 months.

**3. Specifications**

- Annual license fee for the SAGE South Africa: VIP Premier Payroll System Software
- Max of 250 Employees
- Period 1 March 2022 to 28 February 2023
- Site Code 7542

*Please Note: failure to comply with all of the stipulated mandatory requirements will result in the service provider being deemed non-responsive and will not be considered for further evaluation.*

**4. Mandatory Requirement**

- The bidder must be as authorised Sage South Africa reseller

**5. Preconditions**

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 5.1 Full name.
- 5.2 Identification or company or other registration number.
- 5.3 Tax reference number and VAT number, if any.
- 5.4 Valid CSD compliance report, confirming compliance at time of bid submission,
- 5.5 Valid BBBEE Certificate.
- 5.6 Valid SARS tax clearance pin.
- 5.7 Confirmation of registration on eThekweni Municipality's vendor portal database.
- 5.8 MBD 4 Declaration of Interest form must be completed.



5.9 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

## 6. Terms and Conditions

- It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.
- The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the entity.
- The entity will only make a final award should the bidder be tax compliant at time of award.

## 7. Requirements to submit quotations

- 7.1 All schedules in this document must be populated and will form part of the quotation.
- 7.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 7.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 7.4 The service provider must be registered on the CSD database as well as the eThekweni Municipality vendor portal database. Proof of registration on these two databases must be included together with the bid submission. Failure to register on these two databases may adversely impact on the award process.

CSD registration website: <https://secure.csd.gov.za>

EThekweni Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

[Fatima.milazi@durban.gov.za](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)



8. **Compulsory Pricing Schedule (Official form of offer)**

| <u>Description</u>     | <u>Quantity</u> | <u>Unit Price</u> | <u>Total</u> |
|------------------------|-----------------|-------------------|--------------|
|                        |                 |                   |              |
|                        |                 |                   |              |
| <b>Total excl. VAT</b> |                 |                   |              |
| <b>15 % VAT</b>        |                 |                   |              |
| <b>Total incl. VAT</b> |                 |                   |              |

9. **Contact Person**

Carol – Senior HR Manager  
 Tel: 031 360 1340  
 Email: caroln@icc.co.za

10. **Closing Date**

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before 12h00 on 2<sup>nd</sup> February 2022.

I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature:


Date:

***Note: failure of a service provider to complete and sign this page will invalidate the quotation***

11. Request approved by:

 21/01/2022  
Senior HR Manager  
Carol Nxumalo

 21/01/2022  
SCM Compliance Officer  
Bathabile Mshengu

 24/01/2022  
SCM Manager  
Thenashree Naldoo

 24/01/2022  
Chief Financial Officer  
Melanie Rambally

 24/01/2022  
Chief Executive Officer  
Lindlwe Rakharebe



12. Past experience in similar assignments

| Assignment Description | Key Elements | Date Completed | Contact Person and Telephone Number | Assignment Value |
|------------------------|--------------|----------------|-------------------------------------|------------------|
|                        |              |                |                                     |                  |
|                        |              |                |                                     |                  |
|                        |              |                |                                     |                  |
|                        |              |                |                                     |                  |

I.....being duly authorized thereto by .....do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Name: (Block Capitals) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**13. Declaration of Municipals Fees**

I, the undersigned, do hereby declare that the Municipal fees of

.....  
 ...

(Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

| <u>Account</u>           | <u>Account Number:</u> to be completed by tenderer. |
|--------------------------|---|
| Consolidated Account No. | <input type="text"/>                                |
| Electricity              | <input type="text"/>                                |
| Water                    | <input type="text"/>                                |
| Rates                    | <input type="text"/>                                |
| Other                    | <input type="text"/>                                |
| Other                    | <input type="text"/>                                |

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : ..... (Block Capitals)

SIGNATURE ..... DATE: .....

(of person authorised to sign on behalf of the Tenderer)

14. **MBD4 Declaration of Interest**

12.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.

12.2 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

12.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

12.3.1 Full name of bidder or his/her representative .....

12.3.2 Identity number: .....

12.3.3 Position occupied in the Company (director, trustee, shareholder):  
.....

12.3.4 Company Registration Number: .....

12.3.5 Tax Reference Number: .....

12.3.6 VAT Registration Number: .....

12.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

**References:**

<sup>1</sup> *MSCM Regulations: "in the service of the state" means to be –*

(a) *a member of –*

- *any municipal council*
- *any provincial legislature*
- *the National Assembly or the National Council of Provinces*

(b) *a member of the board of directors of any municipal entity;*

(c) *an official of any municipality or municipal entity;*

(d) *an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);*

(e) *a member of the accounting authority of any national or provincial public entity;*

(f) *an employee of parliament or a provincial legislature.*

<sup>2</sup> *"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

12.3.8 Are you presently in the service of the state?  
If yes, furnish particulars:

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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12.3.9 Have you been in the service of the state for the past twelve months?  
If yes, furnish particulars:

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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12.3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?  
If yes, furnish particulars:

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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12.3.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars:

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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12.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?  
If yes, furnish particulars:

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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12.3.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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12.3.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars:

|     |    |
|-----|----|
| YES | NO |
|-----|----|

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15. Full details of directors / trustees / members / shareholders

| Full Name | Identity Number | State Employee No. |
|-----------|-----------------|--------------------|
|           |                 |                    |
|           |                 |                    |
|           |                 |                    |
|           |                 |                    |
|           |                 |                    |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder