EASTERN CAPE PROVINCIAL
ARTS & CULTURE COUNCIL

TERMS OF REFERENCE

PROVISION OF PAYROLL SERVICES FOR A PERIOD OF 36 MONTHS (3 YEARS)



NOVEMBER 2026

1. BACKGROUND OF ECPACC

The Eastern Cape Provincial Arts and Culture Council (ECPACC) is a Schedule 3C Public Entity of the Department of Sport, Recreation, Arts and Culture (DSRAC), whose vision is to develop a globally competitive cultural and creative economy underpinned by the principles of social cohesion and influenced by the rich culture and heritage of the Eastern Cape Province. ECPACC hereby invites proposals from **suitably qualified and experienced** professional service providers to render the payroll services.

The prospective service provider will be appointed for a period of three years (36 months)

To be reviewed annually based on satisfactory performance.

2. DETAILED SCOPE OF WORK

The appointed service provider will be expected to:

2.1 Processing

2.1.1 Load & process new employees on payroll / HR system
2.1.2 Terminate resigned/dismissed employees on Payroll /HR system
2.1.3 Process monthly changes & input (includes normal hours, overtime, loans, garnishees, commissions, shift allowances, leave forms, etc.)
2.1.4 Process mass adjustments by means of electronic uploads/imports e.g. salary increases.
2.1.5 Prepare salary calculations and UIF forms.
2.1.6 3rd party fund administration.
2.1.7 Perform monthly salary and 3rd party payments.

2.2 Compliance

2.2.1 Monthly submissions of SARS EMP201, U-filing, declarations to Department of Labour.
2.2.2 Bi-annual submissions: include SARS interim EMP501 and IRP5's.
2.2.3 Annual submissions: include SARS annual EMP501 and IRP5's, COIDA/RMA annual return of earnings.

2.3 Reporting

2.3.1 Detailed schedule of payroll for checking before payroll is finalized.
2.3.2 Standard set of reports provided once payroll is finalized.
2.3.3 Reports on monthly payments to SARS and UIF.
2.3.4 Pay slips /IRP5s to be delivered to ECPACC Offices on a monthly basis.
2.3.5 Prepare payroll reports for audit purposes.

2.4 Staff complement:

The entity currently employs seventeen (17) staff members. This number may vary as the entity is currently in the process of reviewing its organizational structure.

2.5 Date of salary payment:

Salary payment done on the fifteenth (15th) of each month via electronic transfer only.

3. PREQUALIFICATION/ MANDATORY DOCUMENTS (STAGE 1)

Prospective bidders must comply with the requirements and submit all required documents indicated hereunder with the bid documents. This Phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified:

- Proof of registration with the Central Supplier Database
- Letter of Authority of Signatory / Resolution
- Fully Completed and signed Standard Documents attached to the bid
- Proof of Payroll Software
- Certified copy of Business Registration Document (CIPC) and certified ID Copies of Directors

4. FUNCTIONALITY EVALUATION (STAGE 2)

The proposals will be evaluated as follows:

Item no	Evaluation criteria	Points
1	Company payroll **relevant** experience (a minimum of five years in payroll services and proven track record in payroll services (i) 0 reference letters attached = **0 points;** **(ii)** 1 – 2 reference letters attached = **10 points;** **(iii)** 3 – 4 reference letters attached = **30 points;** **(iv)** 5 or more reference letters attached = **40 points.**	**40**
2	**Personnel CV's with Qualifications (Finance/ Accounting related)** (Please attach CVs and certified proof of qualifications): **(i)** Relevant Qualification with 5 years experience = **30 points,** (ii) Relevant Qualification with 5 years = **15 points,** . (iii) No CV's and qualification = **0** **Notes** If you submit a CV with no qualification, = 0 points.	**30**

	If you submit qualifications with no CV's – 0 points	
3	**Methodology:** (i) Methodology **fully covers** all aspects as per the scope of work, including detailed and clear project plan = **20 points;** (ii) Methodology **partially covers** the scope of work and/or lacks detailed project plan = **10 points;** (iii) Methodology is **significantly insufficient** in all respects = **0 points.**	**20**
4	**Professional Registration** (i) Proof of VALID registration with the recognized and relevant professional body = **10 points, else 0 points.**	**10**
TOTAL		**100**

A minimum score of at least 70 points must be obtained in order to proceed to the next stage of evaluation.

5. PRICING AND SPECIFIC GOALS (STAGE 3)

These TOR's will be evaluated in terms of the 80/20 preferential point system where 80 is for price and 20 for specific goals and the following specific goals will be considered:

Specific Goal	**Points**
South African citizen - who, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act 200 of 1993) **(SUBMIT CRTIFIED ID COPIES OF DIRECTORS)**	3
Women owned enterprises (51% female owned) **(SUBMIT CERTIFIED COMPANY REGISTRATION DOCUMENTS AND ID COPIES OF DIRECTORS)**	3
Persons with disabilities **(SUBMIT SUMMARY OF CSD)**	2
Promotion of Youth **(SUBMIT ID COPIES OF DIRECTORS)**	2
Enterprises located in the Eastern Cape Province **(SUBMIT PROOF OF MUNICIPAL CLEARANCE/LEASE AGREEMENT)**	10
TOTAL	**20**

6. SUBMISSION PROCEDURE

The deadline for submission of proposals is the **27 November 2026**. Service providers are expected to submit the following:

a) The proposal may be emailed to bmhlaba@ecpacc.co.za or delivered at the ECPACC offices located at: 3-33 Phillip Frame Road, Portion of Waverly Office Park, Chiselrhust KuGompo
b) The proposal must correspond and be exact to the specification prescribed in this communication and be VAT inclusive.
c) All enquiries should be directed to SCM Officer at bmhlaba@ecpacc.co.za

7. SERVICE PROVIDERS SHALL TAKE NOTE OF THE FOLLOWING TERMS OF REFERENCE CONDITIONS

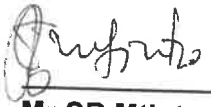
a) Service providers must be registered with the National Treasury Central Supplier Database (CSD).
b) Eastern Cape Provincial Arts and Culture Council does not bind itself to accept the lowest proposal or any other proposal and reserves the right to accept the whole or part of the proposal.
c) The award of this proposal may be subjected to price negotiation with the preferred bidder(s)
d) Proposals which are late, incomplete or unsigned will not be accepted.
e) ECPACC reserves the right to terminate the contract if not satisfied with the work produced by the service provider.
f) Only service providers that have met the requirements of the proposal / specification shall be considered during the adjudication process.
g) Proposals submitted are to hold good for a period of 30 days.

Prepared by Bid Specification Committee:



Mr. V Ndwandwa
BSC Chairperson

Recommended by:



Mr SB Mtintso
Chief Financial Officer

Approved by:



Mr. M Nkasawe
Chief Executive Officer