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/2026/09/001

RFP SUBMITTED BY:

Name of Company: National Education Collaboration Trust

Contact Person: Martha Nkosi

Contact Numbers: (Tel) 012 752 6200

E-mail: scm@nect.org.za

NECT: SCM ENQUIRIES	**TECHNICAL ENQUIRIES**
Contact person: Martha Nkosi **Tel: 012 752 6200** **E-mail:** scm@nect.org.za	**Contact Person:** Martha Nkosi **Tel: 012 752 6200** **Email :** scm@nect.org.za
CLOSING DATE: **CLOSING TIME:** **COMPULSORY VIRTUAL BRIEFING SESSION:** **DATE: 18 September 2026 : TIME : 14:00-15:00** **TENDER VALIDITY:** **SUBMISSIONS: HEAD OFFICE (GAUTENG)** **Address**: 272 West Avenue, Block D Lakefield office Park, Centurion, 0163	**05 October 2026** **11:00** **Join:** **https://teams.microsoft.com/meet/384838121430512?p=Gig8cgHKP2TP36VjuY** **90 DAYS** The bid documents may be delivered or couriered (at sender's risk) to NECT, 272 West Avenue Lakefield Office Park, Ground Floor Block D, Centurion, in good time to reach the NECT before the above-mentioned closing date and clearly indicated attention supply chain management unit. The bid documents will be accepted on condition that it is handed to the procurement official assigned. Please note that the

	submission should be between 08:00 and 16:00 from Monday to Friday, however on the ***4th of October 2026 (Last day) the cut-off time will be 11:00 as stated above.***
Submission conditions	● Proposals must be submitted on the bidder's official letterhead, in a sealed envelope clearly marked ***"RFP NECT/2026/09/001 — Payroll Services"***, delivered to the submission address before the closing date and time. ● Bidders must submit ONE (1) original, ONE (1) copy, and ONE (1) electronic copy (USB or as directed at the briefing). Where any conflict arises, the original hard copy prevails. ● The proposal must be structured in the order of Section F (Returnable Documents) with a completed compliance checklist as the cover index, to enable a complete and consistent evaluation. ● Late, emailed (unless expressly permitted) or incomplete submissions will not be accepted or evaluated.

MANDATORY DOCUMENTS

CONDITIONS FOR COMPLETING BID DOCUMENTS (FAILURE TO COMPLY/SUBMIT ANY OF THE DOCUMENTS STATED BELOW, MAY RESULT IN DISQUALIFICATION)

#	Mandatory requirement	Basis / note	Submitted (Y/N)
M1	Signed and completed RFP / bid submission form and this compliance checklist	Fully completed on letterhead	
M2	SARS Tax Compliance Status (TCS) PIN or valid Tax Clearance	Verified on SARS eFiling; must be compliant at closing	
M3	Central Supplier Database (CSD) registration report	Active CSD registration with MAAA number	
M4	Company registration documents (CIPC): certificate of incorporation, directors,	Certified; for every party to a JV/consortium	

#	Mandatory requirement	Basis / note	Submitted (Y/N)
	registered address; change-of-name certificate if applicable		
M5	Certified copies of identity documents of all directors/members	Certified ≤ 3 months	
M6	Valid B-BBEE status: certificate from a SANAS-accredited agency / IRBA-registered auditor, or sworn affidavit for EMEs/QSEs	Certified copy	
M7	VAT registration certificate	If the bidder is a VAT vendor	
M8	Proof of banking details	Original cancelled cheque or bank confirmation letter (≤ 3 months)	
M9	Declaration of interest and bidder's past SCM practices (SBD 4 / equivalent), signed	Full disclosure of any conflict of interest	
M10	Declaration of bidder's past SCM practices / not on the Register for Tender Defaulters or List of Restricted Suppliers	Signed declaration	
M11	Signed POPIA / confidentiality undertaking (operator)	Acceptance of Section B.5	
M12	Proof of the payroll software to be used: licence, subscription or authorised-partner letter, confirming compatibility with the current SARS PAYE BRS and e@syFile release	Named, reputable, SARS-compliant payroll system	
M13	Proof of professional indemnity insurance (and cyber cover where held)	Cover appropriate to payroll risk	
M14	Attendance and registration at the compulsory briefing	Recorded on the attendance register	
M15	Signed JV/consortium agreement, if applicable	All partners signatory	

A. TERMS OF REFERENCE

The National Education Collaboration Trust (NECT) invites proposals from suitably qualified and experienced service providers for the provision of fully outsourced, end-to-end payroll services for a period of three (3) years. The successful bidder will administer the NECT payroll for approximately 85 employees, ensure full statutory compliance, and advise on continuous improvement of payroll accuracy and efficiency.

1. ENTITY BACKGROUND

The NECT was established in July 2013 in response to the National Development Plan's call for collaboration to improve educational outcomes. It strengthens partnerships among civil society, trade unions and government to advance South Africa's basic-education goals. NECT does not operate an in-house payroll unit and therefore outsources end-to-end payroll administration.

The NECT is an organisation dedicated to strengthening partnerships with civil society, trade unions and government at national and provincial levels 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, can 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.

2. 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.

2.1 Payroll environment (bidders must price and propose against these facts)

Item	NECT position
Approximate headcount	85 employees (permanent and fixed-term contract)
Pay frequency	Monthly, with the capability to run weekly and additional/ad-hoc runs on request

Item	NECT position
Pay date	25th of each month, or the last working day before the 25th; December pay date is the 16th
Statutory scope	PAYE, UIF, SDL, COIDA; SARS eFiling EMP201/EMP501; IRP5/IT3(a); annual and mid-year reconciliations
Third-party payments	Medical aid, retirement/pension fund, garnishees and other non-SARS third parties
Supervision	Work performed under the supervision of the NECT Human Resource Manager; monthly reporting to Finance
Current systems	NECT to confirm current payroll/HR system and bank at briefing]; outputs required in NECT's reporting and banking formats
Volumes	Approx. 85 payslips monthly plus statutory certificates annually; audit support to NECT external auditors
Employer status	DESIGNATED EMPLOYER under the Employment Equity Act (50+ employees; turnover test removed from 1 Jan 2025) — annual EEA2/EEA4 reporting (1 Sep–15 Jan) against the published five-year sectoral numerical targets; SDL-liable (payroll > R500 000) with SETA WSP/ATR obligations
Organisation type	Non-profit trust in the basic-education sector; donor-, grant- and government-funded; salaries frequently split across multiple projects/funders requiring cost-centre allocation and donor-audit-ready payroll records
Retirement fund	Employer-sponsored fund subject to the two-pot retirement system (savings-component withdrawals, SARS directives, IRP5 code 3926)

3. SCOPE OF WORK (END TO END)

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 service provider takes full responsibility for the accuracy and timeliness of all payroll output produced by its resources. The scope includes, but is not limited to:

3.1 Expected outcomes and deliverables

The Service Provider must adhere to the scope of services/ work and deliver according to the required outcome and deliverables. The service provider is expected to perform all payroll-related functions including but not limited to:

3.3.1 Data capture and maintenance

- Permanent changes: new engagements, resignations, terminations, transfers and leave records.
- Variable input and biographical changes: personal details, earnings, deductions, banking details.
- Salary movements, cost-of-living increases, pro-rata payments and bonus payments.
- Audit and validation of all input before processing.

3.3.2 Payroll processing

- Process monthly (and weekly/ad-hoc where required) payroll runs; validate input and apply corrections.
- Produce, print and dispatch payroll reports; issue payslips securely to employees.
- Prepare payment files in NECT's banking format; make or enable payroll and third-party payments.

3.3.3 Payroll administration and reconciliation

- Ensure accuracy of all payroll reports; balance the payroll and pay all third parties (including non-SARS).
- Provide supporting documentation to third parties; liaise with NECT's external auditors on payroll queries.
- SARS eFiling: EMP201 monthly declarations and payments; EMP501 mid-year and annual reconciliations.

3.3.4 Tax year-end

- Balance mid-year and year-end payments to SARS; produce dummy tax certificates; test SARS electronic files.
- Produce live SARS electronic files for e@syFile; produce and print final tax certificates; prepare the payroll for the new tax year.

3.3.5 System administration and advisory

- Apply statutory releases and tax-table updates; provide payroll support services and system maintenance.
- Advise NECT on improvements to payroll accuracy, controls and efficiency, and on statutory changes affecting the payroll.

3.3.6 Statutory currency — 2026/27 requirements the provider must already meet

- SARS PAYE reconciliation on the current Employer Reconciliation BRS (v24+): EMP501 submissions without required employee Income Tax Reference Numbers are REJECTED from the 2026 period — the provider must maintain 100% TRN completeness (ITREG where needed) as a monthly control, not a year-end task.
- Use of the current SARS e@syFile Employer release for each filing period; interim reconciliation (1 Mar–31 Aug) filed in the 21 Sep–31 Oct window and annual reconciliation in the 1 Apr–31 May window; no manually completed or posted returns.
- Budget 2026 and TLAA (1 Apr 2026) changes applied: adjusted PAYE tables and rebates, medical credits, retirement-deduction cap, new/amended source codes (incl. long-service awards, death-in-service compensation, prior-year travel reimbursement).

- Two-pot retirement administration: savings-component withdrawal support, directive-based tax handling, IRP5 code 3926, employee communication, and coordination with the fund administrator.
- Current thresholds: COIDA maximum assessable earnings R668 000 (from 1 Mar 2026) with annual Return of Earnings; National Minimum Wage R30.23/hour (from 1 Mar 2026); UIF ceiling R17 712/month; SDL 1%; ETI eligibility and minimum-wage codes where claimed.
- Employment Equity data support for a designated employer: workforce-profile and remuneration extracts in EEA2/EEA4 format (income-differential statement) by occupational level, race, gender and disability, in time for the 1 Sep–15 Jan reporting window; support for the EE Plan monitoring against sectoral targets.
- SDL/SETA: payroll data and support for the annual Workplace Skills Plan / Annual Training Report submission to the relevant SETA to secure the mandatory grant.

3.3.7 NPO-specific reporting

- Project / grant cost-centre allocation of payroll costs (including split-funded salaries) with monthly allocation reports in NECT's chart-of-accounts and funder formats.
- Donor- and external-audit support: payroll schedules, reconciliations, statutory proof-of-payment packs and personnel-cost certifications for grant reporting, on request and at year-end.
- Fixed-term / project-contract lifecycle processing: pro-rata engagements and terminations, contract-end payouts and leave balances, with no service disruption at funder-cycle boundaries.

3.2 Transition, data migration and exit

- The successful bidder must complete take-on and a parallel run within the first payroll cycle, at no additional cost, before assuming live responsibility, and provide a documented implementation plan.
- On expiry or termination, the service provider must hand over all payroll data, reconciliations and statutory records in a usable electronic format and support a smooth exit at no additional cost.

3.3 Data protection and security (POPIA)

- The service provider is an operator in terms of the Protection of Personal Information Act, 2013 and must process NECT employee personal and financial information strictly on NECT's documented instruction, under an operator agreement, with appropriate technical and organisational safeguards, South African data residency, and breach notification.
- The service provider must maintain confidentiality, business continuity and disaster-recovery arrangements sufficient to guarantee uninterrupted payroll delivery.

3.4 Service levels (SLA) — minimum standards the bidder must meet or exceed

The contract will incorporate a Service Level Agreement. Bidders must confirm acceptance of, and propose their approach to, at least the following minimum service levels:

#	Service level	Minimum standard
1	Payroll accuracy	≥ 99.5% of payslips error-free each cycle
2	Processing deadline	Completed and approved no later than 2 working days before pay date
3	Statutory submissions	EMP201 by the 7th; EMP501 within SARS deadlines — 100% on time
4	Error correction	Corrected within 1 working day of confirmation
5	Query resolution	Acknowledged within 4 working hours; resolved within 2 working days
6	Reporting	Standard monthly reports within 2 working days of pay date
7	Availability	Named account manager and backup; response within 4 working hours
8	Employee TRN completeness	100% of employees with valid SARS Income Tax Reference Numbers before each interim/annual reconciliation
9	EE / SETA data packs	EEA2/EEA4 payroll extracts by 30 September each year; WSP/ATR payroll data by the SETA deadline
10	Project cost allocation	Monthly payroll cost-centre allocation report within 3 working days of pay date

3.5 Contract duration and termination

- The contract runs for three (3) years from the date of appointment, subject to satisfactory annual performance review and available budget.
- NECT may terminate in whole or in part on thirty (30) days' written notice if operational requirements change or on material breach of the SLA.

4. AVALUATION OVERVIEW

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:

Stage	What is assessed	Rule to proceed
Stage 1	Mandatory / administrative compliance (Section D)	Pass/Fail — all mandatory documents present and compliant, briefing attended
Stage 2	Functionality (Section E) — 100 points	Minimum 75 of 100 required to proceed
Stage 3	Price and specific goals (Section G) — PPPFA 2022, 80/20	Highest points score, subject to due diligence

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.

5. STAGE 1: MANDATORY REQUIREMENTS

Failure of service provider to indicate previous experience in software development / application custom Stage 1 is evaluated on a PASS / FAIL basis. Failure to submit any mandatory document, or submission of a document that is invalid, expired or materially incomplete, WILL result in disqualification and the proposal will not be evaluated further. All certified copies must bear an original certification stamp no more than three (3) months old at the closing date.

#	Mandatory requirement	Basis / note	Submitted (Y/N)
M1	Signed and completed RFP / bid submission form and this compliance checklist	Fully completed on letterhead	
M2	SARS Tax Compliance Status (TCS) PIN or valid Tax Clearance	Verified on SARS eFiling; must be compliant at closing	
M3	Central Supplier Database (CSD) registration report	Active CSD registration with MAAA number	

#	Mandatory requirement	Basis / note	Submitted (Y/N)
M4	Company registration documents (CIPC): certificate of incorporation, directors, registered address; change-of-name certificate if applicable	Certified; for every party to a JV/consortium	
M5	Certified copies of identity documents of all directors/members	Certified ≤ 3 months	
M6	Valid B-BBEE status: certificate from a SANAS-accredited agency / IRBA-registered auditor, or sworn affidavit for EMEs/QSEs	Certified copy	
M7	VAT registration certificate	If the bidder is a VAT vendor	
M8	Proof of banking details	Original cancelled cheque or bank confirmation letter (≤ 3 months)	
M9	Declaration of interest and bidder's past SCM practices (SBD 4 / equivalent), signed	Full disclosure of any conflict of interest	
M10	Declaration of bidder's past SCM practices / not on the Register for Tender Defaulters or List of Restricted Suppliers	Signed declaration	
M11	Signed POPIA / confidentiality undertaking (operator)	Acceptance of Section B.5	
M12	Proof of the payroll software to be used: licence, subscription or authorised-partner letter, confirming compatibility with the current SARS PAYE BRS and e@syFile release	Named, reputable, SARS-compliant payroll system	
M13	Proof of professional indemnity insurance (and cyber cover where held)	Cover appropriate to payroll risk	
M14	Attendance and registration at the compulsory briefing	Recorded on the attendance register	
M15	Signed JV/consortium agreement, if applicable	All partners signatory	

Independent assurance (ISAE 3402 / SOC 1) is deliberately SCORED at Stage 2 rather than made mandatory, so that capable mid-market bureaus are not excluded from a payroll of this size while assured providers are rewarded. Note on correcting the previous cycle: the mandatory schedule above is the single, authoritative list. Any list appearing elsewhere is superseded by this schedule. The PPPFA reference throughout this RFP is the Preferential Procurement Regulations, 2022.

STAGE 2: FUNCTIONALITY EVALUATION

The minimum qualifying score is 75 of 100 points. A bidder scoring below 75 will not proceed to Stage 3. Each criterion is scored strictly on the documentary evidence listed; where the required evidence is absent or the stated number of years/references cannot be determined from the evidence, zero (0) points are awarded for that item. Sub-criterion points sum exactly to each criterion's weight, and the four criteria sum to 100. Weighting is right-sized for an outsourced payroll of ~85 employees: methodology, statutory currency, security and independent assurance (35) carry the highest weight, because for a fully outsourced function the provider's controls and compliance discipline — not team size — are the primary risk to NECT.

CRITERIA	MAX POINTS
1. Relevant Experience in Payroll Services	**20**

#Ref	Sub-criterion & scoring	Pts	Evidence
1(a)	Years delivering outsourced payroll of similar scale: 5+ yrs = 10; 3–4 yrs = 7; 1–2 yrs = 4; <1 yr / not evidenced = 0	10	Project/client list with scope, duration, value
1(b)	Similar-scale payrolls (50–150 employees) managed, with weight to NPO / public-benefit / donor-funded clients: 3+ similar-scale clients incl. ≥ 1 NPO = 5; 2 similar-scale = 3; 1 similar-scale = 2; only outside the band = 1; not evidenced = 0	5	Reference letters confirming headcount & sector
1(c)	Statutory breadth demonstrated in practice (PAYE, UIF, SDL, COIDA, SARS reconciliations, EE EEA2/EEA4 data, two-pot): six–seven = 5; four–five = 3; two–three = 2; one/none = 0	5	Technical proposal

CRITERIA	MAX POINTS
2. References and Client base (*contactable references*): Reference letters from clients for similar payroll services rendered (quality, relevance, and verifiability considered).	**15**

Ref	Sub-criterion & scoring	Pts	Evidence
2(a)	Signed, contactable references (≤ 5 yrs) confirming positive performance: 3+ = 8; 2 = 5; 1 = 2; none = 0	8	Reference letters on client letterhead
2(b)	Client retention / relationship length: >3 clients at 5+ yrs = 7; ≥ 2 clients at 3–4 yrs = 5; 1–2 yrs = 2; new clients only = 1; not evidenced = 0	7	Reference letters with engagement dates

NB: The Reference Letter(s) must not be older than 5 years, must be on the letterhead of the previously serviced client and should reflect at least name of the client, title of the related work conducted, year conducted and completed, contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered.

CRITERIA	MAX POINTS
3. **Key Personnel qualifications and Skills (attach CV's and Qualifications of Certified copies):** Experience of proposed team, including payroll specialists, compliance expertise, and support structure. The bidder must provide an organogram and detailed CVs of the specialists to be assign to the NECT. Number of years of experience must be obtainable from the CV. Where it is not possible to obtain number of years of experience from the CV, zero points will be allocated.	30

Ref	Sub-criterion & scoring	Pts	Evidence
3(a)	Experience of resources to be deployed: all key personnel average 5+ yrs = 12; average 4 yrs = 9; average 3 yrs = 6; average 2 yrs = 3; average 1 yr / not determinable = 0	12	Organogram + detailed CVs
3(b)	Team balance and coverage across payroll processing, tax compliance, HR/EE advisory, systems support and reporting, with a named lead and backup: fully balanced = 8; adequate, minor gaps = 5; limited, key gaps = 3; poorly structured = 0	8	Organogram + role descriptions
3(c)	Formal qualifications of the proposed team (payroll / HR / finance; professional bodies such as SAPA, SAIPA/SAICA, SABPP recognised): degree or professional designation = 10; mixed diploma & degree = 7; certificate = 3; none qualified = 0	10	Certified copies of qualifications

CRITERIA	MAX POINTS
4. **Payroll Methodology and Controls:** Proposed approach to managing and processing payroll accurately, securely and within the required timelines.	35

Ref	Sub-criterion & scoring	Pts	Evidence
4(a)	Processing methodology and software: SARS-compliant software + documented methodology with cut-offs, validation, segregation of duties and approvals, and project cost-centre allocation = 8; reputable software, limited methodology = 5; generic = 3; not addressed = 0	8	Software licence + methodology document
4(b)	Statutory currency 2026/27 (Section B.3.6): documented procedures covering EMP201/EMP501 on BRS v24 with TRN control, e@syFile, two-pot/code 3926, COIDA/NMW/UIF thresholds, EE EEA2/EEA4 extracts and SETA WSP/ATR: all areas = 10; most = 7; some = 4; not addressed = 0	10	Compliance procedures & sample outputs
4(c)	Data security, POPIA operator compliance, business continuity & disaster recovery: comprehensive & documented (incl. SA data residency, breach protocol, tested BCP) = 7; partial = 4; not addressed = 0	7	Security, POPIA & BCP/DR documentation
4(d)	Independent control assurance over the payroll service: current ISAE 3402 / SOC 1 Type II report (or SOC 2 covering security & privacy) = 10; Type I or an independent controls audit ≤ 12 months = 6; internal controls self-attestation only = 3; none = 0	10	Assurance report or auditor letter

CRITERIA	MAX POINTS
5. **Total**	**100**

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

SCORING	CRITERIA
Very Good: 20-35	Comprehensive, detailed, and innovative approach including implementation plan, payroll systems, statutory compliance (PAYE, UIF, SDL), controls, reporting, and risk management.
Good: 14-19	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: 1-15	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.

STAGE 3: PRICE AND PREFERENCE POINTS EVALUATION

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 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

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender (for South African Citizens only)	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Africans Ownership	10	
Women Ownership	5	
Youth Ownership	3	
People with Disabilities Ownership	2	

Points claimed for specific goals must be substantiated by the documentation in Stage 1 (M6). Failure to submit proof will be interpreted to mean specific-goals points are not claimed. NECT may require substantiation of any preference claim before or after adjudication.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……………………………………………………………………….

4.4. Company registration number: ……………………………………………………………..

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

……………………………………….
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………….

DATE: ……………………………………………………….

ADDRESS: ……………………………………………………….

6. PRICING SCHEDULE

8.1 Pricing schedule (bidders must complete in full) The bidders can use the following table to provide us with the quote or can propose the alternative costing model:

Bidders must complete the pricing schedule below. Incomplete, conditional or non-comparable pricing may render a bid non-responsive at Stage 3. All amounts exclude VAT; VAT is shown separately.

#	Fee item	Basis	Amount (excl VAT)
1	Monthly payroll administration fee	Per month × 36 months	
2	Per-payslip / per-employee fee (if applicable)	State basis and assumed headcount	
3	Statutory processing (EMP201/EMP501, tax year-end)	Per annum × 3, or state if included in item 1	
4	Implementation / take-on and parallel run	Once-off (state if no charge)	
5	Ad-hoc / additional payroll runs	Per run	
6	Any other charges (specify)	—	
TOTAL 3-YEAR PRICE (excl VAT)			
VAT @ 15%			
TOTAL 3-YEAR PRICE (incl VAT) — comparative price			

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

7. TERMS AND CONDITIONS OF THE BIDDERS

9.1 NECT reserves the right to appoint more than one (1) service provider.

9.2 The NECT is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the NECT have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the NECT website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

9.3 NECT reserves the right to appoint more than one (1) service provider.

9.4 The NECT is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the NECT have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the NECT website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

9.5 NECT reserves the right not to award the bid/project/contract.

9.6 NECT reserves the right to call for interviews with short-listed bidders before final selection.

9.7 Successful Bidder/s may be invited for presentation when deemed necessary.

9.8 NECT reserves the right to negotiate price with the preferred bidder.

9.9 NECT reserves the right to appoint more than one (1) service provider.

9.10 The NECT is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the NECT have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the NECT website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

9.11 The NECT reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the NECT.

9.12 The NECT reserves the right to award this bid as a whole or in part.

9.13 The NECT reserves the right to conduct site visits at bidder’s corporate offices and / or at client sites if so required.

9.14 The NECT reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.

9.15 The NECT reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the NECT to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

9.16 The NECT reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).

9.17 The NECT reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

9.18 The NECT reserves the right to consider professional conduct and experience it had with any bidder which rendered similar services to the NECT in the past 5 years over and above the references put forward by the bidder in its response.

APPENDIX A: 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 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:

……………………………………………………………………………….

……………………………………………………………………………….

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 consortium2 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

PBO Number: 930044507 | **NPO Number:** 134-813 NPO | **Reg Number:** IT2559/13 **Patrons:** Mr Cyril Ramaphosa, Dr Phumzile Mlambo-Ngcuka, Mr Bobby Godsell, Dr James Motlatsi
Trustees: Dr Sizwe Nxasana (Chairman), Dr. Makgabo Reginah Mhaule, Prof Brian Figaji, Mr Mweli Mathanzima, Mr Basil Manuel, Ms Futhi Mtoba, Mr Nkosana Dolopi, Mr Khulekani Mathe, Dr Godwin Khosa (CEO)

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 PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…………………………………………………..	………………………………………………………………..
Signature	**Date**
…………………………………………………	…………………………………………………………………..
Position	**Name of bidder**

PBO Number: 930044507 | **NPO Number:** 134-813 NPO | **Reg Number:** IT2559/13 **Patrons:** Mr Cyril Ramaphosa, Dr Phumzile Mlambo-Ngcuka, Mr Bobby Godsell, Dr James Motlatsi
Trustees: Dr Sizwe Nxasana (Chairman), Dr. Makgabo Reginah Mhaule, Prof Brian Figaji, Mr Mweli Mathanzima, Mr Basil Manuel, Ms Futhi Mtoba, Mr Nkosana Dolopi, Mr Khulekani Mathe, Dr Godwin Khosa (CEO)