



REQUEST FOR QUOTATION FORM

To:	ALL PROSPECTIVE SERVICE PROVIDERS
Project Name:	Upgrade of the Sage Pastel Accounting System
Requestor:	Cacadu Development Agency
QUOTATION NO.	01/2021-2022
NOTICE NO.	01 of 2021-2022
Site Clarification Meeting (Compulsory):	None
Quotation to be Delivered by:	18 August 2021 at 12:00

SPECIFICATION OF ORDER

BACKGROUND

The Cacadu District Development Agency (CDDA) is a public sector, municipal owned and not-for-profit organization whose mandate is to facilitate socio-economic development in the Sarah Baartman District area with a clear vision of inclusive growth.

SCOPE OF WORK

The Cacadu Development Agency is currently using Sage Pastel Partner Version 18 Build 18.2.1 and intends to upgrade to Sage Pastel Evolution for advance Supply Chain Management requirements and to be mSCOA compliant. The CDA invites quotes from suitably experienced service providers for upgrading of the sage pastel accounting system for a twelve month (12) period with an option of annual license renewal.

Service Providers are required to quote on the following:

- Sage Pastel Evolution Software Subscription [Monthly and Yearly Options]
- Additional Modules as follows:
 - CRM Premium (5 users)
 - Job Costing (1 – 5 users)
 - MSCOA compliant budget module (5 users)
- Implementation of Sage Evolution
- Migration of historical data from the old system
- Provide operating system manual
- Go Live Support
- Ongoing Support for the system with regards to patches and system upgrades

SPECIFICATION

- **Cloud Based and the system must be available 7 days a week 365 days a year and uptime of 99,9 percent.**
- **Copywrites of the system remains that of the Cacadu Development Agency and the information must not be shared with any other third party;**

- **Provision of hardware with regards to hosting the system remains that of the service provider that is hosting;**
- **Daily Backups;**
- **Integrated document management;**
- **Installation, configuring, and implementation of the system which includes migration of historical data;**
- **Annual License which includes support, patches, security updates and bug fixes;**
- **Accounting Modules to include Budget, General Ledger, Accounts Receivable, Accounts Payable, Alert Management, Audit Tool, Cash Book, Import Cost Allocations, Inventory Control, Inventory Issue, Inventory Optimization, Invoicing, Project Tracking, Report Writer and Stationery Customization, Sales and Purchase Order Entry, System Audit Manager, Unit of Measure, Goods Received Voucher, Advance Security, Graphs, Microsoft Integration, Tax Module, Delivery Manager, Annuity Billing, Pricing Matrix, Bank Manager, Credit Risk Management and Standard CRM.**

TECHNICAL REQUIREMENTS

Bidders must submit proof of accredited partnership with SAGE. Failure to submit will result in automatic disqualification.

Bidders may submit proposals in the form of a Consortium or Joint Venture, but must submit all the documents required in sections 1.3 above including agreement signed by all parties to the Consortium or Joint Venture.

PROPOSED APPROACH AND DELIVERABLES

The proposal should describe the consultant's proposed approach to the scope of work, as detailed in the section detailing the scope of work, including an implementation plan, layout and design, technical and operations management approach, linked to proposed timeframes.

Service providers are advised to ensure that the proposals are as detailed and comprehensive as possible, as this will assist in the evaluation process.

PROJECT BUDGET AND PRICING

The financial proposal should be prepared on a time and cost basis. Service providers should propose a pricing schedule appropriate to each component of the project and include the total cost of the project, including VAT.

Proposals must remain valid for 60 days after the submission date.

The preferred service provider shall be appointed on the basis that the budget submitted in the proposal shall be considered to be the final project budget. No escalation of costs shall be allowed for the duration of the project.

GENERAL CONDITIONS

The proposal, together with the Terms of Reference, will be the basis for contract negotiations and ultimately a contract with the selected service provider(s)/ consultant(s). Please note that:

- The costs of preparing the proposal and of negotiating the contract are not reimbursable as a direct cost of the research;
- Copyright to proposal(s) accepted will rest with the CDA; and
- Cacadu Development Agency has a right not to accept any proposal or only part thereof.

EVALUATION

Quotations will be evaluated in terms of the **80/20** preferential point system as well as functionality criteria.

Functionality will be evaluated as follows:

CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBLE SCORE
Experience of Company in implementing of mSCOA on Sage Evolution	15	Max 5	75
Experience and qualifications of Key Personnel in support of mSCOA on Sage Evolution	20	Max 5	100
TOTAL	35		175 (MPS)

Where: 1 = Poor, 2 = Acceptable, 3 = Good, 4 = Very Good, 5 = Excellent

Important Note: Bidders who do not score a minimum of 70% on functionality will not be considered for further evaluations.

The quotes and supporting documentation will be evaluated using the following criteria:

A) Experience of Company in implementing mSCOA on Sage Evolution

Experience of the company relates to the bidder's experience in implementing mSCOA on SAGE. Emphasis will be placed on projects of a similar nature that have clear reference or similar areas. Number of years the company has been a SAGE partner will be critical. Proof of SAGE partnership is mandatory and should be attached.

Prospective service providers should briefly describe his or her experience in this regard.

B) Experience and qualifications of Key Personnel in support of mSCOA on Sage Evolution

It is essential that the prospective service provider provides suitably qualified personnel to carry out the project. The quote will be evaluated on the qualifications and experience of the nominated personnel in administrative support. CV's and supporting documentation of the individuals dealing with project to be attached. The project team must be depicted in tabular format detailing roles and responsibilities of each member. Proof should include SAGE related competency certificate or qualification or equivalent.

It should be noted that failing to attach the B-BBEE Status Level Certificate will result in preference points not being awarded.

Formal written price quotations should be submitted via either one of the following options:

- Email to formalquotes@cacadudevelopment.co.za (subject reference clearly stated as "QUOTATION NO 01/2021-2022 Upgrade of the Sage Pastel Accounting System",
- or may be submitted in a sealed enveloped, clearly marked "QUOTATION NO 01/2021-2022 Upgrade of the Sage Pastel Accounting System", which will be placed in the quotation box, 4th Floor, Standard Bank Building, Govan Mbeki Avenue, Port Elizabeth, **before 12h00pm on 18 February 2022.**

For further enquiries related to the Request for Quotations, please contact the Ms Z Sibeko on (041) 508 7055 / E-mail: zsibeko@cacadudevelopment.co.za.

All suppliers are required to register on the Central Supplier Database (CSD). Information on the CSD is available on the CSD website: www.csd.gov.za

Should you have any enquiries please contact the **Office Administrator; Zimbini Sibeko at (041) 508 7055.**

The only or lowest quotation submitted shall not necessarily be accepted.

APPROVED: 
ACTING CHIEF EXECUTIVE OFFICER (CDA)

DATE: 10/02/2022

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):

3.4 Company Registration Number:.....

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

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¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) 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; or
- (f) an employee of Parliament or a provincial legislature.

² 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.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars

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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? **YES / NO**

3.10.1 If yes, furnish particulars.

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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? **YES / NO**

3.11.1 If yes, furnish particulars

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3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

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3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

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3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

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

Full Name	Identity Number	State Employee Number

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Signature

.....
Date

.....
Capacity

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Name of Bidder