

---

## REQUEST FOR QUATATION (RFQ)

---

<b>Ref Number</b>	<b>RFQZA2024/01</b>
<b>Re-Issue date</b>	Tuesday, 23 January 2024
<b>RFP Scope</b>	Enhancement of SAGE Solutions
<b>Closing date for Submission</b>	Friday, 06 February 2024 at 17h00
<b>Physical Address</b>	44 Grand Central Blvd, Sanofi House Halfway house, Midrand, 1685
<b>Inquiries</b>	ZADNA Finance Email: <a href="mailto:zadnafinance@zadna.org.za">zadnafinance@zadna.org.za</a>

### 1. BACKGROUND

This document aims to invite the Submission of Quotations from SAGE Service Providers to assist with the enhancement of SAGE products on Asset and budget modules, HR processes, Self-help services on payroll, and any other digitalization of business processes for 12 months.

ZADNA is a not-for-profit company established in terms of section 59 of the Electronic Communications and Transactions Act, 2002 (Act 25 of 2002). ZADNA's mandate is to regulate the .za namespace and ensure its efficient use, management, and administration. ZADNA is accountable to its members and the South African Department of Communications and Digital Technologies (DCDT).

### 2. PURPOSE

ZADNA invites SAGE implementation providers to submit quotations for enhancing SAGE Accounting, SAGE HR, and other SAGE Products for a period of 1 (one) year.

### 3. DETAILED SCOPE OF WORK

- 3.1. The successful Service Provider will work closely with the ZADNA Operations and Technical team to ensure that the enhancement of SAGE products is implemented successfully.
- 3.1.1. Review the current setup of SAGE Business cloud.
  - 3.1.2. Formulate a Project Plan and its implementation plan.
  - 3.1.3. Coordinate meetings with stakeholders
  - 3.1.4. Gather requirements from users and all relevant stakeholders.
  - 3.1.5. Implement the enhancement of the SAGE products.
  - 3.1.6. Setup and deployment of SAGE products
  - 3.1.7. Test the system after completion.
  - 3.1.8. Assist with the systems going live.

#### **4. DELIVERABLES**

- 4.1. Enhance SAGE Accounting modules on assets management and budgeting modules.
- 4.2. Enhance SAGE HR Processes to enable self help.

#### **5. PROPOSED COST OPTIONS**

- 5.1. Bidders must give pricing options as follows:
  - 5.1.1. Price per hour
  - 5.1.2. Options to carry over unused hours to the following months (valid for six months).
  - 5.1.3. Pricing to intergrate data from SAGE Payroll to self help services for a minimum of 25 employees with 3 Administrators.
  - 5.1.4. Pricing to intergrate asset management module to sage business cloud for new acquisitions.
  - 5.1.5. Pricing on budgeting module that enables users to reports YTD per reporting line.

#### **6. SKILLS REQUIRED**

Minimum of five (5) relevant experience in implementation of SAGE.

#### **7. TERMS AND CONDITIONS OF THE RFQ PROCESS**

- 7.1. General Information and Instructions
  - 7.1.1. All of the provisions of this RFQ are deemed to be accepted by each proponent and incorporated into each of their proposals.
  - 7.1.2. A proponent who submits conditions or contingent statements inconsistent with the terms set out in this RFQ will be disqualified.
  - 7.1.3. Language
    - All proposals are to be in English only.
  - 7.1.4. Proponents to Bear Their own costs
    - The Bidder shall bear all costs associated with or incurred in the preparation and presentation of its bid, including, if applicable, costs incurred for interviews or presentations.
  - 7.1.5. Proposals to be retained by ZADNA
    - ZADNA will not return proposals or any accompanying documentation submitted by a proponent.

#### **8. ANTICIPATED DURATION**

- 8.1. The assignment is for a period of one year.

#### **9. CONFLICT OF INTEREST**

- 9.1. The Bidder must state any potential conflict of interest arising from other assignments or a conflict of interest.

#### **10. CONFIDENTIALITY**

- 10.1. A bidder should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by ZADNA.

- 10.2. The confidentiality of such information will be maintained by ZADNA except as otherwise required by law or by order of a court or tribunal.
- 10.3. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis to advisers retained by ZADNA to advise or assist with the RFP process, including the Evaluation of bids.
- 10.4. The Bidder agrees to keep confidential all information that they receive, directly or indirectly, from the Authority or any other stakeholder, as well as all copies or analyses that they make or have been made by third parties based on such information (collectively, the Material);

## **11. REQUESTED AND COMPULSORY DOCUMENTS**

### **11.1. Failure to submit any of these documents will result in disqualification:**

- 11.1.1. CIPC registration documents.
- 11.1.2. Tax Compliance pin.
- 11.1.3. Five contactable references in the same scope of work.
- 11.1.4. Confirmation Statement that the Bidder meets the scope of work.
- 11.1.5. Pricing Schedule (Total Cost to complete the service)

Submissions should be emailed to **zadnafinance@zadna.org.za** no later than **6 February 2024, 17:00**, submitted documents should be bound together electronically and be in pdf format. Inquiries should be directed to Ms. Kedibone Mpholeng (Executive Manager: Finance) at telephone number 010 020 3910 or at the aforementioned email addresses.