

**Free State  
Province**



**Vrystaat  
Provinsie**

**TENDER BULLETIN  
TENDERBULLETIN  
SPECIAL**

**NO. 59**

**28 OCTOBER 2016 / 28 OKTOBER 2016**

NO.	INDEX	PAGE
TEE-04/2016/17  Department of Economic, Small Business Development, Tourism and Environmental Affairs	Appointment of a Payroll Administrator for the Payment of Expanded Public Works Programme Participants  Closing Date: 14 November 2016	2

**THE FREE STATE DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS HEREBY INVITES TENDERS/BIDS FOR THE FOLLOWING:**

**APPOINTMENT OF A PAYROLL ADMINISTRATOR FOR THE PAYMENT OF EXPANDED PUBLIC WORKS PROGRAMME PARTICIPANTS**

All tenders must be submitted with fully completed bid documents in original ink and must be submitted in a sealed envelope marked **“APPOINTMENT OF A PAYROLL ADMINISTRATOR FOR THE PAYMENT OF EXPANDED PUBLIC WORKS PROGRAMME PARTICIPANTS”** and **BID NUMBER TEE-04/2016/17** and placed in the **TENDER BOX C** or sent by registered mail for Attention: Director Supply Chain Management at the following address:

Physical Address: Department of Tourism, Environmental and Economic Affairs  
34 Markgraaf Street  
Ground Floor  
Bojanala Building  
Bloemfontein 9300

Postal Address: Private Bag X20801  
Bloemfontein  
9300

The bids will be evaluated in terms of 90/10 PPPFA points system according to PPPFA Act and functionality as indicated in the Bid Documents, Specification and Terms of Reference.

**STAGE 1: FUNCTIONALITY CRITERIA**

	SCORE
<p><b>EXPERIENCE IN THE INDUSTRY</b> Company experience in dealing with payroll systems and labour contracts: 1000 or more employees = 30 points</p> <p>501-999 employees = 25 points</p> <p>251-500 employees = 15 points</p> <p>1-250 employees = 10 points</p> <p>0 employees = 0 (company profile and references must be attached to earn points)</p>	<b>40</b>
<p><b>FINANCIAL CAPACITY</b> Service Providers' must submit Audited Annual Financial statements (where the law requires the Service Provider to be audited) for the past 3 most recent financial years. Where the law does not require the Service Provider to be audited, the annual financial statements must be verified and signed off by an Accounting Officer or Independently Reviewed Submission of realistic Sound funding model of the project.</p> <p>a) Audited and/or verified and signed AFS :- control procedures:</p> <ul style="list-style-type: none"> <li>• No financial statements = 0 points</li> <li>• Poor - 1 Year Financial statements shows that the Service Provider is insolvent and/or has liquidity problems and/or is/has have been making losses. = 10</li> <li>• Good - 2 Year Financial statements show that the bidder is solvent, liquid and profitable = 20</li> <li>• Very good - 3 Year Financial statements show that the bidder is solvent, liquid and profitable. = 30</li> </ul> <p><b>PS NOTE:</b> Entities less than 3 years in operation must submit financial statements since the initial date of their operation.</p>	<b>30</b>

<p><b>PROJECT METHODOLOGY AND PROJECT PLAN</b></p> <ul style="list-style-type: none"> <li>• Detailed Implementation Plan with Resources = 30 points</li> <li>• Clear Understanding of Scope of Work and Implementation Plan with Resources = 25 points</li> <li>• Average Understanding of Scope of Work and Implementation Plan with Average Resources = 15 points</li> <li>• Poor Understanding of Scope of Work and Poor Implementation Plan and inadequate resources. = 10 points</li> <li>• No Understanding, No Implementation Plan and No Resources = 0 points</li> </ul>	<b>30</b>
<b>TOTAL</b>	<b>100</b>
<b>MINIMUM POINTS TO QUALIFY FOR STAGE 2</b>	<b>80</b>

**STAGE 2: APPLICATION OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (NO. 5 OF 2000)**

The bids will be evaluated in terms of 90/10 PPPFA points system according to PPPFA Act and functionality as indicated in the bid documents, Specification and terms of reference.

**THE BID SHALL CLOSE AT 11:00 ON THE 14 NOVEMBER 2016.**

Contact Persons: Technical enquiries may be directed to Ms. N Nkoe at 05-400-4917

Enquiries related to the bid may be directed to Mr. Molefi Machela at 051-400-4743

The bid documents are available free of charge from e-tender website at [www.etenders.gov.za](http://www.etenders.gov.za).

Alternatively, printed copies are obtainable from Supply Chain Management Office 125, Bojanala Building, 34 Markgraaf Street, Bloemfontein at a cost of **R267.00**.

Bid documents will be available as from 07h30 on 14 November 2016 and thereafter on weekdays from 07h30 until 16h00, at The Department of Economic, Small Business Development, Tourism and Environmental Affairs: Supply Chain Management Unit, Office 125, Bojanala Building, 34 Markgraaf Street, Bloemfontein.

A non-refundable fee is payable for printed copies to a cashier at Old Agriculture Building, North, Office 316, 3<sup>rd</sup> Floor, 98 Zastron Street, Bloemfontein, or via EFT (Economic, Small Business Development, Tourism and Environmental Affairs – Current Account 240 322 746, Standard Bank, Brandwag, Branch Code – 055534. Reference Number: TEE 04/2016/17)

Please note that the Department reserves the right not to accept any proposal in part or as a whole.

<p style="text-align: center;"><b>FREE STATE TENDER BULLETIN</b></p> <p style="text-align: center;"><i>(Published every Friday)</i></p> <p>All correspondence, advertisements, etc. must be addressed to the Officer in charge of the Free State Tender Bulletin, P.O. Box 517, Bloemfontein Tel.: No. 051 403 3139. Free Voucher copies of the Free State Tender Bulletin or cuttings of advertisements are NOT supplied.</p> <p style="text-align: center;"><b>Subscription Rates (payable in advance)</b></p> <p>The subscription fee for the Free State Tender Bulletin (including all Extraordinary Free State Tender Bulletins) are as follows:  <b>Subscription: (Over the Counter / E-Mail)</b></p> <p>Price per copy <span style="float: right;">R 4.70</span></p> <p>All Tender Bulletins are available (<b>Free of Charge</b>) on the eTender Portal.  <a href="http://www.etenders.gov.za">www.etenders.gov.za</a></p> <p>Queries:  Email: <a href="mailto:eTenders@treasury.gov.za">eTenders@treasury.gov.za</a>  Telephone: 012 406 9012</p> <p style="text-align: center;"><b>Closing time for acceptance of adverts</b></p> <p>All advertisements must reach the Officer in Charge of the Provincial Gazette <b>not later than 16:00, three working days</b> prior to the publication of the Gazette. Advertisements received after that time will be held over for publication in the issue of the following week, or if requested by the advertiser, will be published as a "Special Publication". In such cases, the advertisement must be delivered to the Officer in Charge <b>not later than 12:00 on the Thursday</b> preceding the publication of the Gazette and double rate will be charged for that advertisement.</p> <p>A "Late Advertisement" will not be inserted as such without definite instructions from the advertiser.</p>	<p style="text-align: center;"><b>VRYSTAAT TENDERBULLETIN</b></p> <p style="text-align: center;"><i>(Verskyn elke Vrydag)</i></p> <p>Alle korrespondensie, advertensies, ens. Moet aan die Beampte Belas met die Vrystaat Tender Bulletin, Posbus 517, Bloemfontein, geadresseer word. Gratis eksemplare van die Vrystaat Tender Bulletin óf uitknipsels van advertensies word NIE verskaf nie.</p> <p style="text-align: center;"><b>Intekengeld (vooruitbetaalbaar)</b></p> <p>Die intekengeld vir die Vrystaat Tenderbulletin (insluitend alle Buitengewone Vrystaat Tender Bulletins) is soos volg:  <b>Intekengeld: (Oor die Toonbank / E-Pos)</b></p> <p>Prys per eksemplaar <span style="float: right;">R 4.70</span></p> <p>Alle Tenderbulletins is verkrybaar (<b>Gratis</b>) op die eTender Portaal.  <a href="http://www.etenders.gov.za">www.etenders.gov.za</a></p> <p><b>Navrae:</b>  Epos: <a href="mailto:eTenders@treasury.gov.za">eTenders@treasury.gov.za</a>  Telefoon: 012 406 9012</p> <p style="text-align: center;"><b>Sluitingstyd vir die Aanname van Advertensies</b></p> <p>Alle advertensies moet die Beampte belas met die Provinsiale Koerant bereik <b>nie later nie as 16:00 drie werksdae</b> voordat die Koerant uitgegee word. Advertensies wat na daardie tyd ontvang word, word oorgehou vir publikasie in die uitgawe van die volgende week, of as die adverteerder dit verlang, sal dit geplaas word in 'n "Spesiale Koerant". In sulke gevalle moet die advertensie aan die Beampte oorhandig word <b>nie later nie as 12:00 op die Donderdag</b> voordat die Koerant gepubliseer word en dubbeltarief sal vir dié advertensie gevra word.</p> <p>'n "Laat Advertensie" sal nie sonder definitiewe instruksies van die Adverteerder as sodanig geplaas word nie.</p>
<p style="text-align: center;"><b>Advertisement Rates</b></p> <p>Notices required by Law to be inserted in the Tender-bulletin: <b>R31.50</b> per centimetre or portion thereof, single column.</p>	<p style="text-align: center;"><b>Advertensietariewe</b></p> <p>Kennisgewings wat volgens Wet in die Tenderbulletin geplaas moet word: <b>R31.50</b> per sentimeter of deel daarvan, enkelkolom.</p>
<p style="text-align: center;"><b>NUMBERING OF TENDER BULLETIN</b></p> <p>You are hereby informed that the numbering of the Provincial Gazette /Tender Bulletin and notice numbers will from 2010 coincide with the relevant financial year. In other words, the chronological numbering starting from one will commence on or after 1 April of every year.</p>	<p style="text-align: center;"><b>NOMMERING VAN TENDER BULLETIN</b></p> <p>U word hiermee in kennis gestel dat die nommering van die Provinsiale Koerant / Tender Bulletin en kennisgewingnummers vanaf 2010 met die betrokke boekjaar sal ooreenstem. Met ander woorde, die kronologiese nommering beginnende met een, sal op of na 1 April van elke jaar begin.</p>