



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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SCM TERMS OF REFERENCE

**RFQ SAHRA 38/2025 - APPOINTMENT OF A
SERVICE PROVIDER FOR FULL SAGE PAYROLL
TRAINING**

TERMS OF REFERENCE REQUEST FOR FULL SAGE PAYROLL TRAINING

1. INTRODUCTION

- 1.1. This document presents the Terms of Reference (ToR) for a Full Sage Payroll training programme aimed at employees responsible for payroll processing within the organisation. This training is aligned with the National Qualifications Framework (NQF) to ensure compliance with South African standards and best practices.

2. PURPOSE

- 2.1. To provide employees with comprehensive knowledge and practical skills in using Sage Payroll software effectively, ensuring accurate and compliant payroll processing within the organisation.

3. OBJECTIVES

- Understanding Payroll Fundamentals: Familiarise participants with payroll concepts, legislation, and compliance requirements in South Africa.
- Sage Payroll Proficiency: Train employees in the use of Sage Payroll software, covering all functionalities from setup to reporting.
- Data Management Skills: Enhance skills in managing employee data, including personal information, tax information, and benefits.
- Payroll Reporting: Equip participants with the ability to generate and interpret payroll reports accurately.

4. TARGET AUDIENCE

- Employees involved in payroll processing, including payroll administrators and HR personnel.
- Number of employees attending is 02

5. TRAINING CONTENT

- Introduction to Payroll: Definitions, Legislation, and Compliance
- Setting Up Sage Payroll: Company and Employee Profiles
- Processing Payroll: Inputting Hours, Deductions, and Contributions
- Managing Leave and Benefits: Calculating and Recording Leave
- Payroll Reports: Generating and Understanding Key Reports
- Year-End Processes: Preparing for Tax Season and Submitting IRP5s

6. DURATION

- 3 days, incorporating both theoretical instruction and hands-on practical sessions.
- Face to face at Cape Town preferred

7. DELIVERY METHOD

- Blended learning approach, combining in-person workshops with online training modules.

8. THE SERVICE PROVIDER

- The service provider should be well reputable and have experience in facilitating the Full Sage Payroll Training.
- The training offered should be aligned to the National Qualifications Framework (NQF) to ensure compliance with South African standards and best practices.
- At the completion of the training, the service provider should award the attendees with NQF aligned certificates.

9. COST FOR THE TRAINING

- The training is budgeted under Human Resources Training budget.
- The training is budgeted on an estimated amount of R28 000.00

10. ASSESSMENT AND EVALUATION

Participants will be assessed through practical exercises, software usage assessments, and quizzes to evaluate their understanding and application of payroll processes.

11. CONCLUSION

This training programme aims to equip employees with the necessary skills and knowledge to effectively manage payroll using Sage Payroll software, ensuring accuracy, compliance, and efficiency in payroll processing.

12. TERMS AND CONDITIONS

- a) All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. SAHRA will not be liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- b) SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other people associated with its proposal.
- c) SAHRA may require responsive bidders to present and discuss their proposals in person.

- d) SAHRA reserves the right not to make any appointment from the proposals submitted.
- e) Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- f) Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- g) SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- h) Any and all project proposals shall become the property of SAHRA and shall not be returned.
- i) The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 120 days from the date of submission.
- j) Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- k) SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- l) Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- m) In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.
- n) All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- o) The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- p) The proposal must include a company profile/ organization profile, comprising a description of the bidder, its primary business activity, clients experience, management etc., including at least three references for companies, to whom the service provider has supplied the same service.
- q) After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.

13. RETURNABLE DOCUMENTS

- SBD 1 Invitation to BID
- SBD 2 Tax Compliance Status Pin issued by SARS
- SBD 3 Pricing Schedule (Breakdown of pricing) – See Annexure A
- SBD 4 Declaration of Interests form
- SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- SBD 7.2 Contract Form (Rendering Services).
- General Conditions of Contract

NB: Failure to submit completed returnable forms as mentioned above may disqualify your quotation.

14. EVALUATION CRITERIA

- All proposal offers received shall be evaluated based on the following phase out approach:
 - Phase one:** Compliance to the terms of reference and conditions of the tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.
 - Phase two:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows:

Preference Point System	Points
Price	80
Special Goals	20
Black owned company	8
Women	4
Youth	5
Disability	3
TOTAL	100

15. Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score a maximum of 80 points.



16. SUBMISSION OF PROPOSALS

Project proposals must be submitted via e-mail to tenderinfo@sahra.org.za for the attention Supply Chain Management – **Quote No: RFQ SAHRA 38/2025**.

SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

17. CLOSING DATE AND TIME

Closing Date: 24 November 2025 at 11:00 am – No late PROPOSALS will be accepted.

18. For technical information, please contact:

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For Supply Chain related enquiries, please contact:

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