



NSFAS

National Student Financial Aid Scheme

Request for Proposal

BID No: RFI001/2019

SECTION A

Description:

Full Name of Bidding/Tendering Entity:	
Contact Person:	
Contact Number:	
Contact Email Address:	
Advertisement Date:	01 April 2019
Compulsory Briefing Session Date/Time:	N/A
Closing Date/Time:	16 April 2019
Issued by:	National Student Financial Aid Scheme (NSFAS)



Bidder's Authorised Signatory:

Initials and Surname:

Signature:

.....

.....

Please indicate whether it is the original or copy, tick the applicable block					
ORIGINAL		COPY		NUMBER SUBMITTED:	

Glossary

Award	Conclusion of the procurement process and final notification to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment (BBBEE) Act, 2003 (Act No. 53 of 2003) and BBBEE Amended Act, 2013 (Act No. 46 of 2013) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry (DTI)
Bid	Written offer in a prescribed or stipulated form in response to an invitation by NSFAS for the provision of goods, works or services
Contractor	Organization with whom NSFAS will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	Team members who fill the non-administrative positions against which the experience will be measured.
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprise
QSE	Qualifying Small Enterprise
NSFAS	National Student Financial Aid Scheme
GCC	General Conditions of Contract
Original Bid	Original document signed in ink, or Copy of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement
TOR	Terms of Reference

Documents in this Bid Document Pack

Bidders are to ensure that they have received all pages 1 to 24 of this document, which consist of the following sections:

SECTION A

Note: Documents in this section must be completed and returned or supplied with bids as prescribed.

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- Section A1: SBD1: Invitation to Bid
-
- Section A2: Executive Summary and Bid submission conditions and Instructions
-
- Section A3: Terms of Reference
-

SECTION B

Note: Documents in this section must be completed and returned or supplied with bids as prescribed.

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- Section B2: Declaration of Interest (SBD 4)
-
- Section B4: Declaration of bidder's past SCM practices (SBD 8)
-
- Section B5: Certificate of Independent Bid Determination (SBD 9)
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**SECTION A 1
INVITATION TO BID (PART A)**

You are Hereby Invited to Bid for Requirement of the National Student Financial Aid Scheme (NSFAS)					
Bid Number:	RFI001/2019	Closing date:	16 April 2019	Closing Time	11H00
Description	Request for Information – Human Resources Information System				
The successful bidder will be required to fill and sign a written contract form (SBD) 7.					

Bid Respond Documents may be Deposited in the Bid Box
Situating at street

NSFAS Building, 1st Floor House Vincent					
10 Brodie Road					
Wynberg					
7700					
Supplier Information					
Name of Bidder					
Postal Address					
Street Address					
Telephone Number	Code		Number		
Cell phone number					
Facsimile Number	Code		Number		
E-mail Address					
Vat Registration number					
	TCS PIN:		OR	CSD No:	
B-BBEE status level verification [Tick applicable box]	<input type="checkbox"/> Yes		B-BBEE Status Level Sworn Affidavit	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No			<input type="checkbox"/> No	
If Yes, who was the certificated issued by?					
An Accounting Official as Complemented in the Close Corporation ACT (CCA) and Name the, Applicable in the Tick Box	An Accounting Officer as Contemplated in the Close Corporation Act (CCA)				
	<input type="checkbox"/>	A Verification Agency Accredited by the South African Accreditation System (SANAS)			
	<input type="checkbox"/>	A Registered Auditor			
	Name:				
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

<p>Are you the accredited representative in South Africa for the goods and services/works offered?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>Are you a foreign based supplier for the goods and services/works offered</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ANSWER PART B:3 BELOW]</p>
<p>Signature of Bidders</p> <p>.....</p>	<p>DATE</p>		
<p>Capacity under which this bid is signed (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</p>			
<p>TOTAL NUMBER OF ITEMS OFFERED</p>		<p>TOTAL BID PRICE (ALL INCLUSIVE)</p>	
<p>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</p>		<p>TECHNICAL INFORMATION MAY BE DIRECTED TO:</p>	
<p>DEPARTMENT/ PUBLIC ENTITY</p>	<p>NSFAS</p>	<p>CONTACT PERSON</p>	<p>SCM UNIT</p>
<p>CONTACT PERSON</p>	<p>SCM UNIT</p>	<p>TELEPHONE NUMBER</p>	<p>021 763 3200</p>
<p>TELEPHONE NUMBER</p>	<p>021 763 3200</p>	<p>FACSIMILE NUMBER</p>	<p>N/A</p>
<p>FACSIMILE NUMBER</p>	<p>N/A</p>	<p>E-MAIL ADDRESS</p>	<p>scm@nsfas.org.za</p>
<p>E-MAIL ADDRESS</p>	<p>scm@nsfas.org.za</p>		

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR **ONLINE**
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN

ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIER

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

Executive Summary

The National Student Financial Aid Scheme (NSFAS) is a statutory body providing financial aid to eligible students who wish to study at public universities and Technical Vocational Education and Training (TVET) colleges. NSFAS is mandated to manage and distribute funds in accordance with the provisions of the NSFAS Act (Act 56 of 1999).

Fraud and Corruption

All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

Clarifications / Additional information / Rights / Appeals

Clarification

Any clarification required by a bidder regarding the meaning or interpretation of the TOR, or any other aspect concerning the bid, are to be requested in writing by email from scm@nsfas.org.za. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.

Additional Information

During the evaluation of the bids, additional information may be requested in writing from bidders, for clarity. Replies to such requests must be submitted, within 5 (five) working days from the date of request, or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.

Rights

NSFAS reserves the right to invite the shortlisted for a presentation as part of the bid process.

Appeals

The unsuccessful bidder (s) has a period of fourteen (14) working days following the date of the letter of regret to formally lodge an appeal. The appeal should include the reasons of the appeal, the way in which the bidder's rights have been affected, and how the bidder would like the matter to be fixed. All formal appeals should be forwarded to scm@nsfas.org.za

Submitting Bids

One (1) original and one (1) hard copy, i.e. two documents must be handed in/delivered to:

The deposit box situated at:
1st Floor, House Vincent
Brodie Road
Wynberg
7801

Tenders can be delivered and deposited into the tender box between 08:30 and 17:00, Mondays to Fridays and, prior to the closing date, and between 08:30 and 11:00 on the closing date.

No faxed or e-mailed quotations will be accepted. All tenders must be submitted on the official forms (not to be re typed).

Only bids that are submitted as one (1) original and one (1) copy will be accepted as valid and responsive.

The original and copies will be distributed to the bid evaluation committee and must contain the same information; and must all be neatly marked and professionally presented. All bid documents should be referenced.

Respondents should ensure that tender documents are delivered to NSFAS before the closing date and time to the correct physical address. If the tender document is late, it will not be accepted and will be disregarded.

Any tender submitted shall remain valid, irrevocable and open for written acceptance by NSFAS for a period of 120 (one hundred and twenty) days. A tender submitted shall further be deemed to remain valid after the expiry of the above mentioned 120-day period until formal acceptance by NSFAS, unless NSFAS is notified in writing by the tenderer of anything to the contrary (including any further conditions the tender may introduce). Any further conditions that the tenderer may introduce will be considered at the sole discretion of NSFAS.

Bidders must indicate on the cover of each document whether it is the original or a copy. Copies must be numbered, e.g. Copy 1. Bids should be submitted in a sealed envelope, marked with:

- Bid number (**RFI001/2019**)
- Closing date and time (**16 April 2019 at 11h00**)
- The name and address of the bidder

Documents submitted on time by bidders shall not be returned.

LATE BIDS

Bids received late will not be considered for evaluation purposes. A bid will be considered late if it arrived even one second after 11:00 am or any time thereafter. The tender (bid) box shall be locked at exactly 11:00 am and bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

Bids sent to the NSFAS via courier shall be deemed to be received at the date and time of arrival at the NSFAS premises (tender/bid box or reception). Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late. **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

REQUEST FOR INFORMATION (RFI)

HUMAN RESOURCES INFORMATION SYSTEM

The National Student Financial Aid Scheme (NSFAS) is a public entity accountable to the Department of Higher Education and Training (DHET). It provides financial assistance to eligible students at public universities and at Technical, Vocational, Education and Training (“TVET”) colleges throughout South Africa. In order for NSFAS to deliver on the mandate, it is critical for it to have employees that will drive its strategy and for it to comply with the labour legislation of the country.

The Human Resources department is the custodian of employee’s data which should be easily accessible and be presented in form of human resources reports.

NSFAS hereby extends an invitation to potential service providers of Human Resources Information Systems to provide proposals for the comprehensive Human Resources Information System.

The Service providers are requested to provide a system that will be able to do the following:

- Recruitment report
- Employment Equity Plan and reports
- Payroll report
- Personal information for employees
- Employment history
- Disciplinary and Grievance report
- Training plan and reports
- Talent Management
- Record of contractual studies
- Employee off boarding
- Performance management
- Organisational Culture Plan and tracking tool
- Job Description platform
- Job Evaluation tracking tool

Any information received will be subject to the conclusion of a non-disclosure agreement.

If you are an service provider the Request for Information form can be found NSFAS website www.nsfas.org.za .For general enquiries kindly e-mail lungisamt@nsfas.org.za. Please note that only emailed enquiries will be responded to. Request for Information form must be in a sealed envelope and a clearly marked RFI PROPOSALS FOR PROVISION OF HUMAN REASOURCES INFORMATION SYSTEM be placed in the **NSFAS office Tender Box. NSFAS, 1st Floor, House Vincent, 10 Brodie Road, Wynberg, Cape Town by no later than 11h00 am.**

Closing date: 16 April at 11h00

SBD4

1. Declaration of Interest

This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

The bid of any bidder may be disregarded if that bidder, or any of its directors have:

- A. abused the NSFAS's supply chain management system;
- B. committed fraud or any other improper conduct in relation to such system; or
- C. failed to perform on any previous contract.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

The following particulars must be furnished:

2.1	Full Name of bidder or his or her representative:
2.2	Identity Number:
2.3	Position occupied in the Company (director, trustee, shareholder ² , member):
2.4	Registration number of the company, enterprise, close corporation, partnership agreement or trust:
2.5	Tax Reference Number:

2.6	VAT Registration Number:		
2.6.1	The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PESAL numbers must be indicated in paragraph 3 below .		
2.7	Are you or any person connected with the bidder presently employed by the state?		
	Yes	No	
2.7.2.1	If yes, furnish the following particulars:		
	Name of person / director / trustee / shareholder/ member:		
	Name of state institution at which you or the person connected to the bidder is employed:		
	Position occupied in the state institution:		

“State” means

- (a) 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);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise

	Any other particulars:		
2.7.2	If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?		
	Yes	No	
2.7.2.1	If yes, did you attach proof of such authority to the bid document?		
	Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.		
	Yes	No	
2.7.2.2	If no, furnish reasons for non-submission of such proof:		
2.8	Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?		
	Yes	No	
2.8.1	If so, furnish particulars:		
2.9	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?		
	Yes	No	
2.9.1	If so, furnish particulars:		
2.10	Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?		
	Yes	No	
2.10.1	If so, furnish particulars:		

2.11	Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?		
	Yes	No	
2.11.1	If so, furnish particulars:		

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / PERSEL Number



Declaration

I, the undersigned (NAME).....

Certify that the information furnished in paragraphs 2 and 3 above is correct.

I accept that the state may reject the bid or act against me should this declaration prove to be false.

Signature

Date

.....

.....

Position

Name of bidder

.....

.....

Declaration of bidder's past Supply Chain Management practices

SBD 8

This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

The bid of any bidder may be disregarded if that bidder, or any of its directors have -

- (a) abused the institution's supply chain management system;
- (b) committed fraud or any other improper conduct in relation to such system; or
- (c) failed to perform on any previous contract.

In order to give effect to the above, **the following questionnaire must be completed and submitted with the bid.**

The following particulars must be furnished:

1.1.	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (http://www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>		
	Yes	No	
1.2.	If so, furnish particulars:		
1.3.	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (http://www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>		
	Yes	No	
1.4.	If so, furnish particulars:		

1.5.	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?		
	Yes	No	
1.6.	If so, furnish particulars:		
1.7.	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		
	Yes	No	
1.8.	If so, furnish particulars:		



Declaration

I, the undersigned (NAME).....

Certify that the information furnished on the declaration from is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration provide to be false.

Signature

Date

.....

.....

Position

Name of bidder

.....

.....

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid in response to the invitation for the bid made by:

NSFAS

(Name of Institution)

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read, and I understand the contents of this Certificate;
- 6.1. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 6.2. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 6.3. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- 6.4. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - 6.4.1.1.1. has been requested to submit a bid in response to this bid invitation;
 - 6.4.1.1.2. could potentially submit a bid in response to this bid invitation, based on their qualifications,
 - 6.4.1.1.3. Abilities or experience;

- 6.10. Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
- 6.11. 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 consortium³ will not be construed as collusive bidding.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 6.12. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
- 6.13. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 6.14. 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.
- 6.15. 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.

Signature

Date

.....

.....

Position

Name of bidder

.....

.....