



**REQUEST FOR PROPOSALS**

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**Appointment of a service provider for the provision of payroll services for a period of three years**

**HDA/JHB/2018/008**

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**PROPOSALS TO BE SUBMITTED BY**

**NOT LATER THAN**

**11 AM ON 05 SEPTEMBER 2018**

- **BACKGROUND**

1. The Housing Development Agency (HDA) is an entity of the National Department of Human Settlements (NDHS) mandated to acquire and release state, private and communally owned land for human settlement developments as well as provide programme management and related services.
2. The HDA currently employs approximately 250 employees across all provinces and the payroll administration is conducted centrally at the Head Office, Johannesburg.
3. The successfully bidder will be expected to have own laptop and be able to log in remotely to the HDA server.
4. The HDA intends to appoint a service provider for provision of payroll services for a period of three years, to conduct the following services:

- **SCOPE OF WORK**

- Employee Data Management
  - Compute employee remuneration, withholdings and net pay
  - Provide direct deposit of payroll
  - Compile payroll records
  - Responds to all payroll related queries
  - Maintain up-to-date employee records
  - Manage employee benefit plans
- Coordination of monthly payments to comply with:
  - SARS – PAYE and UIF
  - Other payments – GEPE, Discovery etc
  - Garnishee – payments and maintenance of balances
- Other services
  - Tax mid-year and year end submissions and balancing
  - Issuing of tax certificates (IRP5's and IT3a's)
  - Department of labour COIDA submission (Compensation of Injuries % Disease ACT)
  - SA Statistics submission when required
  - Keeping of accurate leave records and leave provision
  - Other payroll related services as required

- **EVALUATION PROCESS**

- The HDA needs to be satisfied, in all respects, that the organisation/company selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.
- The general methodology of selection will be that proposals will be evaluated on their technical ability to perform the task. Any proposals scoring below 70% of the points noted in the table below will be disqualified for the second evaluation. The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using 80/20 Price/B-BBEE formula.

- **TECHNICAL (FUNCTIONALITY) CRITERIA**

**Stage 1 Evaluation: Scorecard – Table 1**

Evaluation criteria		Max points
1.	Knowledge and expertise	20
2.	Related experience/ education	20
3.	Skills and abilities	20
4	Methodology	25
5.	Project Plan (process plan, expected outputs, deliverables and milestone/ timeframes).	15
<b>Total score</b>		<b>100</b>

- **B-BBEE and COST EVALUATION CRITERIA**

**Stage 2 Evaluation: Price and B-BBEE – Table 2**

The following criteria will be used for point’s allocation for price and B-BB-EE compliance on a **80/20** point system:-

**Table 2 – Price and B-BBEE**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies.	B-BBEE Level Contributor	20

- **REQUIREMENTS**

- c. Below are compulsory requirements for this service.
- a) It is important to note that the successful applicant will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.
- b) Confidentiality - information gathered by the service provider shall remain confidential.
- d. Kindly submit the following documents:
  - SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.
  - **Total price proposals on all work to be done (per employee and/or project).**
  - Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.
- e. Further information regarding supply chain matters and queries can be send via email to: [jane.mahlangu@thehda.co.za](mailto:jane.mahlangu@thehda.co.za) or Tel: 011 544-1000.
- f. Further information regarding technical matters and queries can be send via email to: [zozo.badi@thehda.co.za](mailto:zozo.badi@thehda.co.za) or Tel: 011 544-1000.
- g. Proposals should be submitted on or before the 31 August 2018 no later than 12h00 to the following address:  
**The Supply Chain Manager  
The Housing Development Agency,  
Block A, 6-10 Riviera Road,  
Killarney, Johannesburg, 2193**

**5. GENERAL**

- a. The selection of the qualifying proposal will be at the HDA's sole discretion.
- b. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.
- c. The HDA expresses that in an event of any service provider being appointed on this job, there is no expectation that any follow up work on this project will be granted to him/her.