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Request for Quotation

RFQ number: IDT-HO-ITGP-151123

**Description: INVITATION TO BID FOR THE PROVINCIAL OF TECHNICAL
SUPPORT, MAINTENANCE AND ADVISORY SERVICES ON
MICROSOFT DYNAMICS GP**

Closing date and time: 15 November 2023 @ 12h30

Submission of quotations: All quotations must be hand delivered to:

**Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen
Pretoria**

on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number MAAA_____
2. Name of Company _____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
5. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022), attached in this RFQ document.

Compulsory returnable document: SDB 6.1

Source Documents to be submitted with the Bid or RFQ

- | | |
|-------------------------|--|
| *CIPC Document | (Company Registration Document will be required for verification (CIPC DOC)) |
| *Woman | (Originally Certified ID Document) |
| *Youth | (Originally Certified ID Document) |
| *People with Disability | (Letter from the Dr. Confirming the Disability) |

Non-submission of Source documents will result in the allocation of zero points for specific goals



INDEPENDENT DEVELOPMENT TRUST

TERMS OF REFERENCE –

INVITATION TO BID FOR THE PROVINCIAL OF TECHNICAL SUPPORT, MAINTENANCE AND ADVISORY SERVICES ON MICROSOFT DYNAMICS GP

1. Background

The IDT is primarily responsible for social infrastructure development in the country, working with and on behalf of the department of public works and infrastructure and other partners

Task Directive

SPECIFICATION

ITEMS	DESCRIPTION OF SERVICE REQUIRED	QTY
1.	This serves to request for INVITATION TO BID FOR THE PROVINCIAL OF TECHNICAL SUPPORT, MAINTENANCE AND ADVISORY SERVICES ON MICROSOFT DYNAMICS GP	

3. Closing date and submission: 15 November 2023: Time :12pm

Responses and proposals to the RFQ must be submitted: hand deliver

Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered, and the quoted price must be valid for at least thirty (30) days after the closing date of this Request for Quotation.

- All **SCM** queries related to this RFQ must be submitted in writing to: aidan@idt.org.za
- All **Technical** Related Queries must be directed in writing to: N/A

NB: No query shall be allowed 12 hours prior to the closing date and time of this Request for quotation.

NB: The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents.

CONFIDENTIAL

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

YES / NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES / NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES / NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 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 consortium will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the **80/20** preference point system.

- a) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
Total points for Price and SPECIFIC GOALS	100	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to

claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black People	2	4		

Source Documents to be submitted with the Bid or RFQ

*CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
 *Woman (Originally Certified ID Document)
 *Youth (Originally Certified ID Document)
 *People with Disability (Letter from the Dr. Confirming the Disability)
 *Black Ownership (Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



Invitation to Bid to

The Provision of Technical Support, Maintenance and Advisory Services on GP

Assignment Title	:	INVITATION TO BID FOR THE PROVINCIAL OF TECHNICAL SUPPORT, MAINTENANCE AND ADVISORY SERVICES ON MICROSOFT DYNAMICS GP
Procurement Type	:	Request for Quotation
Duration of Assignment	:	12 Months
Closing Date	:	15 November 2023
Location of Assignment	:	National Office in Pretoria.



Invitation to Bid to The Provision of Technical Support, Maintenance and Advisory Services on GP

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1.1 Detailed Specifications/ Terms of Reference for this RFQ

The main purpose of this document is to invite Service Providers to bid for the provision of technical support, maintenance on Microsoft Dynamics GP and advisory service in enhancing Great Plains functionality within the organisation in the areas detailed under the Scope of Work for the period of 12 months.

1.2 Scope of the project

The service provider will:

- Review the feasibility study to determine the current utilization of the Microsoft Dynamics GP within the organization and advice on existing modules that can benefit the organization.
- Consequently, configure Microsoft Dynamics GP with a view to ensuring that the systems support the IDT business with particular focus on:
 - - Programme reconciliations;
 - Recording, management, accounting and reporting of tender deposits;
 - Development and operationalization of a sound model and/or methodology for the raising of management fees;
 - Accounting for Value-added Tax (VAT) in management fees;
 - Reconciling project accounts and financial management accounts (General Ledger);
 - Accounting for retention fees;
 - Developing/enhancing and the operationalization of an appropriate management fee reconciliation, billing and collection system;
 - Appropriate disclosure of transactions in conformity with applicable accounting standards including SA GAAP, IFRS, IAS and relevant exposure drafts (EDs).
 - Document and records management
 - Develop controls within Microsoft Dynamics GP to prevent and account for irregular expenditure, and fruitless and wasteful expenditure
 - Responding to any other business relating to Microsoft Dynamics GP
 - Ad hoc Development and Enhancements
- Identifying of onerous and cumbersome activities in the management value chain and to make proposals on how to streamline Microsoft Dynamics GP functions to ensure efficiencies, especially as they relate but not limited to:

The Provision of Technical Support, Maintenance and Advisory Services on GP

- Project Accounting;
 - Supply chain Management;
 - Financial and Management Accounting;
 - Programme and Project Management;
 - Administration and facilities Management;
 - Asset Management;
- Provide a high standard value of automated reporting as per organisational requirements with emphasis on the following:
- Integrated reporting from various organisational systems
 - Design and development of new customized reports as per requirements
 - Modification of existing reports
- Provide a training programme for End-users
- Skills transfer to IT Systems administrators
- Integration of GP and Active Directory for single sign on
- Integration of SAGE 300 People and GP for Payroll Journals
- Integrate GP to supplier's database, (CSD) and Requisition systems to improve service.

1.3 Expected Results

- Fully functional System addressing all deliverables listed in above:
- Effective and efficient internal controls to prevent the recurrence of significant audit findings.
- Throughout the assignment, the service provider is expected to work with and ensure transfer of the skills to relevant IDT staff. To this end the service provider shall design and implement an appropriate plan in this regard.

1.4 Required knowledge, skill and expertise

- The service provider must have proficient knowledge and experience in the following areas:
 - Highly skilled in Microsoft Dynamics GP application
 - Experience servicing government and/or private entities
 - Information Technology, particularly with respect to:
 - Financial systems, preferably in Microsoft Dynamics GP, Dynamics 365
 - Systems analysis and workflow management
 - System development and design
 - Proficient knowledge of Application Programming Interface (API)- e.g.- EConnect
 - Financial management and accrual accounting
 - Programme and project management



Invitation to Bid to

The Provision of Technical Support, Maintenance and Advisory Services on GP

- Public finance (including knowledge of the PFMA and related prescripts)
- Contract management

1.5 Evaluation Criteria

1.5.1 Mandatory requirements

- Microsoft Dynamics GP Accreditation Letter (VAR)

1.5.2 Functionality Criteria

The functionality criteria will be evaluated as follows:

- Industry Experience
- Flexibility (three referencing)
 - **Please provide company profile to indicate the Capacity, Knowledge and expertise**
 - ** Three Client Reference Letters with client's letter head, contact details, signed and dated.**
 - ** Experience of previous support and maintenance in the below modules**
 - Dynamics GP Project Reconciler
 - AP/AR Reconciler
 - Management Fees Calculator Module
- Training Approach
- Pricing

Invitation to Bid to
The Provision of Technical Support, Maintenance and Advisory Services on GP

1.5.3 Pricing Information

The bidder is requested to provide costing

Hourly Rates (Including VAT) – GP Support and Maintenance

ITEM DESCRIPTION	Bucket of Hours (Unused hours in a month will be rolled over)	HOURLY RATE	TOTAL AMOUNT
System Maintenance Support	40hrs per Month		
TOTAL *12 Months			

Disbursements

- Travel and accommodation arrangements will be catered for by the IDT.
- Rates per kilometre of travel shall be as per the IDT Travel Policy.

The pricing for training will be based on the rates per hour and total hours stipulated below:

Hourly Rates (Including VAT) -Training

ITEM DESCRIPTION	Hours	Rate Per Hour	Total
End Users Training	120 Hours [Training for any specified user/s on any specified module in the period of 12 Months]		
GP System Administrators Skills Transfer	30 Hours [Skills transfer on technical skills and comprehensive understanding of GP Modules in order to train end users in the period of 12 Months]		

Signed

Date

.....

.....

.....



Invitation to Bid to
The Provision of Technical Support, Maintenance and Advisory Services on GP

Name

Bidder

1.6 Annexures Provided

The table below provides a summary list of all annexures provided as part of this Request for Proposal to provide a better understanding of the IDT systems environment. The IDT is currently running Microsoft Dynamics GP, version 2018R2. The IDT is running Microsoft SQL Server Version 17,9. Please see **Annexure A** for further versions details for both Great Plains Dynamics and Microsoft SQL Server Version. The IDT has third party applications or systems that are linked/integrated/support Great Plains Dynamics please see **Annexure B**.

No.	Annexures	Unit	Description
1	Annexure A	IT	Great Plains Dynamics version 2018 and Microsoft SQL Server details
2	Annexure B	IT	A list modules that the IDT has relating to Great Plains, Microsoft and third parties
3	Annexure C	IT	The bird's view of the GP and other tools architecture



Invitation to Bid to

The Provision of Technical Support, Maintenance and Advisory Services on GP

1.6.1 Annexure A

Microsoft Dynamics GP version 2018R2 and Microsoft SQL Server details

Invitation to Bid to The Provision of Technical Support, Maintenance and Advisory Services on GP

About Microsoft Dynamics GP - MPUP (NthatiseM)

OK Options Additional File Tools Help

Actions Additional File Tools Help

Microsoft

Microsoft Dynamics GP 2018

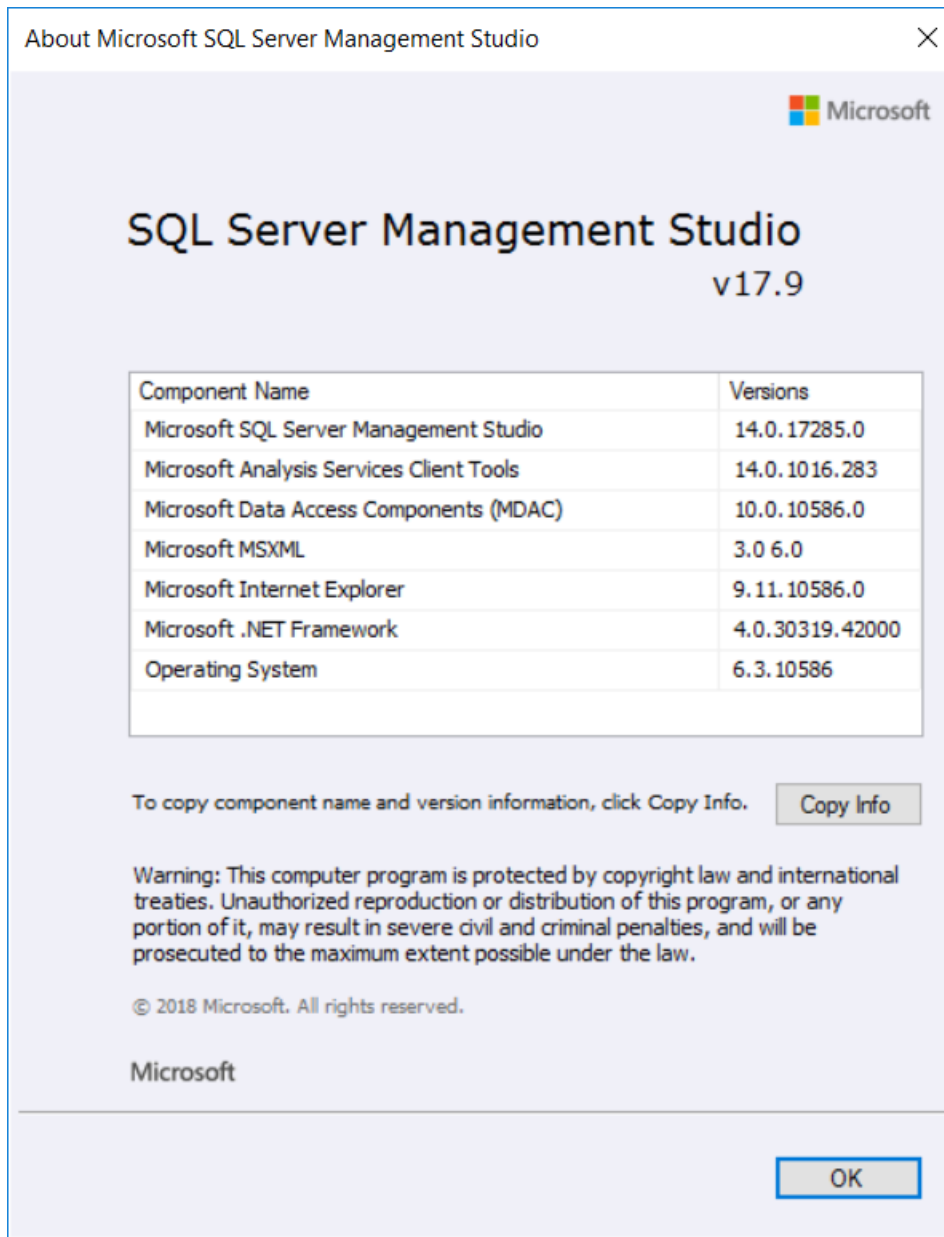
Session Information		Version Information	
	Current: Total Registered	Microsoft Dynamics GP	18.00.0704 (R2)
Users	66 100	Dexterity	18.00.0016.000
		SmartList	18.00.0699
Site	IDT	Database	SQL Server
Language-Country	English-South Africa	System	Windows 8
Server	Dynamics GP 2018	ODBC Driver Manager	03.80.0000
Session ID	345	ODBC Driver	11.00.6540
Size	1597MB	Microsoft SQL Server 2017 (RTM) - 14.0.1000.169 (X64)	

[Software License Terms](#)

[Third Party Notices](#)

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SQL Server Version 17.9



Invitation to Bid to
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1.6.2 Annexure B

Third parties' modules relating to Ms Dynamics GP

- Dynamics GP Project Reconciler
- AP/AR Reconciler
- Parity Creditors Recon Module
- Management Fees Calculator Module
- Absa Bi-Online EFT
- SAGE 300 People

1.6.3 Annexure C

The schematic picture below was prepared by the previous Great Plains support consultants on behalf of the IDT to provide a better understanding of the Application and its integrating processes and other applications.

Invitation to Bid to The Provision of Technical Support, Maintenance and Advisory Services on GP

