



**University Enterprise in partnership with Unisa
Enterprise and Supplier Development Office
invites suitably
qualified service providers to participate in a
Request for Proposal to provide the University
with
ESD Programme: Accounting and Taxation
Support Services
RFP Specification Document**

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1. BACKGROUND

Unisa Enterprise in partnership with its mother body UNISA seeks to appoint a service provider that will provision accounting services for the ESD program.

UNISA having embraced its corporate citizenship status within South Africa has adopted the guidance of the Constitution of the republic in advancing the principles of economic transformation and the empowerment of the previously disadvantaged. UNISA has adopted the provisions of section 217 (2) which empowers public institutions to implement procurement policies which ensures the advancement or protection of persons or groups of persons disadvantaged by unfair discrimination. Accordingly, Unisa's enterprise and supplier development strategy aims to support and develop small and medium sized business enterprises with majority ownership from those previously disenfranchised by apartheid and its continued legacy.

UNISA ESD office is currently in the process of running an ESD programme . The main aim of the programme is to provide ESD suppliers with accounting and support services The main aim of the programme is to provide basic accounting and support services, which will include accounting services tools and accounting services. The expectation is that accounting support services will provide guidance on basic accounting and tax processes for small businesses/ESD suppliers. This programme will not stop at providing basic accounting services for the ESD suppliers but will ensure that the ESD suppliers have access to the requisite accounting and bookkeeping tools for the purposes of facilitating and supporting their bookkeeping and invoicing processes.

Thus, ESD Programme: Accounting Services and Support is expected to deliver the below:

- a) Basic Bookkeeping support and Tax training.
- b) Accounting, tax and bookkeeping services support; through accountants and bookkeepers that will be available on demand to assist ESD Suppliers, during the duration of the programme.
- c) Access to cloud-based/easily accessible accounting tools for the ESD Suppliers.

The focus of the UNISA ESD strategy is as follows:

- Improve capacity of the enterprises (Knowledge, skills, etc.) in respective trades
- Improve systems and processes internal (Increase efficiency, effectiveness, do basics well; clarify process flows, etc.)
- Financial Growth (increase revenue: new channels of income, partnerships, financial prudence: lower costs of doing business)
- Improve the efficacy of the enterprises to meet their deliverables: boosting finance and accounting efficiency

2. DEALING WITH THE UNISA ENTERPRISE

Service providers must not contact any member of Unisa Enterprise and / or consultants with respect to queries they may have with this tender.

The service provider shall not disclose any such information or specification, whether explicit or implied, to any third party without the written consent from Unisa Enterprise.

3. PRE-QUALIFICATION

Service providers must be an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) with at least 51% ownership by any of the designated groups as defined by the B-BBEE codes of good practice in order to advance the designated groups. Unisa Enterprise will use other means of validation to confirm the B-BBEE status. Service providers that fail to meet this criterion will be disqualified.

4. PROPOSAL SUBMISSION AND CLOSING DATE

Closing date: 22 September 2023

Proposals submitted late will not be accepted or considered

UNISA reserves the right to appoint, contract with and monitor the performance of any service provider it deems will offer the best service in line with its requirements, although it may not necessarily be the lowest Tenderer. UNISA also reserves the right, in its sole discretion, not to award a tender, to re-advertise a tender or not to award the tender to a service provider who has more than two existing contracts with UNISA.

The tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which Unisa reserves the right to withdraw the tender and to award the tender to another Tenderer without repeating the process.

5. MANDATORY REQUIREMENTS

Mandatory requirements will include the following and must be labelled and submitted in the following order. **Failure to comply and submit any one of the documents will disqualify the submission:**

- : Letter of partnership for accounting services tools
- : Completed and signed Supplier List Application Form (F25) including bank account details from the bank. (www.unisaenterprise.ac.za/tenders)
- : Resolution to sign on behalf of the tendering unit (www.unisaenterprise.ac.za/tenders). Own company resolution will also be accepted.
- : Copy of valid SARS clearance certificate to be submitted. SARS pin will also be accepted.
- : Copy of company registration documents indicating list of shareholders / members from CIPC. Copies of share certificates must be included (excluding close corporations).

Annexure A4: Pricing template. Annexure A4 must be completed.

Annexure A5: A minimum of **three** recent (not older than 5 years) contactable references from customers to which the tenderer/professionals have provided Accounting, tax and bookkeeping services support that are substantially **similar (size, nature & quantity)** to the goods/service required. Annexure A5 must be completed.

At least one reference should be from an institution of higher learning with **similar (scope, project cost per annum & at least 200 ESD beneficiaries)**.

Annexure A6: UNISA General Terms and Conditions to be completed and signed (www.unisaenterprise.ac.za/tenders)

Annexure A7: Requirements template

6. OTHER REQUIREMENTS

Annexure B1: A valid B-BBEE certificate from a SANAS accredited verification agency. An affidavit certifying their total annual income and level of black ownership will be sufficient for EMEs and QSEs. Failure to submit the above will result in a zero score for B-BBEE.

Note: All documents submitted in support of this tender must be the documents of the tendering unit and may not pertain to different companies or units within a group. As an example, a tenderer cannot submit its own B-BBEE certificate, but the SARS certificate of its holding company

7. PRICING

- ❖ All pricing must be quoted in South African Rand (ZAR) including VAT.
- ❖ The pricing **must remain valid for 120 days** from the closing date of the tender.
- ❖ In instances where the contract period exceeds a year it is accepted that the prices will remain fixed for the first year.
- ❖ Pricing / costing template **must be completed** (Annexure A6)
- ❖ Any pricing not included in the pricing template will not be considered.
- ❖ Foreign exchange rate used to be indicated (if applicable).

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his tender, and any variance will render the contract null and void.

8. PAYMENT TERMS

The payment terms of the University are 30 days after receipt of goods and services and upon receipt of the required documentation. **No upfront payments will be considered.**

9. SUB-CONTRACTING (if applicable)

9.1 The tenderer and/or the contract, or any portion thereof, or any share or interest therein, may not be transferred, assigned, or granted to any other company without the specific written permission and conditions of the University.

9.2 The University may consider accepting sub-contracting if an agreement is entered into only with the primary supplier, and the agreement, or any portion thereof, or any share or interest therein, may not be transferred, assigned, or granted to someone else subject to the following principles:

- a) Sub-contracting is allowed, provided that the tenderer has declared upfront at the time of submitting the tender documents that a portion of the contract will be sub-contracted; this is limited to 20% of the work. However, the University reserves the right to allow or not allow sub-contracting.
- b) The primary supplier takes full responsibility and accountability for the portion of the work sub-contracted.
- c) The name of the sub-contractor must be declared upfront to ascertain whether the sub-contractor is not blacklisted or has not defaulted.

The University encourages sub-contracting aimed at empowering exempted micro enterprises (EMEs) and qualifying small enterprises (QSEs), as defined in the B-BBEE Codes. In the event that sub-contracting is to any other than EMEs and/or QSEs which is 51% or more black owned, the sub-contracted supplier must have a B-BBEE status level equal to or higher than the appointed supplier.

10. JOINT ARRANGEMENTS

The University of South Africa will accept joint arrangement proposals on condition that the following is adhered to:

a) In case of a joint venture

- All mandatory requirements and non-mandatory documents must be in the name of the joint venture entity (*separate entity established for this purpose*)

b) In case of a joint agreement

- joint operation partners must each submit their own mandatory requirements
- the joint operation agreement must be signed by all participating parties.

11. TECHNICAL REQUIREMENTS

DESCRIPTION
<p>Technical Mandatory Requirements</p> <p>Service providers will need to meet all these requirements 100% before being considered in phase 2.</p> <ul style="list-style-type: none"> (a) Comply to resource requirements: <ul style="list-style-type: none"> I. At least 3 (Three) Chartered Accountant registered with a relevant accountancy body, II. 7 (Seven) Bookkeepers, III. 2 (Two) Tax Consultants with Masters’ Degree in Taxation IV. 2 (Two) Tax specialists with postgraduate qualification (b) All professionals with at least 5 years of experience. CVs to be attached as part of Annexure 10. <p>Service providers using licensed accounting services tools to provide proof of partnership with the license provider.</p>
<p>Technical Requirements</p> <p>Note: Responses to these requirements are required. Failure to respond will not result in disqualification but will result in a reduced score.</p> <ul style="list-style-type: none"> a) Detailed Implementation plan and methodology that you would ideally like to apply to this project. (14) b) Payment plan linked to deliverables for the project. (10) c) Communications and change management approach and strategies that are consistent with the level of change and risk inherent in your solution and transition. (10) d) Detailed training plan approach and strategies, including the number of users to be trained. (8) e) Approach to dealing with project related risks affecting time delays, resource availability, quality of outputs, scope changes and financial considerations. (5) f) List of identified risks that might hamper the solution implementation and post-implementation support, and mitigation strategies. (8) g) Accounting tools should be cloud based. (5) h) Accounting services tools to accommodate at least users 250 concurrent users. (10) i) Accounting tools to allow for scaling of users. (10) j) Process that ESD suppliers would need to follow to access support services. (10)

k) Type of support provided and channel. (10)

12. REQUIREMENTS SPECIFICATION

Thus, ESD Programme: Accounting Services and Support is expected to deliver the below:

- a) Basic Bookkeeping support & Tax Training
- b) Accounting, tax and bookkeeping services support; through accountants and bookkeepers that will be available on demand to assist ESD Suppliers, during the duration of the programme.
- c) Access to a cloud-based accounting services tools for the ESD Suppliers;
- d) Therefore, the prospective bidders will be expected to provide the above services to 250 ESD suppliers, that would be selected and provided by UNISA ESD team. These services will run for a period of 36 months.

The submitted proposal should at least cover the below items in detail.

- l) Detailed Implementation plan and methodology that would ideally apply to this project. Include Timeframe:

The Implementation Plan must include the following detail as a minimum: (14)

- Tasks; (2)
 - Timelines (2)
 - Roles Responsibilities; (2)
 - Dependencies; (2)
 - Major Milestones; (2)
 - Completion date and deliverables; (2)
 - How the solution will be tested, deployed, and handed over; (2)
- m) Payment plan linked to deliverables for the project. (10)
 - n) Communications and change management approach and strategies that are consistent with the level of change and risk inherent in your solution and transition. (5)
 - o) Detailed training plan approach and strategies, including the number of users to be trained. (12)
 - p) Approach to dealing with project related risks affecting time delays, resource availability, quality of outputs, scope changes and financial considerations. (10)
 - q) List of identified risks that might hamper the solution implementation and post-implementation support, and mitigation strategies. (10)
 - r) Accounting tool/package name, modules or key functionality. (5)
 - s) Accounting tools should be cloud based for ease of access to all ESD suppliers. (5)
 - t) Accounting services to accommodate at least 250 users. (5)
 - u) Accounting services tools to allow for scaling of users. (5)
 - v) Basic user training approach and plan. (10)

- w) Process that ESD suppliers would need to follow to access support services. (5)
- x) Type of support provided and channel. (5)

Note 1: UNISA reserve the right to change/ adapt the number of ESD beneficiaries to be serviced by this program.

Note 2: UNISA reserves the right to appoint at most two service providers for the program.

13. CONFIDENTIALITY

- 13.1 This RFP request by UNISA Enterprise contains proprietary and confidential information that is provided to you (interested Service Provider), for your exclusive use in evaluating and preparing your response.
- 13.2 If at any time your company decides not to respond to the RFP, please destroy any copies of the document and confirm your non-participation either in writing or by email.
- 13.3 This document should not be disclosed or distributed to any third party.

14. STANDARD CONDITIONS:

RFP submissions received after the closing date and time will not be accepted or considered.

- 14.1 Service Providers are required to submit two (2) Original documents in a hardcopy and one (1) soft copy in a memory stick format.
- 14.2 The Service Provider shall pay Unisa Enterprise (Pty) Ltd promptly for all loss, destruction, or damage to the property of Unisa Enterprise (Pty) Ltd caused by the Service Provider's personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Service Provider or any of its subcontractors in the performance of the said project.
- 14.3 An RFP will be disqualified should any attempt be made by the Service Provider either directly or indirectly to canvass the Unisa Enterprise, or any of its officers or employees in respect of the RFP between the date of submission and the date of the awarding.
- 14.4 Any false declaration of information will result in the exclusion of the RFP from any further consideration.
- 14.5 Service Providers are required to, together with their Proposals, submit original and valid BBBEE Status Level Verification Certificates or certified copies thereof to substantiate their BBBEE rating claims. Service Providers who do not submit their BBBEE Status Level Verification Certificates or certified copies, will not be disqualified from the bidding process, however, they will score zero (0) out of a maximum of 20 points for BBBEE.
- 14.6 UNISA Enterprise reserves the right to reject and appoint any Service Provider who meets/does not meet the requirements.

15. SPECIAL CONDITIONS

- 15.1 The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract and SLA entered.

- 15.2 This bid and all contracts emanating there from will be subject to the General Conditions of Contract (GCC). The Special Conditions are supplementary to that of the General Conditions of Contract. Where, however the Special Conditions of Contract conflict with General Conditions of Contract, the Special Conditions of the Contract prevail.
- 15.3 The methodology criteria of the functionality assessment must outline the approach and plan of the proposer and is critical to convince the BID evaluation team on the appreciation of the work required. It will also form as part of the basis for service level agreement content and/or related negotiations.
- 15.4 No service will be rendered without an official order.
- 15.5 Payment will be based on services delivered satisfactorily.

16. SUBMISSION

Quotations should be marked as: **RFP Number: UE/2023/ESD PROGRAMME**. Bids can either be delivered physically at our offices (2 originally signed copies and an electronic version on a flash disc) or they can be emailed to : Karabo.Tshoane@unisaenterprise.ac.za The closing date for submissions is **22 September 2023**

Physical Address:

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