

# APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PAYROLL SERVICES FOR THE NATIONAL YOUTH SERVICE PROGRAMME ON BEHALF OF NRF FOR A PERIOD OF 36 MONTHS



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**Acting People and Culture Manager SAASTA**

# Purpose of the bid invitation

The objective is to appoint a service provider that will run a payroll function for National Youth Service Programme (NYSP) (Volunteers and Interns) for a period of Thirty-Six (36) months on behalf of NRF. The estimated total number of NYSP Volunteers and Interns will be two hundred and fifty (250) per year and the stipend will be paid monthly.



# NATIONAL YOUTH SERVICE PROGRAMME

- National Youth Service Programme is a government-wide initiative that seeks to contribute to the enhancement of youth as the current and future social capital of the country. Among them is a three-tiered implementation model (comprising community service, learning and personal development; and exit opportunities) that should be followed by all the NYSP.

# Service Specification



Administration



Payroll



Annual SARS submissions



Leave Management



COIDA returns



Data hosting



Data Retention and Management Upon Contract Termination



# Bidder's technical qualification and experience

- **Bidder's technical qualification**
  - The NRF only considers bidders that have the technical qualifications for the nature of the required services/goods. The onus is on the bidder to provide appropriate proof, unless indicated to the contrary.
  - Examples of appropriate proof:
    - Professional services: The minimum qualification for the lead member of the team servicing NRF is any payroll qualification and a minimum of five years in payroll management and administration. Copies of CV and professional qualification for lead member to be attached.
    - Membership of the professional bodies of the team leader within the payroll sector to be provided.
- **Bidder's experience**
  - A minimum of five years' experience in payroll management is required. It is the bidder's responsibility to highlight clearly in their proposal or profile the actual date which they have started to provide payroll services.
  - The NRF only considers bidders that have equivalent (or better) experience in both size and complexity in different projects. The onus is on the bidder to provide proof.

# Reference letter



Three (3) written reference letters with contact details for those customers for whom the bidder has worked within the last sixty (60) months in payroll management and administration. This will be calculated to the date of submission. The company registration date will not serve as the start date of service offering



NB: Reference letter can be in any form but should align with the reference letter format on page 38 of 44

# Example of a pricing schedule

No.	Description of Deliverable	Quantity	Cost per month per volunteer/Intern. Service fee should be included per description. The cost estimate is for two-hundred and fifty (250) as specified in the bid document			
	Administration	Estimated number of volunteers\intern	1 <sup>st</sup> 12 Months Including VAT [A]	2 <sup>nd</sup> 12 Months including escalations Including VAT [B]	3 <sup>rd</sup> 12 Months including escalations including VAT [C]	Total cost (VAT incl) per month per volunteer for 36 months ([A] + [B] + [C])
1	Load biographic information and capture change, including banking details	250 (Estimated)	Rate=R25 per Volunteer x 250 Volunteers per month = R6 200 x 12 months = R75 000	Rate=R30 per Volunteer x 250 Volunteers per month = R7 500 x 12 months = R90 000	Rate=R35 per Volunteer x 250 Volunteers per month = R8750 x 12 months = R105 000	R 270 000.00
2	Capture appointments, resignations and expiry of contracts	250 (Estimated)	Rate=R40 per Volunteer x 250 Volunteers per month = R10 000 x 12 months = R120 000	Rate=R45 per Volunteer x 250 Volunteers per month = R11 250 x 12 months = R135 000	Rate=R50 per Volunteer x 250 Volunteers per month = R12 500 x 12 months = R150 000	R 405 000.00

# Evaluation Criteria

Evaluation criteria	Decision Criterion		Grading Scheme (Go/No Go)
	Weight	Definition	
Bidders profile	Go/No Go	<p>Bidder indicated the Length of time in payroll services business. Eligibility requirement is at least 60 months.</p> <p>Bidder has indicated the three clients they providing payroll services to with a summary of the names, number, complexity and size of most significant contracts over the last sixty (60) months.</p> <p>NB: The company registration date will not be considered as the start of providing payroll services. It is the company's responsibility to highlight clearly the proof of experience in their company profile.</p>	
Methodology and risk mitigation plan/process	Go/No Go	Methodology included as well as risk mitigation plan/process	
Reference letters	Go/No Go	<p>Three (3) written contactable reference letters in payroll management and administration with contact details for those customers for whom the bidder has completed work within the last sixty (60) months on referees' letterhead.</p> <p>NB: To be validated with the referees and the period will be calculated to the date of bid closing.</p>	

# Evaluation Criteria

Financial Sustainability	Go/No Go	<p><b>Bidder submitted a signed financial report or audited financial statement</b></p> <p><b>NB: To be validated by the BEC.</b></p>
Credit Check	Go/No Go	<p>Positive Company's credit report from ranking agency</p> <p>NB: To be validated through P&amp;C.</p>
Valid letter of good standing (COIDA)	Go/No Go	<p>Valid letter of good standing (COIDA) submitted</p> <p>NB: To be validated with the Department of Labour</p>
Valid UIF registration	Go/No Go	<p>Valid UIF registration</p> <p>NB: To be validated with the Department of Labour</p>

# Evaluation Criteria

Bidder Eligibility – Skills criteria (Technical Qualification)	Go/No Go	The payroll qualifications and registration of payroll professional body of the team leader allocated to the contract as specified in the bid document.
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# Thank you!!!!!!



# Processing Notification - Background Screening Request



## COMPANY DETAILS "Company"

To be completed by Company Agent

Company

Name:

Email:

Agent Name:

Mobile No:

## COMPANY CREDIT CHECK

COMPANY CREDIT CHECK (Scan on File Includes): \*Trade on File \*Statutory Details on File \*Subject Default \*Principal Detail  
 \*Enquiry History \*Bank on File \*Deeds on File

## COMPANY INFORMATION

To be completed by the Company's Authorised Signatory

Company Name:

Trading As:

Company Registration Number:

Company's Physical Address:

Name and Surname of Authorised Signatory:

ID Number of Authorised Signatory:

## DEFINITIONS

- ✓ "Candidate" means the person on whom the Company will process background screening checks for lawful purposes including but not limited to employment/ continuation of employment;
- ✓ "Company" refers to MIE Client;
- ✓ "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- ✓ "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- ✓ "FSCA" refers to the Financial Sector Conduct Authority;
- ✓ "NCA" shall mean the National Credit Act, No. 34 of 2005, as amended from time to time, including any regulations made under the Act;
- ✓ "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- ✓ "POPI" shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time, including any regulations made under the Act;
- ✓ "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- ✓ "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- ✓ "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

## ACKNOWLEDGMENT OF THE USE OF PERSONAL INFORMATION

I acknowledge

- ✓ that the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), will need to process my Personal Information to conduct background screening checks as indicated above which are required by the Company;
- ✓ that verification requests form part of the background screening process and that:
  - ✓ requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA and for the below prescribed purposes only:
    - ✓ For employment in a position of trust and honesty and entails the handling of cash or finances;
    - ✓ Fraud prevention or detection.
  - ✓ data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
- ✓ that any Personal Information supplied to the Company is provided voluntarily and is accurate and current as the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company, I further agree to correct and update such information when necessary;
- ✓ that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner, and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
- ✓ that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
- ✓ may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
- ✓ may be shared by the Verification Information Suppliers with MIE and be further stored and shared by MIE with the Company and Fraud databases or services when the information provided for verification is deemed fraudulent by the Verification Information Suppliers for purposes of continued or future employment or for other legitimate purposes as per the NCA or other National or Provincial Legislation;
- ✓ may be stored by MIE, for legislated retention periods and where such periods are not legislated then my personal information may be stored by MIE for as long as the information may be needed for verification purposes, or any other period as I may agree with the MIE, and
- ✓ Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information MIE will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
- ✓ I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
- ✓ A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.
- ✓ "I agree that MIE, to the extent permitted by law, will not be liable for any complaint, claim or action brought by me, arising from any action or omission by MIE, to the extent that such action or omission resulted from MIE complying with the terms of this agreement and I shall indemnify, hold harmless and defend MIE from and against any such claims or actions brought against MIE."

	CANDIDATE	COMPANY AGENT
SIGNATURE		
DATE		

All signatories to this document agree that MIE will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to MIE for the Company by MIE's suppliers. The Company and the Candidate hereby indemnifies and holds MIE harmless against any loss arising from neglect or damage in procuring, communicating, or failing to communicate information to the Company.