



# enterprise ilembe

ECONOMIC DEVELOPMENT AGENCY

## TERMS OF REFERENCE

*FOR*

**THE PROVISION OF SAGE PASTEL EVOLUTION ERP SYSTEM  
SUPPORT SERVICES**

**Closing Date: 01 March 2016 (Tuesday)  
Time: 12h00 (Midday)**

*It is the intention of Enterprise iLembe to enter into a formal contract with a service provider or consortium to provide the services described herein. These Terms of Reference and the consultant's proposal will form the basis of the contract.*

## **Section 1: Details**

<b>Province:</b>	KwaZulu-Natal
<b>Municipality:</b>	iLembe District Municipality and the local municipalities comprising of KwaDukuza, Mandeni, Maphumulo & Ndwedwe
<b>Contracting Agency:</b>	Enterprise iLembe Economic Development Agency
<b>Project Name:</b>	Sage Pastel Evolution System Support Services

## **Section 2: Summary of Brief**

Proposals are being requested from Sage Pastel Evolution Certified and Accredited Business Partners for the provision of Sage Pastel Evolution ERP System Support Services as and when required by the Entity.

## **Section 3: Background**

### **Introduction:**

#### **The iLembe District Municipality**

The iLembe District Municipality is situated on the east coast of South Africa, in the KwaZulu-Natal Province. iLembe is one of the 11 district municipalities of KwaZulu-Natal province in South Africa and also the smallest District Municipality in the province, with a total population of 606 809. iLembe is located between two of Africa's busiest ports, Durban and Richards Bay, iLembe is therefore well situated not only to local but also international markets. Despite its strategic location, iLembe faces numerous economic challenges such as the high levels of poverty in the rural inland areas, which contrasts with rapid development along its coastal regions. The District has been

proactive in trying to develop broad based interventions to facilitate local economic development in response to its challenges of high rates of unemployment and correspondingly high levels of poverty.

#### **Enterprise Ilembe:**

Enterprise Ilembe is an economic development agency wholly-owned by the Ilembe District Municipality mandated to pursue and facilitate investment, economic development and empowerment in Ilembe. The objective of Enterprise iLembe is to improve the competitiveness of the Ilembe Region by creating an environment that will enable local business to compete successfully on the international stage.

## **Section 4: Specifications**

**The successful supplier will be appointed on an adhoc basis, as and when required, for a period of ONE (1) year. One month's written notification will be given to the service provider should the services no longer be required.**

Enterprise iLembe currently runs Sage Evolution version 7 with the following modules:

- System Core 10 licenses
- Standard Procurement module
- CRM Premium
- Fixed Assets
- BIC Standard
- BIC Advanced
- Bank Statement Manager

Proposal to include the following, inter alia:

- Pastel Evolution support (Rate Per Hour)
- Redesign of the existing chart of accounts to comply with the Municipal Standard Chart of Accounts (MSCOA) and setting up of system additional modules in line with the new chart (including BIC modules) (Rate Per Hour)
- Pastel Evolution training (Rate Per Hour)
- Supply and setup Advanced Procurement module.
- Deliver training of end users on Advanced Procurement.
- Refresher training on system overview

All quoted prices to include VAT.

Interested service providers are required to register on the Enterprise iLembe Accredited Suppliers Database. Registration forms are available upon request or can be downloaded from [www.enterpriseilembe.co.za](http://www.enterpriseilembe.co.za).

## Section 5: Payment Terms

Payments will be paid on invoices rendered for work completed. On receipt of invoices rendered the service provider should allow at least 4 weeks for the payments to be processed.

## Section 6: Non - Appointment

Enterprise iLembe has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest quotation.

## Section 7: Requirements Related to this Proposal

**Documentation and Information Relating to this Brief:**

### Submission of Proposals

Proposals must be submitted via e-mail to [krisantha@enterpriseilembe.co.za](mailto:krisantha@enterpriseilembe.co.za).

and be received on or before **12h00 (midday) on 01 March 2016**.

*Enterprise iLembe does not bind itself to accept the lowest or any of the quotations and reserves the right to accept the whole or part of the proposal.*

## Section 8: Adjudication Criteria

### Procurement Policy

Quotations will be evaluated in terms of the Procurement Policy of Enterprise iLembe and shall be applied as follows:-

- All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA (No.5 of 2000) and the 2011 B-BBEE Regulations.

**Any proposal that fails to achieve a minimum of 60 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.**

## Functionality Evaluation

The functionality evaluation points will be applied as per the table below;-

**NB:** Service Providers must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas:

### Competencies

The successful Service Providers must demonstrate the following key competencies for the functionality evaluation:

Competency	Point Allocation		Maximum Points
Experience relating Sage Pastel Evolution System Support - including system redesign <b>(Please include a list of contactable references for which similar work was undertaken in order to claim points for this)</b>	0 years	0	25 Points -Experience with Pastel Evolution Support
	1 – 5 years	20	
	5 – 10 years	30	25 Points – Experience in System Redesign
	Above 10 years	50	
Sage Pastel Evolution System Training Certification/ Experience with training. (Please include certified copies of all qualifications/ certifications)	0 years	0	50 Points
	1 – 5 years	20	
	5 – 10 years	30	
	Above 10 years	50	

***Only service providers who achieve a total of 60 points for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system. Service Providers wishing to claim preferential points must attach B-BBEE certificate.***

The 80/20 preference point scoring system will be applied with points allocated as follows:-

- 80 points for the price;
- 20 points for B-BBEE status level

The 20 preference points will be allocated based on B - BBEE status level of contribution and shall be allocated as per table below:-

Status Level of Contributor	Preference Points on scorecard (80/20 System)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

## **REQUIRED ANNEXURES**

### **Annexure A: Detailed Proposal**

### **Annexure B: Registration details & Compliance**

- Enterprise iLembe Supplier Registration Form (If not already registered on the Enterprise iLembe Database)
- Company registration documents
- Valid Original Tax Clearance Certificate (**Compulsory**)

### **Annexure C: HDI Ownership**

- B-BBEE Verification Certificate (Please attach the approved B-BBEE accreditation certificate if available in order to claim points for this.)