

REQUEST FOR INFORMATION (RFI) ON SUITABLE ERP SOLUTIONS IN PREPARATION FOR THE PROCUREMENT OF AN ERP SYSTEM FOR CPUT

BID NUMBER: RFI 01/25

BID INVITATION DATE

INVITATION DATE: 2 FEBRUARY 2025

NON-COMPULSORY BRIEFING/ SITE BRIEFING SESSION

MEETING DATE: 11 FEBRUARY 2025
MEETING TIME: 10H00 AM
ADDRESS: Cape Peninsula University of Technology

ONLINE: MICROSOFT TEAMS

[Join the meeting now](#)

SUBMISSION INFORMATION

CLOSING DATE: 24 FEBRUARY 2025
CLOSING TIME: 11H00 AM
ADDRESS:

ONLINE SUBMISSION: *Bids are to be submitted online using the SABEex Online Box which is located on the Bid Notice Page where procurement documentation is downloaded.*

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SECTION 01

CPUT CONDITIONS OF BID

BIDDERS INFORMATION (KINDLY COMPLETE)	
COMPANY NAME:	
CONTACT PERSON:	
DESIGNATION:	
PHYSICAL ADDRESS:	
OFFICE TELEPHONE NUMBER:	
CELL NUMBER:	
OFFICE FAX NUMBER:	
E-MAIL ADDRESS:	

<p>I certify that this Bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a Bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud.</p> <p>I agree to abide by all conditions of this Bid and certify that I am authorised to sign this Bid.</p>	<p>-----</p> <p>AUTHORISED SIGNATORY</p> <p>-----</p> <p>SURNAME AND FULL NAME/S</p> <p>-----</p> <p>DATE</p>
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1. **REQUEST FOR BID SCHEDULE**

Interested Bidders are hereby invited in the manner specified to submit to CPUT, goods and/or services specified in the RFB complying in all respects with the attached Instructions to Bidders.

The following information is specific to this RFB:

HEADING	CONTENT
<u>Compulsory</u> Information Meeting	Refer to the Bid Cover
CPUT Representative/s to whom Written Enquiries must be Addressed	Name : Mr A. Mangwana Address : ONLINE - SABEeX All Enquiries must be in Writing. Enquiries must be submitted up until 18 FEBRUARY 2025
Physical Address for Bid Submissions	Address : ONLINE - SABEeX
PLEASE NOTE THE FOLLOWING:	<ul style="list-style-type: none"> • No faxed or e-mailed Bids but only ONLINE SABEeX SUBMISSION BOX will be accepted. • Multiple Bids from the same Bidder is not allowed.
Submission of Bid Documentation and Further Instructions (Neglecting to follow these mandatory instructions will lead to disqualification)	Electronic submission: Bids are to be submitted through SABEeX Online
BID Document Fee	Is a Bid document fee payable? <u>NO</u> N/A
Grounds on which Bids may be Disqualified	Instructions to Bidders for basic grounds set out on the Automatic Disqualification.
Mandatory Documents to be Submitted together with the Bid	See Mandatory Documentation/Requirements schedule.
Criteria for Evaluation of Bids on Functionality and Weight of each Criteria	See Functionality Criteria (refer to applicable schedule).

Payment Terms (as per deliverables)	30 (thirty) days after Statement Date.
Period of Bids Validity after Submission	60 (Sixty) days from the Closing Date of Bid Submission.

For **Cape Peninsula University of Technology** who hereby warrants that s(he) is duly authorised to sign this RFB on its behalf

Full Name(s)

Designation

2. INSTRUCTIONS TO BIDDERS

2.1 DEFINITIONS AND INTERPRETATION

In this RFB and its component documents (other than Terms and Conditions) the following terms will have the following meanings assigned to them, unless the context indicates otherwise:

- 2.1.1 **Bidder/Bidder(s)** – means all persons/companies participating in this RFB process and/or submitting Bids;
- 2.1.2 **Bid(s)** – means a Bidder's/Bidder's submission to CPUT offering to supply the CPUT Department with the Goods/Services;
- 2.1.3 **CIPC** – means the Companies and Intellectual Property Commission;
- 2.1.4 **Closing Date and Time** – the closing date and time for submission of a Bid, specified in the Bid Request Schedule or on the front cover of this RFB;
- 2.1.5 **Contract** – means any contract flowing from this RFB between CPUT and a successful Bidder for the supply of the Goods/Services;
- 2.1.6 **GCC-** applicable to all bids, contracts and orders including bids for function professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents
- 2.1.7 **Date of Issue of RFB** – means the date of issue of this RFB by CPUT specified in the Bid Request Schedule or on the front cover of this RFB;
- 2.1.8 **Goods/Services** – means the merchandise, products, goods, works and/or services described in the Bid Request Schedule and – Scope of Supply and Specifications, or elsewhere in this RFB;
- 2.1.9 **Interested Party(ies)** – means any firm(s) who has/have attended the compulsory information session and submitted a proposal.
- 2.1.10 **Mandatory Documents** – the mandatory documents referred to in the Bid Request Schedule to be submitted by Bidders as part of their respective Bids;
- 2.1.11 **Procurement Department** – means the department within the Finance Division of CPUT which generally deals with the procurement of Goods/Services on behalf of CPUT Departments;
- 2.1.12 **Procurement Policy** – means the Procurement Policy that Council approved of CPUT governing, the procurement of Goods/Services;
- 2.1.13 **Related Person** – means, relative to a specified person, a related or inter-related person as defined by sections 1 and 2(1) of the Companies Act 2010;
- 2.1.14 **RFB/Bid** – means this Request for Bids including all of its component parts, schedules and annexures;
- 2.1.15 **RFB/Bid Reference Number** – means the Request for Proposal Reference Number specified in the Bid Request Schedule or on the cover page of this RFB;

- 2.1.16 RFB Short Title** – means the Bid Short Title specified in the Bid Request Schedule or on the cover page of this RFB;
- 2.1.17 Verification Documents** – means the documentation to be submitted by a Bidder in order to verify each criterion, specified in this RFB;
- 2.1.18 CPUT** – means the Cape Peninsula University of Technology, a higher education institution in terms of the Higher Education Act;
- 2.1.19 CPUT Department** – means a department, faculty, division, centre, unit, institute, club or society of CPUT;
- 2.1.20 CPUT Representative** – means the duly appointed representative of CPUT for the purposes of this RFB, specified in the Bid Proposal Schedule;
- 2.1.21** Where CPUT and the Bidders' interpretation of the document differ, CPUT's interpretation will prevail.

2.2 PURPOSE AND OBJECTIVE OF RFB/I

The purpose of this RFB is to reach the wider supply market in the procurement of goods, services and works in the collection of goods cost, pricing and general information on your business in order to determine the Bidder/s who are most capable of supplying the service to CPUT.

2.3 INTRODUCTION AND APPLICATION

The CPUT Department specified in the attached Bid Request Schedule is considering the procurement of the goods, services and works.

This RFB/I, comprising the documents specified in the Bid Request Schedule, has accordingly been issued by the Procurement Department under the RFB/I Number and Bid Short Title on the Date of Issue of RFB/I.

The purpose of these instructions is to inform prospective Bidders of the terms and conditions which will apply to the submission of Bids for the supply of the goods, services and works.

By participating in this RFB/I process and/or submitting a Bid, all Bidders undertake to be bound by the terms and conditions of this RFB/I.

Each Bidder will submit a Bid which conforms in all respects with this RFB/I. Bidders which submit responses to the RFB/I will be deemed to have accepted, and willfully comply with all the terms and conditions.

The Bid must be signed by a person fully authorised to commit the Bidder to the terms and conditions set out in this RFB/I. CPUT is entitled to assume that there is full authority in the signatory of the Bid.

2.4 MANDATORY DOCUMENT REQUIREMENTS AND CHECKLIST:

Please complete the following checklist to reflect which documents have been submitted. Make sure that the relevant documents are included and referenced properly. Please attach certified copies unless otherwise stated in the checklist. Make sure that the Annexure and Page Number column is completed and references the exact Annexure/Page Number specified in your submitted bid document.

	DESCRIPTION OF REQUIREMENT (documents must be in the same order and referenced against applicable number as in this checklist)	Please [√] where Applicable	Annexure	Page No
1.	Duly completed signed bid document			
2.	A Valid Tax Compliance Certificate and a pin in terms of SARS. It is an absolute requirement that the taxes of the successful Respondent ARE in order, or that a suitable arrangement has been made with SARS to satisfy them. Written proof from SARS in respect of this arrangement to be provided in the absence of a valid tax clearance certificate. The Tax Clearance Certificate relating to the BID must be valid at the time of submission. Each party to a Consortium / Joint Venture / Sub contractor must provide a separate valid Tax Clearance Certificate.			
3.	CIPC Registration Document for Companies and CCs or a letter from a registered accountant for all other entities confirming entity type.			
4.	Valid letter of good standing (COIDA) issued by Department of Labour or (FEM) (RAM) issued by the appointed agencies.			
5.	Service provider must submit a company profile, giving details of background, a track record of a minimum of five (05) years' experience in supply and delivery of an ERP solution in a large organization.			

I/ We hereby acknowledge my/ our understanding that failure to submit all the documents listed above, renders my/ our submission incomplete. As a result, my/ our submission will be disqualified and not considered any further in the bid process.

NAME:DATE:.....

SIGNATURE:.....

2.5 TOTAL COST

“Total Costs” will be an important parameter for Bidder assessment.

“Total Costs” is defined as follows:

- “Total Costs” means the sum of all direct and indirect costs associated with the purchase of the goods incurred by CPUT, including but not limited to the invoice price, goods life, service costs, distribution costs, transaction costs, inventory costs, purchasing administration costs and other costs incurred with the use of the goods provided by the Bidder.
- Bidders are expected to provide highly competitive costs inclusive of vat.

2.6 BIDDER CAPABILITY

CPUT will make an assessment of Bidder/s capability on the basis and information provided by Bidders in response to this RFB/I.

2.7 EMPOWERMENT/SOCIAL RESPONSIBILITY

CPUT is serious in its commitment to the previously disadvantaged groups and will expect selected Bidders to demonstrate that they share that commitment.

2.8 GUIDELINES FOR SUBMISSION OF PROPOSAL

2.6.1 ACCEPTANCE OF PROPOSAL AT CPUT DISCRETION

CPUT reserves the right, exercisable at its sole discretion, to review, evaluate and dispose of any Bid as it sees fit. Nothing stated in this RFB/I (whether express or implied) binds or obligates CPUT to accept the lowest of any price contained in the Bid or to accept any Bid.

Bidders or their representatives can expect to discuss the details of their Bid during the evaluation process. CPUT reserves the right to negotiate specific terms with the preferred Bidders prior to the award of a final contract (if any).

2.6.2 CONFORMANCE

All Bids must conform to each of the requirements set out in this RFB/I. Non-conforming Bids will not be considered.

2.6.3 SUBMISSION VALIDITY

Each Bid submitted by a Bidder must remain valid for a period of **60 (sixty) days** from the required date of submission.

2.9 BID DOCUMENTATION

2.9.1 ADDITIONAL BIDDER INFORMATION

CPUT may request additional data, discussions or presentations in support of responses to the RFB/I.

Additionally, CPUT may conduct a survey of any Bidder under consideration to confirm or clarify any information provided (including pricing) or to collect more evidence of managerial, financial and technical abilities, including but not limited to, meetings and visits to current customers served by the Bidder.

2.9.2 SUBMISSION OF BID DOCUMENTATION

Each Bidder will in all material respects fully complete, sign and submit all the prescribed forms of this RFB/I, and all mandatory supporting documentation required in terms of this RFB/I.

The Bid must be completed and submitted in the English language.

Submission of Bid Documentation as prescribed in the Request for Bid Schedule under the Heading "Submission of Bid Documentation and Further Instructions" must be followed. Disregarding these instructions will lead to disqualification.

The "Original" Bid documentation and Pricing Schedule must be submitted ONLINE: "**ON SABEEX**"

2.9.3 JOINT VENTURE/CONSORTIUM SUBMISSIONS

Submission of documentation must include a copy of the legal Joint Venture/Consortium agreement. Furthermore, mandatory documentation and requirements must be submitted for each partner/business forming part of the Joint Venture/Consortium.

2.10 COMPULSORY INFORMATION MEETING (WHERE APPLICABLE)

- 2.10.1 If it is indicated in the Bid Request Schedule that an information meeting is to be held, the provisions of this clause will apply.
- 2.10.2 The CPUT Representative (or his/her delegate) will meet prospective Bidders at the address, on the date and at the time specified in the Bid Request Schedule, in order to brief the Bidders with regards to this RFB/I and/or for provision of any further information.
- 2.10.3 Attendance by all Bidders at the **information meeting is compulsory (where applicable)**.
- 2.10.4 The Bidder, or its representative(s), will be required to sign an attendance register on the date of the meeting, as proof of attendance.
- 2.10.5 CPUT reserves the right to limit the numbers of representatives from each Bidder.
- 2.10.6 Bidders, or their representatives, attend the information meeting at their own risk and CPUT will not be liable for any loss, damage or injury incurred or suffered by Bidders or their representatives.
- 2.10.7 Failure to attend the Compulsory Information Meeting will result in the disqualification of a Bidder.

2.11 BIDDERS' CODE OF CONDUCT

In the compilation and submission of Bids and in all matters arising out of or in connection with their participation in this RFB/I process, each Bidder agrees and undertakes:

- 2.10.2 to act fairly, reasonably, ethically and in good faith;
- 2.11.2 to comply with all applicable laws including without limitation the Prevention and Combating of Corrupt Activities Act, the Competition Act and the Prevention of Organised Crime Act;
- 2.11.3 not to (and to procure and ensure that its officers, employees, representatives, associates, relatives and agents do not) directly or indirectly approach or influence any officer or employee of CPUT, or any procurement agent or consultant appointed by CPUT, with a view to obtaining an unfair advantage for such Bidder's Bid, or attempt to influence the Bid adjudication process by means of any threat, gift or privilege;
- 2.11.4 not to request or attempt to obtain any information about competing Bids or the RFB/I process that would give it an unfair advantage over other Bidders;
- 2.11.5 not to share Bid information with other Bidders or potential Bidders or third parties, or to collude with other Bidders or potential Bidders;
- 2.11.6 prior to or as part of its Bid submission to disclose in writing to CPUT any conflicts of interest or duty or potential conflicts of interest or duty including:
 - any interest which any officer, employee, consultant or adviser of CPUT (or their respective spouses, children, siblings or parents) may have in the Bidder or a Related Person;
 - the details of any Related Person of the Bidder in the employ of CPUT or engaged by CPUT in an advisory capacity.
- 2.11.7 for the duration of the RFB/I process until Contract award, not to communicate with any employee, officer or procurement agent of CPUT on any matter relating to this RFB/I except with or through the CPUT Representative unless such communication involves a complaint about such representative.

2.11.8 to report in writing to the CPUT representative/EMC any of the following misconduct by any employee, officer or procurement agent of CPUT or any Bidder relating to the RFB/I process:

- any contravention of the Prevention and Combating of Corrupt Activities Act or similar law;
- the solicitation or extortion of any bribe, gift, privilege or advantage for the benefit of any person;
- the leaking of confidential information by any CPUT employee or other person relating to any aspect of this RFB/I including any competing Bids or the evaluation of Bids, prior to the award of any Contract; and
- any conflict of interest or duty.

2.12 REJECTION OF BIDS AND DISQUALIFICATION

The following will be rejected:

- 2.12.1 any Bid which has not been duly delivered and received on **SABEEX** by the Closing Date and Time;
- 2.12.2 any Bid (including Courier Service deliveries) not completed and signed on a submission in the Bid Register at Procurement Offices;
- 2.12.3 any Bid envelope which is not correctly and fully completed with the mandatory information as stipulated in the Request for Bid Schedule under the Heading "Submission of Bid Documentation and Further Instructions";
- 2.12.4 any modification or correction to any Bid which has not been delivered and on **SABEEX** by the Closing Date and Time or, in any case where CPUT has issued an Addendum to this RFB, by the date and time specified for any Bid changes;
- 2.12.5 any Bid where the Bidder's Certificate of Independent Bid Determination (4) of this RFB/I is found not to be true or is incomplete in any respect;
- 2.12.6 The following Bids are liable to be disqualified by CPUT:
- any Bid which is unsigned, incomplete or otherwise does not comply with this RFB/I;
 - any Bid which omits any Mandatory Document/Requirements and/or any Functionality Criteria, and no or insufficient explanation has been provided in the Bid documents;
 - where a Bidder is required to pay a Bid document fee and such fee has not been paid in the manner prescribed by that clause by the Closing Date and Time;
 - any Bid submitted by any person who CPUT has resolved not to conduct business with due to present or past breaches of contract, default, misconduct, irregularities or poor performance by a Bidder or by any Related Person, or on other reasonable grounds;
 - a Bid where the Bidder or any Related Person has, or would have, a conflict of interest or duty regarding the performance of any resulting contract for the supply of the Goods/Services;
 - the Bid of any Bidder found to have contravened the Bidders' Code of Conduct;
 - the Bid of any Bidder who did not attend a compulsory information meeting;
 - any other Bid which contravenes the additional grounds on which a Bid may be disqualified, specified in the Bid Request Schedule.

2.13 PRICE INSTRUCTIONS

- 2.13.1 Bidders will complete the Bid price and submit it separate to the Bid as per instructions.
- 2.13.2 The responses must remain in the format outlined in the instructions which contain the requirements and costing information.
- 2.13.3 Bidders will give a breakdown of the /Bid price showing the basic price and Value Added Tax ("VAT") separately, failing which the Bid will be deemed to be inclusive of VAT which will be payable by the Purchaser subject to the receipt of a VAT invoice.
- 2.13.4 CPUT reserves the right to split and award the Bid to more than 1 (one) Bidder if it so desire.
- 2.13.5 Inclusive of all associated costs and taxes, including insurance, charges for packaging, carriage, delivery to the premises, handling fees, toll fees, permits, all duties, licences and other related charges payable in respect of the goods from time to time.

2.14 COSTS

CPUT is not responsible for any costs (whether direct or indirect) incurred by a Bidder in preparing and/or submitting a bid or otherwise responding to this RFB/I or in any subsequent discussions or negotiations. All parties and participants must bear their own costs.

2.15 ADDITIONAL BIDDER INFORMATION

CPUT may request additional data, discussions or presentations in support of responses to this RFB/I. Additionally, CPUT may conduct a survey of any Bidder under consideration to confirm or clarify any information provided (including pricing) or to collect more evidence of managerial, financial and technical abilities, including but not limited to, meetings and visits to current customers served by the Bidder.

2.16 BID/ BID PROCEDURE AND INSTRUCTIONS

- 2.16.1 The Bidder must examine all parts of the Bid documentation including all Annexures ("the Bid documentation").
- 2.16.2 **CONFIDENTIALITY:** All information detailed in this Bid Document is proprietary in nature and not to be divulged without written permission from Cape Peninsula University of Technology. By the same token, Cape Peninsula University of Technology will not divulge any information without the written permission of the Service Provider.
- 2.16.3 The delivery of one complete signed copy of the Bid documentation, of which each page must be initialed in full by the Service provider and also signed in full in the spaces as provided for.
- 2.16.4 **VALIDITY:** The Bid offer must be VAT inclusive and valid for a period of **sixty (60) days** from the closing date.
- 2.16.5 The Cape Peninsula University of Technology retains the right to award or refuse Bids in its sole discretion and the lowest or any other Bids shall not necessarily be accepted. No late Bid will be taken into consideration.
- 2.16.6 All Bidders will be required to complete a vendor information form detailing the organization's complete profile for registration on CPUT Vendor list.

2.16.7 All Service providers shall be advised in writing either that their Bid has been accepted or declined, as the case may be, within a period of sixty (60) days or such extended period of time as indicated by the Cape Peninsula University of Technology to the Service provider, from the closing date of this Bid.

2.16.8 PAYMENTS: CPUT will pay the Company the Fee as set out in the final contract. No additional amounts will be payable by CPUT to the Service Provider.

The Company shall from time to time during the duration of the contract, invoice CPUT for the services rendered which will be paid 30 days after receipt of an acceptable valid statement. No payment will be made to the Company unless an invoice complying with the section 20 of VAT Act No.89 of 1991 has been submitted to CPUT.

2.16.9 The Cape Peninsula University of Technology may, before the acceptance of any Bid, determine that further terms and conditions be added to the Bid documentation which will be deemed for all purposes to form part of the Bid documentation, and should the Cape Peninsula University of Technology not reach agreement with a preferential Service provider with regard to further terms and conditions, then the Cape Peninsula University of Technology retains the right not to award the Bid to such preferential Service provider and to identify any of the other Service Providers as preferential Service Provider and to negotiate with other Service Providers with a view to awarding the Bid, whether as explained in the Bid documentation, or with the inclusion of any further Bid conditions in the sole discretion of the Cape Peninsula University of Technology as agreed upon with such Service Provider.

2.16.10 All enquiries with regard to the Bid in terms of the Bid documentation must be addressed to the contact details as set out on the first page of this Bid document.

2.17 NEGOTIATIONS

On receipt of Bid/s from Bidders, CPUT proposes to evaluate those responses based on the requirements.

Negotiations will be conducted with a reduced number of selected Bidders which may lead to one or more contracts for the supply of the service.

CPUT reserves the right to vary, at its sole discretion, this negotiation plan at any time and does not make any undertakings in relation to entering into any contracts for the supply of goods/services.

2.18 SPECIAL CONDITIONS OF CONTRACT

2.18.1 CONTRACT COMPLETION PERIOD

The contract completion period of this project will be once off.

2.18.2 QUANTITY REQUIRED & PRICING

CPUT (Cape Peninsula University of Technology) reserves the right to adjust the quantity required prior to, during or after the Bid process.

If deemed necessary, CPUT (Cape Peninsula University of Technology) reserves the right to split the Bid between more than 1 (one) Bidder to ensure competitive pricing and accurately supplied specifications.

2.18.3 CONSULTANCY AGREEMENT

If applicable, the successful Bidder will be required to sign a consultancy agreement as per the prior to the commencement of the Project.

2.18.4 STANDARDS

The service/s supplied will conform to the standards mentioned in the RFB/I Bid documents and specifications.

2.18.5 DELIVERY AND DOCUMENTS

Delivery of the service will be made by the Bidder to the Institution in accordance with the terms specified in the RFB/I document.

The documents to be furnished by the Bidder to the Institution are as follows:

- Bidder's invoice/completion certificate showing goods/service description, quantity, unit price and total amount.
- Inspection certificate, issued by the nominated inspection agency and the Bidder's factory inspection report.

2.18.6 SUPPLY, INSTALLATION AND COMMISSIONING

The Bidder will be responsible to supply, install and commission the item to the institution at no additional cost to the University other than the quoted price.

2.18.7 INVITATION TO BID

The Service provider/ bidders herewith, by the delivery of the originally signed bid documentation, as contemplated in the RFB/I for the provision of goods or services to 'the Cape Peninsula University of Technology, as defined in the Bid documentation, and further read with all the bid documentation ("the RFB/I documentation") and its annexures as listed in the RFB/I table of contents.

SPECIFICATIONS

PART A

REQUEST FOR INFORMATION (RFI)

Objective of the Request for Information (RFI)

Cape Peninsula University of Technology (CPUT) seeks information from experienced service providers to explore solutions that meet the diverse needs of a Higher Education environment. The primary objective of this RFI is to gather detailed insights into ERP systems and their capabilities to ensure alignment with CPUT's goals and operational requirements.

CPUT intends to use the information provided to determine the following:

- a) To gather information on the suppliers available in the market.
- b) To identifying appropriate suppliers who can respond to an RFP on the ERP review.

Cape Peninsula University of Technology invites you to submit a:

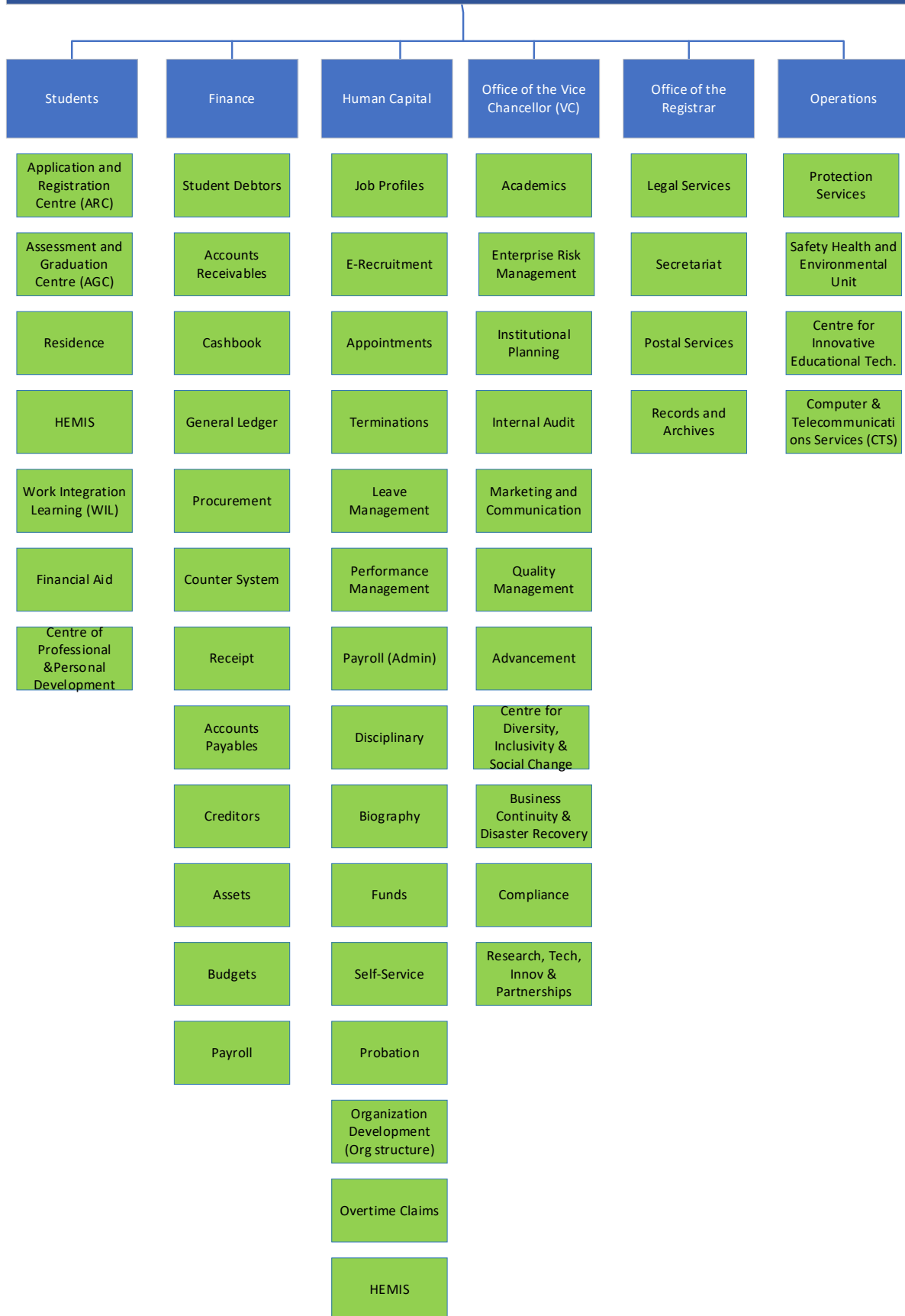
Response to the, **Request for information (RFI)**, for the services as stated in the table below. (PART B) This RFI is a stand-alone information-gathering exercise, intended only to inform and assist INSTITUTION further deliberation and development of a formal Request for Proposal (RFP) for the employment of resources or companies experienced in **the supply of Enterprise Resource Planning**.

ERP Functionality:

The institution is interested in ERP solutions that can provide robust functionality in the following areas:

- Academic and Student Management modules, including applications, admissions, registration, recognition of prior learning (RPL), curriculum management, marks administration, and other student lifecycle support.
- Core Business Processes - Financial management, HR/payroll, and supply chain functionalities including procurement and contract management.
- Analytics and reporting capabilities specific to higher education (HEMIS in the areas of Student, Staff, Space and Post Docs).
- Below is the Business Area Scope:

Cape Peninsula University of Technology (CPUT)



1. **Customization and Integration:**
 - Integrated and seamless management of student information, finance, HR, and administrative processes.
 - Ability to customize the system to meet specific institutional needs.
 - Integration with existing systems (e.g., PowerHEDA, LMS, library systems, and payment platforms, etc).
2. **User Experience and Accessibility:**
 - User-friendly interface for students, faculty, and administrative staff.
 - Mobile and web-based access options to ensure accessibility for all stakeholders.
3. **Implementation and Support:**
 - Project timeline, project methodology and typical implementation duration.
 - Availability of training, user guides, and ongoing technical support services.
 - Change management delivery strategy
4. **Data Security and Compliance:**
 - Strategies and measures to ensure data integrity, privacy, as well as compliance and adherence to local and international regulations.
 - Compliance with Audit requirements
5. **Cost Structure:**
 - Detailed pricing model, including licensing, implementation, maintenance costs, and any related costs.

Guide to respond

- Respondents are to provide details on the technology, process and/or system solution that can perform similar function to the ERP as described in part B of this publication.
- It should be noted that responses on the published RFI will be evaluated to shortlist bidders in terms of their capability to respond to the formal RFP to be issued.

- Bidders who qualify will be approached through a closed tender process for the submission of a final technical proposal and priced bid.

Format of the submission

Both PART A and PART B should be addressed in response to the RFI.

Method of submitting the RFI to INSTITUTION

The RFI responses must be submitted via:

ONLINE SUBMISSION: *Bids are to be submitted online using the SABEex Online Box which is located on the Bid Notice Page where procurement documentation is downloaded.*

Important notice to bidders

Queries and questions on the RFI

- No questions, during the RFI period will be answered telephonically.
- Questions must be submitted in writing, via :**ONLINE - SABEeX**

No late submission will be considered

Sealed and signed by person(s) duly authorised to act on behalf of your company;

Received in full.

3. **EVALUATION PROCESS**

For the purpose of this bid, CPUT has adopted a three (03) stage bid evaluation criteria with the minimum pre-qualification/mandatory criteria included in the RFB/I, which should be met by the Bidder in order for CPUT to accept an offer for evaluation. Therefore, this bid will be evaluated on two (02) stages being mandatory and the functionality.

5.1 FIRST PHASE: PRE-QUALIFICATION/MANDATORY CRITERIA – CHECKING OF DOCUMENTS

- 5.1.1 The pre-qualification evaluation will be carried out by CPUT to determine which Bidders responses are compliant or non-compliant with the bid specifications/requirements issued.
- 5.1.2 Where there is failure to comply with the pre-qualification/mandatory criteria and/or CPUT is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the proposal will be disqualified.
- 5.1.3 No points allocated for mandatory documents/mandatory requirements. **Bidders not meeting these mandatory documents/mandatory requirements will be disqualified from the bidding process.**

5.2 TECHNICAL PROPOSAL

- 5.2.1 Bidders will be evaluated on mandatory requirement and no points will be allocated
- 5.2.2 The first phase of evaluation is checking and verification of all the mandatory documents to be submitted by the bidders and compliance to specification
- 5.2.3 Bidders not meeting those mandatory documents/mandatory requirements will be disqualified from the bidding process.
- 5.2.4 Certified copies or original documents will be accepted.

4. **SECOND PHASE: FUNCTIONALITY**

CPUT will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:
 The minimum point scored to advance to invitation phase will be **60/100** points to be considered for the next stage of invitation to bid. (To qualify for invitation to the RFB process, a respondent must achieve at least **60** points)

No.	PART A: Requirement
1.	Details on the technology – Give a description of:

	<ul style="list-style-type: none"> a. ERP system and key features b. Modules within the ERP system (e.g. Student and Academic administration, Finance, Human Resources, etc.) <p style="text-align: right;">(5)</p>
2.	<p>Technology infrastructure and options. Clarify:</p> <ul style="list-style-type: none"> a. Architecture and technology stack b. Customer choices with respect to the system database c. Development tools/languages that were used in your product d. Integration capabilities with third-party applications
3.	<p>Implementation and Support. Please provide</p> <ul style="list-style-type: none"> a. Typical implementation timeline b. Training and user adoption strategies c. Ongoing support and maintenance options <p style="text-align: right;">(5)</p>
4.	<p>Security and Compliance.</p> <ul style="list-style-type: none"> a. Data protection policies and compliance standards b. Disaster recovery and business continuity plans c. Audit compliance <p style="text-align: right;">(5)</p>
5.	<p>Cost Structure (Non-binding estimate)</p> <ul style="list-style-type: none"> a. Licensing and subscription models b. Estimated implementation and training costs c. Support and maintenance pricing <p style="text-align: right;">(5)</p>
6.	<p>Provide a detailed road-map of your ERP offering clarifying :</p> <ul style="list-style-type: none"> a. Past releases (versions) and b. Future planned releases

PART B: Shortlisting Criteria	Scoring guide	Score
Understanding of the INSTITUTION requirement Responses in PART B will be considered	Sub total (30)	
Experience in providing a similar solution Evidence to support the claim will be considered	a) <5 years - 1 points b) 5-7 years - 3 points c) > 7 years - 5 point (Minimum requirement is 5 years) Sub total (20)	
Record of implementation (public or private) Evidence to support claim	Status of implementation a) Successfully implemented - 5 points b) in progress - 4 points c) Cancelled - 3 points Sub total (15)	
Size of implementation Evidence to support claim	Number of user population a) <30,000 - 1 point b) 30,000-40,000 – 3 points c) >40,000 – 5 points Sub total (15)	
Letters of recommendation from clients where solution was successfully implemented	Reference letters a) Letter(s) of recommendation signed by the recommending party is attached and applicable to work done in the last 5 years- 1 point b) Letter(s) of recommendation is not attached - 0 point Minimum requirement = 2 reference letter addressing successful implementation in the last 5 years Sub total (20)	
	TOTAL (70)	
SHORTLISTING CRITERIA		

The following evaluation criteria will be used to evaluate responses across the six (6) ERP requirements as outlined in part B.

DECLARATION OF INTEREST

1. Any legal person, excluding persons employed by Cape Peninsula University of Technology (CPUT), or persons having a kinship with persons employed by the CPUT, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes a price Bid, advertised competitive Bid, limited Bid or proposal).

In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the CPUT, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where –

- the Bidder is employed by the CPUT; and/or
- the legal person on whose behalf the Bid document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the Bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.**

2.1	Full Name of Bidder or his or her Representative:	
2.2	Identity Number:	
2.3	Position occupied in the Company (director, trustee, shareholder ¹):	
2.4	Company Registration Number:	
2.5	Tax Reference Number:	
2.6	VAT Registration Number:	

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 3 below.

¹ “Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7	Are you or any person connected with the Bidder presently employed by the CPUT?	YES / NO
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2.7.1 If so, furnish the following particulars:
Name of person / director / trustee / shareholder / members:

Name of CPUT Department / Division at which you / the person connected to the Bidder is employed:

Position occupied in the CPUT institution:

Any other particulars:

2.8 If you are presently employed by the CPUT, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.8.1 If yes, did you attach proof of such authority to the Bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid).

YES / NO

2.8.2 If no, furnish reasons for non-submission of such proof:

2.9 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the CPUT in the previous twelve months?

YES / NO

2.9.1 If so, furnish particulars:

2.10 Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the CPUT and who may be involved with the evaluation and or adjudication of this Bid?

YES / NO

2.10.1 If so, furnish particulars:

--

2.11 Are you, or any person connected with the Bidder, aware of any relationship (family, friend, other) between any other Bidder and any person employed by the CPUT who may be involved with the evaluation and or adjudication of this Bid?

YES / NO

2.11.1 If so, furnish particulars:

--

2.12 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are Quoting for this contract?

YES / NO

2.12.1 If so, furnish particulars:

3. FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS

Full Name/s	Identity Number	Personal Tax Reference Number	Personnel Number

4. DECLARATION

I, THE UNDERSIGNED
(FULL NAME/S)

--

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT.

I ACCEPT THAT THE CPUT MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

--

SIGNATURE

--

DATE

--

NAME OF BIDDER

--

POSITION

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all Bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive Bidding (or Bid rigging). ² Collusive Bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. The Procurement policy authorises the SCM section (which will include all persons delegated with authority in terms of the Procurement policy section (page 6 of 28)) of the CPUT to:
 - 3.1 Disregard the Bid of any Bidder if that Bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - 3.2 Cancel a contract awarded to a Bidder of goods and services if the Bidder committed any corrupt or fraudulent act during the Bidding process or the execution of that contract.
4. This document serves as a declaration that would be used by institutions to ensure that, when Bids are considered, reasonable steps are taken to prevent any form of Bid rigging.
5. In order to give effect to the above, the attached must be completed and submitted with the Bid.

¹ Includes price quotations, advertised competitive Bids, limited Bids and proposals.

² Bid rigging (or collusive Bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a Bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying Bid:

(Bid Number and Bid Description)

in response to the invitation for the Bid made by:

CAPE PENINSULA UNIVERSITY OF TECHNOLOGY (CPUT)

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying Bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the Bidder to sign this Certificate, and to submit the accompanying Bid, on behalf of the Bidder;
4. Each person whose signature appears on the accompanying Bid has been authorised by the Bidder to determine the terms of, and to sign the Bid, on behalf of the Bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” will include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:
 - 5.1 Has been requested to submit a Bid in response to this Bid invitation;
 - 5.2 Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
 - 5.3 Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder.
6. The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partner in a joint venture or consortium³ will not be construed as collusive Bidding.

Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- 7.1 prices;
 - 7.2 Geographical area where product or service will be rendered (market allocation);
 - 7.3 Methods, factors or formulas used to calculate prices;
 - 7.4 The intention or decision to submit or not to submit, a Bid;
 - 7.5 The submission of a Bid which does not meet the specifications and conditions of the Bid; or
 - 7.6 bidding with the intention not to win the Bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

SIGNATURE

DATE

NAME OF BIDDER

POSITION

RETURNABLES CHECKLISTS

ITEM	DESCRIPTION	INCLUDED
<u>Phase 01 - Mandatory Administrative Criteria</u>		
A	Bidder Information	
1	Completed document	
2	Valid Tax Compliance Certificate	
3	Company registration	
4	Letter of good standing	
5	Company profile	
<u>Phase 03 - Price and Specific Goals</u>		
6	BBBEE Certificate	
<u>Other documents for Bid Evaluation</u>		
7	Declaration of Interest	
8	Certification of independent bid determination	
9	Returnable Schedule	
10	Contract offer	

POPIA NOTICE AND CONSENT FORM

We understand that your personal information is important to you, and we understand any concerns you may have about sharing it. Your privacy is important to us, and we are committed to safeguarding and processing your information in a lawful manner.

Our aim is to ensure you fully understand the how and why of processing your personal information. If you ever suspect that your personal information is not being processed correctly or is being used for a purpose different from the original intent, please do not hesitate to contact us.

You have the right to request access to the information we have of you on record at any time. If you believe that any of the information we hold is outdated or inaccurate, please feel free to ask us to update or correct it.

Our Office Contact Details

Manager Tenders and Contracts: Ndikho Macingwane
Contact Number: 021 959 4314
Email Address: macingwanen@cput.ac.za

Purpose of Processing your information.

The purpose of processing your personal information is primarily to facilitate your access to our services. Our processing involves the collection, retention, use, and disclosure of your information. We will process your information in accordance with the eight (8) conditions for lawful processing of personal information as specified in POPIA, as well as in line with reasonable expectations. This includes keeping you informed of relevant updates, confirming, and updating your personal details, while ensuring that we comply with all legal and regulatory requirements.

For more detailed information on the specific information collected and how it is used, the Service Provider is encouraged to refer to our **Protection of Personal Information and Privacy Plan**, available on our website at <https://www.cput.ac.za/services/records/popia/#service>.

I hereby authorise CPUT to process my information for purpose outlined above, those included in their Protection of Personal Information and Privacy Plan and their Policies.

Name and Surname.....

Signature.....

Date