



## REQUEST FOR PROPOSALS (RFP)

**APPOINTMENT OF A QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE IMPLEMENTATION, LICENSING, MAINTENANCE AND SUPPORT OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM FOR THE NKOMAZI SPECIAL ECONOMIC ZONE (NSEZ) FOR A PERIOD OF THREE (3) YEARS**

**RFP NUMBER: NSEZ/2026/08**

NAME OF BIDDER: .....  
CSD REG NO.: .....  
TEL NUMBER : .....  
AMOUNT: ..... (Vat Incl)

Prepared for:  
Nkomazi SEZ SOC Ltd

Technical enquiries:  
Mr. BT Khoza  
[Bkhoza@nkomazisez.gov.za](mailto:Bkhoza@nkomazisez.gov.za)

MEGA Head Office  
Supply Chain Management Unit  
02 Eastern Blvd  
Riverside Mall,  
1201

SCM enquiries:  
Ms. BN Mahlalela  
[scm@nkomazisez.gov.za](mailto:scm@nkomazisez.gov.za)

**CLOSING DATE: 05 NOVEMBER 2026 @ 12H00**

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**PART A – SBD 1****INVITATION TO BID**

|                                                                                                                                             |                                                                                                                                                                                                                                                           |               |                                                |                                 |              |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------|---------------------------------|--------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR THE BELOW MENTIONED TENDER OF NKOMAZI SPECIAL ECONOMIC ZONE (NSEZ)</b>                                 |                                                                                                                                                                                                                                                           |               |                                                |                                 |              |
| BID NUMBER:                                                                                                                                 | <b>NSEZ/2026/08</b>                                                                                                                                                                                                                                       | CLOSING DATE: | <b>05 November 2026</b>                        | CLOSING TIME:                   | <b>12H00</b> |
| DESCRIPTION                                                                                                                                 | (RFP) APPOINTMENT OF A QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE IMPLEMENTATION, LICENSING, MAINTENANCE AND SUPPORT OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM FOR THE NKOMAZI SPECIAL ECONOMIC ZONE (NSEZ) FOR A PERIOD OF THREE (3) YEARS |               |                                                |                                 |              |
| <b>RFP RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT MEGA HEAD OFFICE, 02 EASTERN BOULEVARD, RIVERSIDE, MBOMBELA ,1200</b> |                                                                                                                                                                                                                                                           |               |                                                |                                 |              |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                       |                                                                                                                                                                                                                                                           |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |                                 |              |
| CONTACT PERSON                                                                                                                              | <b>Ms. BN Mahlalela</b>                                                                                                                                                                                                                                   |               | CONTACT PERSON                                 | <b>Mr. B Khoza (CFO)</b>        |              |
| TELEPHONE NUMBER                                                                                                                            | <b>N/A</b>                                                                                                                                                                                                                                                |               | TELEPHONE NUMBER                               | <b>N/A</b>                      |              |
| FACSIMILE NUMBER                                                                                                                            | <b>N/A</b>                                                                                                                                                                                                                                                |               | FACSIMILE NUMBER                               | <b>N/A</b>                      |              |
| E-MAIL ADDRESS                                                                                                                              | <b>scm@nkomazisez.gov.za</b>                                                                                                                                                                                                                              |               | E-MAIL ADDRESS                                 | <b>bkhoza@nkomazisez.gov.za</b> |              |
| <b>SUPPLIER INFORMATION</b>                                                                                                                 |                                                                                                                                                                                                                                                           |               |                                                |                                 |              |
| NAME OF BIDDER                                                                                                                              |                                                                                                                                                                                                                                                           |               |                                                |                                 |              |
| POSTAL ADDRESS                                                                                                                              |                                                                                                                                                                                                                                                           |               |                                                |                                 |              |
| STREET ADDRESS                                                                                                                              |                                                                                                                                                                                                                                                           |               |                                                |                                 |              |
| TELEPHONE NUMBER                                                                                                                            | CODE                                                                                                                                                                                                                                                      |               | NUMBER                                         |                                 |              |
| CELLPHONE NUMBER                                                                                                                            |                                                                                                                                                                                                                                                           |               |                                                |                                 |              |
| FACSIMILE NUMBER                                                                                                                            | CODE                                                                                                                                                                                                                                                      |               | NUMBER                                         |                                 |              |
| E-MAIL ADDRESS                                                                                                                              |                                                                                                                                                                                                                                                           |               |                                                |                                 |              |
| VAT REGISTRATION NUMBER                                                                                                                     |                                                                                                                                                                                                                                                           |               |                                                |                                 |              |

## PART B

### TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                             |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>                                                                                              |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                    |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.                                                                                                                                                                           |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.                                                        |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.                                                                                                                   |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.                                                                                                                                                             |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.                                                                                       |
| 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                                    |
| 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."                  |

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE .....

## **SECTION 1: INVITATION TO THE BID**

## ANNEXURE A: RETURNABLE DOCUMENTS CHECKLIST

**Bidders must complete and submit all required returnable documents.**

### A.1 Mandatory Returnable Documents

| No. | Document Required                                              | Submitted (Yes/No) | Page Reference |
|-----|----------------------------------------------------------------|--------------------|----------------|
| 1   | Valid Tax Compliance Status (Tax Clearance Certificate or PIN) |                    |                |
| 2   | Central Supplier Database (CSD) Registration Report            |                    |                |
| 3   | Company Registration Documents (CIPC)                          |                    |                |
| 4   | Fully Completed SBD 1, SBD 4 and SBD 6.1                       |                    |                |
| 5   | Signed Bid Document (all pages initialed where required)       |                    |                |
| 6   | Completed Pricing Schedule / Detailed Pricing Proposal         |                    |                |
| 7   | Signed Letter of Authority                                     |                    |                |
| 8   | <b>Copy of the Bid Document on USB</b>                         |                    |                |
| 9   | Original Bid Document submitted as required                    |                    |                |
| 10  | ID Copies of company directors                                 |                    |                |

### A.2 Compulsory Administrative Returnable.

| No. | Document Required                                                                   | Submitted (Yes/No) | Page Reference |
|-----|-------------------------------------------------------------------------------------|--------------------|----------------|
| 1   | Company Profile                                                                     |                    |                |
| 2   | Detailed Technical Assessment and Methodology                                       |                    |                |
| 3   | Project Plan                                                                        |                    |                |
| 4   | Proof of Experience in Similar ERP / Enterprise Management System Projects          |                    |                |
| 5   | Appointment / Reference Letters and/or Completion Certificates for Similar Projects |                    |                |
| 6   | Project Team Structure and CVs of Proposed Team Members                             |                    |                |

|    |                                                                 |  |  |
|----|-----------------------------------------------------------------|--|--|
| 7  | Proof of Qualifications and Experience of Proposed Project Team |  |  |
| 8  | Training and Change Management Plan                             |  |  |
| 9  | System Support and Maintenance Proposal                         |  |  |
| 10 | Business Continuity and Disaster Recovery Plan                  |  |  |
| 11 | Detailed Pricing Schedule for the Three (3) years               |  |  |

### **A.3 Declaration by Bidder**

I/We hereby confirm that all information provided in this bid is true and correct, and that all required documents have been duly attached.

- Name of Bidder: \_\_\_\_\_
- Authorised Signatory: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

### **PRICING SCHEDULE**

- 1. As part of the bid document, the bidder is requested to also provide a detailed pricing schedule in line with the scope of work as depicted on this RFP document.**
- 2. The bidder is requested to provide a total FIXED bid price.**
- 3. The pricing proposal must provide clear activities with their own fixed price.**

## 1. INTRODUCTION

The Nkomazi Special Economic Zone (NSEZ) is a state-owned entity established in terms of the Special Economic Zones Act, 2014 (Act No. 16 of 2014), with a mandate to promote economic growth, industrial development, investment, job creation and economic transformation within the Nkomazi region and the broader Mpumalanga Province.

NSEZ is strategically located along the Maputo Development Corridor and is intended to serve as a multi-sector industrial hub, with key areas of focus including agro-processing, logistics and transport, manufacturing and energy. In executing its mandate, NSEZ is committed to sound governance, operational efficiency, accountability, compliance with applicable legislation and the effective, efficient and economical utilisation of public resources.

NSEZ is a developing entity that is progressively expanding its operational activities, institutional capacity and organisational structure. As the organisation grows, the effective management of financial, procurement, human resources, asset management, contractual, administrative and other business processes becomes increasingly important.

NSEZ currently does not have an integrated Enterprise Resource Planning (ERP) system. Consequently, certain business processes are managed through manual procedures, spreadsheets and/or separate systems. The absence of an integrated system presents challenges relating to information sharing, process integration, data management, reporting, monitoring, workflow management and the effectiveness of internal controls.

The continued reliance on manual and fragmented processes may result in duplication of information, delays in processing, limited visibility of transactions, inconsistent data and difficulties in obtaining accurate, reliable and timely management information for decision-making.

NSEZ therefore intends to establish an integrated ERP environment that will centralise business information and standardise key organisational processes. The system should facilitate automated workflows, appropriate approval controls, segregation of duties, user access management, audit trails, document management, reporting and effective management oversight.

The proposed ERP solution must be secure, user-friendly, scalable, configurable and capable of integrating with relevant existing and future systems. The solution should address NSEZ's current

operational requirements while providing sufficient flexibility to accommodate future organisational growth, additional users, evolving business processes and additional functionality.

The proposed ERP system should enable NSEZ to streamline and automate business processes, improve operational efficiency, strengthen internal controls, enhance data integrity and management reporting, support informed decision-making, improve organisational oversight and provide a scalable technology platform that can grow with the organisation.

NSEZ accordingly seeks to appoint a suitably qualified and experienced service provider to supply, implement, configure and integrate an ERP system, including user training, technical support, system maintenance and related services for a period of three (3) years.

## **2. INVITATION TO BID**

As a developing entity, Nkomazi Special Economic Zone (NSEZ) requires an integrated enterprise management system capable of supporting its current and future business requirements, improving operational efficiency, strengthening internal controls, enhancing reporting and providing reliable management information.

Nkomazi Special Economic Zone (NSEZ) invites suitably qualified, experienced and reputable service providers to submit bids for the supply, configuration, implementation, integration, customisation, training, support and maintenance of an Integrated Enterprise Resource Planning (ERP) / Enterprise Management System for a period of three (3) years.

The appointed service provider will be required to provide a secure, user-friendly, scalable and integrated solution that supports key NSEZ business functions, including Finance and Accounting, Supply Chain Management and Procurement, Human Resources and Payroll, Asset Management, Budgeting, Contract Management, Reporting, Document Management and Workflow Management, in accordance with applicable legislation, regulations and NSEZ policies and procedures.

The appointment of an ERP service provider is therefore intended to enable NSEZ to centralise and integrate its business processes, reduce reliance on manual and fragmented processes, strengthen approval workflows and internal controls, improve data management and reporting, and provide a scalable technology platform capable of supporting the organisation's current and future growth.

### **3. PURPOSE OF THE BID**

The purpose of this procurement is to appoint a suitably qualified, experienced and reputable service provider to supply, configure, implement, integrate, customise where necessary, train users, support and maintain an integrated Enterprise Resource Planning (ERP) / Enterprise Management System for NSEZ.

The ERP system is intended to:

- Integrate and streamline key business processes across NSEZ;
- Improve operational efficiency and productivity;
- Provide a centralised and reliable source of organisational information;
- Strengthen financial, procurement, human resources, asset and administrative controls;
- Improve planning, budgeting, monitoring and reporting;
- Support effective approval workflows and segregation of duties;
- Enhance data security, accountability and auditability;
- Reduce reliance on manual and fragmented processes;
- Provide timely and accurate information to support management decision-making;
- Support compliance with applicable legislation, regulations and NSEZ policies; and
- Provide a scalable solution capable of supporting NSEZ's current and future growth.

The solution should, accommodate the functional requirements of Finance and Accounting, Supply Chain Management and Procurement, Human Resources and Payroll, Asset Management, Budgeting, Contract Management, Reporting, Document Management and Workflow Management, as applicable to NSEZ's operational requirements.

### **4. SCOPE OF WORK**

#### **4.1 System Supply and Implementation**

NSEZ seeks to appoint a suitably qualified and experienced service provider to supply, implement, configure, integrate, customise, support and maintain an Integrated Enterprise Management System / ERP Solution for NSEZ.

The appointed service provider will be responsible for the complete implementation of the solution, including the following:

#### **4.1.1 Implementation Requirements**

The service provider must:

- Supply and implement a secure, scalable and user-friendly ERP solution.
- Configure the system according to NSEZ's business requirements.
- Conduct business process analysis and system requirements assessment.
- Configure appropriate workflows, approval levels and user roles.
- Migrate and/or capture relevant existing data into the system.
- Configure system controls and audit trails.
- Provide system documentation and user manuals.
- Provide project management throughout the implementation.

#### **4.2 Tax Management and Compliance**

The system must provide functionality to support NSEZ's applicable tax obligations, including:

- VAT management and reporting;
- PAYE, UIF and SDL management, where applicable;
- Income tax and other applicable tax obligations;
- Automated tax calculations;
- Tax reconciliations;
- Tax reports and supporting schedules;
- Tax compliance monitoring and statutory submission reminders;
- Maintenance of tax records and supporting documentation;
- Integration between tax and financial transactions; and
- Audit trails for tax-related transactions and adjustments.

The system should be capable of accommodating changes in applicable tax legislation and SARS requirements.

#### **4.3 Human Resources and Payroll**

The system should provide functionality for:

- Employee records;
- Recruitment and onboarding;
- Leave management;

- Payroll processing;
- Employee benefits;
- Deductions;
- PAYE/UIF/SDL calculations and reporting, where applicable;
- Employee self-service;
- Performance management;
- Training and development; and
- HR reporting.

#### **4.4 Budget and Planning**

The system should provide:

- Annual budget preparation;
- Budget allocation;
- Budget monitoring;
- Budget versus actual reporting;
- Forecasting;
- Variance analysis; and
- Management dashboards.
- Audit trails.

#### **4.5 Workflow and Approval Management**

The solution must provide configurable workflows to support NSEZ's organisational approval processes, including:

- Electronic submission and approval of transactions;
- Delegation of authority;
- Multi-level approvals;
- Notifications and alerts;
- Segregation of duties;
- Approval history; and
- Complete audit trails.

## **4.6 Reporting and Management Information**

The system must provide real-time and configurable reporting capabilities, including:

- Financial reports;
- Procurement reports;
- Budget reports;
- Supplier reports;
- Tax reports;
- Payroll and HR reports;
- Asset reports;
- Contract reports;
- Audit and compliance reports; and
- Custom management reports and dashboards.

## **4.7 System Integration**

The service provider must provide integration capabilities with relevant internal and external systems, where required, including:

- Banking platforms;
- SARS-related systems, where technically and legally applicable;
- Payroll systems;
- Existing databases and systems;
- Electronic payment systems; and
- Other systems identified during the requirements analysis.

## **4.8 Data Security and Access Control**

The system must provide:

- Role-based access control;
- User authentication;
- Segregation of duties;
- Data protection and security;
- Audit trails;
- Backup and recovery mechanisms;
- Access logs;
- User activity monitoring; and
- Appropriate controls to protect confidential organisational information.

#### **4.9 Training and Change Management**

The service provider must provide comprehensive training for:

- System administrators;
- Finance users;
- SCM users;
- HR and payroll users;
- Management;
- General users; and
- Other designated NSEZ personnel.

Training must include practical system usage, administration, reporting and basic troubleshooting.

#### **4.10 System Support and Maintenance**

The service provider must provide ongoing:

- Technical support;
- System maintenance;
- Troubleshooting;
- System updates and upgrades;
- Bug fixes;
- Security updates;
- User support;
- Performance monitoring; and
- Service-level support in accordance with agreed response and resolution times.

#### **4.11 Business Continuity and Disaster Recovery**

The solution must provide appropriate:

- Data backup;
- Disaster recovery;
- Business continuity;
- System recovery procedures; and
- Data restoration capabilities.

#### **4.12 Implementation Deliverables**

The appointed service provider will be expected to deliver, at a minimum:

1. Project implementation plan;
2. Business and system requirements specification;
3. Configured ERP system;
4. Data migration plan and implementation;
5. Configured workflows and approval structures;
6. User access and security configuration;
7. System integration;
8. User acceptance testing;
9. Training and user manuals;
10. System documentation;
11. Go-live implementation;
12. Post-implementation support; and
13. Ongoing maintenance and technical support.

#### **4.13 Scalability**

The proposed solution must be scalable and capable of accommodating the growth of NSEZ in terms of:

- Number of employees;
- Number of users;
- Transaction volumes;
- Additional business units;
- Additional functionality; and
- Future integration requirements.

The service provider must clearly indicate the system's scalability, licensing model, implementation methodology, ongoing costs and any additional costs associated with future expansion.

#### **4.14 Minimum System Requirements**

The proposed solution must be an integrated system, with the relevant modules sharing data and information through a centralised platform. NSEZ does not seek isolated standalone systems for each function.

The service provider must demonstrate how the proposed solution will improve efficiency, strengthen internal controls, reduce manual processes, improve reporting and provide reliable management information to support NSEZ's operational and strategic objectives.

#### **4.15 Tax Management Capabilities**

4.15.1 Capture the VAT types (Input, output VAT, exempt suppliers etc.)

4.15.2 Provide reports of tax i.e., VAT 201, EMP501, PAYE

4.15.3 Summary of Vat transactions

4.15.4 Update tax tables (rates) or as when SARS updates the tax tables.

#### **4.16 Asset Management Capabilities**

4.16.1 Generate asset ID numbers for new assets in a sequence. 4.16.2 Load asset useful life and updated useful life.

4.16.3 Accommodate the use of different depreciation methods, ability to apportion the depreciation using numbers of days as well as months.

4.16.4 Assets reconciliation with the general ledger

4.16.5 Assets reconciliation to agree to the general ledger (integration of the fixed asset and GL)

4.16.6 Asset tracking report, this report will be used to do asset verification. This is the report without transactions.

4.16.7 Asset register report outlining the following: location, user, barcode/serial number, and depreciation amount, useful life remaining and carrying value.

#### **4.17 Supplier database**

4.17.1 Add new vendors and updating information as and when required.

4.17.2 Accommodate compliance requirements: BBBEE and Tax

4.17.3 Verify vendor banking details via CSD or SARS

4.17.4 Specify service types for each vendor.

4.17.5 Produce database reports (service types, ownership, BBBEE, etc.)

4.17.6 Assign user rights for segregation of duties.

4.17.7 Upload supplier catalogues for goods and services

## **4.18 Procurement**

- 4.18.1 Tender Bid Management – update them after every milestone, upload tender documents and extract reports of open and closed tenders.
- 4.18.2 Log RFQ requests
- 4.18.3 Closed open calls once quotations have been received.
- 4.18.4 Attach documents/quotes received (system to have enough space to accommodate documents/quotes received)
- 4.18.5 Track and escalate open RFQ calls as per turnaround time provided.
- 4.18.6 The system to have sufficient space for the specification to be fully captured.
- 4.18.7 Import and export documents in PDF, CSV, Excel, JPG, etc.
- 4.18.8 Extract reports in Excel, CSV, etc.
- 4.18.9 Capture purchase requisitions
- 4.18.10 Capture approval routing for requisitions as per the delegation of authority
- 4.18.11 System to set controls of approvals from 1st approver at all times as per delegation of authority.
- 4.18.12 System to send out alerts to requisition approvers once requisition has been raised.
- 4.18.13 System to attach CSV, Excel, PDF files, etc. whilst raising a requisition.
- 4.18.14 System to generate purchase orders.
- 4.18.15 Capture approval routing for purchase orders as per the delegation of authority
- 4.18.16 System to set controls of approvals from 1st approver at all times as per delegation of authority.
- 4.18.17 System to send out alerts to purchase order approvers once purchase order has been generated.
- 4.18.18 Functionality to send Purchase orders directly to supplier's/service providers.
- 4.18.19 System to be able to produce procurement reports i.e., Open Order Report, Conversion of requisitions to purchase orders report, requisition and purchase order approval report, receipting days' report
- 4.18.20 Selection of Item numbers or items of goods or services relating to supplier catalogues
- 4.18.21 System to receipt open purchase orders (confirming delivery of purchase order)

## **4.19 Contract Management**

- 4.19.1 Capture and maintain service level agreements (SLAs)
- 4.19.2 Present SLA by business units
- 4.19.3 Send out alerts prior to contract's expiry dates.
- 4.19.4 Set up reminder dates prior to contract expiry date.
- 4.19.5 Extract report of contracts in excel format.

4.19.6 Attach/upload SLAs/contracts using PDF format.

4.19.7 System to have enough space to accommodate uploading of SLA's/contract documents.

## **4.20 Training**

4.20.1 Bidder must provide initial training onsite and online for all the required staff members; and

4.20.2 Training should include training of tools and technology, and specific processes.

## **5. PROJECT PHASES**

The project phases for implementing an ERP system will be influenced by both the solution scope and the allocated budget. By considering both factors, the project team can develop a realistic plan that aligns with the organization's goals and constraints. This ensures that the ERP implementation is both technically feasible and financially viable, allowing for a successful project outcome.

## **6. REPORTING**

The service provider will have to provide interim progress reports to the CFO at agreed frequencies (i.e. monthly), describing work progress, any challenges encountered and proposed responses, an updated work schedule, and further planned actions.

Reports submitted will be approved within timeframes agreed with NSEZ, but in any case not later than two (2) weeks to avoid delays. Reports will be submitted in respect of key variables for decision-making and approval.

The service provider will provide a project close-out report together with a final invoice and statement of account at conclusion of the contract.

## **7. MANAGEMENT OF THE SERVICE PROVIDER**

The CFO will be the project manager. He will then establish a project steering committee to engage regularly with the service provider to complete the various delivery items efficiently. The project steering committee will meet at least monthly, and the Service provider will report progress at these meetings and receive instructions and guidance within the scope of work allocated to it.

## 8. PROFILE OF THE BIDDING ENTITY

Prospective tenderers may submit bids as single entities or may enter into a consortia or sub-contracting arrangements, but must nevertheless offer the range of skills, resources and experience to comprehensively respond to the requirements of this Request for Proposal (RFP).

The individual team members' skills and experience in combination with the organizational experience will be reflected as the tender entity's skills and experience. The tenderer will be held accountable in terms of the tenderer's contract for ensuring project deliverables and for the professional conduct as well as integrity of its team members. The tenderer is expected to perform the detailed financial, technical, B-BBEE, institutional and legal work and any other work required to execute the project.

The Tenderer must, amongst other things, demonstrate the following:

- a) Experience in similar projects and programmes.
- b) Knowledge of national and international best practices.
- c) Multi-disciplinary technical strength.
- d) An opportunity for skills development within NSEZ.
- e) A single point of accountability for getting the task at hand completed successfully and on time.

**Note:** A lead team member may perform more than one (1) function as specified in the Technical Evaluation Criteria but must then be able to meet the requirements for each of the lead roles for which the team member is proposed for.

## 9. APPOINTMENT OF A PREFERRED BIDDER

Subject to the provisions of the NSEZ Supply Chain Management Policy and the Preferential Procurement Regulations, 2022:

**NSEZ reserves the right to:**

- Appoint one or more bidder(s) to provide the required service.
- Where applicable, negotiate the final fee or rates with the preferred bidder(s)
- NSEZ reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.

## 10. EVALUATION CRITERIA

The three-stage tender evaluation and awarding process will be used to adjudicate the tender documents that will be submitted by potential bidders. The stages are described as being.

- **Stage 1** – Responsiveness assessment: Tenders assessment in terms of the tender specification.
- **Stage 2** – Functionality assessment
- **Stage 3** – Quantitative assessment: Financial offer (tender price) evaluation and Specific goals: Evaluation of the bidders scores for the price submitted and scoring of bidders on their specific goals. A bidder scoring the highest points in terms of price and the specific goals will be recommended for appointment. 80/20 evaluation criteria will be used for this bid.

## 11. EVALUATION PROCESS

Bids will be evaluated in three stages:

### 11.1 STAGE 1: MANDATORY COMPLIANCE (PRE-QUALIFICATION)

Non-compliant → Disqualified

### 11.2 STAGE 2: FUNCTIONALITY EVALUATION

#### Assessment of Functionality

Assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 70 points (out of 100 points), i.e. 70%, for Functionality in order to qualify to proceed to the presentation stage.

The evaluation at this stage will be based on functionality in line with the terms of reference. **The top three (3) bidders who meet the minimum functionality threshold of 70% will be invited to do a presentation to demonstrate their understanding of the bid, in line with the evaluation criteria as stated above.** Bidders who meet the minimum functionality threshold and successfully complete the presentation stage will proceed to the evaluation of Price and Specific Goals in Stage 3.

#### 11.2.1 Functional criteria - The proposal will be evaluated based on the criteria indicated below.

| No | Item                                                                                     | Description                                                                                                                                   | Weights (%) |
|----|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. | <b>Technical Experience<br/>(Implementation / Development of ERP or similar systems)</b> | Company profile – Clearly providing detailed information of all projects undertaken by the bidder, with reference letters. Information on the | <b>30</b>   |

| No | Item                                                                                                                                                                                                                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Weights (%) |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|    |                                                                                                                                                                                                                                           | <p>company profile to include amongst others:</p> <ul style="list-style-type: none"> <li>○ Customer information</li> <li>○ Start and End date for the work done.</li> </ul> <p>Provide reference letters with contacts for verification of projects completed.</p> <ul style="list-style-type: none"> <li>• 5 or more reference letters with contactable references (30)</li> <li>• 3 - 4 reference letters and contactable references (20)</li> <li>• 1 - 2 reference letters and contactable references (10)</li> </ul> |             |
| 2. | <p><b>Technical Assessment and Methodology</b></p> <p><b>Must include:</b></p> <ul style="list-style-type: none"> <li>• <b>System Design</b></li> <li>• <b>User-Friendly System</b></li> <li>• <b>Implementation Timelines</b></li> </ul> | <p>The bidder must demonstrate their understanding of the scope. To be read with the scope of work as outlined in section the functional scope above.</p> <p>The bidder must outline the exact course of action to move business initiatives from abstract ideas to reality. Demonstrate step-by-step, replicable processes that harmonize project execution across teams and departments.</p> <ul style="list-style-type: none"> <li>• Detailed Technical Assessment and Methodology (35)</li> </ul>                     | 35          |

| No | Item                                                                                                                                                                                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Weights (%) |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|    |                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Moderate Technical Assessment and Methodology (20)</li> <li>Poor Technical Assessment and Methodology (5)</li> </ul> <p><b>(This information to be provided as part of the bidding process)</b></p>                                                                                                                                                                                                                                   |             |
| 3. | <b>Project Plan</b><br><br><b>Must include:</b> <ul style="list-style-type: none"> <li><b>Scope of Work</b></li> <li><b>Project Timeline</b></li> <li><b>Resources</b></li> <li><b>Conclusion/Summary</b></li> </ul> | <p>Bidder to provide a realistic schedule and timeline for the implementation of the project based upon NSEZ priorities, the duration of each phase and available resources.</p> <ul style="list-style-type: none"> <li>Detailed Project Plan with clear timelines for the implementation (15)</li> <li>Moderate Project Plan with vague timelines for the implementation (10)</li> <li>Poor Project Plan with no or limited timelines for the implementation (5)</li> </ul> | 15          |
| 4. | <b>Project Resources:</b>                                                                                                                                                                                            | <p>The service provider should present the project team structure with a summary of the team's qualifications and experience <b>(the information should be provided in a CV format and include years of experience).</b></p> <ul style="list-style-type: none"> <li>Project lead (NQF level 8 or higher) – Honours BSc or</li> </ul>                                                                                                                                         | 20          |

| No                                    | Item | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Weights (%) |
|---------------------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|                                       |      | <p>equivalent Information Technology (10)</p> <ul style="list-style-type: none"> <li>• Project Team 3 or more members with at least one (NQF level 7) – BSc or equivalent Information Technology (10)</li> <li>• Project Team 1 - 2 members with at least one (NQF level 7) – BSc or equivalent Information Technology (5)</li> </ul> <p><b>Note: The Project Lead must have NQF Level 8 or higher to score the 10 points allocated for the position. If the Project Lead does not meet this requirement, 0 points will be awarded for the Project Lead. Where the requirement is met, a team of 1–2 members will score 15 points, while a team of 3 or more members will score the full 20 points.</b></p> |             |
| <b>Total Functionality Assessment</b> |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>100</b>  |

| Response    | Score | Minimum assessment criteria                                                                                                             |
|-------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------|
| No response | 0     | The bidder does not include the relevant information required in the bid document.                                                      |
| Poor        | 2     | The bidder submits <u>relevant</u> information but is either incomplete or <u>somewhat lacking</u> in addressing the expected response. |
| Adequate    | 3     | The bidder provides <u>sufficient information</u> as expected that addresses the required response adequately.                          |

|           |   |                                                                                                                                                                                                                                                                                            |
|-----------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Very good | 4 | The bidder provides <u>more than sufficient</u> information which demonstrates superior (more than adequate/average) experience and knowledge to address the required response.                                                                                                            |
| Excellent | 5 | The bidder provides more than sufficient information which demonstrates superior (more than adequate/average) experience and knowledge to address the required response. In addition, the bidder provides <u>innovative solutions and/or approach</u> to address the identified problem(s) |

**Bidder to obtain a minimum of 70% to be evaluated further for price and specific goals.**

### 11.3 STAGE 3: PRICE AND PREFERENCE EVALUATION

The **80/20 preference point system** shall be applied for the purpose of this bid, as per the requirements of the *Preferential Procurement regulations*

**Price: 80 points**

**Specific Goals: 20 points**

| Criteria        | Points     |
|-----------------|------------|
| Points on Price | 80         |
| Specified Goals | 20         |
| <b>TOTAL</b>    | <b>100</b> |

#### *SPECIFIC GOALS*

| No. | Evaluation Criteria                         | Scoring Guideline (for BEC) | Points |
|-----|---------------------------------------------|-----------------------------|--------|
| 1   | Enterprise owned by Black people            |                             | 4      |
| 2   | Enterprise owned by Women                   |                             | 4      |
| 3   | Enterprise owned by Youth                   |                             | 4      |
| 4   | Enterprise owned by Disabled (attach Proof) |                             | 4      |
| 5   | Enterprise owned by SMME's                  |                             | 4      |

The 80/20 preference point system for acquisition of services, works or goods up to the Rand value of R50 Million (VAT inclusive):

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{\min}$  = Price of the lowest acceptable tender

A maximum of 20 points can be awarded to a tenderer for the specific goals specified for the tender. The points scored for the specific goals will be added to the points scored for price.

## **POINTS AWARDED FOR SPECIFIC GOAL(S)**

### **IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

In terms of Regulations 5(2) & 6(2) of the 2022 PPR, preference points are awarded only for achievement of the **specific goals** set out in the tender, per its own scoring schedule.

Bidders must submit **relevant evidentiary documentation**, as specified in the tender, to support each claim.

### **Complete below and Refer to attached: SBD 6.1 – Preference Points (Specific Goals)**

This project is subject to the **Preferential Procurement Regulations (2022)** and preference will be given to respondents who comply with the NSEZ's Procurement Policy and Procedures.

## **EVALUATION USING A POINT SYSTEM**

- The bidder with the highest total points wins.
- Preference points are calculated based on comparative prices and achievement of specific goals.
- Scores must be rounded to two decimal places.
- If tied on total points, the highest specific-goal points win.
- If still tied and functionality applies, highest functionality score wins

## 12. CONFIDENTIALITY

This bid and all information in connection therewith shall be held in strict confidence by interested parties and usage of such information shall be limited to preparation of the bid.

## 13. ENQUIRIES

Enquiries related to this bid may be addressed via email on or before **05 October 2026** at 12 h00 time as indicated below:

| All Supply Chain Management enquiries must be directed to:                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Ms BN Mahlalela<br/>NKOMAZI SPECIAL ECONOMIC ZONE (NSEZ)<br/>Supply Chain Management Unit:<br/><a href="mailto:scm@nkomazisez.gov.za">scm@nkomazisez.gov.za</a></p> <p><b>This bid is valid for a period of 90 days.</b></p> |

## 14. CLOSING DATE AND TIME

**Time: 12h00 pm South African Time (GMT +2.00)**

**Date: 05 November 2026**

## 15. METHOD AND PLACE OF SUBMISSION

All bid documents, together with supporting documents, must be submitted in a sealed envelope marked with the bidder's name, bid number, bid description and closing date, and deposited in the tender box by the stated closing date and time. The address is:

### MEGA HEAD OFFICE

**02 Eastern Boulevard, Riverside**

**MBOMBELA**

**1200**

**All bidders are requested to submit the documents in two [2] formats, namely, one [1] original copy and one [1] soft copy [USB]**

## **SECTION 2: RESPONDENT INFORMATION**

## SECTION 2: RESPONDENT INFORMATION

(To be completed by Respondent)

### Respondent Information

1. Name of company: \_\_\_\_\_

2. Company registration number: \_\_\_\_\_

3. Address of company:

Postal Address:

Street Address:

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Company's internet address: \_\_\_\_\_

4. Contact person:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

5. Names of the directors of your company:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

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6. Total number of Employees: \_\_\_\_\_

7. Declaration:

The information supplied in this document is correct and complete to the best of my knowledge and accurately reflects the capability of:

(Company name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

This bid is signed in my capacity as: \_\_\_\_\_

## **SECTION 3: TERMS AND CONDITIONS**

## **SECTION 3: TERMS AND CONDITIONS**

(To be read very carefully by respondent)

### **Standard Conditions for Request for Proposals**

#### **1. INTERPRETATION AND DEFINITIONS**

##### **1.1 Definitions**

The expressions defined below shall have the meaning hereby assigned to them unless inconsistent with the context of a particular proposal, agreement, contract, or order.

1.1.1 “Entity”: Nkomazi Special Economic Zone

1.1.2 “Closing date”: the date and hour specified in the document

#### **2. REQUEST FOR PROPOSALS INVITATION**

##### **2.1 Request for Proposal Preparation**

All costs in the preparation, presentation, and demonstration will be on account of the interested parties. All supporting documentation and manuals submitted in response to this request for proposal(s) will become “company’s” property unless otherwise stated by the interested parties at the time of submission.

##### **2.2 Confidentiality**

The information obtained through this request for proposal(s) will be regarded as confidential; however, NKOMAZI SEZ does not accept liability for any information that may become public.

##### **2.4 Samples**

Interested parties may, as part of their response, submit samples, brochures, or documentation of the products supplied by the interested parties. Samples, brochures (printed and digital) and documentation submitted will be returned to the interested parties only on request.

#### **3. REQUEST FOR PROPOSALS**

##### **3.1 Document requiring completion and return**

Interested parties must complete and submit the following documents as part of their response:

- a. Prescribed request for proposal documents
- b. Completed and signed SBD documents (SBD1, 4,6.1)
- c. General conditions of contract
- d. Any information required in the request for proposal

### **3.2 Amendment of documents by NKOMAZI SEZ**

NKOMAZI SEZ may, at any time before the deadline for lodging the request for proposal(s), amend the documents or extend the time for lodging documents by writing to the prospective Interested parties. (Any amendments under this clause will become part of the request for proposal(s).

## **4. PREPARATION OF REQUEST FOR PROPOSAL(S)**

### **4.1 Language of documents**

The request for Proposal and all correspondence and documents related to the request for proposal(s) exchanged by the interested parties and NKOMAZI SEZ shall be written in English.

## **5. SUBMISSION OF BIDS**

### **5.1 Address and marking of requests for proposal(s)**

All requests for Proposals must be:

- a) Enclosed in a plain envelope or wrapping marked with the request for proposal(s) number specified on the document.
- b) Lodged to ensure that they are received not later than the closing time and date specified for their receipt by directives issued with the document.

### **5.2 Number of copies required**

The interested parties must submit 1 original copy and 1 soft copy (memory stick).

### **5.3 Closing date**

All requests for proposal(s) close on the date and time indicated in the document.

### **5.4 Late submissions**

Requests for proposals are late if they are received at the address indicated in the document after closing time and date. NKOMAZI SEZ will not consider any late request for proposal (s).

## **SECTION 4: GENERAL CONDITIONS OF CONTRACT**

## **SECTION 5: STANDARD BIDDING DOCUMENTS (SBD FORMS)**