

	<b>HISP-SA Health Information Systems Program South Africa NPC (2003/005786/08)</b>	
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## HEALTH INFORMATION SYSTEM PROGRAM SOUTH AFRICA (HISP-SA)

**Date:** 21 October 2021  
**Enquiries:** Henk Brink  
**Tel:** +27 83 457 7891  
**E-Mail:** [henk@hisp.org](mailto:henk@hisp.org)

Dear Sir/Madam

REQUEST FOR PROPOSALS (RFQ\_ACC\_2021)

**CLOSING DATE: 05 November 2021 AT 12:00 (SOUTH AFRICAN TIME).**

INVITATION TO SUBMIT A PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF ACCOUNTING SERVICES FOR A PERIOD OF 3 YEARS.

Please take note that this is a confidential request, and you are requested to treat all information, including this Request for Proposals as, confidential and you must not discuss or divulge this information to any 3rd party without our written permission.

### 1. BACKGROUND ON HEALTH INFORMATION SYSTEM PROGRAM

HISP-SA NPC's main business is to develop, implement and maintain sustainable and integrated Health Information Systems that empowers role-players mainly in the public health sector to use information to improve service delivery.

In addition, HISP-SA wishes to comply with the relevant legislation and regulations together with the South African Companies Act No. 71 of 2008 and any other laws that govern the financial affairs, the stability and soundness of the financial system and manage the budget preparation process; and enforce transparency and effective management in respect of revenue and expenditure, assets and liabilities, of the Company.

### 2. OBJECTIVE

The objective of this Request for Proposal (RFP) is to invite suitably qualified service providers to express interest in providing accounting services to HISP-SA for a period of 3 years. Once HISP-SA has received and evaluated the responses, the process will be handed over for adjudication.

HISP-SA may enter into mandated negotiations with one or more of the preferred bidders.

### 3. LODGING OF RFP AND CLOSING DATE

CONFIDENTIAL

**INVITATION TO SUBMIT A PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF ACCOUNTING SERVICES FOR A PERIOD OF 3 YEARS.**

REQUEST FOR PROPOSALS

ATTENTION: HENK BRINK

Proposals must be uploaded to **HISP's secure site (details will be provided at registration), by 12:00 (RSA Time) 5 November 2021.**

Incomplete information will be rejected, and HISP-SA will NOT accept late responses.

3.1 HISP's Representative's details for this RFP is:

Name	Henk Brink
Tel No	+ 27 83 457 7891
E-Mail	henk@hisp.org

3.2 The RFP documents are:

3.2.1 This RFP and the documents attached to this RFP as set out in section 7 below;  
and

3.2.2 HISP-SA may issue such addendum, responses to bidders' queries, and clarifications from time to time.

3.3 The provisions of this RFP are taken to be mutually explanatory of one another, but in the event of ambiguity, discrepancy, divergence, inconsistency, or omission from or in or between this RFP and HISP's Standard Conditions of RFP, the provisions of this RFP shall take precedence over the provisions of HISP's Standard Conditions of RFP.

3.4 A *bidder* is a legal entity eligible to submit an RFP in response to this RFP. HISP-SA deems that submitting a proposal by a *bidder* in response to this RFP constitutes the *bidder's* acceptance of the Standard Conditions of RFP and the additional terms contained in this RFP.

3.5 HISP's reservations of rights in respect of the RFP:

3.5.1 *Bidders'* attention is specifically drawn to the fact that a contract regarding the Employer's Requirements will not necessarily result from the RFP responses HISP-SA receives in response to this RFP. HISP-SA reserves the right to conduct a further procurement process with or without a request for RFP or to enter into negotiations with any one or more of the *bidders*, should it decide to proceed with contract award.

3.5.2 HISP-SA reserves the right to subject *bidders* and their facilities to assessment as part of the evaluation process or as a condition of the contract award.

3.5.3 HISP-SA reserves the right not to evaluate and/or consider any proposal by a *bidder* who does not comply strictly with the requirements set out in this RFP and/or does not meet one or more of the prerequisite RFP requirements in sections 6 and 7 below.

3.5.4 HISP-SA reserves the right to decide on the contract award based solely on the information received in the responses to this RFP. HISP-SA also reserves the right to use relevant information not contained in any RFP but within the knowledge of any employee or Board member of HISP-SA or its advisors, agents, or representatives to make its decision.

### 3.6 Disclaimer of liability for representations, warranties, or statements

HISP-SA believes all information contained in this RFP (and all its schedules and annexes) and all guidelines or any other written material furnished or information orally transmitted to a potential *bidder* (including, but not limited to any opinion, information, or advice that may be provided to a potential *bidder* by or on behalf of HISP) to be correct but HISP-SA does not (save to the extent otherwise expressly provided for in a future written agreement with a successful *bidder*) make any representations or warranties, express or implied as to the accuracy or completeness of such information and expressly disclaims any and all liability for such representations, warranties or statements.

### 3.7 Black Economic Empowerment

HISP-SA requires all interested parties to provide their valid Broad-Based Black Economic Empowerment status from a verified agency, sworn affidavits from QSEs and EMEs to be eligible to claim BBEE points.

HISP-SA is committed to Broad-Based Black Economic Empowerment principles and, as such, complies with the BEE Codes of Good Practice published by the Department of Trade Industry (DTI). The bidder is expected to evaluate these principles and present a valid BBEE status certificate and BBEE Scorecard based on the DTI Interpretative Guide to the Codes of Good Practice.

## 4. KEY RFP DATES

The following key RFP dates are applicable to this RFP:

<b>ACTIVITY</b>	<b>KEY RFP DATES</b>
RFP publication date	22 October 2021
Issuing of RFP document	22 October 2021
Closing date for written questions	29 October 2021
Deadline for responding to queries	31 October 2021
RFP closing date	5 November 2021 @ 12:00

Should a supplier be interested in this RFP, they will have to register by emailing the following details

to [henk@hisp.org](mailto:henk@hisp.org).

- Company name
- Contact name
- Contact email address

A link will be sent via email on registration to the contact person to enable downloading and uploading documentation. This will be a secure site accessible by HISP-SA and the bidder only. Interested bidders will be provided with additional relevant information about the Company to clarify the extent of the request. Any further information and questions which may arise with regards to the interpretation of the RFP or additional information required to clarify the RFP are to be submitted to:

Name	Henk Brink
Tel No	+ 27 83 457 7891
E-Mail	<a href="mailto:henk@hisp.org">henk@hisp.org</a>

The bidder is requested to refer to the clause and sub-clause number(s) related to its questions.

## **5. BIDDER'S OBLIGATIONS**

### **5.1 Response format of the RFP**

The fully completed proposal document and additional documents in PDF format will be uploaded to the secure site after registration.

### **5.2 Compliance and deviations**

Indicate clearly which items of the bid is not quoted for, or deviations to the scope and specification of this bid.

## **6. SCOPE OF WORK**

### **6.1 Background information**

HISP-SA is a Not-for-Profit Company operating in the health sector. HISP's main business is to develop, implement and maintain sustainable and integrated Health Information Systems that empowers role-players mainly in the public health sector to use information to improve service delivery.

The Company's head office is based at 66 Rigel Ave North, Waterkloof Ridge, Pretoria.

As a Public benefit organisation, HISP-SA wishes to comply with the relevant legislation and regulations together with the South African Companies Act No. 71 of 2008 and any other laws that govern the financial and non-financial affairs, the stability and soundness of the financial systems and manage the budget preparation process and enforce transparency and efficient financial management in respect of revenue and expenditure, assets, and liabilities of the Company.

### **6.2 Scope of the work / Terms of reference**

The applicant will be responsible for the following functions:

**a. Financial System**

The financial system will have to be structured and set up to meet the requirements stipulated and detailed in this Agreement (Terms of Reference). Bookkeeping is currently done using TPS (Transaction Processing System), in-house developed accounting software used by HISP. The applicant will have to keep the system up to date:

- Liaise with the person currently doing the processing to ensure that current information is loaded onto the system;
- Payments processing will take place continually so that all payments are up to date on the system;
- Month-end processing will incorporate all items from the bank statements and need to be complete by the 10th of each month;
- Documents will be available on the HISP-SA SharePoint filing system.

**b. Financial Administration**

The electronic filing system has been developed but will be refined to meet both parties' requirements. The applicant will have access to the HISP-SA SharePoint filing system, and documentation will be scanned in and filed every month by HISP-SA. The applicant will be responsible for administering all financial inputs concerning SARS, payroll, and other regular financial inputs required.

**c. Administration of Payroll**

Salaries to be paid to staff employed by HISP-SA and staff working within the projects will have to be administered.

- Salaries will be processed monthly on an up-to-date and registered version of PaySpace;
- Salaries will include the administration of medical aid and pension funds contributions;
- IRP5 forms will be issued at the end of February each year; and
- IRP5 reconciliations will be done timeously.

**d. Invoices and Payment**

The Project Support Unit will be responsible for preparing and issuing invoices, HISP-SA will follow up on invoices issued. The applicant will review invoices on the financial system and will assist with debtors' reconciliations as required.

The applicant will have access to HISP-SA bank account statements. Payments will be made by HISP-SA Finance Administrative staff authorised by senior management.

All statutory payments will be made by due dates (VAT, SDL, UIF, PAYE, Workmen's Compensation). Ensure that all statutory registrations have taken place. If not, undertake the necessary registration in consultation with HISP-SA.

#### **e. Tax Issues**

All tax requirements and responsibilities of HISP-SA will have to be administered by the applicant. These include:

- VAT;
- PAYE; and
- INCOME TAX – If applicable

#### **f. HR Support**

HR support services will be incorporated, but not limited to the following:

- Assist with Administration of leave;
- Administration of medical aid; and
- Administration of pension funds.

#### **g. Financial Reporting**

A financial report will be prepared monthly by the financial accounting team of HISP-SA using the TPS. The reports will be made available to the applicant for review and inputs. The applicant will assist the finance team when necessary to interpret the information.

- Reports will include analysis by project;
- Reports will be presented every month by the 25th of each month and will provide any financial advice that is required or deemed to be necessary;
- An annual financial report will be presented to HISP-SA before audit;
- Draft annual financial statements will be presented to HISP-SA for signing off, highlighting any changes between the annual report presented and the draft audited report which has come back from the auditors. Financial Statements are to be signed within six months after the end of the financial year;
- A good working relationship will be fostered with the auditors to ensure that they are fully conversant with HISP-SA books and give constructive input on areas that need to be addressed.

#### **h. Financial Advice**

Based on the reports, the senior management will assess the financial situation of HISP-SA and advise them with regards to clarifying financial strategy from time to time. The applicant will request a meeting with the senior management as soon as they become aware of any irregularities.

#### **i. Annual Budgets**

The applicant will be responsible for assisting HISP-SA with the compilation of their annual budget.

#### **j. Fixed asset register**

The Fixed Asset Register will be maintained as payments come through the system, and annual depreciation will be calculated before audit each year.

#### **k. Business Plan**

The applicant will be responsible for assisting HISP-SA with the population and maintaining the financial section of a Business Plan if deemed necessary.

#### **l. Risk Management**

It will be expected from the applicant to highlight any identified financial risks as soon as they become aware of such risks.

**m. Reliance on client information**

The services or any portion thereof is dependent on information supplied by the client. The applicant shall be entitled to assume that all the data and information provided by the client is accurate, reliable, and complete.

**7. Obligations**

7.1 Undertakings

The performance of the Services by the Service Provider to the client shall depend upon the Service Provider meets all requirements prescribed by the client.

7.2 Conduct

All Services to be rendered by the Service Provider to the client in terms of this agreement must comply with all the reasonable instructions by the client. Services shall furthermore comply with all the security and other regulations and procedures as may apply.

**8. EVALUATION CRITERIA**

Bidder/s proposal/s will be evaluated on a four (4) step evaluation by considering information requested in this RFP as follows:

**8.1 STEP 1. Compliance with Mandatory administrative requirements.**

Mandatory administrative (gatekeepers) of the bid:

Item Number	DESCRIPTION	YES	NO
<b>ADMINISTRATIVE REQUIREMENTS</b>			
	Proposal submitted within the timeframe		
1.	A full copy of submission in PDF format uploaded to the HISP-SA Secure site		
2.	Pricing schedule PDF format uploaded to the HISP-SA Secure site		
<b>GENERAL DATA</b>			
4.	Company profile covering all the administrative, technical and, functionality requirements of the bid.		
5.	Completion and submission of Documents.		
6.	A valid SARS Tax clearance authorisation PIN as provided by the tax authority to each bidder.		
<b>B-BBEE</b>			
7.	Valid B-BBEE status certificate from accredited verification agencies, accredited accounting officers, Sworn affidavits for QSEs and EMEs.		





## 8.2 STEP 2. Request for information on hourly charge-out rates for resources

HISP-SA requires bidders to provide 2 pricing options (1) Rate per hour per resource and (2) fixed rate per resource for a set number of hours needed monthly with a rate per hour for ad-hoc work.

### Option 1 – Rate per hour per resource

#	Resource function	Patterson dpsa Level	Competencies	Rate p/h excl. VAT
1	Partner in SMME/QSE firm	D5 14/15	<ul style="list-style-type: none"> <li>Consulting in business best practices</li> <li>Project management</li> <li>Review dashboards for Management Reports</li> <li>20 years or more experience</li> </ul>	
2	Senior payroll accountant	C5 10	<ul style="list-style-type: none"> <li>Payroll administration</li> <li>PaySpace knowledge</li> <li>BBBEE knowledge</li> <li>10 years or more experience</li> </ul>	
3	Creditors clerk	B5 8	<ul style="list-style-type: none"> <li>Creditors review and reconciliations</li> <li>5 years or more experience</li> </ul>	
4	Senior Accountant level 2	D2 12	<ul style="list-style-type: none"> <li>Accounting – IFRS SMME</li> <li>Support the Accounting function in the Financial System</li> <li>Various Accounting system knowledge</li> <li>Advances Excel skills</li> <li>Develop and maintain dashboards for reporting to management</li> <li>15 years or more experience</li> </ul>	
5	Senior Secretarial clerk	C2 9	<ul style="list-style-type: none"> <li>Secretarial issues</li> </ul>	
6	Senior Accountant level 3	D3 12/13	<ul style="list-style-type: none"> <li>Compilation of Financial Statements</li> </ul>	

## Option 2 – Rate per hour per resource

RESOURCE/S	Patterson DPSA Level	Competencies	Hours per month	Fixed fee per month
1. Partner in SMME/QSE firm	D5 14/15	<ul style="list-style-type: none"> <li>Consulting in business best practices</li> <li>Project management</li> <li>Review dashboards for Management Reports</li> <li>20 years or more experience</li> </ul>	10	R
2. Senior payroll accountant	C5 10	<ul style="list-style-type: none"> <li>Payroll administration</li> <li>PaySpace knowledge</li> <li>BBBEE knowledge</li> <li>10 years or more experience</li> </ul>	13.5	R
3. Creditors clerk	B5 8	<ul style="list-style-type: none"> <li>Creditors review and reconciliations</li> <li>5 years or more experience</li> </ul>	4	R
4. Senior Accountant level 1	D1 12/13	<ul style="list-style-type: none"> <li>Control account reconciliation</li> <li>10 years or more experience</li> </ul>	6	R
5. Senior Accountant level 2	D2 12	<ul style="list-style-type: none"> <li>Accounting – IFRS SMME</li> <li>Support the Accounting function in the Financial System</li> <li>Various Accounting system knowledge</li> <li>Advances Excel skills</li> <li>Develop and maintain dashboards for reporting to management</li> <li>15 years or more experience</li> </ul>	25	R
6. Senior Accountant level 3	D3 13/14	<ul style="list-style-type: none"> <li>Compilation of Financial Statements</li> </ul>	1	R
7. Senior Secretarial clerk	C2 9	<ul style="list-style-type: none"> <li>Secretarial issues</li> </ul>	0.7	R

**8.3 STEP 3. Compliance with technical/functionality evaluation requirements (85% minimum threshold)**

Compliance with the technical specification requirements of the bid in terms of accreditations, compliance, and submission of all required information

A minimum score of 84% must be attained on Functionality to qualify for further evaluation on Price and B-BBEE.

ITEM	EVALUATION CRITERIA	WEIGHT
1	<p><b>Firm's Experience –</b></p> <p>A. List the accounting firm's working experience in providing accounting services to Public Benefit organisations that rendered services and includes the number of years including the client(s) name(s), contact details and, contact person(s). <b>ONLY EXTERNAL ACCOUNTING WORK MUST BE INDICATED.</b></p> <ul style="list-style-type: none"> <li>● 2 = <i>less than 4 years</i> Public Benefit organisations that rendered services</li> <li>● 3 = <i>5 to 7 years</i> Public Benefit organisations that rendered services</li> <li>● 6 = <i>8 to 10 years</i> Public Benefit organisations that rendered services</li> <li>● 10 = <i>&gt;10 years and more</i> Public Benefit organisations that rendered services</li> </ul>	25
3	<p><b>Team Experience - Comprehensive CV's must be submitted.</b></p> <p>The bidder must submit detailed CV's of the team that they intend to allocate for specific work assignments, demonstrating relevant qualifications, skills, expertise and, experience in Microsoft Excel. The team composition should be as follows (also indicate the number of members planned at each level):</p>	25

#### 8.4 STEP 4. 80/20 Price and BBBEE evaluation

a. Price Evaluation (80 points)

ADJUDICATION CRITERIA	POINTS
Price Evaluation	80
$P_s = 80 \left[ 1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$	

Where

$P_s$  = Points scored for the price of RFP under consideration

$P_t$  = Rand value of offer RFP consideration

$P_{\min}$  = Rand value of lowest acceptable RFP

#### B-BBEE Evaluation (20 points)

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their RFPs to substantiate the B-BBEE claims.

Bidders who do not submit B-BBEE Status Level Verification Certificates or non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE however, will not be disqualified from the RFP process. Such a bidder will score points out of 80 for price and 0 points out of 20 for B-BBEE.

**9. PRICING SCHEDULE**

**Schedule 1 – Rate per hour**

<b>RESOURCE/S</b>	<b>Patterson DPSA Level</b>	<b>RATE PER HOUR - Excluding VAT</b>
1. Partner in SMME/QSE firm	D5 14/15	R
2. Senior payroll accountant	C5 10	R
3. Creditors clerk	B5 8	R
4. Senior Accountant level 1	D1 12/13	R
5. Senior Accountant level 2	D2 12	R
6. Senior Accountant level 3	D3 13/14	R
7. Senior Secretarial clerk	C2 9	R

**Schedule 2 – Fixed fee per month**

<b>RESOURCE/S</b>	<b>Patterson DPSA Level</b>	<b>Hours per month</b>	<b>Fixed fee per month</b>
8. Partner in SMME/QSE firm	D5 14/15	10	R
9. Senior payroll accountant	C5 10	13.5	R
10. Creditors clerk	B5 8	4	R
11. Senior Accountant level 1	D1 12/13	6	R
12. Senior Accountant level 2	D2 12	25	R
13. Senior Accountant level 3	D3 13/14	1	R
14. Senior Secretarial clerk	C2 9	0.7	R

## 10. COMPANY INFORMATION REQUIRED

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NO.			
TAX CLEARANCE PIN NO.	TCS PIN:	OR CSD NO:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, BY WHOM WAS THE CERTIFICATE ISSUED?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME (TICK APPLICABLE BOX)	<input type="checkbox"/>	An accounting officer as, contemplated in the Close Corporation Act	
	<input type="checkbox"/>	A verification agency accredited by the South African Accreditation System (SANAS)	
	<input type="checkbox"/>	A registered auditor	
		Name:	
<b>(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT FOR EME &amp; QSEs) SHALL BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)</b>			
SIGNATURE OF BIDDER:		DATE:	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid, e.g., resolution of directors, etc.)			

End of document