

TERMS OF REFERENCE FOR THE SUPPLY OF AN ONLINE LEAVE APPLICATION AND MANAGEMENT SYSTEM FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE

1. INTRODUCTION

The South African National Biodiversity Institute (SANBI) is a Public Entity whose mission is to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people. SANBI has been mandated to monitor and report on the status of the Republic's biodiversity. Its activities include undertaking and promoting research on indigenous biodiversity and its sustainable use; establishing and managing collections of plant and animal specimens; managing and maintaining all National Botanical Gardens, with their facilities for horticultural display, environmental education, visitor amenities and research; collecting and disseminating information about biodiversity; assisting in the development of a national biodiversity framework, including bioregional plans and strategies; and coordinating programmes in conservation and sustainable use of indigenous biological resources and the rehabilitation of ecosystems.

SANBI has centres in the following provinces:

SANBI Centre	Town	Province
Free State National Botanical Garden	Bloemfontein	Free State
Hantam National Botanical Garden	Nieuwoudtville	Northern Cape
Harold Porter National Botanical Garden	Betty's Bay	Western Cape
Karoo Desert National Botanical Garden	Worcester	Western Cape
Kirstenbosch National Botanical Garden	Cape Town	Western Cape
KwaZulu-Natal Herbarium	Durban	KwaZulu-Natal
KwaZulu-Natal National Botanical Garden	Pietermaritzburg	KwaZulu-Natal
Kwelera National Botanical Garden	East London	Eastern Cape
Lowveld National Botanical Garden	Mbombela	Mpumalanga
National Zoological Garden	Pretoria	Gauteng
Pretoria National Botanical Garden	Pretoria	Gauteng
Thohoyandou Botanical Garden	Thohoyandou	Limpopo
Walter Sisulu National Botanical Garden	Johannesburg and Mogale City	Gauteng

2. BACKGROUND

SANBI has a head count of approximately 1100 employees and has therefore identified the need to procure an online leave application and management system as an initial phase in working toward an integrated Human Resources Information Management System (HRIMS) in order to address its human resource needs. The Human Resources Division currently receives manual leave applications and captures on the PERSAL system which creates

administrative bottlenecks for all stakeholders. The current HR business processes are manually managed which present SANBI with the following challenges:

- Storage of HR Information
- Submission of HR Information
- Analyses of HR data
- Decentralised information
- Non accessibility to information
- Manual filing systems

3. PROJECT OBJECTIVES

SANBI requires a service provider to supply a secure online leave management system which is accessible to all SANBI employees. This project is expected to lead to the commissioning of a fully integrated HR system capable of achieving the following objectives:

- Be capable of managing all HR related processes, meeting all system and legislated requirements, organization needs, technical operating and security requirements;
- A system that would enable increased productivity and ultimately enhance organisation performance;
- Access to real-time, reliable, traceable and secure information that would address the current and future needs of the organization;
- Reporting which is aligned to SANBI's strategic objectives.

4. SYSTEM IMPLEMENTATION AND REQUIREMENTS

The selected service provider shall be responsible for managing all activities relating to the deployment of the system and processes reflected under the "Scope of Work" (see section 5).

5. SCOPE OF WORK AND PRICING

The table format below indicates the standard business requirements and the pricing should reflect based on the **successful deployment of the leave system**. It is important to note that any activities that falls out of the scope of work listed below will be contracted and managed by a new Service Level Agreement (SLA).

Systems implementation Requirements	Yes/No	Cost
• Project Management • Setup and Installation of software (system software and networking is accessible to all employees). • Customisation and Configuration • Architecture and business process model • Testing • Change management • Implementation		R

Functional Requirements	Yes/No	Cost
1. Leave application and management functionality (all standard leave management workflows that includes but not limited to the following processes): 1.1. Leave application 1.2. Leave recommendations and approval 1.3. Leave amendment 2. Leave categories 2.1. Annual (amount of days linked to the service of the employee) 2.2. Capped 2.3. Sick (eight week rule to be built into the system) 2.4. Family responsibility 2.5. Study 2.6. Temporary incapacity 2.7. Maternity 2.8. Pre-natal 2.9. Adoption 2.10. Shop steward 2.11. Unpaid 2.12. Work related injuries or diseases 3. System Reporting Requirements (but not limited to the following): 3.1. Trend analysis 3.2. Balance report 3.3. Monthly summary report 3.4. Leave taken summary report 3.5. Employees leave calendar 3.6. Employees calendar for manager employee 3.7. Leave record report 3.8. Leave adjustments report 3.9. Leave accrual report 3.10. Leave provision report 3.11. Leave transaction report 3.12. Absenteeism rate 3.13. Cost of absenteeism 4. Employee Self Service		R
Data Management Requirements • Migration of existing data into system • Exporting / Importing data from and into external systems • Integrity of data according to SANBI business rules • Security for the adequate protection of data		R
System Requirements • Be web enabled • Be mobile compatible (iOS and android) • Integrate into a Microsoft technology platform • Allow for easy data integration across technology platforms and SANBI systems • Integrate with the SANBI it infrastructure environment		R

• Allow for hosting in the SANBI data center • provide a high standard of security (system access and controls)		
System and User Support • Online System Help • User Training • User Guide		R
Software Licensing		R
Total Cost (Excluding VAT)		R
VAT		R
Total Cost (Including VAT)		R

6. EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of proposals that include functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in two stages:

Stage 1 will evaluate functionality according to the criteria listed in the table below:

Criteria for measuring implementation capability and functionality	Weight
Past experience: refers to the experience to undertake the scope of work • The service provider is required to provide details of previously undertaken work related to deployment of a Human Resources Information System (HRIS) system by its current company; • The service provider is required to provide five (5) signed company reference letters on letterheads of work of similar nature previously undertaken. • Description of the scope and scale of work where HRIS was performed including three additional contactable references. This should include the cost for each scope of work (please provide cell-phone numbers).	25 (10) (5) (10)
Company Profile and Team capacity: provide company profile and demonstrate the capacity of his/her team to carry out the work required • Provide a Curriculum Vitae (CV) of the nominated Project Leader, who will be the service provider's contract with the SANBI. This person should have at least five (5) years' experience in the successful deployment of an HRIS and relevant qualification in project management. • Provide a short CV (not more than three (3) pages) as proof of skills and experience of the project team who will be assigned to the successful completion of this project.	20 (10) (10)
Project Approach and Methodology: demonstrate an understanding to cover the proposed scope of work and submit a concise project concept of how your company would approach the project.	25
Value added services Indicate the services that can add value to the automated processes and falls out of the scope of work without any cost to SANBI.	5
Functional criteria: • Leave application and management functionality • Leave categories • System requirements • Data management • Change management • Licensing	25
TOTAL	100

Bids that fail to score a minimum of 70 out of a possible 100 points for functionality will not be eligible for further consideration.

The second stage will evaluate the price and Broad-Based Black Economic Empowerment (B-BBEE) preference points of those bids which meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017, pertaining to the Preferential Procurement Framework Act (no. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

Sufficient information must be provided to allow the Bid Evaluation Committee to score bid against all these criteria.

The SANBI reserves the right not to appoint a Service Provider

7. SUBMISSION

Quotations can be submitted via an email or in the tender box located in the Biodiversity Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria during office hours or through email to M.Mavimbela@sanbi.org.za.

Normal office hours: 08:00 – 16:00 (see street address above) or posted to the following address:

SCM Manager
South African National Biodiversity Institute (SANBI)
Private Bag X101
Pretoria
0001

NB: all documents must be compiled and clearly labelled as required.

Late submissions will be disqualified

For more functional enquiries, please contact Mr Elias Moeng on (012) 843 5223 or E.Moeng@sanbi.org.za

For any Information Technology (IT) enquiries, please contact Mr Faizel Richard (021) 799 8706 or F.Richards@sanbi.org.za

Closing date for submission of responses: Friday, 15 June 2018