



AGRICULTURAL RESEARCH COUNCIL

REQUESTS TO TENDER FOR:

TENDER NO: ARC/16/08/2025/2

**THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR SAGE X3 AND 300
PEOPLE ERP SUPPORT AND MAINTENANCE SERVICES BID FOR A
PERIOD OF THREE YEARS**

Closing Date: **20 February 2026**

TIME: **11:00 am**

Bidder's Name:.....

CSD number:

COMPANY NAME	SUPPLIER REGISTRATION NUMBER	UNIQUE REGISTRATION NUMBER	
			Main Contractor
			Sub- contractor / Joint Venture 1
			Sub-Contractor / Joint Venture 2

THE DETAILS AND CONTENTS OF THIS DOCUMENT ARE CONFIDENTIAL AND FOR
CONSIDERATION AND RESPONSE BY THE RECORDED RECIPIENTS ON



7.1 PHASE ONE (1): PRE-COMPLIANCE

All submissions will be examined to determine compliance with procurement requirements and conditions.

Description of Appendix	Requirement	Circle 'yes' if uploaded	
Master Bid Document	A duly authorised representative must initial each page, and the declaration signed in full	Yes	No
Tax Pin	An original and Tax Clearance Certificate with a valid Tax Pin	Yes	No
B-BBEE Certification	A valid B-BBEE certificate from a SANAS-accredited agency/Affidavit. Non-submission of a BEE certificate or an affidavit will not lead to disqualification at phase 1 of the evaluation. However, it will award a zero point at phase 4 when price and preference is scored	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database	Yes	No
SCM - SBD 1 - Invitation to Bid	Completed and signed SCM - SBD 1 - Invitation to Bid	Yes	No
SCM - SBD 4 – Bidders' Disclosure	Completed and signed SCM - SBD 4 – Bidder's Disclosure	Yes	No
SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Yes	No
Joint Venture	Signed, dated Joint Venture Agreement – if applicable (to be signed by all parties, indicating the responsibilities of each partner and who the lead partner will be, and which partner is authorised to sign these documents).	Yes	No

NB. Only Bidders who indicate 'YES' and provide supporting documents for all the Mandatory requirements will be considered for further evaluation.

7.2 PHASE TWO (2): MANDATORY

Description of Appendix	Requirement	Circle 'yes' if uploaded	
COIDA letter of good standing	Proof of registration with the Compensation Fund for the Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA). The bidder must ensure that they have a valid COIDA letter of good standing. Should bidders not be in good standing with COIDA at the time of award, bidders will not be considered for award	Yes	No
SCM - SBD 3.3 Firm Prices – Pricing Schedule	Completed and signed SCM Schedule - SBD 3.3 Firm Prices – Pricing	Yes	No

7.3 PHASE THREE (3): FUNCTIONALITY CRITERIA (100 POINTS)

Criteria	Minimum Requirements	Points	Weight
1. Company Experience			
<p>The bidder must demonstrate that they can render the required service. Proof of experience in similar projects. Must provide at least three (3) signed reference letters for similar work done that should contain the following:</p> <ul style="list-style-type: none"> • The name of the client • The letterhead • Contact Person • Contact e-mail/telephone • Description of the service • Duration of the contract (start-end date) • Value of the contract <p>N.B Reference letters that do not contain all the above requirements will not be considered.</p>	3 projects	<p>No reference letters = 1 point</p> <p>One - Two reference letters for projects = 2 points</p> <p>Three - Four reference letters for projects = 3 points</p> <p>Five - Six reference letters for projects = 4 points</p> <p>Seven and above reference letters = 5 points</p> <p>Zero - One year of similar experience = 1 point</p> <p>Two - Four years of similar experience = 2 points</p> <p>Five - Six years of similar experience = 3 points</p> <p>Seven - Eight years of experience = 4 points</p>	<p>15</p> <p>15</p>

		Nine and above years of experience = 5 points	
2. Qualifications and experiences			
<p>Provide CVs and certification of key staff that will be allocated to this project (Including Sage certification) and experiences.</p> <p><u>CVs of proposed team members</u> (Functional Consultants, Finance Functional Consultants, Technical Consultants, Service Delivery Manager and Developers), demonstrating relevant experience with Sage X3, Sage 300 People, and integrated systems.</p> <p>For a bidder to achieve three (3) points, they must have a minimum of three years each on the above requirements.</p>	<p>Minimum of Six (6) members (Minimum of three years' experience per individual).</p> <p>Provide Curriculum Vitae and the Relevant Certification.</p> <p><u>Curriculum Vitae of the following resources will be evaluated:</u></p> <p>Functional Consultants (three members), the Developers (two members) and Finance Functional Consultants (one member)</p>	<p>Zero - One year of relevant experience = 1 point</p> <p>Two years of relevant experience and certified copies of SAGE certificates = 2 points</p> <p>Three years of relevant experience and certified copies of SAGE certificates = 3 points</p> <p>Four - Five years of relevant experience and certified copies of SAGE certificates = 4 points</p> <p>Six and above years of relevant experience and certified copies of SAGE certificates = 5 points</p>	30
3. Service Delivery Plan/Project Implementation approach for Support & Maintenance			
<p>Provide a High-level Technical Approach / Support & Maintenance Plan.</p> <p>The methodology to be used for the project must be logical, realistic to address the project scope and show that the Tenderer has a clear understanding of the project.</p> <p>A detailed execution methodology shall be submitted, with clear assumptions and shall include as a minimum:</p> <ul style="list-style-type: none"> • Detailed Project Plan • Timelines • Milestones • Resource Allocation • Risk Management Plan. 	Clear technical approach	<p><u>One Point</u> will be allocated to a bidder that did not submit the project plan</p> <p><u>Two Points</u> will be allocated to a bidder that submitted insufficient/incomplete project plan</p> <p><u>Three Points</u> will be allocated to a bidder that submitted a project plan that include the timelines and the milestones</p> <p><u>Four Points</u> will be allocated to a bidder that submitted a project plan that includes timelines, milestones, resource allocation and risk management strategies.</p> <p><u>Five Points</u> will be allocated to a bidder that submitted a project plan that includes</p>	15

		timelines, milestones, resource allocations, risk management, mitigation strategies and value-added services.	
4. Integration of Sage X3 with other systems			
		<p>There is no presentation of the SAGE X3 integration = 1 point</p> <p>The presentation is addressing at least one method of integration with SAGE X3 = 2 points</p> <p>The presentation is addressing two methods of integration with SAGE X3 = 3 points</p> <p>The presentation is addressing at least three methods of integration with SAGE X3 = 4 points</p> <p>The presentation is addressing Four or more methods of integration with SAGE X3 = 5 points</p>	25
TOTAL			100

N.B: Bidders who score less than **45 points (60%)** will not be evaluated on presentation and will be disqualified.

Bidders who score less than **15 points (60%)** on presentation will not be evaluated on price and BBBEE.