



MALUTI TVET COLLEGE

Public Entity established in terms of the Continuing Education and Training Act, No. 16 of 2006

TECHNICAL SPECIFICATION

Sage Pastel Accounting System & Sage Payroll

Implementation, Module Descriptions, Business Process Mapping & Support Services for a period of 36 months with the option of extension not exceeding 24 months, subject to performance

Table of Contents

1. PURPOSE, SCOPE AND INSTITUTIONAL CONTEXT	3
1.1 Why Sage Pastel is Required at MTVET	3
2. SAGE PASTEL ACCOUNTING - FULL MODULE DESCRIPTIONS	5
MODULE 1: General Ledger (GL)	5
MODULE 2: Accounts Payable (Creditors Ledger)	5
MODULE 5: Inventory Management	6
MODULE 6: Fixed Assets Register	6
MODULE 7: Sage Intelligence Reporting	7
MODULE 8: Supply Chain Management & Procurement	7
MODULE 9: Project Accounting	8
MODULE 10: VAT Processing	8
3. SAGE PASTEL PAYROLL & HR - FULL MODULE DESCRIPTIONS	8
PAYROLL MODULE 1: Employee Master File & HR Administration	8
PAYROLL MODULE 2: Earnings and Deductions Configuration	9
PAYROLL MODULE 3: PAYE, Tax Calculations and SARS Compliance	9
PAYROLL MODULE 4: UIF and SDL Processing	9
PAYROLL MODULE 5: Leave Management	9
PAYROLL MODULE 6: Third-Party Payments and Remittances	10
PAYROLL MODULE 7: Payroll Reporting and Analytics	10
PAYROLL MODULE 8: General Ledger Integration	10
4. BUSINESS ANALYST REQUIREMENT - PROCESS MAPPING AND MANUALS	11
16.1 Submission Checklist	20
17. APPROVAL	21
BID SPECIFICATION COMMITTEE	21

1. PURPOSE, SCOPE AND INSTITUTIONAL CONTEXT

Maluti TVET College (MTVET) is a public Technical and Vocational Education and Training institution established under the Continuing Education and Training Act No. 16 of 2006 (CET Act). is accountable to the Department of Higher Education and Training.

This specification sets out the requirements for the appointment of a qualified Sage-certified service provider to implement, configure, and support the Sage Pastel Accounting System and Sage Pastel Payroll & HR at Maluti TVET College. The specification covers:

- A full description of every module in Sage Pastel Accounting (Partner/Evolution) required by MTVET.
- A full description of every module in Sage Pastel Payroll & HR required by MTVET.
- The requirement for a dedicated Business Analyst to develop process maps and process manuals for each business process, written to a standard suitable for AGSA audit and review.

1.1 Why Sage Pastel is Required at MTVET

MTVET currently uses Sage Pastel 300 Partner and Draftworx for financial accounting, and the current Sage system is underutilised. The successful service provider must assist the college in implementing a robust system that will be used to full capacity.

The system generates the trial balance, which is imported into Draftworx for Annual Financial Statement preparation, and processes payroll for contract and part-time staff. Permanent staff are paid via PERSAL (the government payroll system), with salary journals processed through Sage. The institution requires a service provider who understands the TVET operating environment, GRAP-based financial reporting, and the integration between Sage Pastel and PERSAL.

1.2 Current IT Environment

The following weaknesses have been identified by the college and must be addressed as part of the implementation scope:

Ref	IT Environment Weakness	Impact	Resolution Required
IAF-01	No Role-Based Access Control enforced in Sage Pastel - all finance staff share administrator credentials	Any user can post, delete, or amend any transaction; SOD non-existent; AGSA finding every year	Configure RBAC per role matrix; remove shared credentials immediately on go-live
IAF-02	Three-way match (PO–GRN–Invoice) not activated - 34% of invoices paid without GRN in FY2024	Irregular expenditure under PFMA s38; risk of fictitious supplier payments	Activate three-way match; configure payment block until PO+GRN+Invoice aligned

Ref	IT Environment Weakness	Impact	Resolution Required
IAF-03	Payroll variance report not generated or reviewed before payment release	Ghost employee risk unquantified; PERSAL and Sage payrolls never reconciled	Configure automated variance report; enforce DPF sign-off before EFT release
IAF-04	PERSAL salary journals processed manually with no reconciliation to Sage GL	GRAP 23 service-in-kind misstatement; AFS unreliable for DHET reporting	Implement PERSAL import template; automated reconciliation workpaper
IAF-05	Fixed asset register incomplete - 68 assets unverified for 24+ months	GRAP 17 disclosure misstated; AGSA material finding in 3 consecutive audits	Configure asset module with barcode verification workflow; immediate physical count
IAF-06	No deviation register maintained in Sage -	TR 16A6.4 compliance evidence insufficient; deviations not	Implement system-based deviation register with
	manual Excel spreadsheet used	reported to Council	Principal approval workflow
IAF-07	No process maps or process manuals exist for any Sage Pastel module	AGSA RFI responses require 40+ person-days of manual retrieval per audit cycle	Business Analyst to deliver 30 BPMN process maps and manuals within 90 days
IAF-08	Sage Pastel version not updated in 18 months - 3 critical patches outstanding	Security vulnerability; tax table may be outdated; licence non-compliance	Service provider to update within 30 days of appointment; annual maintenance SLA

2. SAGE PASTEL ACCOUNTING - FULL MODULE DESCRIPTIONS

The following modules form part of Sage Pastel Partner / Evolution as deployed at MTVET. The service provider must demonstrate proficiency in all modules and must configure, test, train, and document each one as part of the implementation scope.

MODULE 1: General Ledger (GL)

Description and Purpose

The General Ledger is the central repository of all financial transactions at MTVET. It records every debit and credit posted from subsidiary modules (AP, AR, Payroll, Assets) and provides source data for the Annual Financial Statements prepared under GRAP.

Key Functional Components

- Chart of Accounts (COA) - GRAP-aligned structure: assets, liabilities, net assets, revenue, expenditure; cost-centre mapping across all MTVET campuses.
- Journal Processing - Standard, recurring, reversing, and year-end adjustment journals; mandatory narration and source document reference.
- Period Management - Monthly period open/close; year-end rollover with prior-year lock; GRAP cut-off procedures.
- Budget Module - Actual vs. approved budget per vote/programme; budget transfer workflow; over-expenditure alerts.
- Trial Balance and Reporting - Detailed trial balance; income and expenditure statement; statement of financial position.
- Inter-campus Transactions - Campus-level cost-centre coding for management accounts with consolidated GL.
- Audit Trail - Every posted transaction records user ID, date, time, and source reference. Posted journals cannot be deleted.

GRAP Relevance

MTVET prepares AFS under GRAP 1, 2, 3, 9, 12, 17, and 21. The GL must support the Draftworx trial balance import mapping Pastel account codes to AFS line items via Link and AFS Description fields.

MODULE 2: Accounts Payable (Creditors Ledger)

Description and Purpose

The Accounts Payable module manages all amounts owed by MTVET to suppliers. It is the financial control point for the procurement-to-payment cycle, ensuring payments are only made against valid POs, GRNs, and approved invoices.

Key Functional Components

- Supplier Master File - CSD-registered suppliers; B-BBEE level; TCS PIN; banking details with change audit trail.
- Invoice Capture and Three-Way Match - Invoice matched against PO and GRN; payment blocked if match fails.
- Ageing Analysis - 30/60/90/120+ day buckets; GRAP 1 disclosure of amounts payable.
- Payment Run - Batch EFT processing; file generation; dual authorisation; remittance advice.
- Creditors Reconciliation - Supplier statement vs. Pastel balance; month-end sign-off.
- VAT Input - Automatic VAT apportionment for partially-exempt entity; VAT201 supporting schedule.
- Accruals - Month-end GRNI accrual journals for GRAP 1 disclosure.

MODULE 3: Accounts Receivable (Debtors Ledger)

Description and Purpose

The Accounts Receivable module manages all amounts owed to MTVET, including NSFAS disbursements, student fees, rental income, and other revenue. GRAP 9 requires a distinction between exchange and non-exchange revenue.

Key Functional Components

- Debtor Master File - Student debtors; NSFAS; government grants; facility rentals.
- NSFAS Management - Disbursement receipts; student-level allocation; unspent NSFAS liability under GRAP 23.
- Ageing and Collections - Ageing report; collection escalation; bad debt provision (GRAP 104 impairment).
- Receipt Processing - Cash, EFT receipt posting; allocation to student accounts.
- Debtors Reconciliation - Monthly debtors control account reconciliation.

MODULE 4: Cash Book (Bank Reconciliation)

Description and Purpose

The Cash Book module processes all cash and bank transactions for MTVET's bank accounts and performs the bank reconciliation required for monthly financial reporting and AGSA audit evidence.

Key Functional Components

- Multi-Bank Account Management - Separate cashbooks per account; inter-bank transfer journals.
- Receipts and Payments - EFT payments; cheque payments; petty cash management.
- Bank Reconciliation - Statement import; automated matching; outstanding deposits and cheques schedule; DPF sign-off.
- Cash Flow Support - Cashbook feeds directly into GRAP 2 Cash Flow Statement working papers.

MODULE 5: Inventory Management

Description and Purpose

The Inventory module manages MTVET's consumable stores - stationery, cleaning materials, maintenance supplies - and supports GRAP 12 (Inventories).

Key Functional Components

- Stock Master - Item codes; unit of measure; reorder levels; cost method (weighted average or FIFO).
- Goods Received - GRN creation against PO; stock quantity and value update.
- Stock Issues - Issue requisition; departmental allocation; cost-centre coding.
- Stock Adjustments - Write-offs; surpluses; damaged goods; year-end count adjustments.
- Stock Valuation Reports - Stock on hand; slow-moving stock; GRAP 12 disclosure schedule.

MODULE 6: Fixed Assets Register

Description and Purpose

The Fixed Assets module maintains MTVET's asset register as required by GRAP 17 (Property, Plant and Equipment). AGSA consistently flags asset management as a material finding at TVET colleges; a properly configured Sage asset register is the primary audit evidence for completeness, existence, and valuation.

Key Functional Components

- Asset Master File - Asset ID; description; category; campus/building/room location; responsible official; acquisition date; cost; accumulated depreciation; carrying amount; condition rating.
- Depreciation Engine - Straight-line method per GRAP 17; useful life tables by category; monthly depreciation run with automatic GL posting.
- Asset Acquisition - Capitalisation from PO or direct addition; R5,000 threshold enforcement; dual approval.
- Asset Disposal and Write-off - Disposal proceeds; profit/loss on disposal; derecognition journal.
- Physical Verification - Barcode/QR scanning integration; verification status per asset; unverified assets report.
- AGSA Audit Pack - Asset register extract with all GRAP 17 disclosures; additions, disposals, and depreciation schedule.

MODULE 7: Sage Intelligence Reporting

Description and Purpose

Sage Intelligence is the reporting and analytics layer of Sage Pastel. At MTVET, it is used to generate management reports, AGSA audit packs, Draftworx trial balance imports, and ad hoc financial analysis that built-in Pastel reports cannot produce.

Key Functional Components

- Report Designer - Custom report templates on Pastel data tables; Excel-based output; scheduled report generation.
- AFS Trial Balance Export - Configurable export mapping Pastel account codes to Draftworx AFS Description fields; prior-year comparatives.
- Management Pack - Monthly management accounts: income and expenditure by programme, campus, cost centre; variance to budget.
- AGSA Data Pack - Automated extraction: creditors age analysis, debtors age, bank reconciliation, asset register, payroll reconciliation, deviation register.
- Dashboards - Executive dashboard for Principal and DPF; SCM procurement dashboard.

MODULE 8: Supply Chain Management & Procurement

Description and Purpose

The Procurement module manages MTVET's source-to-pay cycle under Treasury Regulations 16A, the PPPFA, and the CET Act Section 25. It enforces the three-quotation rule, 80/20 preference point evaluation, deviation controls, and commitment accounting required by AGSA.

Key Functional Components

- Supplier Database - CSD-linked supplier master; B-BBEE and TCS verification; supplier risk profiling.
- Purchase Requisition - Budget-checked PR workflow; delegation of authority matrix; campus-level requisitioner roles.
- RFQ Management - Minimum 3 quotations enforced for R30,001–R500,000; closing date control; quotation register.
- 80/20 and 90/10 Evaluation Engine - Ps price formula; specific goal points capture; BEC scoresheet generation.
- Purchase Order - Numbered PO; three-way match control; PO amendment workflow; commitment accounting.
- GRN and Inspection - Goods receipt; quality inspection flag; discrepancy escalation to SCM Manager.
- Deviation Register - TR 16A6.4 compliant; Principal approval for emergencies; monthly SCM report feed.

- Commitment Accounting - Real-time budget commitment at PR and PO stage; GRAP 1 commitment disclosure.

MODULE 9: Project Accounting

Description and Purpose

MTVET receives conditional grants from DHET, NSF, and other funders for infrastructure, curriculum development, and skills programmes. The Project Accounting module tracks income and expenditure per project against approved budgets.

Key Functional Components

- Project Master - Project code; funder; approved budget; start/end date; project manager.
- Project Transactions - All GL transactions tagged to project code; project income and expenditure ledger.
- Budget vs. Actual - Project budget consumption; over/underspend alerts; budget amendment workflow.
- Funder Reporting - Project financial report in funder-required format; drawdown schedule; close-out report.

MODULE 10: VAT Processing

Description and Purpose

As a partially-exempt entity, MTVET must correctly apportion input VAT between taxable and exempt activities and generate the VAT201 return data for SARS submission.

Key Functional Components

- VAT Type Codes - Standard-rated; zero-rated; exempt; non-supply; capital goods.
- Input VAT Apportionment - Ratio of taxable to total income; partial input VAT claim calculation.
- VAT201 Report - Automated VAT201 summary; reconciliation to GL VAT accounts; e-Filing submission file.
- VAT Audit Trail - Transaction-level VAT report for AGSA review.

3. SAGE PASTEL PAYROLL & HR - FULL MODULE DESCRIPTIONS

Sage Pastel Payroll & HR is a separate application integrating with Sage Pastel Accounting via an automated payroll journal. At MTVET, permanent staff are paid via PERSAL while contract and part-time staff are fully processed through Sage Payroll. The service provider must understand and configure both tracks.

PAYROLL MODULE 1: Employee Master File & HR Administration

Description and Purpose

The Employee Master File is the foundation of the payroll environment. At MTVET, the master file must distinguish between PERSAL-linked staff and Sage-processed contract staff.

Key Functional Components

- Employee Demographics - Full name; ID number; race (EEA); gender; disability status; date of birth.
- Employment Details - Employee number; PERSAL number (where applicable); position; grade; campus; cost centre; contract type.
- Tax Details - Tax number; tax directive; IRP5 code mapping; medical aid PAYE rebate.
- Banking Details - Account holder; bank; branch code; account number; change audit trail.
- Leave Entitlements - BCEA-compliant accrual rules; MTVET-specific leave policy integration.

months, with the option of extension not exceeding 24 months, subject to performance

- Document Repository - Signed contract; ID copy; qualifications; SARS tax certificate linked to employee record.

PAYROLL MODULE 2: Earnings and Deductions Configuration

Description and Purpose

This module defines all pay components (earnings and deductions) used in MTVET payroll runs. Correct configuration with accurate tax treatment codes is critical for PAYE compliance.

Earnings Codes Required at MTVET

- Basic Salary (3601) | Housing Allowance (3713) | Travel Allowance (3701/3702)
- Overtime (3607) | Performance Bonus (3605) | Acting Allowance | Sessional Lecturer Pay
- NSFAS Administration Fee - taxable; PAYE-applicable.

Deduction Codes Required at MTVET

- PAYE (4101) | UIF (4141) | SDL (4142) - statutory deductions
- Medical Aid (GEMS and approved schemes) | Pension/Provident (GEPE and private funds)
- Garnishee Orders | Union Subscriptions (SADTU, NEHAWU) | Study Loan Repayments

PAYROLL MODULE 3: PAYE, Tax Calculations and SARS Compliance

Description and Purpose

The PAYE module automates all income tax calculations in compliance with the Fourth Schedule of the Income Tax Act, handling the full range of tax situations at MTVET.

Key Functional Components

- SARS Tax Table Updates - Annual and mid-year updates applied within 5 business days of Budget Day.
- PAYE Calculation Engine - Tax-year-to-date method; annualised income; PAYE withheld per period.
- Tax Directive Processing - Fixed rate or zero-tax directives for contract employees.
- Fringe Benefits - Company vehicle; low-interest loans; subsidised accommodation; employer medical aid.
- EMP201 - Monthly PAYE/UIF/SDL declaration; electronic submission file for SARS eFiling.
- EMP501 Reconciliation - Mid-year (August) and year-end (February) PAYE reconciliation.
- IRP5 Certificates - Per-employee IRP5 with correct income codes; e@syFile submission.

PAYROLL MODULE 4: UIF and SDL Processing

Description and Purpose

MTVET must deduct and remit UIF contributions to the Unemployment Insurance Fund and pay Skills Development Levies to SARS under the SDLA.

Key Functional Components

- UIF Calculation - 1% employee + 1% employer on remuneration up to R17,712/month ceiling.
- UIF Declaration File - .uif file for Department of Labour U-Filing or SARS eFiling.
- SDL Calculation - 1% of leviable amount; SETA allocation coding.
- UI-19 Declarations - Monthly UI-19 submission; bulk employee declaration.
- SDL Annual Return - Annual SDL reconciliation; surplus/deficit management.

PAYROLL MODULE 5: Leave Management

Description and Purpose

Accurate leave records are essential for AGSA audit purposes, particularly the leave liability (accrued leave pay) disclosure under GRAP 25 (Employee Benefits).

Key Functional Components

- Leave Types - Annual; sick; family responsibility; maternity (4 months); paternity; study; sabbatical; unpaid.
- Accrual Rules - BCEA-compliant accrual; pro-rata for part-time staff.
- Leave Application Workflow - Supervisor approval; HR confirmation; payroll deduction.
- Leave Liability Report - GRAP 25 leave pay liability (hours x hourly rate) per employee; campus summary.
- Negative Leave Control - System blocks negative leave unless HR Manager override with reason code.

PAYROLL MODULE 6: Third-Party Payments and Remittances

Description and Purpose

This module manages all payments by MTVET to third parties on behalf of employees. AGSA requires a complete audit trail from payroll deduction to payment made.

Key Functional Components

- SARS Payment - EMP201 PAYE/UIF/SDL; payment reference number; confirmation attached to monthly file.
- Medical Aid Remittance - GEMS and approved schemes; contribution split; monthly reconciliation.
- Pension/Provident - GEPIF monthly schedule; private fund contribution files; fund administrator submission.
- Union Stop-Orders - Per-union deduction totals; payment schedule; confirmation.
- Garnishee Payments - Court order reference; creditor payment schedule; court notification.

PAYROLL MODULE 7: Payroll Reporting and Analytics

Description and Purpose

Payroll is typically the single largest expenditure item at MTVET. AGSA scrutinises payroll reconciliations, variance analysis, and third-party remittance completeness.

Key Reports Required

- Payroll Register - Full detail of every earnings and deduction per employee per pay run.
- Period-on-Period Variance Report - Movements exceeding 10% per employee; must be cleared before payment release.
- Payroll Cost by Campus and Programme - Management accounts support; cost-centre allocation report.
- Leave Liability Schedule - GRAP 25 AFS disclosure; days and rand value per employee.
- Payroll Reconciliation to GL - Payroll journal totals vs. GL postings.
- EEA2 and EEA4 Reports - Employment equity submissions to the Department of Employment and Labour.

PAYROLL MODULE 8: General Ledger Integration

Description and Purpose

Incorrect GL mapping results in material AFS misstatements and AGSA findings. The service provider must configure, document, and test the payroll journal mapping in full accordance with MTVET's GRAP-compliant chart of accounts.

Key Functional Components

- GL Account Mapping - Each earnings and deduction code mapped to a specific GL account; employer contributions mapped separately.
- Cost-Centre Allocation - Payroll costs allocated to campus/department cost centres; split payroll for shared staff.
- Automatic Journal Posting - On payroll finalisation, a formatted GL journal is generated, reviewed by Finance Manager, then posted.
- PERSAL Reconciliation - PERSAL salary data imported monthly as a non-cash journal (service-in-kind per GRAP 23); reconciliation to PERSAL payslip totals mandatory.
- Accruals - Month-end payroll accrual for unpaid days; leave provision; 13th cheque provision.

4. BUSINESS ANALYST REQUIREMENT - PROCESS MAPPING AND MANUALS

The appointment of a qualified Business Analyst (BA) is a mandatory deliverable of this contract. The BA must work embedded at Maluti TVET College for a minimum of 60 person-days during implementation and remain available for 10 person-days per year during the support phase for documentation updates.

4.1 Mandatory BA Qualifications

Requirement	Minimum Standard
Academic Qualification	Degree or National Diploma in Information Systems, Business Administration, Accounting, or Financial Management.
Business Analysis Certification	IIBA CBAP, IIBA CCBA, or equivalent (certificate must be attached to proposal).
Sage Pastel Experience	Minimum 3 years documenting Sage Pastel processes; at least 2 Sage process manuals to be provided as samples.
TVET / Public Sector Experience	Preferred: experience at a TVET College or public entity subject to PFMA and AGSA audit.
Process Mapping Tools	Proficiency in Microsoft Visio or Lucidchart; all process maps delivered in editable Visio format (.vsdx) AND PDF.
Technical Writing	Demonstrated ability to write process manuals at a level suitable for AGSA audit inspection.

4.2 Process Manual Standard - 11 Mandatory Sections

Each process manual must contain the following sections for every business process:

#	Section	Content Required
1	Document Control	Reference number; version; author; reviewer; approver; date; change history.

#	Section	Content Required
2	Purpose and Scope	What the process achieves; which campuses it applies to; what is excluded.
3	Legislative Framework	CET Act s25, PFMA, TR 16A, PPPFA, BCEA, Income Tax Act and MTVET policies.
4	Roles and Responsibilities	RACI matrix for each step: Responsible, Accountable, Consulted, Informed.
5	System Configuration Notes	Which Sage module is used; relevant settings; user roles required.
6	Step-by-Step Procedure	Numbered steps with screenshots; decision rules; escalation triggers; exceptions.
7	Process Map	Embedded BPMN diagram (also available as separate Visio file).
8	Internal Controls Summary	All general and application controls active; control owner; evidence generated.
9	Key Reports and Documents	System reports and source documents serving as audit evidence.
10	Audit Checklist	AGSA-specific checklist: what to look for, where to find it in Sage, what constitutes a finding.
11	Common Errors and Remediation	Known system errors; workarounds; escalation path; system log reference.

4.3 Thirty Business Processes to be Documented

ACCOUNTING PROCESSES - 18 Processes

Ref	Process	Module	Risk
BP-A01	Supplier Onboarding and CSD Verification	Accounts Payable / SCM	HIGH
BP-A02	Purchase Requisition to Purchase Order	Procurement / GL	HIGH
BP-A03	Goods Receipt and Three-Way Match	Procurement / AP	HIGH
BP-A04	Supplier Invoice Processing and Payment	AP / Cash Book	HIGH

BP-A05	Creditors Reconciliation and Month-End Close	AP / GL	MEDIUM
BP-A06	Bank Reconciliation	Cash Book / GL	HIGH
BP-A07	Student Debtor Management and NSFAS Reconciliation	Accounts Receivable	HIGH
BP-A08	Asset Acquisition and Capitalisation	Fixed Assets / GL	HIGH
BP-A09	Asset Depreciation Run and GL Posting	Fixed Assets / GL	MEDIUM
BP-A10	Asset Physical Verification and Reconciliation	Fixed Assets	HIGH
BP-A11	Asset Disposal and Derecognition	Fixed Assets / GL	HIGH
BP-A12	Budget Capture, Monitoring, and Amendment	GL / Procurement	MEDIUM
BP-A13	Month-End Journal Processing and Period Close	GL	MEDIUM
BP-A14	VAT Processing and VAT201 Submission	VAT / GL	MEDIUM
BP-A15	Procurement Deviation Authorisation	SCM / GL	HIGH
BP-A16	Petty Cash Management and Replenishment	Cash Book	LOW
BP-A17	Management Accounts Preparation and Distribution	Sage Intelligence / GL	MEDIUM
BP-A18	Draftworx Trial Balance Export and AFS Mapping	GL / Sage Intelligence	HIGH

PAYROLL PROCESSES - 12 Processes

Ref	Process	Module	AGSA Risk
BP-P01	New Employee Onboarding and Master File Creation	Employee Master / HR	HIGH

BP-P02	Salary and Allowance Amendment Authorisation	Earnings / GL	HIGH
BP-P03	Contract Employee Monthly Payroll Run	All Payroll Modules	HIGH
BP-P04	PERSAL Salary Journal Import and Reconciliation	GL Integration / Payroll	HIGH
BP-P05	PAYE Calculation Verification and EMP201 Submission	PAYE / SARS	HIGH
BP-P06	UIF Declaration and Submission	UIF / Labour	MEDIUM
BP-P07	Leave Application, Approval, and Deduction	Leave Management	MEDIUM
BP-P08	Third-Party Remittances (Medical Aid, Pension, Unions)	Third-Party / Cash Book	HIGH
BP-P09	Payroll-to-GL Journal and Reconciliation	GL Integration	HIGH
BP-P10	EMP501 Reconciliation and IRP5 Generation	PAYE / SARS	HIGH
BP-P11	Employee Termination and Final Pay Calculation	Employee Master / Leave	HIGH
BP-P12	Garnishee Order Processing and Payment	Deductions / Cash Book	MEDIUM

5. EVALUATION CRITERIA AND SCORING RUBRIC

Proposals are evaluated in two stages: Stage 1 - Administrative and Mandatory Compliance (Pass/Fail); Stage 2 - Technical and Financial Evaluation. Only proposals passing Stage 1 proceed to Stage 2.

5.1 Stage 1: Mandatory Compliance - Pass/Fail

#	Mandatory Document	Result
1	Completed SBD 1 (Invitation to Bid) - signed and dated	PASS / FAIL
2	Completed SBD 3.1 (Firm Pricing Schedule) with all items priced	PASS / FAIL
3	Completed SBD 4 (Bidder's Disclosure) - all questions answered	PASS / FAIL
4	Completed SBD 6.1 (Preference Points Claim Form - 80/20)	PASS / FAIL
5	Valid B-BBEE Certificate or Sworn Affidavit (not older than 12 months)	PASS / FAIL
6	Valid CSD MA Number	PASS / FAIL
7	Valid SARS Tax Compliance Status (TCS PIN or printed certificate)	PASS / FAIL
8	Company Registration Certificate (CIPC)	PASS / FAIL
9	Proof of Sage Certified Consultant (SCC) - Accounting	PASS / FAIL
10	Proof of Sage Certified Consultant (SCC) - Payroll & HR	PASS / FAIL
11	Proof of Sage Intelligence Reporting Certification	PASS / FAIL
12	Valid Sage Authorised Business Partner accreditation OR Subcontractor Agreement	PASS / FAIL
13	Business Analyst CV with CBAP/CCBA or equivalent certificate	PASS / FAIL
14	Sample Process Map (BPMN) from a previous engagement	PASS / FAIL
15	Sample Process Manual from a previous engagement	PASS / FAIL

5.2 Stage 2: Technical Evaluation - 100 Points (Minimum 60 to Proceed)

Ref	Criterion	Evidence Required	Max Pts
A	COMPANY & TEAM PROFILE (20 POINTS)		20
A1	Years as Sage-certified service provider (0=<2yrs; 1=2-3yrs; 2=4-5yrs; 3=>5yrs)	Company profile	3
A2	Number of Sage Pastel Accounting implementations completed	Reference letters	3
A3	Number of Sage Payroll implementations completed	Reference letters	3
A4	TVET College or public sector PFMA experience	Client references	4
A5	Number of Sage-certified staff deployed on this project (min 2)	CVs + certificates	3
A6	Business Analyst qualifications and certification level	CV + CBAP/CCBA cert	4
B	SAGE ACCOUNTING CAPABILITY (25 POINTS)		25
B1	Demonstrated all 10 Accounting modules (1 pt per module)	Reference letters per module	10
B2	Sage Intelligence - custom AFS/Draftworx export and AGSA packs	Sample report + reference	5
B3	GRAP-compliant COA design and AFS mapping	Sample COA mapping	4
B4	Fixed Assets GRAP 17 compliance implementation	Asset register extract	3
B5	Draftworx or CaseWare integration for AFS preparation	Reference or methodology	3
C	SAGE PAYROLL CAPABILITY (20 POINTS)		20
C1	Demonstrated all 8 Payroll modules (1 pt per module)	Reference letters per module	8
C2	PERSAL-to-Sage reconciliation and service-in-kind experience	Methodology document	4

C3	EMP501 and IRP5/IT3(a) and e@syFile submission experience	Sample EMP501 reconciliation	3
C4	GRAP 25 leave liability and GRAP 23 service-in-kind accounting	Sample journal workings	3
C5	Payroll GL integration mapping to GRAP-compliant COA	Sample GL mapping	2
D	BUSINESS ANALYSIS & PROCESS DOCUMENTATION (20 POINTS)		20
D1	Sample Process Map quality (BPMN swim lanes, control points, legislation refs, exception paths) - 0=none; 2=basic; 4=partial BPMN; 6=full BPMN	Sample BPMN map	6
D2	Sample Process Manual quality against 11-section standard - 0=none; 2=partial; 4=complete AGSA-ready	Sample manual	4
D3	BA CV and IIBA or equivalent certification - 0=no BA; 1=no cert; 2=certified; 3=CBAP/CCBA	BA CV + cert	3
D4	Methodology for process discovery workshops at MTVET campuses - 0=none; 2=generic; 4=MTVET-specific with schedule	In proposal	4
D5	Written commitment to deliver all 30 process maps and manuals within 90 days of go-live	Signed undertaking	3
E	SUPPORT SERVICES, SLA AND TRAINING (15 POINTS)		15
E1	SLA response times: P1 < 2hrs; P2 < 4hrs; P3 < 8hrs; P4 < 24hrs (1 pt per tier met)	SLA document	4
E2	Training plan: role-based; schedule; materials; training environment	Training plan + samples	4
E3	Onsite support capacity at MTVET within 24 hours for P1/P2	Confirmation in proposal	3
E4	Annual tax table and legislative update within 5 business days	Methodology description	2
E5	Shared ticketing system with AGSA-accessible support log	Demo or screenshot	2

TOTAL	TECHNICAL SCORE (minimum 60/100 required to proceed to financial evaluation)		100
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5.3 Stage 3: Financial Evaluation - 80/20 PPPFA

Component	Description
Price Points (80)	$P_s = 80 \times (1 - (P_t - P_{min}) / P_{min})$. P_{min} = lowest acceptable bid price. Lowest-price bidder scores 80 points.
Specific Goals (20)	B-BBEE Level 1–4: up to 6 pts Women-Owned: 4 pts Youth: 4 pts People with Disability: 3 pts Military Veterans: 3 pts.
Minimum Technical Score	Proposals below 70/100 in technical score are excluded before price calculation.

5.4 Client References

Each bidder must provide a minimum of three verifiable client references for Sage Pastel implementations completed within the last 5 years. MTVET reserves the right to contact all references and request site visits.

Organisation	Contact Person & Number	Scope	Value (R)	Period
Reference 1:			R	
Reference 2:			R	
Reference 3:			R	

6. CONTRACT DELIVERABLES REGISTER

#	Deliverable	Format	Deadline	Accepted By
D01	Project Initiation Document (PID)	Word / PDF	Week 1	DPF
D02	System Configuration Document - Accounting	Word / PDF	Week 6	ASD: Management Accounting
D03	System Configuration Document - Payroll	Word / PDF	Week 6	HR Manager
D04	RBAC and SOD Matrix	Excel / PDF	Week 8	DPF
D05	Data Migration Reconciliation Report	Excel / PDF	Week 9	ASD: Management Accounting
D06	UAT Sign-off Certificate	Word / PDF	Week 11	DPF
D07	Role-Based Training Materials - all modules	PowerPoint + Word	Week 12	HR Manager
D08	Go-Live Sign-off Certificate	Word / PDF	Week 16	DPF
D09	Process Maps - All 30 processes (BPMN)	Visio + PDF	Day 90 post go-live	DPF
D10	Process Manuals - All 30 processes	Word / PDF	Day 90 post go-live	DPF
D11	AGSA Audit Pack Template - Accounting	Excel / PDF	Week 12	ASD: Management Accounting
D12	AGSA Audit Pack Template - Payroll	Excel / PDF	Week 12	HR Manager
D13	Monthly Service Report (ongoing, 36 months)	Word / PDF	5th of each month	DPF
D14	Annual Legislative Update Certificate	Word / PDF	Within 5 days of change	DPF
D15	EMP501 Reconciliation and IRP5 Submission	e@syFile + PDF	Feb & Aug annually	HR Manager

END OF TECHNICAL SPECIFICATION

Maluti TVET College - Supply Chain Management Division | SCM-SPEC-ICT-001 | Version 1.0 | May 2026

Physical submissions	
Electronic submissions	
Marking	Reference number and categories applied for
Enquiries (Procurement Process)	
Enquiries (Technical)	

16.1 Submission Checklist

No.	Item	Included (✓)
1	Completed application form indicating categories applied for	
2	Certified qualifications and professional certifications	
3	Comprehensive CV(s) of consultant and key personnel	
4	Portfolio/project list with evidence of completed assignments	
5	Three (3) contactable references	
6	Certified proof of identity	
7	SARS tax compliance status PIN	
8	CSD registration report (where applicable)	
9	CIPC company registration documents (where applicable)	
10	Proposed rate schedule (Section 10)	
11	Proof of professional indemnity insurance or undertaking (where applicable)	
12	Signed SBD 4 declaration of interest	

months, with the option of extension not exceeding 24 months, subject to performance

17. APPROVAL

BID SPECIFICATION COMMITTEE RECOMMENDATION

Name and surname	Signature	Date
<i>Koedoe Mofhe</i>	<i>[Signature]</i>	13/08/2026
<i>Lucky Libisi</i>	<i>[Signature]</i>	13/08/2026
MOKOENA CJ	<i>[Signature]</i>	13/08/2026
<i>Mokhele M.I</i>	<i>[Signature]</i>	13/08/2026

Accounting Officer Approval	Signature	Date
<i>Mr. M. T. Mokoena</i>	<i>[Signature]</i>	01/09/2026