



SOUTH AFRICAN TOURISM

RFI - EXPRESSION OF INTEREST

Complement Our Dynamic Team as a Service Provider!

THE ORGANISATION

South African Tourism (SAT) is a Schedule 3A Public Entity, listed in terms of the Public Finance Management, 1999 (Act No. 1 of 1999), and it is accountable to the Minister of Tourism. SAT is a public entity established in terms of section 2 of the Tourism Act, 2014, (Act No. 72 of 2014). In line with its mandate, SAT receives funds for its operations from government.

SAT's business includes three distinct areas of business focus and delivery, with different target markets and segments:

- I. International Leisure Tourism (travel trade and consumer); and Domestic Leisure Tourism (travel trade and consumer);
- II. Business events through the delivery unit the South African National Convention Bureau (Meetings, Incentives, Conferences, Exhibitions); and
- III. Quality Assurance of Tourism establishments through the delivery unit the Tourism Grading Council of South Africa.

THE OPPORTUNITY

SAT is embarking on a review of the payroll system which will enable SAT to operate efficiently. SAT is looking for a service provider that will:

- Perform the assessment of the current state of readiness with regards to centralising payroll processing for SAT which currently uses several in country providers including:
 - South Africa
 - India
 - Japan
 - China
 - Netherlands
 - Australia
 - New Zealand
 - United Kingdom
 - United States of America
 - Germany
 - France
 - Nigeria
 - *Angola may be added during review thus should be included in submission
- model the future state of SAT centralised payroll processing and reporting
- develop roadmap and implementation plan to achieve the future state of SAT payroll processing and reporting
- cost estimation from inception to completion of centralised payroll processing and reporting in line with the following:
 - Company setup considering multi-geography legislative framework
 - Registration to compulsory bodies

- Registration to compulsory social bodies
- Vacation management
- Continuous payroll processing taking into account yearly review of multi-geography legislative framework
 - Payroll computation
 - Submission of e-payslips
 - Monthly payroll report
 - Leave management
 - Annual tax submissions
- Align to labour legislation in our multiple geographies with ability to customize based on South African legislation where required

This notice is aimed at gauging the market for potential consulting firms which can provide centralized payroll processing solutions. Reputable Consulting firms who specialise in centralized payroll processing, are required to forward their proposals to SAT.

It must be noted that responses to this notice are not offers and SAT does not intend to award a contract on the basis of the responses to this notice, to pay for any information submitted, or for the use of such information. SAT will invite suppliers for presentations and thereafter issue a Request for Proposal/Quotations (RFP/RFQ) for centralised payroll processing and reporting assessment. Furthermore, this notice shall not limit any rights of SAT, and SAT reserves all its rights including but not limited to its rights to elect not to procure the solutions that are the subject of this notice and its right to procure them from a vendor that has not responded to this notice.

KEY CONSIDERATIONS WHEN REGISTERING YOUR INTEREST:

Bidder's should formally express their interest by submitting the below information (in PDF format) to SA Tourism's Supply Chain Management Sourcing Specialist, e-mail: pulane@southafrica.net by no later than Friday 21 June 2019 at 12h00.

- (a) Cover letter introducing your company;
- (b) Contact details of the person SA Tourism should engage with regarding this notice and any subsequent responses;
- (c) National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax clearance status;
- (d) Valid certified copy of B-BBEE certificate;
- (e) Brief summary of your understanding of the scope of work to be undertaken;
- (f) Confirmation that you have an already developed system which will materially meet the technical requirements of the SAT ICT;
- (g) Interested parties must periodically review <http://www.southafrica.net/trade/en/tenders> for updated information or amendments with regard to notice, prior to the due.

Yours in Tourism

Pulane Muligwa - Sourcing Manager