



SOUTH AFRICAN TOURISM

SAT Tender 208/22

Notes for Bid Clarification

HC Payroll Migrate to Cloud SAT 208/22

Date issued: 27 July 2022

Tender closing date: 26 August 2022 at 12h00

Introduction

This Addendum with clarification notes serves to inform potential bidders of changes, amendments, and/or clarifications made to the bid documentation. The following questions and/or changes have been received from those that are in the position of the bid documentation.

Item	Questions and Responses
1	<p><u>Question</u></p> <p>Kindly advise on Time and Attendance system in use</p> <ul style="list-style-type: none"> • If none please advise how time and attendance is managed • Advise on how the time and attendance works for various countries <p><u>Response</u></p> <ul style="list-style-type: none"> • We do not have a time and attendance solution in place but we require the solution to have the module and it will be configured with SAT upon implementation. • We need a HC Payroll solution that has time and attendance module (timesheet) not a biometric or clocking system.
2	<p><u>Question</u></p> <ul style="list-style-type: none"> • Refer Part B Scope of Work Compliance and legislative requirements, (g) Data migration please advise on period that this extends from. <p><u>Response</u></p> <p>Data Migration, this means migrating the data on the Sage VIP solution which goes back to plus minus 15 years.</p>
3	<p><u>Question</u></p> <ul style="list-style-type: none"> • How many employees your organisation has. I could not find this information on the documents. <p><u>Response</u></p> <ul style="list-style-type: none"> • South Africa +-300 Total head Count (Headcount subject to changes);
4	<p><u>Question</u></p> <p>Time & Attendance (compared to leave)</p> <p>Time & attendance systems are usually separate from the payroll system while the leave system is usually part of payroll. In relation to your reference for time & attendance:</p> <ul style="list-style-type: none"> • What time and attendance system is currently being used? What hardware (fingerprint, biometric readers) do you have? • Do most of the staff enter and exit at the same time? • What allowances are paid out of the T/A? shift allowances, overtime etc.? • How many distinct sites / branches are there which require T&A? How many readers are required, or how many points must be monitored on site? • Where on sites, do you want us to quote for installing the readers too • Is there broadband internet near where the reader will be installed? • Will a Time& Attendance solution only be required, or access control as well? <p><u>Responses</u></p>

	<ul style="list-style-type: none"> • SAGE VIP ESS leave module and SAGE VIP Premier Leave Module - apply for leave directly on ESS • No Time and attendance clocking's recorded • None • We have a country office and Head office staff but no one clocks in or out • Not required • Yes, but no installation of readers required • No access system required only a leave module.
5	<p><u>Question</u></p> <p>Payroll and reporting</p> <ul style="list-style-type: none"> • Is there only one payroll in South Africa (one PAYE number) or multiple payrolls and if so how many? • What modules are currently being used on VIP/Premier? • Is the integration to Oracle currently being done as an automated interface or is it done through an API upload to Oracle post checking? • What third party portals are currently being managed (medical aid, bargaining council, provident/pension fund)? • Are the employees on structured CTC packages? • Are country specific currencies being used to pay foreign allowances? Or is one specific foreign currency being used (USD)? • Which months require parallel runs? And when is the expected go live date. • Can we assume all employees are paid monthly? • The solution must be cloud-based; SAT already has a Microsoft Azure tenant that can be utilised - are you looking for a pure cloud based solution or are you happy to go with a hosted solution (e.g. Sage 300 People) where the system is accessed through the internet, but it is hosted by a third party? <p>Responses:</p> <ul style="list-style-type: none"> • Only 1 in SA • Payroll and Leave • It is done manually and sent to Finance for capturing. (GL) • Old Mutual and Absa Bank • It varies from staff to staff. • this varies per country that the Hub Head belongs to. • Once we have the go-ahead then we can plan on at least 2 parallel runs. • Yes • The solution must be hosted on our Azure tenant.