

2026



APPOINTMENT OF THE NEW BUSINESS PARTNER TO SUPPORT SAGE 300, SAGE 300 PEOPLE AND BPM.

REFERENCE NUMBER: PASA-RFQ-2026-12

ISSUE DATE: 13 AUGUST 2025

CLOSING DATE AND TIME: 22 AUGUST 2025

VALIDITY PERIOD 90 DAYS FROM THE CLOSING DATE

EMAIL ADDRESS FOR SUBMISSIONS: procurement@petroleumagencyvsa.com

REQUEST FOR QUOTATION (RFQ)
REFERENCE NUMBER: PASA-RFQ-2026-12

1. INTRODUCTION

The Petroleum Agency of South Africa (PASA) makes use of a number of enterprise business solutions from SAGE, this includes SAGE 300 for ERP, SAGE 300 for payroll, Employee Self Service Portal (ESS), 4SightAcctech (BPM) for Procurement and well as various SAGE modules. All SAGE products are currently hosted on-prem.

PASA has third party applications that are integrated with SAGE and PASA intends to add other modules in the near future such as Performance Management, Job Management, Skills Development, etc., and third-party applications that will seamlessly integrate with SAGE such as Onboarding, Offboarding, Business Intelligence tools etc.

The purpose of this RFQ is to appoint a service provider with extensive experience in SAGE products that will provide support, maintenance, enhancements, and configuration to all Sage products used by PASA (As and when required).

1.1 SAGE PRODUCTS

The following suite of modules and functionality has been deployed in the current environment.

- A. SAGE 300 ERP** – Finance/Accounting, Sales and Distribution, Supply Chain Management, Payroll Interface, Inventory, Assets (Fixed and Maintenance), Enterprise Asset Management, Administration, Report Writing, General Ledger, Accounts Payable, /Accounts Receivable, Cash Management, Fixed Assets, Cost accounting, Expenditures, Budgeting, Advanced Budgeting, Operational Budget Management, Cashbook Document Management, Financial Extracting and Reporting
- B. 4SightAcctech (BPM) for Procurement**
- C. Reporting** - Financial Reporting, VBA
- D. Standard Financial Reports Required** - Monthly, quarterly, and annual financial reporting, including income statements, balance sheets and cashflow statements with prior year and budget, comparisons for PASA programmes and consolidated; Consolidated and programme trial balances; Bank reconciliation statements; Forecasts.

E. SAGE 300 People - Personnel Administration, Payroll Administration, Employee Service (ESS) Portal

F. SYSTEM INTEGRATIONS with Central Supplier Database, Cashbook.

2. BACKGROUND AND OVERVIEW

The Finance Department uses SAGE 300 (formerly known as Accpac), Procurement uses BPM and HR uses SAGE 300 People owned by product developers SAGE (SAGE 300 and SAGE 300 People) and 4SightAcctech (BPM). Their business model is that their product is acquired and serviced via an intermediary hereto referred to as “business partner”.

The Business Partner role includes, inter-alia, the following:

- Rolling out of any developments and improvements made on the above-mentioned products;
- Informing us of any new products and/or developments;
- Notifying us timeously of any products that will cease to be serviced to ensure we remain up to date and can be effectively serviced should a need arise; and
- Billing is hourly based for any service rendered, and they will issue a Service Level Agreement based on clients requirements.

The Business Partner should meet the following minimum requirements:

1. Be registered with SAGE as a certified Business Partner;
2. Have experienced resources certified as consultants for the above SAGE products excluding BPM;
3. Have a resource(s) who has worked on BPM (with BPM certificate), SAGE 300 and SAGE 300 People.

3. SCOPE OF WORK

3.1 SAGE Maintenance and Support – End to End (250 hours)

- A SAGE Business Partner is required to provide integration, support and maintenance on all the SAGE Products.
- The support will ensure that PASA is fully supported and all incidents regarding SAGE are resolved timeously and efficiently.
- The service provider will ensure that all maintenance on the products such as updates, new features, integration, training of super users, security updates, product fixes and patches are performed and any other recommendation by SAGE.
- The service provider will also provide recommendations on how to improve the current system.

3.2 SAGE ENHANCEMENTS & CONFIGURATION (As and when required)

- The Business Partner will provide ongoing professional services to improve the current environment as and when is required.
- The business partner will provide services such as but not limited to technical and functional consulting services, project management services, configuration services on new modules, Quality assurance, including assisting with governance, compliance, and risk, third part integrations as well as training as and when it's required by PASA management.
- PASA and the Business Partner will enter into a service level agreement. The Business Partner is required to provide only the rate for these services.

3.3 TECHNICAL/ COMPETENCY REQUIREMENTS

- Extensive experience with deployment of SAGE ERP systems in medium to larger enterprises.
- Extensive knowledge and experience with government legislation, PFMA, etc.
Must have a multifaceted team of both business and technical resources with strong technical experience in the SAGE suite of products as well as financial and human resource management knowledge.
- Service provider should have a tool/service desk for logging of all requests.
- Proven track record of implementation and integration across various SAGE 300 HR modules

3.4 ROLES AND RESPONSIBILITY OF THE APPOINTED SAGE BUSINESS PARTNER

- PASA requires a trusted, reliable, and competent service provider to partner with in the advancement and optimization of its business and business processes through the user of the aforesaid SAGE platforms.
- The appointed SAGE Business Partner will be responsible for ensuring that the deployed SAGE solutions are aligned to and support PASA's business requirement, and that the solutions operate efficiently, reliable, and accurately at all times.

4. DETAILED PRICING:

- The prices quoted should be (Inclusive of VAT), in South African Rand currency.
- Products / services offered should conform to Petroleum Agency SA specifications.
- Confirm lead time for delivery from the purchase order datedays/weeks.

5. DEADLINE FOR SUBMISSIONS

The deadline for the submission of this RFQ is at 12:00 PM on **22 August 2025**. Responses received after the closing date and time will not be accepted for consideration.

6. PRE-QUALIFICATION REQUIREMENTS

6.1 PHASE 1:

Administrative Evaluation Criteria

Initial Screening Process: At this phase bidder's response are reviewed to check if bidders have responded according to PASA RFQ document.

Required Documents	Non-submission may result in disqualification	
SBD1- Invitation to Bid	Yes	Must be completed and signed
SBD4 - Declaration of Interest	Yes	Must be completed and signed
SBD6.1- Preference Claim Form and Certified copy of B-BBEE Certificate or Affidavit	No	Non-submission will lead to zero (0) score on Specific goals. "In instances where there are inconsistencies in a BBEE AFFIDAVIT received i.e. percentages not tying up, we will award zero points on specific goals"
Quotation	Yes	A detailed quotation must be submitted
Central Supplier Database (CSD) Registration Summary.	No	The service provider must be registered on the CSD. If not registered visit https://secure.csd.gov.za to complete the process prior to submission of proposal.
Valid Tax Compliance Status (TCS) Pin or Printed TCS report	No	PASA will not award any bid to a bidder who is not tax compliant.
Company Profile	No	Service provider to submit the company profile

Note: Bidder/s failing to meet the above administrative requirements may be eliminated and not be evaluated on mandatory phase.

6.2 PHASE 2

Mandatory requirements

Bidder(s) must meet the mandatory requirements to be evaluated further on technical capabilities. Bidder(s) that fail to meet the below mandatory requirements will be eliminated and not be evaluated further on technical.

NOTE Bidders must indicate which resource they are allocating for each suite of module

No.	Mandatory	Comply	Not Comply
6.2.1	The bidder must be registered with SAGE as business partner. <i>Submit proof of valid SAGE Registration</i>		
<u>Substantiate/Comments</u>			

No.	Mandatory	Comply	Not Comply
6.2.2	The proposed resource in SAGE 300 ERP (Norming Asset Accounting Software) . must be a certified SAGE 300 consultant. <i>-Submit proof of SAGE 300 Registration/Certificate</i>		
<u>Substantiate/Comments</u>			

No.	Mandatory	Comply	Not Comply
6.2.3	The proposed resource in SAGE 300 People modules must be a certified SAGE 300 consultant. <i>-Submit proof of SAGE 300 Registration/Certificate</i>		
<u>Substantiate/Comments</u>			

6.3 PHASE 3

Technical evaluation

Bidders will be evaluated according to the technical evaluation criteria listed below. The minimum threshold to qualify for final evaluation is 75%. Bidders who met or exceeded the said threshold will be evaluated according to the Preferential Procurement Regulations. It must be noted that if the Bidder does not meet the 75% minimum threshold, the bidder will be eliminated and not be evaluated further.

Technical Information	Scoring	Proof of documents	Weighting (%)
6.3.1 Detailed Proposal and Methodology to achieve the desired end results. The proposal shall present the methodology of the Bidder and describe in detail how the bidder proposes to undertake the service(s), including but not limited to: <ul style="list-style-type: none"> • A description of how the service provider approaches the deployment and support of ERP systems. • How the service provider approaches business process and technical review processes to align ERP systems with client requirements. • Provide any other value-added services that were not mentioned/required in the scope of services but that the Bidder is offering to PASA. • Detailed description of the support process, escalation processes, timeframes etc. 			
Proposal exceeds expectations . The bidder has gone over and above to demonstrate how the PASA requirements are to be achieved and has included other important relevant issues not stated in the scope of work.	5	Technical proposal/ Methodology	30%
A very good proposal designed to address all critical aspects of the scope of work to meet the result.	4		
Good/Satisfactory proposal , showing a good understanding of the scope of work. The proposal however minimally addresses critical aspects of the scope of work.	3		
Average proposal addressing some aspects of the scope of work but excluding critical aspects.	2		
Poor/non-satisfactory proposal showing a complete misunderstanding of the scope of work as a whole.	1		
No proposal submitted by the bidder.	0		

Technical Information	Scoring	Proof of documents	Weighting (%)
6.3.2 Company Experience Experience of the company in providing SAGE 300 products			
10 or more years of experience in providing SAGE 300 products	5	Company profile	5%
> 8 but < 10 years of experience in providing SAGE 300 products	4		
8 years of experience in providing SAGE 300 products	3		
> 5 but < 8 years of experience in providing SAGE 300 products	2		
5 years' experience in providing SAGE 300 products	1		
< 5 years' experience in providing SAGE 300 products	0		

Technical Information	Scoring	Proof of documents	Weighting (%)
6.3.3 Company Track Record The bidder must present reference letters (on client's letterhead) from companies for which they have deployed, maintained, and supported SAGE 300 ERP, 4Sight/AccTech BPM and integrated various SAGE 300 People modules . The reference letter signed by the client must be on the client's letterhead and include the company name, contact person, and contact details (telephone number)			
5 Relevant reference letters	5	Verifiable reference letter(s)	5%
4 Relevant reference letters	4		
3 Relevant reference letters	3		
2 Relevant reference letters	2		
1 Relevant reference letter	1		
No reference letter provided	0		

Technical Information	Scoring	Proof of documents	Weighting (%)
6.3.4 Experience of the proposed resource in SAGE 300 ERP (including Norming Asset Accounting Software) The experience of the proposed consultant indicating a demonstrated track record in SAGE 300 ERP (The proposed resource to be Norming Asset Accounting Software certified, bidder to provide a valid certification)			
10 or more years of experience in SAGE 300 ERP (including Norming Asset Accounting Software)	5	CV of the proposed Consultant	20%
> 8 but < 10 years of experience in SAGE 300 ERP (including Norming Asset Accounting Software)	4		
8 years of experience in SAGE 300 ERP (including Norming Asset Accounting Software)	3		
> 5 but < 8 years of experience in SAGE 300 ERP (including Norming Asset Accounting Software)	2		
5 years of experience in SAGE 300 ERP (including Norming Asset Accounting Software)	1		
< 5 years of experience in SAGE 300 ERP (including Norming Asset Accounting Software)	0		

Technical Information	Scoring	Proof of documents	Weighting (%)
6.3.5 Experience of the proposed resource in 4Sight/Acctech BPM. The experience of the proposed Consultant indicating a demonstrated track record in 4Sight/Acctech BPM (proposed resource must submit BPM training certificate/certificate)			
10 or more years of experience in 4Sight/Acctech BPM	5	CV of the proposed Consultant	20%
> 8 but < 10 years of experience in 4Sight/Acctech BPM	4		
8 years of experience in 4Sight/Acctech BPM	3		
> 5 but < 8 years of experience in 4Sight/Acctech BPM	2		
5 years of experience in 4Sight/Acctech BPM	1		
< 5 years of experience in 4Sight/Acctech BPM	0		

Technical Information	Scoring	Proof of documents	Weighting (%)
6.3.6 Experience of the proposed Consultant in SAGE 300 People modules. The experience of the proposed Consultant indicating a demonstrated track record in integrating various SAGE 300 HR modules. (The proposed resource must be a certified consultant in SAGE 300 People modules.)			
10 or more years of experience in SAGE 300 People modules	5	CVs of the proposed Consultant	20%
> 8 but < 10 years of experience in SAGE 300 People modules	4		
8 years of experience in SAGE 300 People modules	3		
> 5 but < 8 years of experience in SAGE 300 People modules	2		
5 years of experience in SAGE 300 People modules	1		
< 5 years of experience in SAGE 300 People modules	0		

6.4 PHASE 4

Price and Specific Goals

All bids that meet the minimum 75% threshold will be evaluated further on preference point system

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

Specific goals and points that may be claimed for this RFQ indicated below

Evaluation Criteria	Points (20)
100% Black ownership	12
30% or more black women ownership	5
Any % ownership of designated group	3
TOTAL SCORE:	20

- Black ownership: 100% black full owned entities will score full 12 points
- Black ownership between 75%-99% will score 8 points
- Less than 75% but above 50% will score 6 points

7 BRIEFING SESSION

None

8 BID VALIDITY

Proposals shall remain valid for a period of ninety (**90**) days after the closing date of the RFQ.

9 PREPARATION COSTS

The bidder will bear all its costs in preparing, submitting and presenting any response or proposal to this RFQ and all the other costs incurred by it throughout the bidding process.

10 SPECIAL CONDITIONS

Petroleum Agency SA reserves the right:

- 10.1. To award this RFQ to a bidder that did not score the highest total number of points, only in accordance with section 2(1) (f) of the PPPFA (Act 5 of 2000).
- 10.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 10.3. To accept part of a bid rather than the whole tender.
- 10.4. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 10.5. To correct any mistakes at any stage of the RFQ that may have been in the Bid documents or occurred at any stage of the process.
- 10.6. To cancel and/or terminate the RFQ process at any stage, including after the Closing Date and/or after presentations have been made, and/or after quotations have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 10.7. Award to multiple bidders based either on size or geographic considerations.

11 ENQUIRIES

For more information or enquiries relating to this RFQ, communication must be via e-mail to: procurement@petroleumagencysa.com.

12 PETROLEUM AGENCY SA REQUIRES BIDDERS TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of Petroleum Agency SA;
- b. Have and employ effectively the resources, procedures and appropriate technological

systems for the proper performance of the services;

- c. Act with circumspection and treat Petroleum Agency SA fairly in a situation of conflicting interests;
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business.
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with Petroleum Agency SA;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing.
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of Petroleum Agency SA as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from Petroleum Agency SA will not be used or disclosed unless the written consent of the client has been obtained to do so.

I, the undersigned have read the RFQ document number.

I further represent and warrant that I am empowered and duly authorized to execute this bid on behalf of the bidder and this offer will remain in effect for at least ninety **(90)** business working days from the closing date of the bid.

I, the undersigned, understand that Petroleum Agency SA is not bound to accept the lowest offer, nor will any expenses incurred by the bidder in connection with preparing and submitting this bid be borne by Petroleum Agency SA.

SIGNATURE OF THE BIDDER

Signature(s) of Bidder or assignees(s)

Date

Name of Signing Person

Capacity

Name of Bidder (Company Name)
