



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: PAYROLL SERVICES FOR A PERIOD OF
THREE YEARS

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to quotations@bccollege.co.za

Kindly submit the following **REQUIRED** documents when responding to the RFQ

- Signed quotation (quotations not signed will be eliminated)
- Declaration forms (SBD 4, 8 and 9)
- Certified BEE certificate (0 points will be awarded for BEE certificates that are not certified)
- Tax Clearance Certificate
- CSD report
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification

Closing Date: 15 July 2022 at 14:00H. No late or hand delivered documents will be accepted.

ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

Enquiries: Ms Weziwe Gwabavu / Zimkhitha Jikwana

043 704 9241



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

TERMS OF REFERENCE FOR PAYROLL SERVICES TO BE PROVIDED TO BUFFALO CITY TVET COLLEGE FOR A PERIOD OF THREE YEARS

INTRODUCTION

Buffalo City Public TVET College (The College) was established under the Further Education and Training Act No. 98 of 1998 which was later amended to the Continuing Education and Training Act 16 of 2006.

PROJECT DEFINITION

The College requires a service provider to perform all the Payroll Activities, Calculations and provide monthly reports for the next three years for all employees and interns who are paid on the college payroll.

OBJECTIVES

- To provide a service that adheres to Colleges Policies, Department of Public Sector Administration (DPSA) requirements and regulations and relevant legislation.
- To ensure the College pays Employees by electronic funds transfer in an accurate and timely manner, so that the amount, method, deductions and timing of salary and wage payments comply with the applicable legislative framework, as well as the contractual obligations contained in the letters of appointment and conditions of service.

SCOPE OF WORK

The Payroll activities should include (but not be limited to) the following:


- Run and administer monthly payrolls for the college per cost centre for both full time and part-time employees
- Upload new employees on the Payroll system
- Terminate employees who have left the College on the Payroll system
- Implement internal controls to ensure that only approved valid, accurate and complete changes of employee data are made on the payroll system.
- Implement all salary adjustments – such as annual increase, pay progression
- Implement all relevant Deductions on the system, i.e. calculate and implement all statutory deduction including but not limited to PAYE, UIF, SDL.
- Calculate and implement pensions and medical aid as per DPSA/Colleges policies
- Provide a monthly payslip to each employee on the payroll at least 2 days before pay date.

- Calculate overtime and pro-rata salaries per employee when applicable
- Make transfer payments to each employee bank account
- Obtain and provide tax clearance certificate on behalf of College when required
- Provide detailed monthly payroll reports for both part-time and full time personnel.
- Provide monthly cost to employer payroll – reports per cost centre for part-time and full time
- Perform eFiling monthly reports and payments to SARS before due date
- Provide Mid-year and end of year tax reconciliation (As required by SARS)
- Engage with SARS on any matters arising from the payrolls
- Provide an annual EEA4 report for employment equity and maintenance thereof on monthly basis
- Processing and submission of IRP5 certificate per employee for both Part time & Fulltime payrolls
- Processing and submission of IT3s at financial year end
- Provide early December Payroll payment date (before mid-December)
- Dealing with Auditors queries
- Ensure backups are stored on-site and off-site everyday
- Ability to pay fixed term contracts on the different date (last working day of the month) from the normal payment date for other salaries.
- Provide any other report based on payroll when required.

COMPETENCY AND EXPERTISE REQUIREMENTS

The service provider must be:

- Use a recognised accredited software Payroll system, such as but not limited to SAGE, VIP, Pay Day Software system (*please provide proof*).
- Registered as a legislated Certified Professional with payroll bodies such as, but not limited to, South African Payroll Association.
- Be competent in the profession and ensure Confidentiality of information and of all college/ employee data.
- Must be operating in or around East London area, Eastern Cape

 06/07/2022

Preparer: S. Mantame
Finance Manager



Approved: S Siwisa
AD : Supply Chain Management