



Payroll and HR System Non-Compulsory Briefing – 10 July 2024

On 10 July 2024, merSETA held a non-compulsory briefing session to address the questions, enquiries and clarifications regarding the advertised tender of the above-mentioned.

The following are the questions raised during the briefing session with answers:

- 1. Is merSETA looking for a system that is already used in government or any system that have a capacity to execute the task?**

Response:

- ❖ MerSETA won't be prescriptive in terms of what system is presented. What is important is that the system is able to meet the requirements as tabled in the TOR.

- 2. Pre-screening under 6.2.5, How in-depth would merSETA want that pre-screening be or should the system be linked to SAPS for fingerprints and background checks or the pre-screening will be done inhouse and captured on the system?**

Response:

- ❖ Basically, what is indicated is more on the pre-screening of the applications as they come through not necessarily background checks and fingerprints. Pre-screening based on the minimum requirements on the job specification.

- 3. Is merSETA adverse to AI bot integration into this recruitment system where majority of these functions can be done in an automated bot with no human intervention or would it be ideal to do the pre-screening manually?**

Response:

- ❖ MerSETA won't prescribe the manner in which the bidder is going to design the system in that regard. What bidders will need to ensure is that what is presented is efficient and easy for merSETA to manage.

- 4. What platforms/system does merSETA use for interview scheduling?**

Response:

- ❖ The platform currently used by merSETA is Microsoft teams.

5. **5.1.5, is this requirement strictly prescriptive or does it follow the government cloud directive where in cases that a vendor doesn't have a data centre in South Africa they just need to prove the security of the data centre?**

Response:

- ❖ The requirement is prescriptive as we have to comply with POPIA required that processed data resides within the borders of SA.

6. **The number of employees that merSETA have (500) include the contracted and permanent staff members?**

Response:

- ❖ There are 300 employees at merSETA – this number will change depending on terminations and appointments as well as vacant position.

7. **5.1.2. – how many years of data is being referred to in terms of migration, as that may have an impact on the efforts of implementation?**

Response:

- ❖ The current Sage payroll, holds the past ten years data of employee's personal information, two years payroll information, and five years backups

8. **5.4. – what kind of integration is merSETA looking at and what kind of hardware compatibility is it looking at? Does merSETA require the bidders to quote for the hosting services as well or only the application part? Would merSETA also share the AZURE specification to conform if their application is compatible with merSETA hardware?**

Response:

- ❖ Data between the HR and payroll solutions needs to be transferable, either through direct integration which would mean a two way between the solutions or through file extracts to be imported on the proposed solutions.
- ❖ We are looking for a cloud-based solution that is web based thus no specific requirements for hardware are to be provisioned.
- ❖ Bidders to quote for hosting.
- ❖ As solution is to be cloud based no azure specifications required for hardware purposes.

9. **What is the ERP that merSETA is using that needs to be integrated with HR and Payroll solution?**

Response:

- ❖ Microsoft Great Plains 2018

10. **What is the actual count of merSETA employees between 298 and 500?**

Response:

- ❖ 500 is the actual employee count.

11. Will this solution be only for desktop application or will it also accommodate mobile application?

Response:

- ❖ Currently merSETA is using the desktop application. Bidders may include other types of applications over and above the desktop applications.

12. Will merSETA have a window to address the clarity seeking questions? What will be the cut-off date thereof to address those enquiries?

Response:

- ❖ It was agreed during the briefing that the cut-off date is the 19 July 2024 and no clarification questions will be attended to after the said date.

13. Will there be a chance for an extension on the submitting deadline?

Response:

- ❖ There will be no extension of the bid closing date unless unforeseen circumstances dictate such. Should the need arise to extend the closing date, commination will be published on the same platform the bid was published being the National Treasury eTender Portal and the merSETA website. The bid closing date is **30 July 2024** at 12:00 noon.

14. 5.1.6. – Is this a disqualifying factor should a bidder fail to produce?

Response:

- ❖ Bidders are encouraged to read through the TOR in detail to identify and comply with requirements stated in the document.