

BACKGROUND

As part of the merger and consolidation process, new SANPC companies were created in the Sage 300 Accounting and Sage 300 People Payroll and HR systems and the associated installations were completed within these new environments to enable the processing of Finance, Payroll and HR transactions.

In addition to the above setups which are now either fully functional or almost completed, the SANPC is also requesting the procurement of new and additional licenses for the installation and implementation of additional Sage 300 People modules and functionalities for users who will be transferred from legacy entities to SANPC effective 1 April 2025.

PURPOSE

SANPC requires the services of a qualified service provider with extensive experience in SAGE products to assist in setting up of a SAGE 300 People and HR modules in the Energy, and Oil and Gas industries that is in line with the business and operational requirements of the SANPC.

SCOPE OF WORK

To appoint a service provider that is certified by Sage and has the technical knowledge and organisation capacity and experience to procure, install and implement on behalf of the SANPC, the specified modules / functionalities of the SAGE 300 People Payroll and HR system which are available as part of the latter package, but which have not been procured by or are not being utilised by CEF or the SANPC.

The service provider will be responsible for the following:

DIRECTORS: Mr. Siphon Mkhize (**Chairperson**), Mr. Godfrey Moagi (**Interim: CEO**), Ms. Nosizwe Nokwe-Macamo, Mr. Phumzile E Kedama, Ms. Nompumelelo P Siswana, Mr. Sam Moleko, Ms. Makgolo Makololo, Mr. Mxolisi C Koyo, Ms. Phumeza Zimasa-Dhlamini, Ms. Vinolia Maepa (**Interim Company Secretary**)

1. System Configuration & Implementation

Install and activate the selected modules

Configure system parameters to align with the organization`s HR policies

Set up user roles and permissions to ensure data security and controlled access.

Define workflows for approvals, escalations and notifications.

2. Performance Management Module

Configure KPI frameworks, goal setting, and performance review cycles.

Set up self assessment, manager assessment, and 360- degree feedback processes

Enable automatic performance appraisal reporting and dashboards.

Integrate with remuneration structures for performance-linked rewards.

3. Employee Self Service Module

Ensure accurate employee records management, including personal details, contracts and historical changes.

Implement self service functionalities for employees to update personal details

4. Job Management Module

Set up a structured on hierarchy within the system

Define job descriptions, job grades and competencies per role.

Link job roles to remuneration and performance criteria.

Enable job evaluation and benchmarking within the system.

Enable creation and **visualization of organizational charts** and reporting lines to support workforce planning, EE analysis, and succession planning..

5. Employment Equity Module

Configure the module to track EE targets, representation and workforce demographics.

Align with South Africa, employment equity regulations(EEA Act, DOL reporting requirements).

Provide EE reporting, workforce planning tools and compliance alerts.

Enable monitoring of diversity and inclusion goals.

Employment Equity Module: Configure the module to track Employment Equity (EE) targets, workforce representation, and demographics in line with South African EE regulations (EEA Act, DOL reporting requirements). Provide comprehensive EE and B-BBEE reporting, interactive **dashboards** to visually monitor metrics, diversity targets, and workforce composition, as well as workforce planning tools and compliance alerts. The module should also support EE and B-BBEE verifications and audits, enabling effective tracking and reporting of compliance for annual verification purposes.

6. Timesheet Module

Implement on Sage 300 people electronics timesheets for employees working hours, standby, shift and overtime.

Integrate with payroll for accurate salary calculations and compliance.

Set up manager approvals and reporting tools for attendance tracking.

7. HR Reporting Module

Develop customised HR reports and dashboard for workforce analytics.

Enable real-time tracking of key metrics such as headcount, turn over and work force cost

Provide automated HR reports for compliance, governance and executive decision-making.

8. Recruitment and organisational development

Configure the recruitment workflow, including job requisitions, approvals and candidate tracking.

Enable succession planning and talent management tools

9. Talent Management

Configure a skills database and competency framework.

Enable skills tracking for employees including qualifications and certifications.

Align skills with job roles and career progression paths.

Provide reporting on skills gaps and training needs analysis.

10. Learning Management System (LMS) / Training System: Technical & Functional Specifications

1. Core Functional Requirements

1.1 User & Profile Management

- Role-based access (Admin, Trainer, Line Manager, Employee, External Learner).
- Single Sign-On (SSO) integration.
- Ability to assign learning paths by job role, grade, department, or competency matrix.
- Automated user provisioning and deactivation.

1.2 Course Management

- Upload and manage courses in multiple formats (video, SCORM, Tin Can/xAPI, PDF, e-learning modules).
- Ability to build blended learning programmes (theory + practical).
- Classroom and virtual session scheduling.
- Course version control.
- Instructor management.

1.3 Assessment & Certification

- Online assessments, quizzes, simulations, and practical evaluation tools.
- Automatic certificate generation with expiry tracking.
- Trade test readiness tracking for apprentices and artisans.

- Capability to record workplace evidence for practicals (e.g., logbooks, mentor sign-off).

2. Learning Pathway & Competency Management

- Competency mapping aligned to occupational standards (QCTO, DHET, SETAs).
- Automated learning pathways based on job profiles.
- Tracking of competency gaps and required interventions (gap closure training).
- Skills matrix dashboard for each department.

3. Reporting, Analytics & Compliance

3.1 Standard Reporting

- Attendance, completions, assessment results, and progress tracking.
- Dashboard for HR, L&D, and Line Managers.

3.2 Compliance & Audit Features

- POPIA compliant data management.
- Audit trail of all system activities.
- SETA reporting capability (mandatory for apprenticeships, learnerships, and trades).
- Logs for QCTO, DHET, and internal governance.

3.3 Workforce Skills Planning

- Skills audit reporting.
- Training spend tracking aligned to Skills Development Act requirements.
- WSP and ATR support (exportable formats for SETAs).

4. Integration Requirements

- HRIS/Payroll integration (SAP, Sage, Oracle, Workday, or internal ERP).
- PetroSA/SANPC training systems integration (where relevant).
- Integration with MS Teams/Zoom for virtual learning.

- API-based integration for third-party content providers (Coursera, LinkedIn Learning, Udemy Business).

5. Apprenticeship & Technical Training Features

- Logbook functionality for tracking workplace exposure.
- Mentor/coach evaluation tools.
- Tracking of hours per module (theory + practical).
- Alerts for readiness to trade-test.

8. Content & Learning Formats

- Support for:
 - e-learning modules
 - microlearning
 - video-based learning
 - virtual classrooms
 - classroom instructor-led training
 - simulation-based or VR learning (optional future capability)
- Built-in content creation tools (authoring tool).
- Ability to host external digital libraries.

9. Workflow Automation

- Automatic email notifications (enrolment, deadlines, reminders).
- Approval processes for training requests.
- Automated recurring training (e.g., safety compliance, induction).
- Annual training plan automation.

10. Performance & Talent Linkage

- Ability to link training outcomes to performance management.
- Development plans integrated with IDPs and succession pipeline.
- Talent matrix integration for critical roles and skills risk visibility.

11. Scalability & Future-proofing

- Cloud-based solution (SaaS preferred).
- Ability to scale for SANPC growth over the 20-year merger period.
- Configurable architecture for new entities or business units.

Deliverables from the Vendor

- Full system implementation & configuration.
- Data migration from legacy systems.
- User training (Admin, Managers, Employees).
- Change management support.
- SLA with guaranteed uptime, support tiers, and enhancement roadmap.

In addition to the above, the service provider should also:

- **Be able to work alongside the designated IT and HR employees** as part of a dedicated project team in order to achieve and meet the necessary outputs, deadlines and final implementation / activation within set time frames.
- Prepare and present a **well-structured project plan** to the organisation for the implementation and activation of the additional required Sage modules / functionalities.
- **Deliver on all agreed deliverables** within set time-frames.
- Be able to assist dedicated IT and HR employees and other project team members as and when required to ensure successful installation and implementation of modules on the current Sage 300 People system.
- Work hand in hand with the CIO, HR Executive and relevant IT and HR Teams so

that they are able to provide support and guidance to other employees.

- Provide on-site or virtual training on the additional Sage modules / functionalities not only to dedicated IT and HR team members, but also to general SANPC staff as and when required, and as per a service level agreement.

The SANPC requires the procurement, installment and activation of the following additional Sage modules / licenses and architecture

11. Employee Relations

Configure a case database (Disciplinary, Grievance, Bargaining Council/CCMA, Labour Court) for age analysis

Enable tracking of prevalent issues that could be drawn out of the cases

Provide capacity for online self-training of employees on ER matters, including Labour Law

Provide reporting capacity for normal ER Quarterly reporting

2. Service requirement

Following the approval by Cabinet of the merger of three CEF entities namely iGas, PetroSA and SFF to form the South African National Petroleum Company (SANPC).

SANPC is seeking proposals from qualified service providers with extensive experience in SAGE products to assist in setting up of the SANPC's SAGE 300 People HR modules. The service provider will be required to provide configuration, support, maintenance, and enhancements to all SAGE products to be used by the SANPC.

The SANPC will use a number of enterprise business solutions from SAGE; this includes, SAGE 300 for payroll, Employee Self Service Portal (ESS), and well as various SAGE modules.

SANPC will have third party applications that are to be integrated with SAGE and SANPC intends to add modules 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.

BUSINESS OBJECTIVES

The primary objectives of the procurement, installation and implementation of the additional SANPC Sage 300 People Modules / Functionalities are to :

- Implement and utilize a fully integrated Payroll and HR system which caters for all HR areas, disciplines and functionalities required by the SANPC during this phase of the transition.
- Avoid the cost of procuring and implementing stand-alone systems from other service providers, as it is likely that these systems may not be integrated with the current SAGE 300 People payroll and leave system, and even if these could be integrated, it may not be cost effective and will be time consuming
- Implement modules and functionalities, such as automated time and attendance and performance management in order to do away with the current excel-based / manual performance management system and time sheet capturing.

.STAKEHOLDERS

DIRECTORS: Mr. Siphon Mkhize (**Chairperson**), Mr. Godfrey Moagi (**Interim: CEO**), Ms. Nosizwe Nokwe-Macamo, Mr. Phumzile E Kedama, Ms. Nompumelelo P Siswana, Mr. Sam Moleko, Ms. Makgolo Makololo, Mr. Mxolisi C Koyo, Ms. Phumeza Zimasa-Dhlamini, Ms. Vinolia Maepa (**Interim Company Secretary**)

- SANPC HR, IT and Finance Teams
- CEF HR, IT and Finance Teams

CONSTRAINTS

1. Schedule

- The above-mentioned request should ideally be implemented by 1 April 2025 in order to meet the revised objectives of the SANPC Transitional IT Solution Project

2. Infrastructure

- The project team will be using the existing IT infrastructure such as servers, networks, hardware and software within CEF / The SANPC.

ASSUMPTIONS AND DEPENDENCIES

1. Environment

- The solution will leverage the existing Sage 300 platform and tools from CEF / the SANPC.

2. Cost Implications

- To be advised.

**SANPC/403/0
6/2026**

RFQ – SANPC Sage 300 People Modules & Architecture



DIRECTORS: Mr. Siphon Mkhize (**Chairperson**), Mr. Godfrey Moagi (**Interim: CEO**), Ms. Nosizwe Nokwe-Macamo, Mr. Phumzile E Kedama, Ms. Nompumelelo P Siswana, Mr. Sam Moleko, Ms. Makgolo Makololo, Mr. Mxolisi C Koyo, Ms. Phumeza Zimasa-Dhlamini, Ms. Vinolia Maepa (**Interim Company Secretary**)