

**SELECTION OF A CONSULTANT FOR THE PROVISION OF SAGE 300 PEOPLE PARTNER,
ANNUAL LICENCE AND ANNUAL SUPPORT FEES**

Procurement Reference Number: NAC/DCB/18/2025

NATIONAL AIDS COUNCIL



TENDER EVALUATION REPORT

FOR

**SELECTION OF A CONSULTANT FOR THE PROVISION OF SAGE 300
PEOPLE PARTNER, ANNUAL LICENCE AND ANNUAL SUPPORT FEES**

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1. INTRODUCTION

The National AIDS Council (NAC) invited bids for the selection of a consultant for the provision of sage 300 people partner, annual licence and annual support fees through a direct procurement in line with section 33 (2) (b) of the PPDPA Act.

2. SCOPE OF WORK

The supply and delivery of **Sage 300 People partner, annual licence and annual support** for National AIDS Council (as listed below, ref: SBD Part 2-Statement of requirements)

3. BID OPENING

Three bidders responded to the request as follows

Item/Lot	Item Description	<i>Westville Investments (Private) Limited T/A Omni Africa</i>	<i>PetalM</i>	<i>CyteERP</i>
1	Sage 300 People Partner, Annual Licence and Annual support	21,164.60	9,660.00	18,693.25

4. COMMERCIAL SPECIFICATIONS

The Tenderer in respect of all items offered in the Standard Bidding Document was required to provide the following information:

Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part;
2. A copy of Certificate of Incorporation, CR14 /CR6 and CR5
3. Copy of a valid tax clearance (Current ITF 263)
4. Valid NSSA clearance certificate
5. Bidders must provide at least four (4) traceable trade references from previous sales or customers in the relevant category, in the form of signed trade reference letters dated within the last three years Zimbabwe or in the SADC region where similar assignments have been provided. References should also include a summary of your experience in similar assignments, together with the names and contact details of persons connected with these assignments who will provide references;
6. Bidders must declare any potential conflict of interest or confirm no conflict exists regarding this procurement, in a signed declaration on company letterhead. Failure to provide this declaration will result in automatic disqualification.
7. Bid Validity of 90 days from tender closing date should be stated.
8. Delivery period should not be more than 30 days after issuance contract signing and should be clearly stated.
9. Currency of bidding is USD payable in Nostro
10. Payment Terms: Payment will be made within 30 working days after delivery and acceptance of service rendered. Bidders must clearly state their compliance with this requirement.

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11. a detailed methodology for performing the services;
12. a workplan, showing the inputs of all key staff;
13. CVs and copies of certificates for key personnel
 - i. Submit CV of a dedicated SAGE certified payroll administrator with a relevant degree and at least 2(two) years' experience of Sage 300 People related payroll administration and support.
 - ii. Submit CV of a SAGE certified project leader with a relevant degree and at least 5 (five) years' experience of Sage 300 People related support services.
 - iii. At least five (5) years of experience supporting SAGE 300 People.
14. The service provider must be a registered sage partner and submit proof (SAGE ACCREDITATION LETTER) obtained via the sage portal

5. COMMERCIAL EVALUATION

Table 3: Commercial Evaluation
Key: Yes -Compliant; No-Not Compliant

Item	Commercial Specification	Westville Investments (Private) Limited T/A Omni Africa	Petalm Africa Solutions	CYTEERP SYSTEMS
1	The Bid Submission Sheet.	Yes	Yes	Yes
2	Valid NSSA certificate	Yes	Yes	Yes
3	Comprehensive company profile	Yes	Yes	Yes
4	Certificate of Incorporation, CR14, CR6	Yes	Yes	Yes
5	Current tax clearance	Yes	Yes	Yes
8	Bid securing declaration	Yes	Yes	Yes
9	Conflict / non-conflict of interest declaration	Yes	Yes	Yes
10	4 Traceable references	Yes	No	No
11	Bid validity 90 days	Yes	Yes	Yes
12	Payment terms	Yes	Yes	Yes
	Accept (A) Reject (R)	A	A	R

COMMENT

CYTEERP is non – compliant for submitting two references while four were required. The other suppliers are commercially compliant and considered for further evaluation.

6. TECHNICAL SPECIFICATIONS

Technical Specification and Compliance Sheet

The bidder was required to complete column C in the ITB, noting the exact specifications of their offer in relation to the specifications provided by the Procuring Entity. The technical specifications were spelt by the Technical Specification and Compliance sheet in the SBD and evaluated against the offers by the bidders as shown below;

KEY: YES- COMPLIANT NO – NOT COMPLIANT

Evaluation Criteria	Description of Technical requirements	Possible Mark	PetalM Africa Solutions	WestVille Investment (Private) Limited T/A Omni Africa
SAGE accreditation	The service provider must be a registered sage partner and submit proof (SAGE ACCREDITATION LETTER) obtained via the sage portal	40	40	40
Experience	At least five (5) years of experience supporting SAGE 300 People.	10	10	10
References	Submit at least 4 (four) contactable relevant reference letters that is on company letterhead, signed and dated in Zimbabwe or in the SADC region where similar assignments have been provided.	10	10	10
Qualification of project leader	Submit CV of a SAGE certified project leader with a relevant degree and at least 5 (five) years' experience of Sage 300 People related support services.	10	10	5
Qualification of payroll Administrator	Submit CV of a dedicated SAGE certified payroll administrator with a relevant degree and at least 2(two) years' experience of Sage 300 People related payroll administration and support.	10	10	10
Comprehensive methodology and Implementation plan	Clearly defined proposed methodology and the procedures to be followed to implement the software.	5	5	5
Timeline	Submission of a Gannt chart for all stages of the implementation process	5	5	5
	Vendors must submit a			

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Financial Proposal	comprehensive financial proposal (in United States Dollars clearly disaggregating the following: <ul style="list-style-type: none"> • Annual license renewal fees • Normal support fees • Weekend and public holiday support fees • Emergency support fees • Applicable upgrade costs • Training costs • Any other costs as per vendor requirements. 	10	5	10
	TOTAL	100	95	95

Deliberations

The committee noted during the evaluation that PetalM had not submitted a cost for licence renewal as was requested in the tender document but had indicated that the Client will pay for the licence directly to SAGE. The committee then requested PetalM to submit a quote for the licence which they did at a cost of \$10, 023.38. The committee therefore recommended that PetalM be considered for further evaluation.

Compiled by

E. Zhou



 22/01/26