

GOODS/SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)**

| | | | |
|----------------------|--------------------------|---|-------------------------|
| Date Issued | 26 September 2025 | RFQ Number | RFQ/COS/031/2025 |
| Closing Date: | 02 October 2025 | Closing Time: | 11H00 |
| DESCRIPTION: | | PANEL OF THREE (3) SERVICE PROVIDERS FOR JOB EVALUATION AND GRADING SERVICES | |

1. SCOPE OF WORK

SPECIFICATIONS

Requiring a service provider with expertise and capacity to carry out Job Evaluation and Grading to undertake the following activities:

1. Job Evaluation and review of Job Profiles; and

- 1.1. Conduct all relevant consultation sessions with Management and required staff;
- 1.2. Document the process and share it with Management;
- 1.3. Review the existing profile of the staff concerned;
- 1.4. Evaluate jobs through the Paterson Grading System, once the job holder and line manager have confirmed the job profile;
- 1.5. Provide and present the final report of the evaluated position / Job Profile that correlates with the Paterson Model to the Job Evaluation Committee (JEC); and
- 1.6. Provide assistance and guidance to the JEC.

2. Benchmark of the positions

- 2.1. Conduct the comparative study with other Sector Education and Training Authorities (SETAs), who are of similar size in terms of budget, scope coverage and staff complement;

- 2.2. Conduct a salary benchmarking exercise to determine CATHSSETA's position in the market in respect of its current remuneration scale for the respective position/s. The benchmark should propose a market related pay scale/s for CATHSSETA as compared to other SETAs of similar size;
- 2.3. Determine the accurate Job Grade for the respective position/s using Paterson Job Grading System;
- 2.4. The benchmark process should include detailed elements of benefits of Total Cost to Company (TCTC) such as pension, group life cover, disability cover, housing allowance and medical aid; and
- 2.5. Present the outcomes of the benchmark to the JEC and propose the relevant Job Grade and remuneration package.

2. EVALUATION CRITERIA

2.1. Criteria 1

Compliance evaluation – bidders will first be evaluated in terms of compliance that is meeting minimum requirements. Bidders who do not fulfil all the requirements or do not submit required documents using the required format, will be disqualified and not move to the next stage of evaluation.

2.2. Criteria 2

Functional criteria – Functionality points are equal to 100 points.

Proposals are required to achieve a minimum of **75** points on functionality evaluations to qualify to be evaluated on BBBEE & Price.

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



| FUNCTIONALITY EVALUATION | | |
|--|--|--------|
| Evaluation criteria | Sub evaluation criteria | Weight |
| Contactable references Bidders must provide written contactable reference letters not older than five (5) years where similar services were rendered. The signed and dated reference letters must be on a company letterhead clearly indicating: <ul style="list-style-type: none"> • Company name • Contact person details • Physical address • Date services were provided | 5 and above reference letters provided | 30 |
| | 3 - 4 reference letters provided | 20 |
| | 2 reference letters provided | 15 |
| | Less than 2 reference letters provided | 0 |
| Company Profile Scores will be allocated for a bidder's company profile which also includes the company's experience in operation and the key activities are of similar nature. Demonstrate years of relevant professional experience in the field of Organisational Design, Human resources and Personnel Management | 10 or more years work experience | 30 |
| | 5 to 9 years work experience | 20 |
| | Less than 5 years' experience | 10 |

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| FUNCTIONALITY EVALUATION | | |
|---|--|------------|
| Evaluation criteria | Sub evaluation criteria | Weight |
| Human Resource Capacity Experience and Qualifications of key personnel (as per individual experience) Each CV must provide the number of years and type of relevant work experience in HRD and OD | 7 or more years work experience | 25 |
| | 5 – 6 years work experience | 15 |
| | 3 – 4 years work experience | 10 |
| | Less than 3 years work experience | 5 |
| Detailed Project Methodology and Implementation Plan | Methodology is detailed and includes the following: <ul style="list-style-type: none"> • Project implementation plan; • Work breakdown; and • Timelines. | 15 |
| | Methodology does not include all three (3) following elements: <ul style="list-style-type: none"> • Project implementation plan; • Work breakdown; and • Timelines. | 0 |
| TOTAL POINTS | | 100 |

3. ADMINISTRATIVE REQUIREMENTS

- 3.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 3.2 Completed and signed SBD4, SBD 6.1.
- 3.3 Valid Tax Compliance Pin issued by SARS.
- 3.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 3.5 All RFQ related responses must include the RFQ number as the subject matter.
- 3.6 Central Supplier Database (CSD) Summary Report.
- 3.7 Company Registration Document (CIPC).

4. PRICING AND SPECIFIC GOALS EVALUATION

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

4. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.