

**REQUEST FOR
QUOTATIONS**

14 SEPTEMBER 2023

**REQUEST FOR QUOTATIONS FOR AUDIT TOWARDS
OBTAINING A HUMAN RESOURCES CERTIFICATION
AGAINST THE HUMAN RESOURCES STANDARDS
THAT ARE PUBLISHED BY THE SABPP.**

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of suitable service provider to assist with the audit towards obtaining a Human Resources Certification against the Human Resources Standards that are published by the SABPP.

2. Considerations/background

- 2.1. N/A

3. Scope of work / Specification

Specifications are as follows:

The appointed service provider should assist with the following:

1. Conduct pre-certification Audit on all relevant standards and identify gaps.
2. Make recommendations to address the identified gaps.
3. Create alignment with the South Africa Board of Personnel Practitioners (SABPP) standards.
4. Conduct the audit in line with the SABPP Standards.
5. Provide workshops and / or training on all SABPP Standards prior to the Audit

The list of South Africa Board of Personnel Practitioners (SABPP) thirteen standards are listed below:

Standards Elements	Quality Assurance Model
1. Strategic HR Management 2. Talent Management 3. HR Risk Management	Plan
1. Workforce Planning 2. Learning and Development 3. Performance Management 4. Reward and Recognition 5. Employee Wellness 6. Employment Relations 7. Organisation Development 8. HR Service Delivery 9. HR Technology	Implement
1. HR Measurement	Review

4. Administrative / Compliance Requirements

- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration

- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

5. Mandatory

- 5.1 Submit an up-to-date accreditation status with SABPP of the Lead Consultant.

Failure to provide this will result in a disqualification.

6. Functionality Evaluation Criteria

- 6.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

NO	CRITERIA	POINTS
1	Methodology Provide a comprehensive proposal aligned to the specification of this RFQ. <ul style="list-style-type: none"> • Meets requirements – 35 • Partially meets requirements – 20 • Does not meet requirements - 0 	35
2	Reference Letters	20

	<p>Provide written references of readiness and certification audits conducted successfully in the last 3 years (the letters should detail the service provided and must be on the clients company letterhead).</p> <ul style="list-style-type: none"> • 4 letters =20 • 3 letters =15 • 2 letters= 10 • 1 letter = 5 	
3	<p>Submit CV of lead with relevant experience in SABPP certification auditing. Accreditation/ registered with SABPP certificate to be submitted.</p> <p>CV of lead with relevant experience in SABPP certification auditing.</p> <ul style="list-style-type: none"> • Above 15 years = 25 points • From 13 to 15 years = 20 points • From 9 to 13 years = 15 points • From 7 to 9 years = 10 points • Less than 7 years = 0 points 	25
4.	<p>CV of a team member</p> <p>CV of team member aligned to the project with relevant experience in SABPP certification auditing.</p> <ul style="list-style-type: none"> • Above 15 years = 20 points • From 13 to 15 years = 15 points • From 9 to 13 years = 10 points • From 7 to 9 years = 5 points • Less than 7 years = 0 points 	20

Service Providers must attain a minimum threshold of 70 points or more to be considered for evaluation on price and specific goals.

Failure to attain the set minimum threshold will result in a disqualification.

7. Evaluation 80/20 Preference Point System

- 7.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 7.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 7.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <i>at least 51% owned by black people</i>	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by

			Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <i>at least 51% owned by person(s) with disabilities</i>	2	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration • Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)
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7.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

8. Technical Enquiries

8.1. SCM

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8.2. Project Manager

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9. Closing Date and Time for responses to this request for quotation

- 9.1. The request will be **closed on the 20 September 2023 at 12h00 pm**. Responses may be emailed to doris.letsholo@rsr.org.za