



RFQ NUMBER	RFQ SACHR2023-002
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO REVIEW AND ALIGN SACNASP'S PERFORMANCE MANAGEMENT PROCESSES.
RFQ ISSUE DATE	26 th May 2023
BRIEFING DATE	None
CLOSING DATE & TIME	22 nd June 2023
SUBMISSIONS	ALL SUBMISSIONS TO BE EMAILED TO SCM@SACNASP.ORG.ZA SUBJECT: PERFORMANCE MANAGEMENT (SACHR2023-02)

1. PURPOSE

- 1.1 The South African Council for Natural Scientific Professions (SACNASP) intends to procure services from a suitably qualified and experienced service provider to assess SACNASP's Performance management system.
- 1.2 SACNASP invites Service Providers to submit proposals to review, align and revise the performance management system.

2. BACKGROUND

SACNASP is the registration and regulation authority for natural science professionals in South Africa. SACNASP was established in 1982 through the Natural Scientists Act (No. 55 of 1982), which has subsequently evolved into the directives of the Natural Scientific Professions Act (No. 27 of 2003) (NSP Act). The Council is mandated as the Accounting Authority to implement the provisions of the NSP Act, under the oversight of its Executive Authority, the Minister of Science and Innovation.

SACNASP has a staff of 29 and 6 (five) departmental managers. There are 2 advertised positions and a potential growth to 35 employees.

3. SCOPE

A performance management system tracks the performance of employees in a manner that is consistent and measurable. The system relies on a combination of technologies and methodologies to ensure people across the organisation are aligned with – and contributing to – the strategic objectives of the business. The performance management system must be:

- 1) Accurate and fair.
- 2) Consistent and measurable.
- 3) Efficient and easy to use.
- 4) Elevate the individual's performance.
- 5) Use multiple sources of data to provide input.

The objective of the review and alignment of the performance management system is to identify gaps in the existing system and identify changes that will enhance SACNASP's capability to effectively measure staff performance and deliver on its mandate. The review will include benchmarking against similar entities.

The service provider will be required to include in their submission.

- Quality assurance of SACNASP's Performance Management policy and the performance management contracts.
- Review and alignment of all HR and related documents and advise SACNASP on an automated system to manage performance.
- Assist Managers in setting measurable departmental goals and standards that promote a high-performance culture.
- Review SACNASP's processes for development of Performance Indicators.
- Review awarding of performance ratings.
- Review scoring processes to ensure equity between departments.
- Advise on the moderation process.
- Advise on additional HR policies if required.
- Assist Managers to identify potential performance setbacks through continuous monitoring and evaluations apart from formal evaluations.
- Assist in the development of Individual Development Plans (IDP).

4. PROJECT DELIVERABLES IN LINE WITH SCOPE OUTLINED ABOVE.

- A written report with all the recommendations and changes to the current performance/methodology.
- Presentation of findings to management.
- Provide a workshop for SACNASP managers on the process of alignment which will include.
 - a. alignment of the strategic objectives to divisional and individual scorecards.
 - b. ensure alignment that defines and outlines the tasks or deliverables to be completed, expected results and measures or standards that will be used to evaluate performance.
 - c. articulate objectives well.
 - d. ensures measures for correct indicators of the objectives. For example, qualitative indicators for qualitative objectives and quantitative indicators for quantitative objectives.
 - e. ensure that measures are written in a way that they indicate the performance standard that is required.
 - f. ensures that targets are expressed in terms of the required rating scale.
- Provide a workshop for all staff.

5. DURATION AND PRICING

The service will be required for a period not exceeding 60 days. Payment will be made on receipt of the report – no up-front payments will be made. The service provider shall submit a proposed implementation plan indicating steps, activities and responsibilities. The total cost must be inclusive of VAT.

6. STAGE 1: MANDATORY REQUIREMENTS

Service Providers should submit the following documents:

- i. Proof of registration on the Centralised Supplier Database held by the National Treasury.
- ii. An original SARS tax clearance certificate.
- iii. An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths about the B-BBEE status.
- iv. Standard Bidding Document (SBD) 4 – Declaration of interest.
- v. SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017.
- vi. SBD 8 – Declaration of bidder's past supply chain management practices.
- vii. SBD 9 – Certificate of independent bid determination.
- viii. Quotations must reflect the cost breakdown where applicable (see Annexure B). Prices quoted must be inclusive of VAT.

Service providers who do not fulfil all the requirements or do not submit the required documents within the required timeframe will be disqualified.

7.0 STAGE 2: FUNCTIONALITY ASSESSMENT

An assessment of functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 70% to qualify and proceed to Stage 3 of the evaluation process.

Table 1. Criteria and weighting

Criteria	Details	Weight
<p>1. Company experience</p> <p>Bidder must submit their company profile indicating number of years in which they have been rendering services in the following areas.</p> <p>1.1 Employee Performance management</p> <p>1.2 Alignment of organisation strategic objectives to individual scorecard</p>	<p>Demonstrate with the company profile experience that indicates the number of years during which the service has been rendered.</p> <p>1. 8 or more years' experience = 20 2. 5-7 years' experience = 10 3. 1-4 years' experience = 5 4. No experience = 0</p>	15%
<p>2. Track record (Projects and reference letters).</p> <p>Submit a list of at least 5 or more historic performance management related projects completed, this should include:</p> <ul style="list-style-type: none"> • Description of service. • Value of service offered. • Contactable reference. <p>The list of historic service offered must be accompanied by five or more satisfactory references from the clients listed.</p> <p>The service provider must submit a portfolio of evidence of previous clients.</p> <p>References must be signed by respective company official and must include company name on a company letterhead, level of service satisfaction, contact person</p>	<p>Reference letters from previous clients relating to projects completed.</p> <p>1. 5 and more clients with accompanying reference letters = 20 2. 3 – 4 clients with accompanying reference letters = 10 3. 1 – 2 clients with accompanying reference letters = 5 4. No reference letters = 0</p>	15%

and contact details (telephone number and e-mail). NB: SACNASP reserves the right to verify a sample of the letters through contacting the reference writer.		
3. Proposed project plan. Submission of a detailed project plan approach/methodology indicating all project related activities and time frames.	<ol style="list-style-type: none"> 1. Detailed project approach /methodology detailing all project related activities, time frames and critical path. = 20 2. Detailed project approach /methodology with an indication of all project related activities, time frames and critical path. = 10 3. No submission of project approach / methodology = 0 	30%
4. Qualifications and experience of key personnel Provide Curriculum Vitae of team members who have experience in performance management. (Experience must be in line with employee management contracts)	<ol style="list-style-type: none"> 1. 10 years of performance management experience = 20 2. 3-5 years of performance management experience =10 3. Less than 3 years of performance management experience = 5 4. No submission = 0 	30%
5. Profile of Organisation % of females in organisation % of disabled employed	Provide numbers of women, youth and people with disabilities within the organisation.	10%

8.0 STAGE 3: EVALUATION CRITERIA

Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2017 Regulations.

Table 2. Price and B-BBEE

Criteria	Sub-criteria	Weighting/points
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
Total		100

9.0 SUBMISSION OF QUOTATIONS

9.1 Enquiries

All enquiries should be sent in writing, to the specified person below:

Contact Person : Mrs Sarah van Aardt
Designation : Operations Manager
E-mail : svanaardt@sacnasp.org.za

9.2 Submission

All submissions should be emailed to scm@sacnasp.org.za on or before 11 am 22nd June 2023

SUBJECT: Review of Performance Development System (SACHR2023-002)

The closing date for the submission of quotations is **11 am 22nd June 2023** No late quotations will be considered. Quotations sent by any other means other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the quotation is sent to the correct address.

The information contained in this Request for Quotations is confidential and is the property of SACNASP. Similarly, SACNASP shall hold all property rights such as copyright, patents and registered trademarks on matters directly related to or derived from the work carried out through this contract.

ANNEXURE A

Service providers are required to include supporting documents Pre- Qualifying Criteria and Evaluation Criteria

Name of the document that must be submitted	Non-submission may result in disqualification
Central Registration Report (Central Database System) from National Treasury	YES – Service Providers must register on the Central Database report
An original SARS tax clearance certificate.	YES – The service provider must submit the required document
An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths about the B-BBEE status.	YES – The service provider must submit the required document
Bidder's Disclosure - SBD 4	YES – Complete and sign the supplied pro forma
Preference Point Claim Form – SBD 6.1	NO – Non-submission will lead to a zero score on B-BBEE
Declaration of bidder's past supply chain management practices - SBD 8	YES – Complete and sign the supplied pro forma
Certificate of independent bid determination - SBD 9	YES – Complete and sign the supplied pro forma