

TNPA/2026/08/1797/9954/RFP - PROVISION OF SERVICES FOR THE IMPLEMENTATION OF STRATEGIC WORKFORCE PLANNING (SWP), SKILLS AUDIT, AND FEEDER PIPELINE DEVELOPMENT WITHIN TNPA FOR A PERIOD OF SIX (6) MONTHS					
Nr	Category	Weight	Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
	Functionality Evaluation Criteria				3 - The tenderer fully meets requirements =100% of the points 2 - Partially meets requirements= 66.67% of the points 1 - Do not meet requirements = 33.33% of the points 0 -No response from bidder =0% of the points
	Company Track Record	15	Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
1.1	Previous Company Experience	15	Previous Experience in Skills Audit/ Strategic Workforce Planning/ Feeder Pipeline Demonstration of experience in developing and implementing a Skills Audit; Strategic Workforce Planning and Feeder Pipeline solution.	The bidder must submit client reference letters of completed projects for the past 10 years in delivering a Skills Audit, Strategic Workforce Planning (SWP) and Feeder Pipeline-initiative in organisations. The reference letters must include/comply with the following criteria: 1. Completed Project name and description of work delivered. 2. Duration (timelines) of project. 3. Contact details of the Client. 4. Must be on the clients company letterhead. 5. Must be duly signed by client representative.	3 = 3 or more client reference letters that met the stipulated criteria 2 = 2 client reference letters that met the stipulated criteria 1 = 1 client reference letter that met the stipulated criteria 0 = Failed to submit client reference letter or client reference letters did not meet the stipulated criteria.
2	Technical Approach	20	Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
2.1	Project Methodology	20	Demonstrate availability of a project Methodology outlining the step-by-step approach for all key deliverables, demonstrating efficiency and adherence to the scope.	The bidder must submit a comprehensive project methodology that covers the below stipulated minimum requirements: (1) Skills Audit (data collection, competency frameworks, gap analysis); (2) Workforce Planning (demand/supply analysis, forecasting models, scenario planning); (3) Feeder Pipeline (critical roles, succession, talent pools); (4) Stakeholder engagement and change management; (5) Data analytics tools and HRIS integration; (6) Risk management; (7) Knowledge transfer and sustainability.	3 = The project Methodology meets all 7 stipulated minimum requirements. 2 = The project Methodology meets any 6 stipulated minimum requirements. 1 = The project Methodology meets any 5 stipulated minimum requirements. 0 = Failed to submit a project Methodology, or failed to meet the minimum of five (5) stipulated requirements or did not meet any of the minimum stipulated requirements.
3	Key Resources Qualifications	25	Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
3.1	Project Leader/ Manager	9	The Project Lead/ Manager must have a qualification in Human Resources or Industrial Psychology or Organisational Development or Organisational Psychology or a qualification in a Social Sciences or Business Management related discipline.	The bidder must submit a completed Annexure C2 list of all qualifications reflecting the Project Leader/ Manager qualifications and submit a copy(ies) of the qualification certificate(s). Bidder must submit certificate of evaluation of foreign/ international qualifications issued by the South African Qualifications Authority (SAQA) for each foreign/international qualification submitted.	3 = Relevant Postgraduate qualifications NQF 8 or higher 2 = Relevant Bachelor's qualifications NQF 7 1 = Relevant Diploma NQF 6 0 = Failed to submit a copy of the required qualification.
3.2	Talent Management Specialist (Skills Audit and Feeder Pipeline Development)	8	The Talent Management Specialist must have a qualification in Human Resources or Industrial Psychology or Organisational Development or Social Sciences related discipline.	The bidder must submit a completed Annexure C2 list of all qualifications reflecting the Talent Management Specialist's qualifications and submit a copy(ies) of the qualification certificate(s). Bidder must submit certificate of evaluation of foreign/ international qualifications issued by the South African Qualifications Authority (SAQA) for each foreign/international qualification submitted.	3 = Relevant Postgraduate qualifications NQF 8 or higher 2 = Relevant Bachelor's qualifications NQF 7 1 = Relevant Diploma NQF 6 0 = Failed to submit a copy of the required qualification.
3.3	Specialist (SWP)	8	The Strategic Workforce Planning Specialist must have a qualification in Human Resources or Human Resources Analytics or Data Science or related discipline.	The bidder must submit a completed Annexure C2 list of all qualifications reflecting the Strategic Workforce Planning Specialist's qualifications and submit a copy(ies) of the qualification certificate(s). Bidder must submit certificate of evaluation of foreign/ international qualifications issued by the South African Qualifications Authority (SAQA) for each foreign/international qualification submitted.	3 = Relevant Postgraduate qualifications NQF 8 or higher 2 = Relevant Bachelor's qualifications NQF 7 1 = Relevant Diploma NQF 6 0 = Failed to submit a copy of the required qualification.
4	Key Resources Years of Experience	30	Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
4.1	Project Leader/ Manager	14	Project Leader/ Manager has six (6) to nine (9) years' minimum experience in a management role, with direct accountability in leading Skills Audit, Strategic Workforce Planning and Talent Management projects in large or complex organisations. Annexure B1 must detail roles, duration, scale and outcomes of projects.	The bidder is required to fully complete and submit Annexure C1 - Key resource Experience. NB: Incomplete resource details on Annexure C1 - Key resource Experience will result in zero points	3 = Greater than 9 years; 2 = 6–9 years; 1 = 4–5 years; 0 = Less than 4 years
4.2	Talent Management Specialist (Skills Audit and Feeder Pipeline Development)	8	The Talent Specialist must have six (6) - nine (9) years minimum experience in Skills Audit execution and Talent Management (feeder pipeline/succession planning) projects.	The bidder is required to fully complete and submit Annexure C1 - Key resource Experience. NB: Incomplete resource details on Annexure C1 - Key resource Experience will result in zero points	3 = Greater than 9 years; 2 = 6–9 years; 1 = 4–5 years; 0 = Less than 4 years
4.3	Specialist (SWP)	8	The Strategic Workforce Planning Specialist must have six (6) - nine (9) years minimum experience in workforce modelling and forecasting projects.	The bidder is required to fully complete and submit Annexure C1 - Key resource Experience. NB: Incomplete resource details on Annexure C1 - Key resource Experience will result in zero points	3 = Greater than 9 years; 2 = 6–9 years; 1 = 4–5 years; 0 = Less than 4 years
5	Project Plan	10	Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
5.1	Project Plan	10	Detailed project plan covering phases: initiation, skills audit, workforce modelling, feeder pipeline design, reporting. Must include milestones, deliverables, timelines, resources and governance structure.	Bidders must submit a detailed Project plan that aligns with the proposed timeline for completion within six months. The project plan should clearly outline the below minimum requirements; 1. Key milestones with deliverables, 2. Resources allocated to each phase, 3. Start and end Dates Planned Completion date of each activity, 4. The project plan submitted must be in a recognized project management template (GANTT chart, RACI, Work Breakdown Structure), 5. Activities must be completed within a six month period.	3 = Project plan meets all 5 minimum requirements 2 = Project plan meets any 4 minimum requirements. 1 = Project plan meets any 3 minimum requirements 0 = Failure to submit a project plan . Project plan meets 2 or less of the minimum requirements.
Total weight		100			
TECHNICAL THRESHOLD		66.67 POINTS			