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REQUEST FOR QUOTATIONS

DESCRIPTION	CONDUCT SKILLS AUDIT	
RFQ009-2025	CLOSING DATE: 27 SEPTEMBER 2024	CLOSING TIME:15H00
ENQUIRIES MAY DIRECTED AS FOLLOWS, REGARDING		
BIDDING PROCEDURE: Mr Malwande Ntongana, tenders@ecsecc.org and tenders.ecsecc@gmail.com		TECHNICAL INFO: Ms Kholiwe Nogqala kholiwe.nogqala@ecsecc.org and tenders@ecsecc.org and tenders.ecsecc@gmail.com

BIDDER'S INFORMATION					
NAME OF BIDDER					
BIDDER'S ADDRESS					
NAME OF BIDDER'S REPRESENTATIVE					
POSITION HELD IN COMPANY					
TELEPHONE NUMBER		VAT REGISTRATION NUMBER			
EMAIL ADDRESS					
COMPANY REGISTRATION NUMBER					
CSD NUMBER	MAAA	TCC COMPLIANT (TICK APPLICABLE)	YES		
			NO		
BID RESPONSE					
QUOTATION AND BID DOCUMENTS MAY BE DELIVERED ELECTRONICALLY BY EMAILING ZIP FILE OR SENDING A LINK THROUGH TO TENDERS@ECSECC.ORG AND TENDERS.ECSECC@GMAIL.COM					



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1 INTRODUCTION

- 1.1 Eastern Cape Socio Economic Consultative Council (ECSECC) is a Schedule 3C public entity governed in terms of the Public Finance Management Act (PFMA).
- 1.2 ECSECC is governed by the Board of Directors and reports to the Eastern Cape Office of the Premier (OTP).
- 1.3 It was established as a multi-stakeholder Council to advise the provincial government on improving service delivery and to create a common platform for debate between the various development communities of the Eastern Cape.
- 1.4 ECSECC has a staff complement of less than 100 personnel and is situated in Vincent, East London.
- 1.5 ECSECC acknowledges the importance of skills and human resource capacity and has consequently identified a need to conduct a skills audit and organization design in the organization.
- 1.6 The overarching goal is to establish and maintain a strong human capital base with requisite skills and knowledge to meet overall the organization's goals and objectives.

2 BACKGROUND

- 2.1 ECSECC is developing a new 5-year strategy that will cover the financial years 2025/2026 to 2029/2030 which will inform a Human Resources Development Strategy. This requires ECSECC to determine the nature of competencies available internally. The aim is to enable management to make an informed decision regarding how to best allocate these competencies so to achieve objectives of the new strategy.
- 2.2 Pursuant to the completion of the strategy, these processes must follow:
 - 2.2.1 Conduct a skills audit,
 - 2.2.2 Develop a comprehensive skills plan, and
 - 2.2.3 Conduct organizational design.
- 2.3 The skills audit will involve all sixty two (62) employees spread across the following occupational levels:
 - 2.3.1 Top Management,
 - 2.3.2 Senior Management,
 - 2.3.3 Professionally Qualified,
 - 2.3.4 Skilled Technical,
 - 2.3.5 Semi-Skilled, and
 - 2.3.6 Unskilled.

2.4 It is against this background that ECSSECC solicits a service provider to conduct a skills audit exercise.

3 SCOPE OF WORK

3.1 ECSECC seeks to appoint a prospective service provider to:

- 3.1.1 Conduct skills audit,
- 3.1.2 Develop a comprehensive skills plan, and
- 3.1.3 Conduct organizational design.

3.2 The prospective service provider must:

- 3.2.1 Identify the skills and knowledge that ECSECC requires,
- 3.2.2 Identify skills and knowledge that ECSECC currently has,
- 3.2.3 Provide an overview of the scarce and critical skills needs that will enable ECSECC to deliver on its strategic objectives and goals,
- 3.2.4 Conduct assessment of all positions/ jobs at ECSECC and skills requirements,
- 3.2.5 Develop a comprehensive skills plan that will inform the development of the Workplace Skills Plan,
- 3.2.6 Develop skills profile for all positions/ jobs within and required by ECSECC,
- 3.2.7 Identify the skills gaps and recommend targeted training and skills development interventions for every employee,
- 3.2.8 Generate, present and consolidate skills audit report and recommendations to Skills Development Committee, and
- 3.2.9 Allocate and design the organizational structure that aligns to the ECSECC 5-year strategy.

4 COMPETENCY REQUIREMENTS

4.1 The prospective service provider must have the following competencies and capacity:

- 4.1.1 Minimum of ten (10) years' experience conducting skills audit and developing a comprehensive Human Resource Development Strategy in the public and private sectors.
- 4.1.2 Lead person/ team leader must have a minimum of ten (10) years' experience in conducting skills audit and developing a comprehensive Human Resources Development Strategy in the public and private sectors, holds a Post Graduate Degree in Administration, Post Graduate Degree in Management of Training, Learning & Development, Post Graduate Degree in Human Resource Management, Post Graduate Degree in Human Resource Management or Post Graduate Degree in Psychology.
- 4.1.3 Team members must have a minimum of five (5) years' experience in conducting skills audit and developing a comprehensive Human Resources Development

Strategy in the public and private sectors, hold a Bachelor's Degree in Administration, Bachelor's Degree in Management of Training, Bachelor's Degree in Learning & Development, Bachelor's Degree in Human Resource Management, Human Resource Development or Bachelor's Degree in Psychology.

5 SPECIAL CONDITIONS OF CONTRACT

5.1 Project Management:	<p>The service provider must develop a comprehensive project plan, manage resources effectively and keep the ECSECC team informed of progress throughout the implementation.</p> <p>The service provider shall report to the Skills Development Committee on delivery of milestones.</p>
5.2 Communication:	<p>The service provider must maintain clear and consistent communication with ECSECC throughout the project. ECSECC will maintain open communication channels with the service provider to ensure everyone is informed of progress and any arising questions are addressed promptly.</p> <p>The meetings will be held both physical and virtual, when required. The physical meetings will be held at ECSECC offices in East London.</p>
5.3 Access to information:	ECSECC Project Leader will be the key contact for information regarding this project.
5.4 Decision-Making:	ECSECC will provide timely decisions on any critical aspects of the project that require our input.
5.5 Deliverables:	<p>The expected deliverables is a final report which will follow the approval process detailed below:</p> <ul style="list-style-type: none"> - Milestone 1: Project plan - Milestone 2: Draft report - Milestone 3: Final report that includes skills audit report with mitigating measures, a comprehensive skills development plan and proposed organizational structure that aligns to the strategy.
5.6 Payment of invoices:	<p>The payment of invoices shall be made within thirty (30) days of the date on which the invoice and all supporting documentation is received.</p> <p>The supporting documentation includes invoices from third parties, and all other proof of liability, etc.</p> <p>Payment will be processed as follows:</p> <ul style="list-style-type: none"> - 10% on submission and approval of milestone 1 - 60% on submission and approval of milestone 2 - 30% on submission and approval of milestone 3

5.7 Prices:	The prices charged on the invoices shall not exceed the prices quoted and committed in the purchase order, unless prior approval by ECSECC.
5.8 Tax Compliancy:	No contract shall be concluded with any bidder whose tax matters are not in order. The bidder must ensure that their tax matters are in order throughout the contract period.
5.9 Declaration Compliancy:	ECSECC shall supply the service provider with the Bidder's Declaration Form every beginning of the financial year, for the duration of the contract, which the service provider will complete and send it back to ECSECC year.
5.10 Disputes Resolution:	Should there be disagreement between the service provider and the project officials pertaining to this contract, the service provider may escalate the matter to the ECSECC CEO before engaging in the legal process. ECSECC will always attempt to address any disagreements with the service provider to avoid legal disputes.

6 SUBMISSION OF QUOTATIONS

6.1 Bid documents may be submitted on or before the closing date and time, as follows:

6.1.1 Electronically by emailing a compressed zip folder to tenders@ecsecc.org and tenders.ecsecc@gmail.com, quoting the reference **RFQ009-2025**.

OR

6.1.2 Electronically by emailing a link pointing to your cloud account for file access to tenders@ecsecc.org and tenders.ecsecc@gmail.com quoting the reference **RFQ009-2025**.

6.2 Bidding enquiries may be directed to Mr Malwande Ntongana at tenders@ecsecc.org and tenders.ecsecc@gmail.com or phone 043 701 3400.

6.3 Bidders are required to submit, **on or before 27 September 2024 at 15H00**, the following:

6.3.1 A costed proposal with sufficient detail that demonstrates comprehension and competency to deliver as per the scope of work, including:

6.3.1.1 Proposed methodology to achieve the objectives of the project.

6.3.1.2 A project plan outlining key activity, time frames, milestones and budget.

6.3.1.3 A schedule of resources, showing requisite competencies, that will be committed to the project.

6.3.1.4 Propose transfer of skills, regarding this project, to ECSECC officials.

6.3.2 Proof of valid competency requirements.

6.4 Mandatory returnable documents as supplied.

6.4.1 SBD 3.3

6.4.2 SBD 4

6.4.3 SBD 6.1

6.4.4 SBD 7.2

6.4.5 GCC

6.4.6 Failure to submit the requirements as outlined in 6.3 through to 6.4 may render your bid non-responsive.

7 EVALUATION CRITERIA

ECSECC has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Gate 0)	Functionality Criteria (Gate 1)	Price and Specific Goals (Gate 2)
Bidders must submit all documents as outlined in (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 80 points out of 100 points to proceed to Gate 2 (Price and Specific Goals).	Bidders will be evaluated out of 100 points, as per (Table 2) , below and Gate 2 will only apply to bidders who have met and exceeded the threshold of 80 points.

7.1 Gate 0: Prequalification

7.1.1 The bidders must return the documents listed in **Table 1**.

7.1.2 All documents must be completed and signed by the duly authorized representative of the prospective bidders.

7.1.3 During this phase Bidders' responses will be evaluated based on compliance with the listed administration, using the Central Supplier Database (CSD), and mandatory bid requirements.

7.1.4 The bidders' proposal may be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for Pre-qualification.

Document that must be submitted	Non-submission may result in disqualification?
1. Tax Clearance Certificate	YES a. ECSECC transacts with service providers that have a compliant tax status. b. ECSECC makes use of the CSD report to verify tax status of suppliers. Please ensure that your tax affairs are in good order with SARS. c. ECSECC does not transact with service providers that have a non-compliant tax status.
2. SBD 3.3 -Pricing Schedule	YES Complete and sign the supplied pro forma document.
3. SBD 4 -Bidders' Disclosure	YES Complete and sign the supplied pro forma document.
4. SBD 6.1 -Preference Points Claim Form in terms of Preferential Procurement Regulations, 2022	NO Complete and sign the supplied pro forma document. Non-submission will lead to a zero (0) score on Specific Goals.
5. SBD 7.2 -Contract Form	NO Complete and sign the supplied pro forma document.
6. GCC	YES Sign and return with bid documents.
7. Costed Proposal	YES Proposal showing how the scope of work will be met

7.2 Gate 1: Functionality Criteria

The threshold is set at 80 points out of 100 and the accepted bids will be evaluated as follows:

Element	Weight
Understanding of scope of work a. Proposal that demonstrates comprehension and competency to deliver on what is required including: <ul style="list-style-type: none"> - A project plan that outlines key activity, time frames, milestones and budget - A schedule of resources, with their relevant requisite competencies, that will be committed to the project - How relevant is the proposed methodology - Proposal that shows how transfer of skills will be undertaken b. Proposal covering areas in a., above <ul style="list-style-type: none"> - Comprehensive proposal covering all requirements (30 points) - Good and innovative proposal lacking some minor requirements (20 points) - Average and theoretical proposal demonstrating substantial lack in some areas (10 points) - Unclear proposal or irresponsible to the requirements (0 points) [points based on submission of proposal for the project]	30
Relevant experience of firm a. Company must prove experience in conducting skills audit and developing a comprehensive Human Resource development Strategy: <ul style="list-style-type: none"> - Above 10 years' experience (15 points) - 10 years' experience (10 points) - Less than 10 years' experience (0 points) b. Written favourable references <ul style="list-style-type: none"> - 4 references and above (10 points) - 2 to 3 references (5 points) - Below 2 references (0 points) [points based on submission of company profile/ executive summary and written reference letters from previous or current clients of similar projects]	25
Capacity, experience and competency of Lead Person/ Team Leader a. Experience in conducting skills audit and developing a comprehensive Human Resource Development Strategy in the public and private sectors. The bidder must state who will lead the project <ul style="list-style-type: none"> - Above 10 years' experience (15 points) - 10 years' experience (10 points) - Less than 10 years' experience (0 points) b. Qualification of the Lead Person/ Team Leader, any of the following: <ul style="list-style-type: none"> - Post Graduate Degree in Administration, Post Graduate Degree in Management of Training, Learning & Development, Post Graduate Degree in Human resource Management, Post Graduate Degree in Human Resource Development, Post Graduate Degree in Psychology (10 points) 	25
Total	80

7.3 Gate 2: Price and Specific Goals

7.3.1 In terms of regulation 4 of the Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points) and
- Specific Goals (maximum 20 points).

7.3.2 The evaluation of price and specific goals will be evaluated as outlined in **Table 2 below**.

Table 2: Price and Specific Goals Evaluation

Element	Weight
Price	80
Specific Goals	20
Historically Disadvantaged Individuals (HDIs)	
- Enterprises with ownership of 51% or more by person(s) who are black persons	(5 points)
- Enterprises with ownership of 51% or more by person(s) who are women	(5 points)
- Enterprises with ownership of 51% or more by person(s) who are youth	(5 points)
- Enterprises with ownership of 51% or more by person(s) with disability	(2 points)
- Enterprises located and/or operating within the borders of the Eastern Cape	(3 points)
Total	100

8 TERMS AND CONDITIONS

- 8.1 The RFQ forms should **not** be retyped or redrafted, but photocopies may be prepared and used.
- 8.2 Should the RFQ forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a **blank ink**.
- 8.3 The forms documents shall be completed, signed, and submitted with the bid.
- 8.4 Failure on the part of the bidder to sign any of the forms of the RFQ documents and thus to acknowledge and accept the conditions in writing or to complete the forms of RFQ documents, questionnaires, and specifications in all respects, may invalidate the bid.
- 8.5 Where items are specified in detail, the specifications form an integral part of the RFQ document and bidders shall indicate that the items offered are compliant to the specification, by way of a global code or picture detailing the specification or any other form that enables ECSECC to validate the items offered are compliant to the specification. In cases, where items offered are not compliant to specification, bidders shall indicate the deviations from the specification.
- 8.6 In instances where the bidder is not the manufacturer of the items offered, the bidder must state the relevant manufacturer or supplier of the items offered.
- 8.7 This RFQ will be processed in accordance with the PPPFA requirements and in line with the ECSECC SCM Policy.
- 8.8 This RFQ is subject to the General Conditions of Contract (GCC) and re-issues thereof. Copies of these GCC are obtainable from ECSECC office.
- 8.9 The quotation should reach this office not later than the closing date and time above. Please indicate the estimated date of delivery, next to delivery date, above.
- 8.10 Bids received after the closing date and time (late bids) at the address indicated in the bid documents will not be accepted for consideration.
- 8.11 Prices should be in RSA currency and please indicate if VAT inclusive/exclusive. Price Offer should be valid for **60** days from the closing date of this RFQ.
- 8.12 ECSECC reserves the right to **not** award or to cancel this bid at any time and shall not be bound to accept the lowest or any bid.

- 8.13 Should the quotation be submitted with any special terms and conditions which will govern or regulate or qualify the service that you will provide to ECSECC, same should be indicated as such in your quotation.
- 8.14 ECSECC reserves the right to accept those terms and conditions as originally submitted or to amend them in order to protect the rights and interests of ECSECC or reject them.
- 8.15 Should you refuse to agree to provide the said service subject to the amendment of the special terms and conditions, ECSECC will be entitled to reject your quotation.
- 8.16 ECSECC upholds good ethical principles. Should there be any transgression of ethics, you are required to report such to the CEO of ECSECC.
- 8.17 ECSECC does not pay for goods/services **not** received.
- 8.18 Please note that ECSECC has up to 30 days to settle the account after receiving the items and invoice.

9 SERVICE LEVEL AGREEMENT

- 9.1 Upon award, ECSECC and the successful bidder will conclude a supplementary agreement regulating the specific terms and conditions applicable to the services being procured by ECSECC.