

TERMS OF REFERENCE

JOB EVALUATION OF EXISTING AND NEW POSITIONS

1. INTRODUCTION AND BACKGROUND

- 1.1 The Eastern Cape Gambling Board (ECGB) is a statutory body established by the Eastern Gambling Act, 1997 (Act No.1 of 2016) (as amended) (the Act).
- 1.2 The mandate of the ECGB is to regulate or control all gambling activities within the Eastern Cape Province. This includes the issuing and revocation of gambling licenses, exclusion of problem gamblers, and protection of the public against unscrupulous gambling practices and control of illegal gambling activities in the Province.
- 1.3 The ECGB has recently reviewed the organisational structure, and this has led to changes in some positions and no changes in some. A review of all job profiles is required to ensure alignment with the new structure.
- 1.4 The structure consists of 64 positions in total and job profiles are in the process of being reviewed. Although there are 64 positions, some positions are duplicates and have only one job profile but with different incumbents e.g., Auditor there is one job profile but 5 Auditors. In total there will be 49 job profiles to be graded.

2. OBJECTIVE

- 2.1 The objective of this Request for Quotation (RFQ) is to appoint a service provider that will conduct the job evaluation and grading of positions in the organisational structure using Paterson Job Grading System.

3. KEY DELIVERABLES

- 3.1 Submission of Detailed Project Plan for the entire project.
- 3.2 Introductory meeting with the Management Committee.
- 3.3 Interviews with the line managers and all job holders. Some employees in duplicate positions will be interviewed as a group.
- 3.4 Evaluation of positions.
- 3.5 Preparation and presentation of a job evaluation report to management. The report should contain the proposed grades and the rationale for each grade.
- 3.6 Presentation and submission of a final job evaluation report to management.

The required engagements can be done through a virtual platform.

4. BID EVALUATION PROCEDURES

The following are key criteria that will be used in appointing the successful service provider:

- a. **THRESHOLD:** Bids will be evaluated on **80/20** principle as prescribed in the Preferential Procurement Policy Framework Act Regulations of 2022.
- b. Bids will be considered and evaluated in a two staged approach.

- c. During the first stage, bidders will only be evaluated on functionality, and only qualifying service providers who meet the minimum requirements for functionality will be allowed to proceed to the second stage where scoring will be done on 80 points for price and 20 points for specific goals.
- d. Bidders are required to submit their bids in two envelopes with the first envelope outlining the functionality. The first envelope must be clearly marked Stage 1; Functionality.
- e. Furthermore, bidders are required to include their pricing in a second sealed envelope marked Stage 2; Price which must include proof of office location and copy of BEE sworn affidavit or certificate.
- f. Only bidders who meet the minimum of **75 points** on functionality during the evaluation of Stage 1 will proceed for scoring in Stage 2.

STAGE 1: FUNCTIONALITY EVALUATION

FUNCTIONALITY	MAXIMUM POINTS
<p>A. Company's experience on job evaluation projects/contracts</p> <ul style="list-style-type: none"> • 4+ job evaluation contracts = 35 points • 3 job evaluation contracts = 25 points • 2 job evaluation contracts = 15 points <p><i>Bidders are required to submit signed letters of reference on the client's letterhead from previous contracts to substantiate all experience claimed above. No points will be awarded for contracts that are not verifiable to reference letters.</i></p>	35
<p>B. Senior Team member experience on job evaluation projects/contracts.</p> <p>Senior Team member / Project Manager</p> <ul style="list-style-type: none"> • 4+ job evaluation contracts = 15 points • 3 job evaluation contracts = 10 points • 2 job evaluation contracts = 05 points <p>A detailed CV of the Senior Team Member/Project Manager must be submitted. The CV's must entail/detail the job evaluation projects of the Project Manager, furthermore, the claimed projects above must have contactable numbers and names.</p>	15
<p>C. Methodology</p> <p>Bidders are required to provide and submit with their bid documents:</p> <ul style="list-style-type: none"> • project implementation plan with appropriate milestones to realise the achievability of each change management area • number of engagements with management and staff as well as proposed timeframes to be clearly specified <p>The more likely the bidder is to be able to execute the contract successfully, the more points will be allocated.</p>	50
TOTAL POINTS	100

STAGE TWO: Preferential points system

PREFERENTIAL PROCUREMENT REGULATIONS OF 2022 WILL APPLY:

Price and specific points will be calculated as described in the Preferential Procurement Regulation 2022.

Table 2: Points available in Stage 2

PRICE	80
SPECIFIC GOALS	
50% or >50% Black Ownership	5
50% or >50% Black female ownership = 5 points	5
25% - 49% Black female ownership = 3 points	
SMME (i.e. EME or QSE)	5
Eastern Cape based bidder	5
Total points for Price and SPECIFIC GOALS	100

5. IMPORTANT SUBMISSION GUIDELINES

All proposals will be adjudicated in terms of the Supply Chain Management Policy of the ECGB and in accordance with the Public Finance Management Act. In addition to those (the conditions) stipulated in any other section of the request for proposals, the service providers should be especially aware of the following terms and conditions:

- 5.1 The Eastern Cape Gambling Board reserves the right not to make any appointment from the submitted proposals.
- 5.2 The Eastern Cape Gambling Board does not bind itself to accept the proposal with highest score.
- 5.3 The Eastern Cape Gambling Board reserves the right to cancel this request for proposal (RFP) and pursue an alternative course of action at any time without incurring any liability towards any service provider.
- 5.4 The Bidders are advised that the submission of proposals gives rise to no contractual obligations on the part of ECGB.
- 5.5 Proposals submitted by electronic transmission or faxed will not be accepted.
- 5.6 All proposals submitted shall become the property of ECGB and shall not be returned.
- 5.7 CSD reports will be used to verify all company/organization's details and tax status pin codes must be provided.
- 5.8 Bidders are required to complete, sign and submit all SBD forms/bid documents. **If the bidder does not meet this requirement, it will be automatically disqualified**
- 5.9 Proposals received after the specified time and date i.e. _____ at **11h00 am** will **NOT** be considered and accepted.
- 5.10 No services shall be rendered or goods delivered before an official ECGB Purchase Order has been issued.
- 5.11 The ECGB may request written clarification or further information regarding any aspect of proposals submitted. Service providers must supply such requested information in writing within the stipulated timeframe after the request has been made, or their proposal may be disqualified.
- 5.12 Service providers shall not qualify their proposals with their own conditions.
- 5.13 The name(s) and contact details of the person or persons(s) in your organisation responsible for this proposal.
- 5.14 A service level agreement shall be signed with the successful service provider.
- 5.15 The ECGB will not be held responsible for any cost incurred by the service provider in the preparation and submission of this proposal.
- 5.16 The ECGB reserves the right to terminate the contract if not satisfied with the work or the deliverables as stated above are not going to be met. Only bidders that meet the requirements of the request for proposal specification shall be considered during the adjudication process.

5.17 Bidders that bid as joint venture must have a signed business agreement by both parties. If the service provider does not meet this requirement it will be automatically disqualified.

6. PRICING
Price must be in South African currency and must be inclusive of VAT. Bidders are further required to include any travelling costs and disbursements in their pricing. Price will be evaluated based on 80 points and applicable formula of calculating points.

7. WHERE TO SEND THE PROPOSAL

Please send your original proposal:

JOB EVALUATION (To be marked clearly on envelope)

Eastern Cape Gambling Board
Quenera Park, Quenera Drive
Beacon Bay
East London
5206

8. Contact Details

Name: Ms. Thandi Malotana
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PREPARED BY:

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DATE: _____

APPROVED BY:

Z. MQOBOLI
ACTING EXECUTIVE MANAGER: CORPORATE
SERVICES

DATE: _____