

**REQUEST FOR QUOTATIONS**

**13 JUNE 2023**

**Re-Advertised**

**REQUEST FOR QUOTATIONS FOR RFQ FOR HR BUSINESS PARTNER MODEL SERVICES**

## **1. Purpose**

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- 1.1. To invite service providers to send quotations for HR Business Partner Model Services

## **2. Considerations/background**

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- 2.1. In June 2021, the Board approved the HR Strategy that alludes to a HR Business partner operating model. The current structure of the department is unable to support the implementation of the strategy as it is not adequately configured to respond to the needs of the organization.
- 2.2. The HR department, therefore, requires the services of a suitably qualified and experienced service provider to support the HR department in implementing the model and develop a suitable structure that will be able to respond to the needs of the organization in providing efficient HR services. In so doing, the implementation of an adequate model is hoped to increase the effectiveness in executing the approved HR Strategy.

## **3. Scope of work / Specification**

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### **Specifications are as follows:**

- 3.1. Conduct a SWOT analysis of the HR department.
- 3.2. Conduct a PESTLE analysis of the HR department.

- 3.3. Develop an HR Business Partner structure aligned to the HR operating model for the RSR.
- 3.4. Development of an associated structure to support the implementation of the model.
- 3.5. Conduct an assessment of the current resources skills and identifying the gaps to be developed.
- 3.6. Develop a proposal of the required resources to efficiently implement the model.
- 3.7. Develop Job Profiles and evaluate them in accordance with job evaluation principles for all resources required in the proposed structure.
- 3.8. Providing expert assistance in the implementation of the model and structure.
- 3.9. Provide HR Business Partner (HRBP) training and support for all current HR incumbents.
- 3.10. Conduct HRBP workshops and alignment (change management) sessions for EXCO, Senior Management, Managers, and all staff (including regional offices) and organized labour (trade unions).
- 3.11. Prepare an HRBP implementation report to be presented to the Board, EXCO and staff.
- 3.12. An additional 40 hours at an hourly rate allocated to Miscellaneous work that may arise during the project that was not scoped for.

#### **4. DELIVERABLES**

- 4.1. HR Business Partner Model.
- 4.2. HR Business Partner Structure for RSR.
- 4.3. All Job Profiles developed and evaluated.
- 4.4. Detailed report on the work conducted and further recommendations on continuous improvement interventions in the HR department.
- 4.5. Training and change management workshops conducted.
- 4.6. Presentation to the Board and EXCO

## 5. Administrative / Compliance Requirements

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- 5.1. Registration on National Treasury CSD report
- 5.2. Comprehensive quotation (prices must be VAT Inclusive)
- 5.3. Tax Pin & Tax clearance certificate
- 5.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 5.5. 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)
- 5.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 5.7. A Copy of the identity document of the company owner(s)
- 5.8. Valid Medical Certificate
- 5.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 5.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

*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.*

## 6. Functionality Evaluation Criteria

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- 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.	Element to be evaluated.	Evaluation Criteria	Scoring Criteria	Max Points
1.	<b>Methodology</b>	Provide a comprehensive proposal aligned to the specification of this RFQ	Meets requirements – 35. Partially meets requirements –20. Does not meet requirements - 0	<b>35</b>
2.	<b>Reference Letters</b>	Provide written reference of implementing an Organisational Design and/or a Business Partner model in any Public and Private company in the last 3 years (the letters should detail the service provided)	4 letters =20 3 letters =15 2 letters= 10 1 letter = 5	<b>20</b>

3.	<b>CVs of project lead</b>	CV of lead with relevant experience in developing and implementing an Organisational Design and/or HR Business Partner model	Above 15 years = 25 points From 13 to 15 years = 20 points From 10 to 13 years = 15 points From 7 to 9 years = 10 points Less than 7 years = 0 points	<b>25</b>
4.	<b>CV of a team member</b>	CV of team member aligned to the Project with relevant experience in developing and implementing an Organisational Design and/or HR Business Partner model	Above 15 years = 20 points From 13 to 15 years = 15 points From 10 to 13 years = 10 points From 7 to 9 years = 5 points Less than 7 years = 0 points	<b>20</b>

Service Providers must attain a minimum threshold of 70 points or more to be considered for evaluation on the 80/20 Preference Point System and Specific Goals ***Failure to attain the set minimum threshold will result in a disqualification.***

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## **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 <b>at least 51% owned by black people</b>	10	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> </ul>

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



			<ul style="list-style-type: none"> <li>Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by person(s) with disabilities</b>	2	<ul style="list-style-type: none"> <li>Copy of the identity document of the owner(s)</li> <li>A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>Central Supplier Database (CSD) report</li> <li>Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> <li>Valid Medical Certificate</li> <li>Valid South African Social Security Agency (SASSA) registration <b>(Where applicable)</b></li> <li>Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)</li> </ul>

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**

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### **8.1. SCM Enquiries**

Mr. Fumani Mabunda  
[fumanim@rsr.org.za](mailto:fumanim@rsr.org.za)

### **8.2. Project Manager**

Ms. Cheryl Walters  
[cherylw@rsr.org.za](mailto:cherylw@rsr.org.za)

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

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- 9.1. The request will be **closed on 23 June 2023 at 16h00**. Responses may be emailed to [fumanim@rsr.org.za](mailto:fumanim@rsr.org.za)