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**REQUEST FOR PROPOSAL (RFP)**

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**REQUEST FOR PROPOSAL (RFP/ 13 /2022)  
APPOINTMENT OF A SERVICES PROVIDER TO ASSIST BRAND SOUTH AFRICA WITH THE  
JOB EVALUATION AND RE-GRADING PROCESS OF POSITIONS, COMMENCING WITH 7  
( SEVEN) POSITIONS**

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**CLOSING DATE: 30 SEPTEMBER 2022**

**TIME: 16H00**

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## **1. INTRODUCTION**

- 1.1. Brand South Africa, previously known as the International Marketing Council of South Africa (IMC) was established in 2002 and tasked with leading the global and domestic marketing of our nation's Brand. The primary object of the Trust is to develop and implement a pro-active and coordinated marketing, communication and reputation management strategies for South Africa.
- 1.2. Brand South Africa's international mandate is to build South Africa's Nation Brand reputation in order to improve the country's global competitiveness, reflecting a great focus on driving international investment and trade.
- 1.3. Domestically, Brand South Africa's mandate is to build pride & patriotism amongst South Africans and contribute to social cohesion and nation brand ambassadorship, giving our country a consolidated and clear brand image. This involves the creation of a unified message and promise that becomes identifiable with South Africa, thereby building credibility, conviction and committed patronage.
- 1.4 Brand South Africa is also the central hub of national reputation and competitiveness intelligence. This intelligence is vital for articulating, aligning and mobilising key messages about the nation for the use and benefit of all stakeholders and strategic partners.

## **2. WHO WE ARE**

Brand South Africa is a Schedule 3A Public Entity, which was established in terms of the Brand South Africa Trust Deed, which is governed by the Trust Property Control Act No.57 of 1988 and the Public Finance Management Act, No.1 of 1999. The organisation reports to the Department of Communication, from which it receives its budget.

## **3. MISSION**

To achieve our purpose, we will embark on the following execution mission:

- 3.1. Develop and articulate a South African national brand identity that will advance South Africa's long-term positive reputation and global competitiveness.

- 3.2. Seek to build individual and institutional alignment to and support for the brand in South Africa and pride and patriotism amongst South African.
- 3.3. Build awareness and the image of the Nation Brand in other countries.
- 3.4. Seek the involvement and cooperation of various government departments, civil society, business and the non-government sector.

#### 4. **PURPOSE**

The purpose the Terms of Reference (TOR) is to assist Brand South Africa with the Job Evaluation and re-grading process of positions, commencing with of seven (07) positions. The jobs/posts must be evaluated according to the **EMERGENCE GROWTH (QUIKEVAL) Job Evaluation (JE) System**.

#### 5. **SCOPE OF WORK**

The appointed service provider will be expected to do the following;

- ✓ Carry out an independent review of existing job descriptions
- ✓ Review relevant documents (old job description vs new job description)
- ✓ Consult with members of Staff; HOD's, Line Managers and incumbents of posts to be evaluated and undertake Job evaluation interviews with the incumbent/supervisor/Senior Manager for each job/post.
- ✓ Inform Brand South Africa JE Co-Ordinator of the details of the meetings that have been scheduled for the posts to be evaluated on a continuous basis.
- ✓ Simplify /standardize job profiles wherever possible.
- ✓ Do assessment for internal equity across functions and departments,
- ✓ Recommend changes to existing job grades to reflect current staffing size and levels of responsibility and authority
- ✓ Provide a final report including a job grading and salary survey implementation guideline and timeline.
- ✓ Inform Brand South Africa JE co-Ordinator of any possible challenges and problems identified during the Quality Assurance process.

#### **Experience**

The appointed service provider must have at least **5 (five) years'** experience in job evaluation, job analysis and grading/ re-grading of positions.

## 6. DELIVERABLES

- ✓ Job Evaluation and Grading of **seven (07)** positions and provide a report or reports on each job with grading recommendations
- ✓ Provide Master copies of same to the JE Coordinator
- ✓ Skills Transfer.

## 7. DURATION OF APPOINTMENT

- ✓ The appointment will be for a period of 12 months and on a case by case basis
- ✓ The job evaluation of the first **7 positions** to be delivered within **2 months of appointment**.

## 8. MANDATORY REQUIREMENTS

Kindly submit the following certified documentation:

- **Appropriate National Diploma/Degree in HR/Work study) plus**
- **JE Certificate**
- The project manager and project team as well as their experience.
- A **certified copy of the JE Certificate** and CV must be attached. It is compulsory to have been trained in the **EMERGENCE GROWTH -QUIKEVAL** Job Evaluation System.

## 9. EVALUATION CRITERIA

To facilitate a transparent selection process that allows equal opportunity to all bidders, Brand South Africa has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to Brand South Africa and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and B-BBEE as per the PPPFA Regulations.

The minimum threshold for functionality is 70 points. **All bidders who score less than 70 out of 100 points for functionality will not be considered further to the next stage (price and B-BBEE).** Evaluation will be conducted in accordance with Brand South Africa Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2017.

**Table 1 - Mandatory Evaluation**

ITEM	Does the service provider have required certificates	
JE Certificate	Yes	No
Experience in Emergence Growth system	Yes	No

**Table 2 - Technical Evaluation**

TECHNICAL EVALUATION CRITERIA		
CRITERIA	SUB-CRITERIA	WEIGHTINGS/POINTS
Approach and Methodology	<ul style="list-style-type: none"><li>Detailed approach, methodology and process to be adopted in the project. Project plan to be linked to the deliverables and outputs. <b>(40)</b></li></ul>	<b>40</b>
Organisational experience and capability	<ul style="list-style-type: none"><li>The service provider is required to demonstrate their company's suitability with respect to its capacity/ ability to execute and deliver on the project, based on the supplier's track record, of same/similar (previous) work having been undertaken within the scope and scale of this work. Statements made in the demonstration must be verifiable.</li></ul> <p>The service provider must provide a minimum of 3 references on a letter head with contact details such as (email address and telephone number). (30)</p> <ul style="list-style-type: none"><li>3x reference letters <b>30</b></li><li>2x reference letters <b>0</b></li><li>1x reference letters <b>0</b></li></ul>	<b>30</b>

Capacity and experience of the proposed team	CV's of the proposed team and team structure must demonstrate technical and professional experience in similar projects including certified (Qualifications & ID Copies of the team) <ul style="list-style-type: none"> <li>• 5 years' experience - 30</li> <li>• 3 years' experience 0</li> <li>• 1 year experience - 0</li> </ul>	30
<b>TOTAL POINTS</b>		<b>100</b>

**Table 3- 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
<b>TOTAL</b>		<b>100</b>

## **10. FEES AND PAYMENT**

10.1 Brand SA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

10.2 Where appropriate, payments will only be made on the basis of the work completed (milestones/ deliverables) as per the project implementation plan to be agreed at the inception of the project.

### Supply Chain Processes Preference Points System

In order to facilitate a transparent selection process that allows equal opportunity to all bidders, Brand SA has a Supply Chain Management Policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management

policy applicable to Brand SA and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and B-BBEE as per the PPPFA Regulations.

**11. INSTRUCTIONS TO BIDDERS**

Terms and Conditions

11.1.1 Brand SA reserves, under exceptional circumstances, the rights to extend the closing date. All proposals and all subsequent information received from bidders will not be returned.

11.1.2 The adjudication process does not represent a commitment on the part of the Brand SA to proceed further with that proposal or of any other bidder.

11.1.3 Changes to this RFQ document

Brand SA reserves the right to make changes on this RFQ Document. All changes will be communicated to those firms that have responded to the RFQ. No reliance shall be placed on other information or comment from any other person.

11.1.4 Confidentiality

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence.

11.2 Other matters

11.2.1 Brand SA reserves the right not to enter into any relationship and no correspondence pertaining to submissions will be entered into.

11.2.2 If Brand SA does not accept any proposal, it will declare this RFQ call process closed and may then elect to:

- Proceed on a completely different basis; and
- Not to appoint any respondent in the event it deems proposals not appropriate.

11.2.3. Brand SA will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.

11.2.4 Brand SA reserves the right to engage in processes to validate all claims made in the proposal.

11.2.3 Brand SA reserves the right to cancel the award if it is determined that the supplier/service provider recommended for award, has engaged in corrupt or fraudulent activities in competing for the contract in question. For the purposes of this RFQ, “fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the accounting officer/authority, and includes collusive practices among bidders/contractors (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the accounting officer/authority of the benefits of free and open competition

## **12. GENERAL**

Below are compulsory requirements for this service:

12.1 It is important to note that the successful bidder will work under the supervision of a Brand SA representative, abide by Brand SA’s Code of Conduct, and other organisational guidelines.

12.2 Kindly submit the following documents:

- Valid and Original or certified as a true copy of B-BBEE Level of contribution or Original or certified as a true copy Sworn Affidavit Certificate issued by any recognisable or accredited agency. (Failure to attach certificate will lead to non- allocation of points)
- Proof that tax matters with SARS are in order, (SARS Pin Number/ Tax Clearance Certificate) National Treasury Central Supplier Database Report
- CSD Report
- Completed SBD 4,8 and 9

## **13. CONTACT DETAILS FOR INFORMATION**

13.1 Further information regarding technical matters can be sent to [tishanison@brandsouthafrica.com](mailto:tishanison@brandsouthafrica.com) or tel: 011 483 0122

13.2 Further information regarding Supply Chain matters can be sent via email to: [ntsepengl@brandsouthafrica.com](mailto:ntsepengl@brandsouthafrica.com) or tel: 011 483 0122

## **14. SUBMISSIONS OF QUOTATION**



- 14.1 Quotation should be submitted on or before the 30 September **2022** by no later than 16h00 to the following address: [ntsepengl@brandsouthafrica.com](mailto:ntsepengl@brandsouthafrica.com)
- 14.2 The selection of the qualifying bid/quotations will be at the Brand SA's sole discretion. Brand SA does not bind itself to accept any particular bid/quotations and reserves the right not to appoint the bidder.

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
(name)..... in  
submitting the accompanying bid, do hereby make the following statements  
that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system;
  - or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**SBD 8**

### CERTIFICATION

I, **THE** **UNDERSIGNED** **(FULL**  
**NAME)**.....  
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS**  
**DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,**  
**ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION**  
**PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW

**SBD 9**

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

**SBD 9**



6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position  
Js914w 2

.....  
Name of Bidder