



REQUEST FOR QUOTATION (RFQ)

The South African Qualifications Authority (SAQA) invites Service Providers to submit Proposals for requirements stipulated below:

| | |
|--|---|
| DOCUMENT NUMBER: | SAQA: POT 01/2022 |
| RFQ ISSUE DATE: | 05 September 2022 |
| RFQ CLOSING DATE AND TIME: | 12 September 2022 @ 11H00 |
| PRICING VALIDITY PERIOD | 90 DAYS (FROM RFQ CLOSING DATE) |
| PERIOD | Full access to the online tool |
| DESCRIPTION: | To provide SAQA with a Patterson online job-grading tool including training and support. |
| RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO: | Email to rfg@saga.co.za |
| ENQUIRIES: | Mr. K. Govender Email – Kgovender@saga.co.za |

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TERMS OF REFERENCE

1. INTRODUCTION

1.1 The South African Qualifications Authority (SAQA) is a public entity listed in Schedule 3A of the Public Finance Management Act (PFMA). It is mandated by the National Qualifications Framework (NQF) Act, 67 of 2008, to oversee the further development and implementation of the NQF, advance the objectives of the NQF and coordinate its three Sub-Frameworks.

1.2 SAQA recognises that remuneration has a direct impact on operational expenditure, organisational culture, employee behaviour and, ultimately, the sustainability of the organisation. SAQA's salary scales are determined by the DPSA with which it identifies as being similar in function.

2. PURPOSE

2.1 The purpose of this Request for Quotation (RFQ) is to obtain a Patterson online job grading tool including training and support for SAQA.

2.2 The outcome of having access to the Patterson online job grading tool will ensure that SAQA can determine the value of the position when there is:

- An appropriate change in the job/role content and its complexity or responsibility levels.
- Changes in business processes due to automation.

3. SCOPE OF SERVICES

3.1 The services must be delivered in line with service level standards, which will include the following:

3.1.1 Project initiation meeting with SAQA's People Management team.

3.1.2 Allocation and customisation of the Patterson online job grading tool to SAQA.

3.1.3 Training of SAQA's People Management team on the use of the Patterson online job grading tool.

3.1.4 Technical support for the Patterson online job grading tool when required.

4. SERVICE LEVELS AND APPLICABLE PENALTIES

| Service | Description | Target | Penalty |
|---|--|-----------------------|--------------------|
| 1. Project initiation meeting with SAQA's People Management team. 2. Allocation and customisation of the Patterson online job grading tool to SAQA 3. Training of SAQA's People Management team on the use of the Patterson online job grading tool. 4. Technical support for the Patterson online job grading tool when required. | Failure to conduct and deliver the project and its outcomes as per agreed timelines. | The agreed timelines. | 20% of the invoice |

4.1 Penalty Maximum Limit and Service Disputes:

- 4.1.1 SAQA reserves the right to enter into Service Disputes at any point in time with the view of contract cancellation, should the deliverables not be met on time during a Service Dispute, the service provider shall continue to render services per these service levels.

5. PROPOSAL FORMAT

- 5.1 The bidding company is required to submit a proposal with a price schedule in response to the Terms of Reference in the following format:

| DETAIL OF PROPOSAL DOCUMENTS (SUBMISSION FORMAT CHECKLIST) (BIDDERS MUST INDICATE WITH A TICK IF THEY COMPLIED OR DID NOT-COMPLY WITH THE FORMAT) | Comply | Not-Comply |
|---|--------|------------|
| Part 1: Bid document including SBDs and B-BBEE Certificate <ul style="list-style-type: none"> Bidders must complete and submit all required Standard Bid Documents: SBD 4, SBD 6.1. Bidders are required to submit an original or certified copy of a B-BBEE certificate or a Sworn Affidavit as per the B-BBEE Act. The SANAS Logo should be visible on the B-BBEE certificate. | | |

| | | |
|--|--|--|
| Part 2: SARS Tax Compliance Requirement Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm suppliers' tax status. (RECENT CSD REPORT MUST BE ATTACHED) | | |
| Part 3: Information/brochure on the Patterson online job grading tool The bidder must submit information on the Patterson online job-grading tool indicating all related and foreseeable costs in using the tool. | | |
| Part 4: Job grading/remuneration specialists' educational qualifications The service provider must provide a copy of the Job grading/ remuneration specialist educational qualifications. | | |
| Part 5: Job grading/remuneration specialists CV's The service provider must demonstrate by attaching the full CV of the job grading/remuneration specialist, showing their experience in working on the Patterson job grading system. | | |
| Part 6: Reference letters on the company's letterhead. The letters must be signed at a senior level of similar services provided where the Patterson online job evaluation tool was used. | | |

6. EVALUATION CRITERIA

The bid will be evaluated in two (2) stages:

- Stage 1: Functionality Evaluation; and
- Stage 2: Price and B-BBEE Evaluation.

6.1 FUNCTIONALITY EVALUATION

The functionality will be scored against the following criteria. Please note that where a "Minimum Rating to Qualify" for a criterion has been indicated, bidders will be disqualified where the bidder does not achieve the minimum rating.

| FUNCTIONALITY (Bidders must score at least 80 points) | | |
|--|---|---------------|
| Criteria | Sub-criterion | Points |
| <p>Job grading/ remuneration specialists' proof of educational qualifications.</p> <p>(To qualify for points the bidder must submit a copy of their qualifications, with a minimum of an NQF Level 7 qualification).</p> | <p>Minimum NQF Level 7 certified educational qualifications (20 points)</p> <p>NB: SAQA reserves the right to authenticate the qualifications.</p> | 20 |
| <p>The service provider must demonstrate by attaching the full CV that the job grading/ remuneration specialist has the experience, knowledge, skills, and ability to provide SAQA with the required service.</p> | <p>The CV must detail the experience in experience in working on the Patterson job grading system:</p> <ul style="list-style-type: none"> • Job grading/remuneration specialist with no working experience = 0 points • Job grading/remuneration specialist with up to 3 years of working experience = 10 points • Job grading/remuneration specialist with up to 4 years working experience = 15 points • Job grading/remuneration specialist with 5 years working experience = 20 points • Job grading/remuneration specialist with 6 years working experience = 25 points • Job grading/remuneration specialist with 7 years and more working experience = 30 points | 30 |
| <p>Attach signed reference letters on the company's letterhead. The letters must be signed at the correct level, where the Patterson online job evaluation tool was provided and used.</p> | <p>The name of the organisation where the Patterson online job evaluation tool was provided and successfully used. SAQA reserves the right to contact these organisations, without prior notice to the bidder:</p> <ul style="list-style-type: none"> • A bidder with no reference letters of services = 0 points • A bidder with three reference letters of services = 15 points | 50 |

| | | |
|--------------|--|------------|
| | <ul style="list-style-type: none"> • A bidder with four reference letters of services = 20 points • A bidder with five reference letters of services = 30 points • A bidder with six or more reference letters of services = 50 points | |
| Total | | 100 |

6.2 MINIMUM SCORING

6.2.1 To qualify to be evaluated for the phase following functionality, a bidder must obtain a minimum of 80 points out of the total points for functionality.

6.2.2 The qualifying bids will be evaluated per the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000), Preferential Procurement Regulation 2017.

7. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

7.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution per the table below:

| B-BBEE Status Level of Contributor | Number of points (80/20 system) |
|---|--|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

8. PRICE SCHEDULE AND B-BBEE

TOTAL COST OF OWNERSHIP PRICING SCHEDULES SBD 3.1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED

| Costs per Process | Amount |
|---|----------------|
| Provision, and customisation of the Patterson online job grading tool to SAQA | R |
| Cost of grading 1 x position (If credits are used, please indicate the cost of the credits required to grade 1 x position). | R |
| Training of SAQA's People Management team on the use of the Patterson online job grading tool. | R |
| Annual licence fee and other fees (If applicable) | R |
| VAT and any other disbursements (please clarify) | |
| GRAND TOTAL (All inclusive) | R |

RFQ Special Conditions

1. Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm suppliers' tax status.
2. Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act. The SANAS Logo should be visible on the B-BBEE Certificate.
3. Bidders must complete, sign, and submit the attached SBD 4 and SBD 6.1 forms.
4. The proposal and required documents must be submitted using the PDF format only, through email to rfq@saqa.co.za.
5. The RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Policy Framework Act (PPPFA) of 2017.

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 interest¹ 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 |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

- 2.2 Do you, or any person connected with the bidder, have a relationship

¹ 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.

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 consortium² 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

² 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where 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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the80/20..... preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | |
| Total points for Price and B-BBEE must not exceed | 100 |

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in

terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act;

(f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) **“prices”** includes all applicable taxes less all unconditional discounts;

(h) **“proof of B-BBEE status level of contributor”** means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 - \frac{P_t - P_{\min}}{P_{\min}}$$

Where

Ps = Points scored for price of bid under consideration Pt
 = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (80/20 system) |
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| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

- iv) Whether the sub-contractor is an EME or

QSE (*Tick applicable box*)

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at least 51% owned by: | EME √ | QSE √ |
|---|----------|----------|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM
Partnership/Joint Venture / Consortium
One person business/sole propriety
Close corporation
Company
(Pty) Limited [TICK
APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

Manufacturer
Supplier
Professional service provider
Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in
business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm,

certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

| | |
|--|--|
| <p>WITNESSES</p> <p>1.</p> <p>2.</p> | <p style="text-align: center;">.....</p> <p style="text-align: center;">SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p> |
|--|--|