

**Postal Address**  
P.O. Box 1329, Rivonia  
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**Call Centre:** 0860 100 221  
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## SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE ARTS,  
TOURISM, HOSPITALITY AND SPORTS SECTOR EDUCATION AND TRAINING  
AUTHORITY (CATHSSETA)**

<b>Date issued</b>	29 November 2022	RFQ number	HRD/JOB EVAL/2022
<b>Closing Date:</b>	05 December 2022	<b>Closing Time:</b>	11h00am
<b>DESCRIPTION OF SERVICES</b>		<b>JOB EVALUATION AND GRADING PROCESS</b>	

### 1. BACKGROUND

- 1.1. The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. Head office located at 270 George Road, Noordwyk, in Midrand and the regional offices in Cape Town and Durban.
- 1.2. CATHSSETA's function is to promote, facilitate skills development in the culture, arts, tourism, hospitality, and sports sector. CATHSSETA is one of the 21 Sector Education and Training Authorities (SETAs) across the economy mandated to deliver on the National Skills Development Plan (NSDP) outcomes.
- 1.3. In 2020, CATHSSETA underwent an organisational restructuring process that culminated in the revised organogram.
- 1.4. CATHSSETA is embarking on a process of job evaluation and grading of all the positions within the organisational structure.

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## **2. PURPOSE**

2.1. To appoint a service provider with expertise and capacity to carry out job evaluation and grading will be required to undertake the following activities broken down into two parts:

### **2.1.1. Job evaluation and review of job profiles**

- (a) Conduct all relevant consultation sessions with Management and all staff of the entity and explain the process to be followed;
- (b) Document the process and share it with Management and staff members;
- (c) Review the existing organisational structure with a view to gaining an understanding of the environment;
- (d) Conduct the comparative study with other Sector Education and Training Authorities (SETAs), who are of similar size in terms of budget; scope coverage, number of levy payers and staff compliment;
- (e) Review the existing profiles for each position on the structure;
- (f) Subject every position to job evaluation using the Patterson Grading System, once the job holder and line manager have confirmed the job profile;
- (g) Provide documentary evidence of the process followed to arrive at a job grade;
- (h) Consider inputs from Management, Union Representatives, and staff who form part of the Steering Committee;
- (i) Draft and present an implementation plan for the project, detailing activities and timeframes from beginning to the end;
- (j) Design a communication plan for the implementation of the project; and
- (k) Provide and present the final report of the new job grades that correlate with the Patterson Model to the management and the labour representatives.

### **2.1.2. Benchmarking of the position on the organisational structure**

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- (a) Conduct a salary benchmarking exercise to determine CATHSSETA's position in the market in respect of its current remuneration scales. The benchmark should propose a set of market-related pay scales for CATHSSETA as compared to other SETAs of similar size;
- (b) Undertake job evaluation to determine the accurate job grade for each position using a Patterson Job Grading System;
- (c) Compare existing positions, through benchmarking against other SETAs of the same size as CATHSSETA. Benchmarking process shall include a detailed elements of total rewards such as benefits (pension, group life, disability benefits, housing allowance and medical aid) to ensure that CATHSSETA is in line with what other similar entities are offering employees as part of their Total Cost to Company Package;
- (d) Review pay scales and compare with other SETAs;
- (e) Cost the implications of adopting the new pay scales; and
- (f) Propose the grading system and remuneration packages for CATHSSETA.

### **3. SCOPE OF WORK AND DELIVERABLES**

- 3.1. The service provider is required to conduct job evaluations and grading of all positions in the CATHSSETA organisational structure (the successful provider will be given the list of positions).
- 3.2. The service provider will be required to do job evaluation and grading, making comparisons with other SETAs that are of equal size to CATHSSETA in terms of budget and number of employees.
- 3.3. Ensure that CATHSSETA has access to a remuneration benchmarking system with real-time reporting, real data forecasting capabilities for future use internally.

### **4. EVALUATION CRITERIA**

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#### 4.1 Criteria 1

Compliance evaluation – bidders will first be evaluated in terms of compliance that is meeting minimum requirements. Bidders who do not fulfil all the requirements or do not submit required documents using the required format, will be disqualified and not move onto the next stage of evaluation.

#### 4.2 Criteria 2

Functional criteria – Functionality points are equal to 100 points.

Proposals are required to achieve a minimum score of **75 points** on functionality evaluations to qualify to be evaluated on BBBEE & Price.

FUNCTIONALITY EVALUATION		
EVALUATION CRITERIA	SUB EVALUATION CRITERIA	WEIGHT
Previous experience of company in similar tasks undertaken within the last three (5) years (submit a reference letter). The list should contain the client's name, the contact person and contact details.	5 similar assignments = 30 3 - 4 similar assignments = 25 3 -2 similar assignments = 20 1 or irrelevant assignment = 0	<b>30</b>
<b>Company Experience</b> - years in operation and the key activities of the company are of similar nature (Provide Company Profile)	Demonstrate atleast 5 to 10 years of relevant professional experience in the field of Organizational Design, Human Resources and Personnel Management 10 years and above = 30 5 years not more than 10 years = 25 Less than 5 years = 10	<b>30</b>

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<b>Experience &amp; Qualifications of key personnel (as per individual experience)</b> Each CV must provide the number of years and type of experience in HRD and OD	5 years or more experience = 25 3- 4 years =20 3-2 years = 15 1 year or less = 5	<b>25</b>
<b>Detailed methodology and project implementation plan</b> in response to the scope of work as outlined in the ToR.	Proposals that address key factors = 15 Proposals that address key factors = 10 Proposals that address 2 factors or less = 5	<b>15</b>
<b>TOTAL</b>		<b>100</b>

All proposals who do not score the minimum points will be disqualified.

## 5. DURATION

5.1. The estimated period for the project shall be three (3) months.

## 6. ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT
- Completed and signed SBD4, SBD 6.1
- Valid Tax Compliance Pin issued by SARS
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Supplier Number

**E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time 05 December 2022 @ 11h00am.**

All queries/clarifications can be sent in writing, quoting the RFQ number reference above before the closing date.

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