



TERM OF REFERENCE - APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR COMPETENCY ASSESSMENT SERVICES FOR A PERIOD OF THREE (03) YEARS

1. INTRODUCTION

The Agricultural Research Council (ARC) is a Science and Technology institution conducting agricultural Research, Development, and commercialisation in South Africa. The ARC operates within the National System of Innovation and has a mandate for innovative and creative agricultural research, technology development, and transfer aimed at the advancement of South African agriculture.

2. BACKGROUND

The Agricultural Research Council (ARC) invites suitably qualified and experienced service providers to assist with competency assessments for Executives, Senior Managers, and Managers for a period of three (03) years. The service provider (s) will work closely with the HR department to provide competency assessment services when required by the ARC.

2.1. Compulsory Requirements of the RFQ

- i. A valid Tax PIN number from SARS.
- ii. Central Supplier Database Report (Full CSD Report).
- iii. Complete and Sign the Standard Bidding Documents
- iv. Proof of registration with the (HPCSA) Health Professions Council of South Africa

RFQ documents submitted after the closing date and time specified will not be considered.

Hand-delivered submissions will not be accepted.

Failure to adhere to the above will disqualify your bid.

3. THE SERVICER PROVIDER MUST MEET THE FOLLOWING REQUIREMENTS

- a. Minimum five (05) years of professional experience in providing competency assessment services.
- b. Experience in South African Psychometrics tools.

- c. General approach planned methodology and proposed activities. Timeframe for completion after receiving the request to provide the service.
- d. Designated personnel should possess:
 - i. An advanced degree in Industrial Psychology or a related degree
 - ii. Minimum five (05) years of knowledge in the competency framework model
 - iii. Experience in job profiling, competency, and proficiency audit
 - iv. Flexible, creative, detail-oriented, and well organized
 - v. Ability to maintain the highest standards of confidentiality and professionalism and sound judgment.
 - vi. Qualifications and CVs of key staff to be assigned to ARC
 - vii. Provide a minimum of three (03) reference letters from contactable current or previous clients to whom similar services were provided.
 - viii. Must be registered with (HPCSA) Health Professions Council of South Africa. Proof of registration with HPCSA.
 - ix. Company profile
- e. Bidder(s) must adhere to the Protection of Personal Information (POPI) Act.

3.1 The service provider(s) shall deliver to the ARC the following deliverables:

- a. Detailed full project lifecycle approach for conducting psychometric assessments
- b. Detailed full project lifecycle approach for conducting competency framework model
- c. Overview of proposed psychometric assessment tools to be administered during the execution of the project:
 - i. Numerical Critical Reasoning;
 - ii. Verbal Critical Reasoning;
 - iii. Personality profile
 - iv. MS Office
 - v. Integrity Assessment;
 - vi. OPQ / 16 PF;
 - vii. Emotional Intelligence
 - viii. Cognitive Process Profile
 - ix. Competency Assessment Feedback to the Panel

4. PRICING SCHEDULE

Bidders are required to provide pricing of a competency assessment fee as detailed below included in the price must be all applicable miscellaneous costs. Where bidder(s) will be required to travel, they must comply with the South African Reserve Bank travel rates.

Description of service	Estimated period to finalize the below services	Hours	Fee/hour	Total Price
Services to be provided <ul style="list-style-type: none"> i. Numerical Critical Reasoning; ii. Verbal Critical Reasoning; iii. Personality profile iv. MS Office v. Integrity Assessment; vi. OPQ / 16 PF; vii. Emotional Intelligence viii. Cognitive Process Profile ix. Competency Assessment Feedback to the Panel 				
Other disbursements				
Sub-Total				
VAT (if applicable)				
TOTAL				

Kindly quote as per the above layout for the purpose of comparing your quotations.

5. TIMEFRAMES

These services will be required for a period of three (03) years.

6. EVALUATION CRITERIA

Potential service providers will be evaluated according to the following:

- Compliance with Terms of Reference and compulsory requirements of the RFQ
- Functionality;
- PPPFA (Price and BBBEE level)

FUNCTIONALITY		
NO	CRITERIA	WEIGHT
	The extent of appropriate past experience of the organisation in the undertaking of similar projects in Competency Assessment Services.	30
	Qualifications and CVs of key staff to be assigned to the ARC. Practical experience in Competency Assessment Services. Proof of registration with HPCSA. Company profile.	30
	Provide a minimum of 3 reference letters from contactable current or previous clients to whom similar services were provided. (Provide at least three reference letters, containing the contact name, telephone numbers, description of the service, the duration/period of the project, and the contract value)	20
	General approach planned methodology and proposed activities. Timeframe for completion after receiving the request to provide the service.	20
TOTAL		100

EVALUATION CRITERIA

The following points will be used for scoring:

1 = Poor 2 = Acceptable 3 = Good 4 = Very good 5= Excellent

1. The extent of appropriate past experience of the organisation in the undertaking of similar projects in Competency Assessment Services.	ARC SCM Evaluation Score
1 point: No experience.	1= Poor
2 points: Only 1-3 years' Experience.	2= Acceptable
3 points: Only 3-5 years' Experience.	3= Good
4 points: Only 6-7 years' Experience.	4= Very good
5 points: more than 7 years' Experience.	5= Excellent

2. Qualifications and CVs of the key staff assigned to the ARC. Practical experience Competency Assessment Services.	ARC SCM Evaluation Score
Proof of registration from HPCSA and company profile attached	
1 point: No qualifications and CVs, certificates from HPCSA, and company profile attached.	1= Poor
2 points: 1-3 qualifications and CVs submitted with relevant experience, certificates from HPCSA, and company profile	2= Acceptable
3 points: at least 3 qualifications and CVs submitted with an average of five years of collective experience, certificates from HPCSA, and company profile	3= Good
4 points: at least 3 qualifications and CVs submitted with an average of six to seven years of collective experience, certificates from professional bodies, and company profile	4= Very good
5 points: at least 3 qualifications and CVs submitted with an average of eight and above year's collective experience, certificates from professional bodies, and company profile	5= Excellent

3. Provide a minimum of 3 reference letters from contactable current or previous clients to whom similar services were provided.	ARC SCM Evaluation Score
1 point: No reference letters provided.	1= Poor
2 points: Less than 3 reference letters provided.	2= Acceptable
3 points: A minimum of 3 reference letters from contactable current or previous clients.	3= Good
4 points: 3 - 5 reference letters provided from contactable current or previous clients	4= Very good
5 points: More than 6 recommendation letters from contactable current or previous clients.	5= Excellent

4. General approach planned methodology and proposed activities. Timeframe for completion after receiving the request to provide the service	ARC SCM Evaluation Score
1 point: No project plan.	1= Poor
2 points: The project plan is not clear	2= Acceptable
3 points: Project plan meets requirements	3= Good

4 points: Detailed project plan.	4= Very good
5 points: Comprehensive project plan with value-added services.	5= Excellent

Bidders that do not obtain a minimum score of 65 points will be disqualified and will not be considered for further evaluation on price and BBBEE contribution level.

PRICE AND BBBEE EVALUATION

THE 80/20 PRINCIPLE WILL APPLY IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA).

BBBEE points in terms of the Preferential Procurement Regulations Act will be allocated as follows:

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