



**REQUEST FOR QUOTATION: PROVISION OF A DIGITAL / ELECTRONIC JOB PROFILING SOLUTION
FOR THE PARLIAMENT OF RSA**

Date of Issue: **14 April 2025**

Closing Date: **5 May 2025 at 12h00**

Quotation Reference Number: **RFQ576/2025**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
	PROVISION OF A DIGITAL / ELECTRONIC JOB PROFILING SOLUTION	Once off	Within four to six weeks	
	LICENCE SUBSCRIPTION		One year	

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FOR SECRETARY TO PARLIAMENT

(BUSINESS UNIT OR SCM TO SIGN HERE)

1. GENERAL CONDITIONS

- ✓ Quotations will be evaluated on 80 /20 preference point system.
- ✓ 80 points allocated for price and 20 points allocated for HDI and RDP goals as identified in paragraph 8.6 of the Preferential Policy of Parliament
- ✓ Preference Points will be awarded to tenderers for completing column 3 and supplying the supporting documents listed in column 4 below. Refer HDI and RDP goals as mentioned in paragraph 3 below for more details.
- ✓ Refer HDI and RDP goals as mentioned in paragraph 3 below for more details.

1. Specific Goals	2. Number of Points	3. Points claimed by the Tenderer	4. Tenderers must supply the following documents when claiming preference points
HDI'S			
Black	6		Identity Document/ CSD/CK document
Women	4		Identity Document/CSD/CK document
People living with Disabilities	3		Medical Certificate/CSD
RDP GOALS			
SMME	4		Annual Turnover Confirmation from Accountant/AFS/ CSD
Youth	3		Identity Document/ CSD/CK document

- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD)
- ✓ The quotation must be emailed to zmsolo@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from to zmsolo@parliament.gov.za
- ✓ All quotations received after the closing date will not be accepted.
- ✓ Acceptance of a quotation will be subject to Parliament's own Supply Chain Management policy.
- ✓ All suppliers are required to fill in and submit the declaration of interest document.
- ✓ A current list of references where similar work was undertaken should be supplied.
- ✓ All suppliers must submit valid tax pin and all supporting documents as per the specific goals table.

2. SPECIFIC CONDITIONS

- ✓ The appointment of the supplier will not necessarily be on the basis of the lowest quote.
- ✓ Quotes should be detailed and specify the services and cost; market related prices will be negotiated with the preferred supplier.
- ✓ Parliament reserves the right not to award the contract.
- ✓ Parliament reserves the right to award this contract to one or more suppliers.
- ✓ Quotes should be on the company letterhead, indicating the VAT registration number.
- ✓ Suppliers are prohibited from using Parliament's logo on their proposal.
- ✓ The RFQ document must be completed in full, and the declaration of interest form must be filled in, signed, stamped by a Commissioner of Oaths, and returned with the quotation. Parliament reserves the right to use this declaration form for quotations submitted by supplier for a period of 3 months unless the supplier's details has changed in said period.
- ✓ Failure to submit all documents as required might result in disqualification.
- ✓ Parliament cannot award contracts to provide goods and services to a Member of Parliament, or Cabinet, A Member of a Provincial Legislature or Member of the Provincial Executive Council, a Municipal Councillor, a person in the employ of state whose participation in the procurement process for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a director or has controlling or other substantial interest.
- ✓ Parliament may request suppliers to provide additional pricing information to be utilised for comparative purposes during evaluations.
- ✓ Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the RFQ/tender to the highest scoring tenderer if such a tenderer has been awarded a tender by Parliament or has performed services for Parliament, during the last 12 months prior to the closing date of the RFQ/tender.
- ✓ Parliament reserves the right to re-appoint or extend the service of the supplier where there is a natural continuation of assignments.
- ✓ Tenderers will qualify for the preference points claimed by them, if they provide valid supporting documents to substantiate such claim, however information on CSD that Parliament considers valid will also be considered.

3. HDI GOALS

The below mentioned HDI and RDP goals will be applicable to this RFQ as identified in paragraph 8, 6 of the preferential procurement policy of Parliament.

Specific goals	Means of Verification:	Comments:
Black	Identity Document /CSD/ CK document	African, Indian, and Coloured are classified as Black
Women	Identity Document /CSD/ CK document	The 7th digit of a female's RSA ID is 0 – 4, and 5 – 9 for males
People living with Disabilities	Medical Certificate/CSD	Only a qualified medical practitioner can certify a disability.
SMME	CSD/ Annual Financial Statement or written confirmation from accountant	Annual turnover as declared on CSD or verified through annual financial statements or written confirmation from the accountant.
Youth	Identity Document /CSD/ CK document	Ages between 18 – 35

SUPPLIER INFORMATION FORM

REGISTERED NAME		
TRADING NAME (IF APPLICABLE)		
COMPANY REGISTRATION NUMBER (or ID)		
VAT REGISTRATION NUMBER		
CENTRAL SUPPLIER DATABASE NUMBER		
TAX COMPLIANCE STATUS PIN		
TAX COMPLIANCE STATUS PIN EXPIRY DATE		
INCOME TAX NUMBER		
PHYSICAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
POSTAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
CONTACT DETAILS	OFFICE	
	CELLPHONE	
	FAX	
	EMAIL	
CONTACT PERSON		
BANK DETAILS	BANK NAME	
	BRANCH CODE	
	ACCOUNT NUMBER	
	ACCOUNT NAME	

- ✓ Ihereby certify that the above information is correct and that I and other members, directors, managers, or shareholders with a controlling or other substantial interest of the entity, are not Members of Parliament or Cabinet, Members of a Provincial Legislature or a Provincial Executive Council, Municipal Councillors, persons employed by the State as their participation in Parliament's procurement process may result in a conflict of interest.
- ✓ I am also declaring that none of the entities in the company who is a director or has a controlling or substantial interest fall under the category of the person mentioned above. (Additional details to be provided should this declaration not be correct)
- ✓ I also agree that, in the event of false, incorrect, or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to recover any losses or damages sustained by Parliament under such agreement and/or restrict the supplier from further business depending on the materiality of the misrepresentation and the degree of prejudice.

Signature

Date

(Attach a bank confirmation letter or cancelled cheque to confirm bank account number)

PRODUCT OR SERVICE DESCRIPTION

PROVISION OF A DIGITAL / ELECTRONIC JOB PROFILING SOLUTION FOR THE PARLIAMENT OF RSA

1. BACKGROUND

Parliament's Human Capital Division is embarking on a process to modernise and innovate its HR processes. A digitally enabled solution is being sourced for the design, development and management of Job profiles for the Institution. A critical feature of the solution must make provision for a built-in content hub / library and AI/machine learning technology to enable real time and seamless access to global best practice job profile data to inform and streamline the design and development of job profiles. Parliament has an approximate staff complement of 1400 and on average 300-320 unique jobs. Currently job profile development is performed manually.

This **Request for Quotation (RFQ)** is for service providers that have an existing solution that is credible and able to meet the Parliament's requirements as it relates to **job profile management, development and design**.

2. SCOPE OF WORK:

- a. Provide for **seamless access to global and best practice content, data and information** (content library) to support job profiling and job design processes.
- b. Provide for **embedded AI/machine learning for the swift configuration** and creation of the institutions own Job Profiles as per institutional requirements.
- c. Provide for **effective competency profiling in the design of job profiles** identifying critical **behavioural competencies and skills** required to be successful in a job.
- d. The ability to **download job profile content and related reports** in Word, Excel, and PDF formats.
- e. Allow for the **effective managing, monitoring and tracking** of job design processes and **records management and control** in this regard.
- f. The ability to **translate job profile data and information into competency interview frameworks or guides** to support Talent Management processes such as development, career planning and recruitment processes.

3. DELIVERABLES

The successful service provider will be expected to deliver the following:

1. Implementation of the solution including platform configuration and alignment
2. Delivery support (Orientation and training to users, access to knowledge and training resources, platform user support etc)
3. Annual maintenance, technical support and updates.

4. MANDATORY REQUIREMENTS:

Description of requirement	Indicate YES/NO	Comment or reference to proposal
4.1 Service Providers must submit a company profile indicating a minimum of five (5) years of experience in delivering Job Design / Profiling solutions.		
4.2 Service Providers must submit a proposed project plan and methodology indicating scope of work, key deliverables, resource allocation, costing, risk identification, milestones and target dates.		
4.3 The Service Providers must supply at least three (3) reference letters from clients within the last two years, indicating practical use and application of the solution.		
4.4 Service Providers must submit a full description of the proposed solution.		
4.5 Service providers will be requested to provide a brief demonstration on the solution		
I, (name) (signature) am duly authorised by the Service Provider and hereby confirm that I have read and completed the above mandatory requirements.		

5. EVALUATION OF QUOTATIONS

5.1 The 80/20 preference points system and functionality shall be applicable to this request, and all offers received shall be evaluated as follows:

- Functionality: 100
- Price: 80
- HDI & RDP goals: 20

5.2 The evaluation will be in three stages:

5.2.1 Firstly, the quotations will be evaluated on administrative requirements, such as submission of documents and the completion of essential parts of this document. All offers that fail to meet these requirements, as well as mandatory submission requirements on Section 4 above will be disqualified.

5.2.2 Secondly, the service providers will be expected to demonstrate their existing solution and functionality thereof to Parliament's evaluation panel. (Key functional requirements are outlined in the scope of work listed above)

5.2.3 Thirdly, quotations will be evaluated in terms of the 80/20 preference point system, 80 points are allocated for the cheapest price and 20 points for the specific HDI and/or RDP goals as identified in paragraph 8.6 of the Preferential Policy of Parliament.

BACKGROUND AND EXPERIENCE IN THE INDUSTRY

LIST THE TWO LARGEST CONTRACTS / ASSIGNMENTS BY YOUR FIRM IN THE LAST TWO YEARS IF ANY OR LIST CONTRACTS WHICH YOUR ORGANISATION IS CURRENTLY ENGAGED IN IF ANY

WORK DESCRIPTION	YOUR CLIENT	CONTACT PERSON	CONTACT NUMBER	CONTRACT VALUE

PROPOSED PRICING SCHEDULE TO INCLUDE VAT

DESCRIPTION	QUANTITY	TOTAL (VAT INCLUSIVE)
PROVISION OF A DIGITAL / ELECTRONIC JOB PROFILING SOLUTION	ONCE OFF	
LICENCE SUBSCRIPTION	ANNUAL	
GRAND TOTAL		

DECLARATION OF INTEREST

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in tendering for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a director or has a controlling or other substantial interest.

2. The tenderer is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the tenderer, a Member of Parliament, or a Cabinet Member?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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(b) Are you or any person connected with the tenderer, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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(c) Are you or any person connected with the tenderer, employed by the state?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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(d) Do you, or any person connected with the tenderer, have any relationship (family, friend, other) with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this tender?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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DECLARATION

I hereby agree that, in the event of false, incorrect, or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- ✓ recover any losses or damages sustained by Parliament under such agreement.
- ✓ restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____

(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)

No Contract to provide goods or services to Parliament may be awarded to -

- A Member of Parliament or a Member of the Cabinet
- A Member of a Provincial Legislature or a Member of a Provincial Executive Council.
- A Municipal Councillor.
- A person in the employ of the State whose participation in tendering for the contract may result in a conflict of interest; or
- Any entity in which a person mentioned above is a director or has a controlling or other substantial interest.

COMMISSIONER OF OATHS STAMP