

## TERMS OF REFERENCE

### JOB EVALUATION OF EXISTING AND NEW POSITIONS

#### 1. INTRODUCTION AND BACKGROUND

- 1.1 The Eastern Cape Gambling Board (ECGB) is a statutory body established by the Eastern Gambling Act, 1997 (Act No.1 of 2016) (as amended) (the Act).
- 1.2 The mandate of the ECGB is to regulate or control all gambling activities within the Eastern Cape Province. This includes the issuing and revocation of gambling licenses, exclusion of problem gamblers, and protection of the public against unscrupulous gambling practices and control of illegal gambling activities in the Province.
- 1.3 The ECGB has recently reviewed the organisational structure, and this has led to changes in some positions and no changes in some. A review of all job profiles is required to ensure alignment with the new structure.
- 1.4 The structure consists of 64 positions in total and job profiles are in the process of being reviewed. Although there are 64 positions, some positions are duplicates and have only one job profile but with different incumbents e.g., Auditor there is one job profile but 5 Auditors. In total there will be 49 job profiles to be graded.

#### 2. OBJECTIVE

- 2.1 The objective of this Request for Quotation (RFQ) is to appoint a service provider that will conduct the job evaluation and grading of positions in the organisational structure using Paterson Job Grading System.

#### 3. KEY DELIVERABLES

- 3.1 Submission of Detailed Project Plan for the entire project.
- 3.2 Introductory meeting with the Management Committee.
- 3.3 Interviews with the line managers and all job holders. Some employees in duplicate positions will be interviewed as a group.
- 3.4 Evaluation of positions.
- 3.5 Preparation and presentation of a job evaluation report to management. The report should contain the proposed grades and the rationale for each grade.
- 3.6 Presentation and submission of a final job evaluation report to management.

The required engagements can be done through a virtual platform.

#### 4. BID EVALUATION PROCEDURES

The following are key criteria that will be used in appointing the successful service provider:

- a. **THRESHOLD:** Bids will be evaluated on **80/20** principle as prescribed in the Preferential Procurement Policy Framework Act Regulations 6 of 2017.
- b. Bids will be considered and evaluated in a two staged approach.

- c. During the first stage, bidders will only be evaluated on functionality, and only qualifying service providers who meet the minimum requirements for functionality will be allowed to proceed to the second stage where scoring will be done on 80 points for price and 20 points for B-BBEE Status Level of Contribution.
- d. Bidders are required to submit their bids in two envelopes with the first envelope outlining the functionality. The first envelope must be clearly marked Stage 1; Functionality.
- e. Furthermore, bidders are required to include their pricing in a second sealed envelope marked Stage 2; Price, which must also include their B-BBEE status level of contribution.
- f. Only bidders who meet the minimum of **75 points** on functionality during the evaluation of Stage 1 will proceed for scoring in Stage 2.

**STAGE 1: FUNCTIONALITY EVALUATION**

<b>FUNCTIONALITY</b>	<b>MAXIMUM POINTS</b>
<p><b>A. Company's experience on job evaluation projects/contracts</b></p> <ul style="list-style-type: none"> <li>• 4+ job evaluation contracts = <b>35 points</b></li> <li>• 3 job evaluation contracts = <b>25 points</b></li> <li>• 2 job evaluation contracts = <b>15 points</b></li> </ul> <p><i>Bidders are required to submit the completed and signed template of references (attached hereto as Annexure A) with contactable numbers in order to score points.</i></p>	<b>35</b>
<p><b>B. Senior Team member experience on job evaluation projects/contracts.</b></p> <p><b>Senior Team member / Project Manager</b></p> <ul style="list-style-type: none"> <li>• 4+ job evaluation contracts = <b>15 points</b></li> <li>• 3 job evaluation contracts = <b>10 points</b></li> <li>• 2 job evaluation contracts = <b>05 points</b></li> </ul> <p>A detailed CV of the Senior Team Member/Project Manager must be submitted. The CV's must entail/detail the change management projects of the Project Manager, furthermore, the claimed projects above must have contactable numbers and names.</p>	<b>15</b>
<p><b>C. Methodology</b></p> <p><b>Bidders are required to provide and submit with their bid documents:</b></p> <ul style="list-style-type: none"> <li>• project implementation plan with appropriate milestones to realise the achievability of each change management area</li> <li>• number of engagements with management and staff as well as proposed timeframes to be clearly specified</li> </ul> <p>The more likely the bidder is to be able to execute the contract successfully, the more points will be allocated.</p>	<b>35</b>
<p><b>D. Location of bidder's office</b></p> <ul style="list-style-type: none"> <li>• 15 points for technical office situated in the Eastern Cape Province.</li> </ul> <p><i>Proof of address required (e.g. Title deed, Valid Lease agreement, Municipal account)</i>  <i>Failure to submit the required proof of address will result in no points allocated.</i></p>	<b>15</b>
<b>TOTAL POINTS</b>	<b>100</b>

**STAGE TWO:** Preferential points system

**PREFERENTIAL PROCUREMENT REGULATIONS OF 2017 WILL APPLY: Preferential Procurement Regulations of 2017**

Price and B-BBEE Status points will be calculated as described in the Preferential Procurement Regulation 2017.

**NB: Certified copy or original B-BBEE Status Level Verification Certificate must be submitted to substantiate B-BBEE Status Claimed. When such certificate is not provided as proof or is not either an original or an originally certified copy, the bidder will automatically score zero.**

Table 2: Points available per criteria in Stage 2

CRITERIA		POINT SYSTEM
Price		80
B-BBEE		20
B-BBEE Contribution Level		
1		20
2		18
3		14
4		12
5		8
6		6
7		4
8		2
Non-compliant contributor		0
Total		100

## 5. IMPORTANT SUBMISSION GUIDELINES

All proposals will be adjudicated in terms of the Supply Chain Management Policy of the ECGB and in accordance with the Public Finance Management Act. In addition to those (the conditions) stipulated in any other section of the request for proposals, the service providers should be especially aware of the following terms and conditions:

- 5.1 The Eastern Cape Gambling Board reserves the right not to make any appointment from the submitted proposals.
- 5.2 The Eastern Cape Gambling Board does not bind itself to accept the proposal with highest score.
- 5.3 The Eastern Cape Gambling Board reserves the right to cancel this request for proposal (RFP) and pursue an alternative course of action at any time without incurring any liability towards any service provider.
- 5.4 The Bidders are advised that the submission of proposals gives rise to no contractual obligations on the part of ECGB.
- 5.5 Proposals submitted by electronic transmission or faxed will not be accepted.
- 5.6 All proposals submitted shall become the property of ECGB and shall not be returned.
- 5.7 CSD reports will be used to verify all company/organization's details and tax status pin codes must be provided.
- 5.8 Bidders are required to complete, sign and submit all SBD forms/bid documents. **If the bidder does not meet this requirement, it will be automatically disqualified**
- 5.9 Proposals received after the specified time and date i.e. \_\_\_\_\_ at **11h00 am** will **NOT** be considered and accepted.
- 5.10 No services shall be rendered or goods delivered before an official ECGB Purchase Order has been issued.
- 5.11 The ECGB may request written clarification or further information regarding any aspect of proposals submitted. Service providers must supply such requested information in writing within the stipulated timeframe after the request has been made, or their proposal may be disqualified.
- 5.12 Service providers shall not qualify their proposals with their own conditions.
- 5.13 The name(s) and contact details of the person or persons(s) in your organisation responsible for this proposal.
- 5.14 A service level agreement shall be signed with the successful service provider.
- 5.15 The ECGB will not be held responsible for any cost incurred by the service provider in the preparation and submission of this proposal.
- 5.16 The ECGB reserves the right to terminate the contract if not satisfied with the work or the deliverables as stated above are not going to be met. Only bidders that meet the

requirements of the request for proposal specification shall be considered during the adjudication process.

- 5.17 Bidders that bid as joint venture must have a signed business agreement by both parties. If the service provider does not meet this requirement it will be automatically disqualified.

**6. PRICING**

Price must be in South African currency and must be inclusive of VAT. Bidders are further required to include any travelling costs and disbursements in their pricing. Price will be evaluated based on 80 points and applicable formula of calculating points.

**7. WHERE TO SEND THE PROPOSAL**

Please send your original proposal and a copy saved on USB/flash disk to:

**JOB EVALUATION** (To be marked clearly on envelope)  
Eastern Cape Gambling Board  
Quenera Park, Quenera Drive  
Beacon Bay  
East London  
5206

**8. Contact Details**

Name: Ms. Thandi Malotana  
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Tel no.: 043 - 702 8307

PREPARED BY:



N. NTOYAKHE  
HR MANAGER

DATE: 30/08/2022

APPROVED BY:



S. MHAULI  
ACTING CHIEF FINANCIAL OFFICER

DATE: 08/09/2022

## ANNEXURE A

### ECGB RFQ – Details of previous similar work experience

- The respondent / tenderer must complete part A of this form separately for each reference submitted.
- The respondent / tenderer must forward Part B of this form for completion and signing to be completed by the referee, then bind the signed and completed Annexure form with the tender submission.
- It is required that the referee to include their signature & company stamp in the space provided for these.
- It is required that the referee include their contact details to enable verification of the reference. The ECGB will not give scores for incomplete forms.
- The referee to please provide a score (0 - for poor services received, 3 – for satisfactory services received, 5- for good services received)

#### **PART A – To be completed by respondent / tenderer for RFQ submission**

Company name of Respondent / tenderer:		
Name of client / referee:		
Location of project (private or public entity)		
Contract start date: date/month/year		
Contract end date: date/month/year		
Brief description of similar / relevant work experience.		
Details of client / referee for verification purposes:	Name:	
	Company name:	
	Contact details (Cell and Office numbers):	

## Annexure A – Continued

### ECGB RFQ – Details of previous similar work experience

#### PART B – To be completed by referee

Client / Referee Name:.....

Please verify that the information provided by the respondent in Part A is correct.	<input type="checkbox"/> No  <input type="checkbox"/> Yes	Comments		
Comment alongside if necessary:				
<b>Please indicate and rate whether the respondent has performed the attributes/tasks listed below.</b>	<b>Has the service been rendered (Yes / No)</b>	<b>Poor</b> 1	<b>Average</b> 3	<b>Good</b> 5
Did the service provider implement their last project successfully?				
Was the solution delivered in the required time frame?				
Was conformance to a project management standard adhered to?				
Was the skill competency of the team relevant and adequate to deliver on the solution?				
Were all meetings schedules adhered to?				
Were you satisfied with the technical support provided during the project?				

Referee name:.....

Designation:.....

Date: .....

Tel: .....

Cell: .....

.....  
Client / Referee signature

Company Stamp: