



RFP NUMBER	SAC2201-001
RFP DESCRIPTION	THE APPOINTMENT OF A CONSULTING FIRM TO CONDUCT A ONCE-OFF SALARY AND BENEFITS BENCHMARKING EXERCISE AND DEVELOP AND IMPLEMENT A JOB GRADING SYSTEM FOR SACNASP
RFP ISSUE DATE	2022/ 01/11
BRIEFING SESSION	NONE
CLOSING DATE & TIME	2022/01/26 at 11:00am
SUBMISSIONS	ENTERPRISE BUILDING, THE INNOVATION HUB, MARK SHUTTLEWORTH STREET, PRETORIA, 0087

1. PURPOSE

The South African Council for Natural Scientific Professions (SACNASP) hereby invites prospective consulting firms to conduct a once-off salary and benefits benchmarking exercise and develop a job grading system for SACNASP.

2. BACKGROUND

SACNASP is the registration and regulation authority for natural science professionals in South Africa. SACNASP was established in 1982 through the Natural Scientists Act (No. 55 of 1982), which has subsequently evolved into the directives of the Natural Scientific Professions Act (No. 27 of 2003) (NSP Act). The Council is mandated as the Accounting Authority to implement the provisions of the NSP Act, under the oversight of its Executive Authority, the Minister of Science and

Innovation (now the Minister of Higher Education, Science and Innovation). To date, SACNASP covers 25 fields of practice and is represented by 47 accredited voluntary associations (VAs). The Council represents over 16 000 registered natural scientists.

3. SCOPE OF WORK

The expected deliverables from the RFP are as follows:

- A benchmarking report of remuneration and benefits of the current SACNASP pay scales.
- Recommended pay scales for SACNASP, developed based on the benchmarking results, including notch progression scales for performance-based salary increases.
- A job evaluation and grading system that can be used to place positions/ incumbents on the correct scale, which must be implemented for SACNASP to use on an ongoing basis.
- Job Evaluation and grading of all current, new and existing positions at SACNASP (around 40 positions)
- Ensure training to SACNASP HR officials to perform job grading and evaluation on future positions / incumbents.

4. REQUIREMENTS FOR RFP

4.1 Phase 1: Mandatory requirements

Proposals should be accompanied by the following documents (ANNEXURE A):

- Proof of registration on the Centralised Supplier Database held by National Treasury.
- An original SARS tax clearance certificate.
- An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths with regard to the B-BBEE status.
- Standard Bidding Document (SBD) 4 – Declaration of interest.
- SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017.
- SBD 8 – Declaration of bidder's past supply chain management practices.
- SBD 9 – Certificate of independent bid determination.

Failure to submit the required documentation above will lead to disqualification.

4.2 Phase 2: Quotation Evaluation Criteria

Each evaluation criteria will be scored as per the scoring range below and service providers must score a minimum of 70% or more to proceed to the next stage of evaluation.

Functionality Assessment	Weight %
<p><u>Criterion 1: References</u></p> <p>Written letters of recommendation by clients where projects have been delivered, on the clients' letterheads. For the required services (reference letters should not be older than 5 years):</p> <ul style="list-style-type: none"> • Five (5) relevant positive references and above in the past 5 years = 30% • Three (3) to Four (4) relevant positive references in the past 5 years = 20% • One (1) to Two (2) relevant positive references in the past 5 years = 10% • No relevant positive reference in the past 5 years = 0%. 	30%
<p><u>Criterion 2: Project Team experience</u></p> <p>The experience and qualification of the proposed project team in similar projects in relation to the scope of work will be evaluated. The qualifications of the project team will be assessed according to SACNASP's requirements. (Attach CV/profile relating to salary and benefits benchmarking of the project team).</p> <ul style="list-style-type: none"> • Key personnel have outstanding levels of experience (more than 5 years) based on their CV / profile and certificates attached = 40% • Key personnel have extensive levels of experience (between 3-5 years) based on their CV/ profile and certificates attached = 30% • Key personnel have limited levels of experience (less than 3 years) based on their CV / profile and certificates attached = 20% • Service provider has not provided proof of project team experience = 0% 	30%
<u>Criterion 3: Methodology</u>	40%

<p>The methodology must respond to the proposed scope of work and outline the approach for the desired outcomes. The scoring of the proposed approach will be as follows:</p> <ul style="list-style-type: none"> • The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that are relevant to the project. The timelines are very well defined, indicating that the service provider has optimized the use of resources and the work plan including risks and contingency plans = 40% • There is a fair degree of detail that facilitates understanding of the proposed scope of work = 30% • The service provider has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the scope of work = 10% • Service provider has not provided methodology = 0% 	
Total	100%

4.3 Phase 3: Preference Points System criteria

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate as follows:

B-BBEE Status level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12

5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. CONTACT DETAILS FOR INFORMATION

A nominated official of the Service Provider(s) should make enquiries in writing to the specified person below. Service Providers must send all enquiries in writing and email to the address below.

Department : Operations
 Contact Person : Sarah van Aardt
 E-mail : svanaardt@sacnasp.org.za

6. SUBMISSION OF BIDS

Bids must be properly packaged and deposited in the below-mentioned tender box on or before **11am on Wednesday, 26 January 2022** at SACNASP offices:

Tender Box: REQUEST FOR QUOTATION FOR SALARY AND BENEFITS BENCHMARKING EXERCISE AND DEVELOP AND IMPLEMENT A JOB GRADING SYSTEM FOR SACNASP (REF: SAC2201-001)

Enterprise Building
 The Innovation Hub
 Mark Shuttleworth Street
 Pretoria
 0087

The Service Providers are required to submit one (1) hard copy and one (1) USB with the contents of each file before the Closing Date and time.