



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER:HUM/25/26/073			
CLOSING DATE	12 September 2025	CLOSING TIME	12:00
PHYSICAL ADDRESS		POSTAL ADDRESS	

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
Full Names	Asisipho Matomane
Contact Number	010 219 3293 / 069 0083 764
Email Address	amatomane@merseta.org.za
RFP Email Address	quotations@merseta.org.za

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Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational changes.

1. Introduction to Request for Proposal (RFP)

1.1 The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998), Registration Number 17/merSETA/01/04/20, to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

The merSETA is inviting potential service providers to submit the proposal for the services described under scope of work.

1.2 This RFP is subject to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations), the General Conditions of Contract (GCC), and, if applicable, any other special conditions of contract. Where, however, the special conditions of the contract conflict with the general conditions of the contract, the special conditions of the contract prevail.

2. Background Information

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) was established in 2000 to promote skills development in terms of the Skills Development Act (Act No. 97 of 1998 as amended).

The merSETA facilitates skills development in the manufacturing, engineering, and related services that encompass the following sectors: Automotive, Metal, Motor, Tyre, Plastics, and Automotive Components Manufacturing.

3. Objectives of the Service

3.1 The primary objective of this project is to appoint a service provider to create, evaluate and grade the Assistant: Office Maintenance and Asset Management position job profile.

4. Scope of Work (Service)

4.1 The scope of work includes, but is not limited to:

a) Conduct Job Evaluation

- Consider merSETA's internal grading process and merSETA's Organisational structure and context prior to making a final determination.

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- Consider inputs from Line Manager and/or HR and discuss with HR prior to making a final submission on the grade
- Conduct job evaluation process for new position using the Paterson grading system.
- Provide documentary evidence of the process followed to arrive at a job grade;
- This process should be finalized within 3 months.

5. Requirement of the Service Provider

5.1 Experience and Expertise

- Service provider must have experience in job evaluation and job analysis. A company profile must be submitted to confirm relevant experience.

5.2 Methodology and Project Plan

- A service provider must submit a detailed project plan and methodology indicating the timelines as per the scope of work.

5.3 References

- Provide reference letters of similar work done within the last four (4) years. At least one of the references should be from the Public Sector.

5.4 Lead Consultant/ Project Manager

Lead consultant must have a relevant Human Resource qualification at NQF level 8 with 5 years minimum experience in job grading.

6. Late submissions of the RFP

Submission of quotation(s) received late (after the closing date and time) will not be considered.

7. Request for Proposal (RFP) Rules

The following rules will apply for this Request for Proposal:

- 7.1 The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFP.
- 7.2 The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.
- 7.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable).

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- 7.4 A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.
- 7.5 Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

8. Bid Evaluation Process

- 8.1 The RFP will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20).

8.2 Evaluation Stage 1: Compliance

All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

- a) Standard Bidding Document (SBD 4)

8.3 Evaluation Stage 2: Technical Evaluation

Bidders must meet the minimum technical specification requirements in this evaluation stage to advance to the next evaluation stage. Failure to meet the prescribed technical specification will automatically disqualify the bid offer from proceeding to the next evaluation stage. **Any bid that fails to meet the overall minimum threshold of 80% or has not received the minimum score for any individual component thresholds will be disqualified for further evaluation on stage 3.**

Each proposal that passed functional evaluation of **80%** and more, will be on equal footing to proceed to the final round of evaluation on price and specific goals

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No	Evaluation Criteria	Descriptive Indicators	Points
1.	The bidder should demonstrate Knowledge and Experience of relevant work in the form of a Company profile. The bidder should have experience in job grading, job evaluation and job analysis.	5 years or more experience in conducting in job grading and job analysis	30
		3 – 4 years' experience in job grading and job analysis	20
		Less than 3 years of experience	0
2.	Bidders must provide a Project Plan with timelines and methodology for implementation of this project. The plan must outline how outcomes and deliverables listed in this terms of reference will be met.	A comprehensive Project Plan is provided, including detailed timelines and a clear, well-structured methodology. The plan fully addresses how all outcomes and deliverables in the Terms of Reference will be met	40
		No Project Plan or implementation methodology is provided, or the submission is insufficient to assess alignment with the Terms of Reference.	0
3.	The bidder should submit signed reference letters of similar services conducted from 2019 to date. The reference letters must clearly state the period of the project undertaken. Letters must be signed on the client company letterheads and include verifiable contact details. The merSETA reserves the right to contact the referee. Appointment letters will not be regarded as reference letters.	3 relevant reference letters attached.	20
		2 relevant reference letters attached	10
		Less than 2 or unsatisfactory reference letters attached	0
4.	Lead consultant must have a relevant qualification with 5 years minimum experience in job grading Curriculum Vitae (CV) with copies of qualifications must be attached.	The bidder must attach a CV of the lead consultant which reflects a minimum of 5 years' experience in job grading. Copies of Qualifications attached.	10

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No	Evaluation Criteria	Descriptive Indicators	Points
		The bidder has not attached a CV of the lead consultant and no relevant experience in conducting job grading and job analysis.	0
TOTAL WEIGHTING			100
MINIMUM WEIGHTING SCORE			80

NB:

8.4 Evaluation Stage 3: Preference Point System

The 80/20 preference point system shall be applicable to this phase, where 80 points represent the maximum obtainable points for the lowest acceptable price and 20 points represent the specific goals. The bid documentation's table below will award points to a bidder for achieving the specific goals.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	
Total Points allocated to Specific Goals	20	

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Note: Refer to Annexure A for Proof or documentation that may be considered to claim points for specific goal related to persons or categories of persons historically disadvantaged by unfair discrimination.

9. Cost Proposal

- a) All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).
- b) The rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines:
 - i. The “Guideline on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)¹” as issued by the South African Institute of Chartered Accountants (SAICA);
 - ii. The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or
 - iii. Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.

10. merSETA’s RIGHTS

- a) The merSETA is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the merSETA has records of such bidders, may be advised in writing of such amendments in good time, and any such changes will also be posted on the merSETA’s website under the relevant tender information. Therefore, before submitting their bid response, prospective bidders should regularly check the website to stay informed about any amendments related to this matter.
- b) The merSETA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the merSETA.
- c) The merSETA reserves the right to award this bid as a whole or in part.
- d) The merSETA reserves the right to conduct site visits at bidder’s corporate offices and or at client sites if so required.

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- e) The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- f) The merSETA reserves the right to request all relevant information, agreements, and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the merSETA to conduct background checks, including FICA verification, on the bidding entity and any of its directors, trustees, shareholders or members.
- g) The merSETA reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- h) The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- i) The merSETA reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

11. UNDERTAKINGS BY THE BIDDER

- a) By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the merSETA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.
- b) The bidder shall prepare for a possible presentation should merSETA require such, and the bidder will be required to make such a presentation within five (5) days from the date the bidder is notified of the presentation. Such a presentation may include a practical demonstration of products or services as called for in this RFP.
- c) The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the merSETA during the bid validity period indicated in this RFP, and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- d) The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the

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services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- e) The successful bidder accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with merSETA, as the principal(s) liable for the due fulfillment of such a contract.
- f) The bidder accepts that all costs incurred in the preparation, presentation, and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become merSETA property unless otherwise stated by the bidder(s) at the time of submission.



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ANNEXURE A

Specific Goal Guide – Preferential points (80/20)

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

“Specific goals” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

Please note that:

- **Financial account, management account or auditors’ letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.**

Preferential points for tenders without local content requirements.

□

Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability (PwD) Ownership	4	Medical certificate		
Total Points allocated to Specific Goals	20			

AUTHORISATION SIGNATORIES TO CONFIRM RFP

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The employee signing below hereby affirms the accuracy of the information requested for the proposal.

Supply Chain Management Representative

Full Names Asisipho Matomane

Date

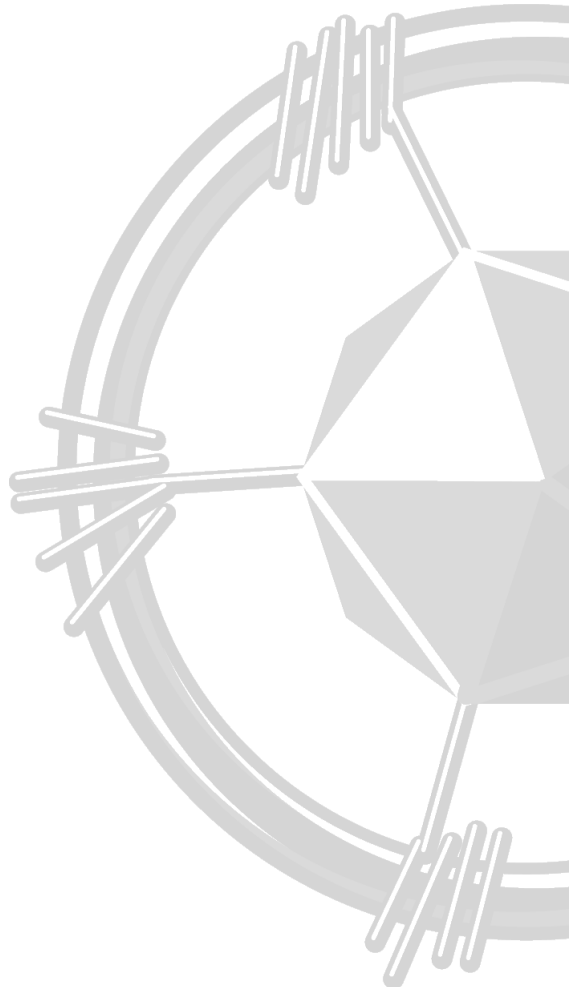
Signature

Technical Representative

Full Names Sthembile Jwara

Date

Signature



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