



REQUEST FOR QUOTATION (RFQ)

RFQ/HUM/024/25/			
CLOSING DATE	03 July 2024	CLOSING TIME	12:00
PHYSICAL ADDRESS		POSTAL ADDRESS	
<p>Metropolitan Park,Block C 8 Hillside Road Park Town 2193</p>			

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
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Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

26 June 2024

changes.

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

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1. Introduction to Request for Quotation (RFQ)

- 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.
- 1.2 The merSETA is inviting quotations from potential service providers for the services described in the below:

Description of goods or services	
TO APPOINT A PANEL OF 3 SERVICE PROVIDERS THAT WILL RENDER HR CONSULTING SERVICES FOR THE MERSETA FOR A PERIOD OF THREE (3) YEARS, AS AND WHEN NEEDED.	
1. Remuneration & benefits:	
a. Conduct salary benchmarking exercises.	
b. Recommend salary levels, benefits and any other non-salary remunerations for all positions.	
c. Remuneration and benefits reviews, advice and recommendations ensuring alignment with best practice and legislation.	
d. Develop a Remuneration framework.	
e. Develop annual salary & benefits budgets	
II. Conduct job evaluation services	
a. Utilise Patterson methodology and advice on grades and levels for management consideration and decision	
2. SCOPE OF WORK	
2.1 Remuneration & benefits	
2.1.1 Conduct salary benchmarking exercises.	
▪ Conduct a salary benchmarking exercise with organizations similar to merSETA in terms of the mandate and size of the organizations including Section 3A entities.	
▪ Conduct ad-hoc salary benchmarking exercises for specific positions in the external market, with organizations similar to merSETA in terms of the mandate and size including Section 3 A entities.	
▪ Review current remuneration and benefits and recommend salaries,	

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salary levels, allowances, key benefits and any other non-salary remunerations for each position advising on market positioning.

- Conduct a holistic evaluation of current salaries and review current remuneration structure of merSETA Cost to Company with consideration and impact of Housing Allowance, Medical Aid allowance and pension fund contribution incorporation. **This will require a full costing exercise.**
 - In areas where a re-evaluation to job salary grade is required, provide explanations / justification for the same.
 - Advise and support HR in the implementation of the salary benchmarking concluded.
 - Review the remuneration policy and procedure to incorporate findings and recommendations from the salary benchmarking.
 - Develop merSETA benefits structure – outlining merSETA cost to company remuneration structure and associated benefits per occupational level aligned to policy and/ legislation/salary benchmarking findings.
 - Recommend a reward index that can help merSETA create equitable allowances for; Work, Wellness, Performance Incentives, and any other cash incentives.
 - Submit and present findings and proposed approach to union and management.
 - Training workshop for HR staff on remuneration practices.
 - Develop annual salary & benefits budgets for approval
- The benchmarking exercise will consider but not be limited to;

Salary Review

- a. The salary review to include all positions at merSETA.
- b. A review of how salaries are reviewed including cost of living adjustments and progressions.
- c. Advise on best practice / approaches to implement salary reviews and cost-of-living adjustment.

Benefits Review

- a) A review of all benefits, both monetary and non-monetary currently offered

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by merSETA.

b) The review to include consideration of other benefits not currently offered, that are provided by comparators and part of reward package.

c) A review of Performance Related incentives.

2.2 Conduct job evaluation services

- Present proposed Patterson methodology for approval
- Conduct job evaluation based on the job profiles provided by merSETA, and advice on grades and levels for management consideration and decision
- Provide the merSETA with a detailed report that sets out the methodology that was followed, the recommended grades and motivation for the recommendation for all jobs graded.
- Consider and take into account the overall organizational structure and current job framework in job evaluation.
- Consider inputs from Management and/or HR and make final submissions of the job evaluation report.
- Provide and present training on job evaluation.

The job evaluation services will include, but not be limited to the above.

3. RESPONDENTS MUST INCLUDE THE FOLLOWING:

- Evidence of at least 10 years' experience in developing, designing, and implementing remuneration practises; salary benchmarking and job evaluation.
- The consultants must have membership of South African Reward Association (SARA) and related qualification.
- The consultants must be Patterson job evaluation accredited.
- The Lead Consultant must have certificate in Global Remuneration Pay (GRP) Specialisation or equivalent certificate.
- The consultant must be a Remuneration and Employee Benefits Specialist and must have experience in the public sector.
- The consultant must have at least 5 years' experience in training on remuneration practices.
- The company/organisation must be a good standing member of South African Reward Association (SARA).
- Three (3) signed reference letters where the similar services have been rendered, clearly stating the period of the project undertaken. Letters must be on the

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company letterheads and include contact details.

- Include the proposed methodology/implementation approach of how you will conduct the scope of work.

1.3 This RFQ 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. RFQ Submission

- 2.1 Bid documents must be emailed to quotations@merseta.org.za on or before the closing date and time.
- 2.2 The merSETA will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.

3. Late submissions of the RFQ

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

4. Request for Quotation (RFQ) Rules

4.1 The following rules will apply for this Request for Quotation:

- 4.1.1 The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFQ.
- 4.1.2 The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.
- 4.1.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable).
- 4.1.4 A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.
- 4.1.5 Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

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5. Technical Specification

5.1 It is expected that the service provider, upon submission of the quotation, will fully address the technical requirements of the below specification:

6. Bid Evaluation

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

6.1.1 Evaluation Stage 1: Compliance

6.1.1.1 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.

Criteria Description	Supporting Documents
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	Signed JV Agreement SBD forms must be completed for each legal entity Consolidated B-BBEE certificate
Bidders must submit a fully complete Bidder's Disclosure form (failure to declare honestly will lead to bidder being disqualified)	Standard Bidding Document (SBD) 4 and SBD 6.1
Bidders must submit a membership certificate with the South African Reward Association (SARA)	Valid certificate SARA Certificate.

6.1.2 Evaluation Stage 2: Technical Evaluation

6.1.2.1 Bidders must meet the minimum technical specification requirements in this evaluation stage to advance to the next evaluation stage. Failure to meet the

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prescribed technical specification will automatically disqualify the bid offer from proceeding to the next evaluation stage.

Technical Specification			
No	Criteria	Description	Points
1.	CV of Team Leader – lead consultant (b) Valid Membership certificate (c) Global Remuneration Pay (GRP) Specialisation Certificate or equivalent certificate	Evidence of at least 10 years' experience in developing, designing, and implementing remuneration practises, salary benchmarking and job evaluation (Patterson) initiatives, which will include providing and presenting training on the above practices. The consultant must be a remuneration or employee benefits specialist and have experience in the public sector.	10
		The Lead consultant must be a member of South African Reward Association (SARA) and related qualification. The company/organisation must be a good standing member of South African Reward Association (SARA). Less than 10 years 'experience Non-member of SARA No Global Remuneration Pay (GRP) Specialisation Certificate or equivalent certificate	0

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2.	<p>The bidder must provide contactable letters of references (different organisations) where similar service was rendered.</p> <p>merSETA reserves the right to contact the referee.</p> <p>Appointment letters will not be regarded as reference letter.</p>	signed contactable references, on the company letterheads, where the same service has been rendered, clearly stating the period of the project undertaken.	10	
		Less than 3 relevant reference letters attached	0	
3.	Detailed proposed methodology and approach.	Fully complies - The Bidder has provided a detailed explanation of the methodology & approach. Benchmarking, best practices and associated timelines are included.	10	
		Partially complies - The Bidder has provided a partial explanation of the methodology and approach which has only partially addressed how the service will be carried out as outlined in the scope and deliverables.	5	
		Non-Compliant – The proposed explanation of the methodology and approach on how the service will be carried out as outlined in the scope and deliverables does not address the majority of the requirements.	0	
4.				
CRITERIA		WEITHING	MINIMUM THRESHOLD	
CV of lead Consultant		50%	50%	

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Three (3) Letters of Reference of similar work	20%	20%
Detailed proposed methodology and approach, as well as timeframes and a project plan	30%	10%
TOTAL	100%	80%
Any bid that fails to meet the overall minimum threshold of 80% will be disqualified for further evaluation on stage 3 (price and specific goals).		

6.1.3 Evaluation Stage 3: Preference Point System

6.1.3.1 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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7. merSETA's RIGHTS

- 7.1 The merSETA is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ 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.
- 7.2 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.
- 7.3 The merSETA reserves the right to award this bid as a whole or in part.
- 7.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.
- 7.5 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.
- 7.6 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.
- 7.7 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).
- 7.8 The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 7.9 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.

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8. UNDERTAKINGS BY THE BIDDER

- 8.1 By submitting a bid in response to the RFQ, 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.
- 8.2. 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.
- 8.3. 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 RFQ, and its acceptance shall be subject to the terms and conditions contained in this RFQ document read with the bid.
- 8.4. 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 services contemplated in this RFQ; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 8.5. 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.
- 8.6. 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.

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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			

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AUTHORISATION SIGNATORIES TO CONFIRM RFQ			
The employee signing below hereby affirms the accuracy of the information requested for the quotation.			
Supply Chain Management Representative			
Full Names	Asisipho Matomane	Date	26 June 2024
Signature			
Technical Representative			
Full Names	Warren Ndlovu	Date	26 June 2024
Signature			



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