

08 NOVEMBER 2023

**REQUEST FOR QUOTATIONS FOR
COMPETENCY ASSESSMENT**

1. Purpose

- 1.1. The RSR requires the services of a suitably qualified service provider to assist with competency assessment

2. Considerations/background

- 2.1. This serves as a request to procure services for competency assessment for the recruitment process. This is part of recruitment process in ensuring that the positions are filled with people who have appropriate relevant skills in order for smooth running of onboarding process.
- 2.2. Consistent with the approved RSR Recruitment Policy and as part of assessing the suitability of candidates, a number of batteries can be utilised which includes competency assessments administered by independent qualified service providers.
- 2.3. As competency assessment are based on job requirements and inherent behaviours that a person is expected to simulate at a specific level, it is important for the RSR to procure the services of a reputable, competent, and qualified service provider that will be able to assess the competencies of the candidates. This procurement will be an open purchase order for the specification below to be used as and when the service is required.

3. Scope of work / Specification

3.1 Specifications are as follows:

- 3.1.1 Competency Assessment for 30 candidates (combination of Executives Managers, Senior Managers and Management Level)
- 3.1.2 This Competency Assessment should be a comprehensive assessment providing in-depth data and insights to inform on the selection decisions for the suitability and fit of the candidate to join the RSR.

- 3.1.3 Such assessment must focus on the Cognitive Profile, Personality Profile, Emotional Profile, Values Profile and development areas of the recommended candidate.
- 3.1.4 The service provider should have a national footprint and be able to administer assessments to candidates in all the provinces.
- 3.1.5 The service should also be able to accommodate online processing (assessments) and face to face where applicable.

4. Completion time

- 4.1 Four (4) hours or to be determined by the structure of the assessment.

5.1 Reporting

- 5.1 Self-interpretable report with recommendations in relation to job description & role competencies within 5 working days.
- 5.2 Comprehensive report providing feedback to management and candidate.
- 5.3 Present the results to the interview panel

4. Administrative / Compliance Requirements

- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration

(NCPDSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

5. Mandatory Requirements

- 5.1 Submit 3 written reference letters demonstrating that the assessments were undertaken as per the Hogan and EQ-i2.0 assessments (Eqi, HPI, HDS, MVPI). (The letters should detail the service provided and must be on the clients company letterhead)

Failure to submit mandatory requirements will lead to disqualification.

6. Evaluation 80/20 Preference Point System

- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 6.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 6.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by person(s) with disabilities	2	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate

			<ul style="list-style-type: none"> • Valid South African Social Security Agency (SASSA) registration (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)
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6.4. **For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.**

7. Technical Enquiries

7.1. SCM: Doris Letsholo

doris.letsholo@rsr.org.za/087 284 6655

7.2. Project Manager: Cheryl Walters

cherylw@rsr.org.za/087 284 6666

8. Closing Date and Time for responses to this request for quotation

8.1. The request will be **closed on 15 November 2023 at 15h00**. Responses may be emailed to doris.letsholo@rsr.org.za