



## **SUPPLY CHAIN MANAGEMENT**

**Room K 016**

**FIRST AVE ENTRANCE**

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### **INVITATION FOR A QUOTATION**

**REFERENCE NUMBER: RFQ/030212HRMngrTraining/2024**

## **1. Background**

A request is being sought to appoint a service provider for HR Manager's trainings as part of his personal development plan.

## **2. Specifications**

### **Training Outline**

#### **2.1 Human Resources Management System Course (HR Administration)**

- Benefits administration | Centralized employee records | Learning management | Reporting and analytics| Rewards | Talent acquisition | Talent management | Time and attendance | User interface | Workforce planning.

#### **2.2 Human Resources and Labour Relations Training**

- The latest trends in the human resources field and the changing role of the human resources professional
- An overview of Labour legislation in South Africa including the Employment Equity Act, the Labour Relations Act, The BCEA, The Skills Development Act, BBBEE scorecard
- How to write job specifications and identify core competencies
- Methods of finding, selecting, and keeping the best people using behavioural description interviewing techniques
- How to make performance appraisals an effective and cooperative process
- The detailed processes involved in performance management
- Skills development and training
- The BBBEE scorecard requirements
- Discipline in the workplace
- How to chair a disciplinary hearing
- How to initiate or prosecute a disciplinary hearing



## 2.3 Balanced Scorecard Professional Certification (Performance Management)

- Articulate the six steps needed to build a scorecard system and the three steps needed to implement these systems
- Explain the evolution of measurement and strategic management systems
- Identify reasons for adopting a balanced scorecard system
- Anticipate challenges that need to be overcome
- Contrast the differences and similarities in scorecard systems for different organizations
- Utilize an organization assessment to set vision, mission, and strategy
- Define strategic themes and results
- Develop Strategic Objectives and a Strategy Map
- Define performance measures, targets, and thresholds
- Developing Initiatives and a prioritization plan
- Identify and understand the three implementation steps of Automation, Cascading and Evaluation
- Use software to communicate performance information
- Cascade the scorecard throughout the organization
- Using scorecard information to improve performance
- Overcome the challenges of integrating balanced scorecard systems with other enterprise-wide systems
- Apply the BSC to an organization's needs making it relevant to company-specific issues

### 3. Scoring Criteria

Service providers will be evaluated according to the criteria below:

CRITERIA	SUB-CRITERIA	WEIGHTING / POINTS
<b>1. Methodology</b>	Bidder must provide the training methodology.  0 methodology = 0 points 1 methodology = 20 points	<b>20</b>
<b>2. Company profile</b>	The company profile with background and history of the company in relation to the service required.  0 company profile = 0 points 1 company profile = 30 points	<b>30</b>
<b>3. References</b>	Bidder must provide three (3) contactable references detailing training provided in the past 3 three years.  Signed reference letters to be used as proof of occurrence.  0 reference letter = 10 points 1 reference letter = 10 points 2 reference letters = 20 points 3 reference letters = 30 points	<b>30</b>
<b>4. Registration and accreditation</b>	Registered with the Department of Higher Education and Training and must be accredited to offer	<b>20</b>



	registered qualifications and skills programme by the relevant Quality Councils  registration = 0 points 1 registration = 20 points	
<b>Total</b>		<b>100</b>
<b>The service provider must have scored a minimum of 70 points to be considered for further evaluation (Price and Specific Goals)</b>		
<b>N.B Failure to attach one of the above will automatically lead to a disqualification of the quotation/proposal</b>		

#### 4. Pricing

The following table must be utilised by the service provider to quote the once off training per person:

Description	Unit	Quantity	Total
Human Resources Management System Course (HR Administration)	Each	1	
Human Resources and Labour Relations Training	Each	1	
Balanced Scorecard Professional Certification (Performance Management)	Each	1	

**For any queries, please contact Supply Chain at [quotation@pacofs.co.za](mailto:quotation@pacofs.co.za) or 051 – 447-7771**

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a SARS Tax Compliance Pin and B-BBEE certificate.
2. Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.
3. Evaluation criteria 80/20 will be applicable as per Preferential Procurement Regulations 2022.
4. The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/ documentation/. The CSD report shall be used to verify claim of such points.
5. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

#### **VERY IMPORTANT NOTICE!**

1. PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.
2. PAYMENT WILL BE DONE WITHIN 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.
3. BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.
4. PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.
5. THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).
6. IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.
7. NO CESSIONS WILL BE SIGNED.
8. A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED.
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.
12. PACOFS RESERVES THE RIGHT TO AWARD OR WITHDRAW THE BID.
13. NO PREPAYMENT/UPFRONT PAYMENT WILL BE MADE BY PACOFS.
14. QUOTATIONS NOT OBTAINED THROUGH THE DEDICATED QUOTATIONS EMAIL WILL NOT BE USED TO APPOINT A SERVICE PROVIDER.



**OPENING DATE: 12 FEBRUARY 2024**  
**CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:**  
**21 FEBRUARY 2024 at 11h00**  
**Please submit quotation via E-mail to [quotation@pacofs.co.za](mailto:quotation@pacofs.co.za)**  
**No late submission will be accepted!**