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REQUEST FOR QUOTATIONS

DESCRIPTION	CONDUCT JOB EVALUATION AND REMUNERATION BENCHMARKING FOR A PERIOD OF THREE (3) YEARS	
RFQ048-2026	CLOSING DATE: 13 MARCH 2026	CLOSING TIME:15H00
ENQUIRIES MAY DIRECTED AS FOLLOWS, REGARDING		
BIDDING PROCEDURE: Mr Malwande Ntongana, tenders@ecsecc.org tenders.ecsecc@gmail.com		TECHNICAL INFO: Ms Spokazi Ludidi-Tanda Spokazi.Ludidi-Tanda@ecsecc.org tenders@ecsecc.org tenders.ecsecc@gmail.com

BIDDER'S INFORMATION					
NAME OF BIDDER					
BIDDER'S ADDRESS					
NAME OF BIDDER'S REPRESENTATIVE					
POSITION HELD IN COMPANY					
TELEPHONE NUMBER		VAT REGISTRATION NUMBER			
EMAIL ADDRESS					
COMPANY REGISTRATION NUMBER					
CSD NUMBER	MAAA	TCC COMPLIANT (TICK APPLICABLE)	YES		
			NO		
BID RESPONSE					
QUOTATION AND BID DOCUMENTS MAY BE DELIVERED ELECTRONICALLY BY EMAILING ZIP FILE OR SENDING A LINK THROUGH TO TENDERS@ECSECC.ORG AND TENDERS.ECSECC@GMAIL.COM					



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1 INTRODUCTION

- 1.1 ECSECC is a Schedule 3C public entity reporting to the OTP which was established as a multi-stakeholder Council to advise the provincial government on improving service delivery and to create a common platform for debate between the various development communities of the Eastern Cape.
- 1.2 It is a multi-stakeholder centre of excellence in strategic foresight, social collaboration and innovative solution design.
- 1.3 As a knowledge-based organization, ECSECC seeks to generate, effectively manage, and disseminate information and knowledge. Its core vision is a prosperous, productive and sustainable Eastern Cape where all people realize their potential.
- 1.4 ECSECC is located at Vincent in East London in the Eastern Cape Province only and currently has an approved staff complement of 105 personnel.

2 BACKGROUND

- 2.1 ECSECC is currently undergoing a comprehensive skills audit and organizational design exercise to align its human resource capacity with its new five-year strategic plan. A key output of this initiative is the development of new job descriptions.
- 2.2 To ensure fairness, objectivity, and internal equity, an independent third party is required to conduct this job evaluation and benchmarking exercise. In addition to the evaluation and benchmarking, the appointed service provider will also be responsible for the objective review and finalisation of the job descriptions that would have been drafted prior to the commencement of the project.
- 2.3 The services required are the independent evaluation of all newly developed job descriptions using the Paterson Grading System and a comprehensive remuneration benchmarking exercise against the relevant market. This will ensure that all roles are graded fairly and that the associated salary scales are competitive and equitable.
- 2.4 The initial project scope will cover approximately 105 job descriptions. For the remaining duration of the contract, services will be required on an ad-hoc basis for the evaluation and benchmarking of newly created positions as and when they are created up until the duration of the contract.
- 2.5 It is against this background that ECSECC is looking for an independent service provider to conduct job evaluation and remuneration for the period of 3 years.

2.6 These services are required to:

- 2.6.1 Adhere to the ECSECC Job Evaluation Policy, which mandates a review of job descriptions and evaluations every five years.
- 2.6.2 Guarantee a fair and objective grading structure across the organization using the established Paterson system.
- 2.6.3 Attract and retain talent by benchmarking salaries against comparable roles in the public entity sector, considering factors like organizational size, industry, and region.

3 SCOPE OF WORK

3.1 The prospective service provider must review and finalise job descriptions, conduct job evaluation and remuneration benchmarking with the aim of achieving the following:

- 3.1.1 The job descriptions are aligned to ECSECC's new strategy (2025-2030). The job descriptions must contain competencies, Key Result Areas (KRA's), ideal skills, and required experience to perform the relevant job.
- 3.1.2 All positions on the organogram are objectively graded using the Paterson Grading System.
- 3.1.3 The job descriptions are benchmarked against the relevant data for public entities.
- 3.1.4 The salary packages and scales for each position are benchmarked appropriately.

3.2 ECSECC solicits a prospective service provider to conduct the following:

- 3.2.1 Job Description Review and Finalisation 105 positions
 - The bidder must review and finalise the job descriptions for all positions in the new organisational structure. This includes both newly created positions and existing positions that will form part of the new structure.
- 3.2.2 Job Grading for 105 positions
 - The bidder must conduct job grading using the Paterson grading system and present grading results report to the Project Steering Committee.
- 3.2.3 Remuneration benchmarking for 105 positions
 - The bidder is required to conduct comprehensive remuneration benchmarking for all positions considering organisation structure, size industry, region and national market data.

3.3 Reporting

- The bidder must submit and present progress reports, a draft and a final report to the Project Steering Committee.

3.4 The services provider will be required to perform the above services for the duration of the contract on an ad-hoc basis for any newly created positions.

4 COMPETENCY REQUIREMENTS

4.1 The prospective service provider must provide evidence of the following requirements:

- 4.1.1 The assigned Project Leader must have at least five (5) years of experience conducting job evaluations using the Paterson Grading System.
- 4.1.2 The Project Leader must have proven experience in remuneration benchmarking, specifically with the public entities in South Africa.
- 4.1.3 The company must be accredited by the South African Rewards Association and other relevant accreditation bodies.
- 4.1.4 The prospective bidder should demonstrate a proven track record and industry recognition in job evaluation and remuneration consulting.

5 SUBMISSION OF QUOTATIONS

5.1 Bid documents may be submitted on or before the closing date and time, as follows:

- 5.1.1 Electronically by emailing a compressed zip folder to tenders@ecsecc.org and tenders.ecsecc@gmail.com quoting the reference **RFQ048-2026**.

OR

- 5.1.2 Electronically by emailing a link pointing to your cloud account for file access to tenders@ecsecc.org and tenders.ecsecc@gmail.com quoting the reference **RFQ048-2026**.

5.2 Bidding enquiries may be directed to Mr Malwande Ntongana at tenders@ecsecc.org and tenders.ecsecc@gmail.com or phone 043 701 3400.

5.3 Bidders are required to submit, **on or before 13 March 2026 at 15H00**, the following:

5.3.1 Costed proposal on the following:

- 5.3.1.1 The total estimate time to complete the assignment;
- 5.3.1.2 Project plan with timelines.
- 5.3.1.3 Ability to perform the services.
- 5.3.1.4 Total estimate price offer for the assignment.

5.3.2 Bidders must submit proof of competency for the project leader that will be dedicated to this assignment, which includes:

- 5.3.2.1 Certified proof of qualification/s.
- 5.3.2.2 Membership or accreditation to conduct job evaluation using Job Paterson grading system
- 5.3.2.3 Curriculum Vitae (CV) showing at least five (5) experience.
- 5.3.3 Completed and signed SBD Forms supplied with this bid.

6 SPECIAL CONDITIONS OF CONTRACT

Communication:	The service provider must maintain clear and consistent communication with ECSECC throughout the project. ECSECC will maintain open communication channels with the service provider to ensure everyone is informed of progress and any questions arising are addressed promptly. The meetings will be held virtually when required.
Access to information:	ECSECC Project Leader will be the key contact for information regarding this project. ECSECC Project Leader will be responsible for facilitating the meetings to engage in the report.
Decision-Making:	ECSECC will provide timely decisions on any critical aspects of the project that require our input.
Payment of invoices:	The payment of invoices shall be made within thirty (30) days of the date on which the invoice and all supporting documentation is received.
Prices:	The prices charged on the invoices shall not exceed the prices quoted and committed in the purchase order, unless prior approval by ECSECC.
Tax Compliancy:	No contract shall be concluded with any bidder whose tax matters are not in order. The bidder must ensure that their tax matters are in order throughout the contract period.
Disputes Resolution:	Should there be disagreement between the service provider and the project officials pertaining to this contract, the service provider may escalate the matter to the ECSECC CEO before engaging in the legal process. ECSECC will always attempt to address any disagreements with the service provider amicably.

7 EVALUATION CRITERIA

ECSECC has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Gate 0)	Functionality Criteria (Gate 1)	Price and Specific Goals (Gate 2)
Bidders must submit all documents as outlined in (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 80 percent to proceed to Gate 2 (Price and Specific Goals).	Bidders will be evaluated out of 100 points, as per (Table 2) , below and Gate 2 will only apply to bidders who have met and exceeded the threshold of 80 percent.

7.1 Gate 0: Prequalification

7.1.1 The bidders must return the documents listed in **Table 1**.

7.1.2 All documents must be completed and signed by the duly authorized representative of the prospective bidders.

7.1.3 During this phase Bidders' responses will be evaluated based on compliance with the listed administration, using the Central Supplier Database (CSD), and mandatory bid requirements.

7.1.4 Failure to submit any of these documents may lead your bid deemed non-responsive.

Table 1: Documents that must be submitted for Pre-qualification.

Document that must be submitted	Non-submission may result in disqualification?	
1. Tax Clearance Certificate	YES	<ul style="list-style-type: none"> a. ECSECC transacts with service providers that have a compliant tax status. b. ECSECC makes use of the CSD report to verify tax status of suppliers. Please ensure that your tax affairs are in good order with SARS. c. ECSECC does not transact with service providers that have a non-compliant tax status.
2. SBD 3.3 -Pricing Schedule	YES	Complete and sign the supplied pro forma document.
3. SBD 4 -Bidders' Disclosure	YES	Complete and sign the supplied pro forma document.
4. SBD 6.1 -Preference Points Claim Form in terms of Preferential Procurement Regulations, 2022	NO	Complete and sign the supplied pro forma document. Non-submission will lead to a zero (0) score on Specific Goals.
5. SBD 7.2 -Contract Form	NO	Complete and sign the supplied pro forma document. This will be followed up at award stage.
6. General Conditions of Contract (GCC)	NO	Complete and sign the supplied pro forma document.
7. Membership/Accreditation	YES	Submit proof of membership or accreditation with the South African Rewards Association and other relevant accreditation bodies.
8. Costed Proposal	YES	The costed proposal must include the full scope of work.

7.2 Gate 1: Functionality Criteria

Bidders must score 80 points to proceed to Gate 2

Element	Weight
Understanding of scope of work a. Proposal that demonstrates comprehension and competency to deliver on what is required including: <ul style="list-style-type: none"> - Comprehensive proposal outlining the key topics covering the scope of work and ensuring how the expected deliverables shall be met. (15 points) - Proposal must include proposed approach, process outline, project time frames and learning outcome. (15 points) - The service provider must have a dedicated project team. The team must have job evaluation and remuneration benchmarking experience. The team composition and proposed roles must be clearly outlined in the proposal. (10 points) [points based on submission of proposal for the project]	40
Firm capacity and experience a. This Reference letters from previous institutions the bidder offered the job profiling and job evaluation training to <ul style="list-style-type: none"> - Three (3) similar projects completed (30 points) - Two (2) similar projects completed (15 points) - One (1) similar project completed (05 points) [points will be based on favourable reference letters from previous and current clients confirming job evaluation remuneration benchmarking in the last five (5) years]	30
Relevant qualification of the Project Leader a. This is the person that will lead the team, scores will be allocated as follows. <ul style="list-style-type: none"> - NQF level 8 qualification or more in Human Resources Management or Human Resources Development or Industrial Psychology or Organizational Development or other HR related field (10 points) - Qualification below NQF level 8 certificate (0 points) b. The project Leader must be certified or accredited to conduct job evaluation using Job Paterson grading system. (10 points) [points will be based on submission of a. certified copies of qualification and b. valid certificate or letter from accredited body in a company letterhead of the project leader]	20
Relevant experience of the Project Leader a. 5 years' experience or more in conducting job evaluations using Paterson Grading system, remuneration benchmarking and developing remuneration scales. (10 points) [points will be based on submission of CV for of the project leader]	10
Total	100

7.3 Gate 2: Price and Specific Goals

- 7.3.1 In terms of regulation 4 of the Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:
- The bid price (maximum 80 points) and
 - Specific Goals (maximum 20 points).
- 7.3.2 The ceiling price must include the sum of the unit rates plus any other relevant expenses.
- 7.3.3 The evaluation of price and specific goals will be evaluated as outlined in **Table 2** using the ceiling price.

Table 2: Price and Specific Goals Evaluation

Element	Weight
Price	80
Specific Goals	20
Historically Disadvantaged Individuals (HDIs)	
- Enterprises owned by at least 51% black people (5 points)	
- EME or QSE or any entity owned by at least 51% women (5 points)	
- EME or QSE or any entity owned by at least 51% youth (5 points)	
- EME or QSE or any entity with at least 51% ownership by people living with disability (2 points)	
- Enterprises located and/or operating within the borders of the Eastern Cape (3 points)	
Total	100

8 TERMS AND CONDITIONS

- 8.1 The RFQ forms should **not** be retyped or redrafted, but photocopies may be prepared and used.
- 8.2 Should the RFQ forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a **blank ink**.
- 8.3 The forms documents shall be completed, signed, and submitted with the bid.
- 8.4 Failure on the part of the bidder to sign any of the forms of the RFQ documents and thus to acknowledge and accept the conditions in writing or to complete the forms of RFQ documents, questionnaires, and specifications in all respects, may invalidate the bid.
- 8.5 Where items are specified in detail, the specifications form an integral part of the RFQ document and bidders shall indicate that the items offered are compliant to the specification, by way of a global code or picture detailing the specification or any other form that enables ECSECC to validate the items offered are compliant to the specification. In cases, where items offered are not compliant to specification, bidders shall indicate the deviations from the specification.
- 8.6 In instances where the bidder is not the manufacturer of the items offered, the bidder must state the relevant manufacturer or supplier of the items offered.
- 8.7 This RFQ will be processed in accordance with the PPPFA requirements and in line with the ECSECC SCM Policy.
- 8.8 This RFQ is subject to the General Conditions of Contract (GCC) and re-issues thereof. Copies of these GCC are obtainable from ECSECC office.
- 8.9 The quotation should reach this office not later than the closing date and time above. Please indicate the estimated date of delivery, next to delivery date, above.
- 8.10 Bids received after the closing date and time (late bids) at the address indicated in the bid documents will not be accepted for consideration.
- 8.11 Prices should be in RSA currency and please indicate if VAT inclusive/exclusive. Price Offer should be valid for **90** days from the closing date of this RFQ.
- 8.12 ECSECC reserves the right to **not** award or to cancel this bid at any time and shall not be bound to accept the lowest or any bid.

- 8.13 Should the quotation be submitted with any special terms and conditions which will govern or regulate or qualify the service that you will provide to ECSECC, same should be indicated as such in your quotation.
- 8.14 ECSECC reserves the right to accept those terms and conditions as originally submitted or to amend them in order to protect the rights and interests of ECSECC or reject them.
- 8.15 Should you refuse to agree to provide the said service subject to the amendment of the special terms and conditions, ECSECC will be entitled to reject your quotation.
- 8.16 ECSECC upholds good ethical principles. Should there be any transgression of ethics, you are required to report such to the CEO of ECSECC.
- 8.17 ECSECC does not pay for goods/services **not** received.
- 8.18 Please note that ECSECC has up to 30 days to settle the account after receiving the items and invoice.

9 SERVICE LEVEL AGREEMENT

- 9.1 Upon award, ECSECC shall issue a letter of award to the successful bidder which will be followed by an authorized purchase order to show acceptance of the offer.
- 9.2 ECSECC shall share all necessary documentation for preparation of this assignment.