



REQUEST FOR QUOTATION:

Product/Service Requested: **PROVISION OF AN INTEGRATED DIGITAL / ELECTRONIC
JOB PROFILING AND TALENT MANAGEMENT SOLUTION**

Date of Issue: **26 February 2025**

Closing Date: **19 March 2025 at 14:00**

Quotation Reference Number: **RFQ325/2025**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
1	PROVISION OF AN INTEGRATED DIGITAL / ELECTRONIC JOB PROFILING AND TALENT MANAGEMENT SOLUTION	Once off implementation and training Annual Licencing	over 4 weeks	
2	LICENCING TO USE THE PLATFORM INCLUDING MAINTENANCE, TRAINING AND SUPPORT	As per licence agreements	for up to 3 years	
3	TALENT ASSESSMENT COSTS	Per unit costing	As required	
GRAND TOTAL				

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**FOR SECRETARY TO PARLIAMENT
(BUSINESS UNIT OR SCM TO SIGN HERE)**

1. GENERAL CONDITIONS

- ✓ Quotations will be evaluated on 80 /20 preference point system.
- ✓ 80 points allocated for price and 20 points allocated for HDI and RDP goals as identified in paragraph 8.6 of the Preferential Policy of Parliament
- ✓ Preference Points will be awarded to tenderers for completing column 3 and supplying the supporting documents listed in column 4 below. Refer HDI and RDP goals as mentioned in paragraph 3 below for more details.
- ✓ Refer HDI and RDP goals as mentioned in paragraph 3 below for more details.

1. Specific Goals	2. Number of Points	3. Points claimed by the Tenderer	4. Tenderers must supply the following documents when claiming preference points
HDI'S			
Black	6		Identity Document/ CSD/CK document
Women	4		Identity Document/CSD/CK document
People living with Disabilities	3		Medical Certificate/CSD
RDP GOALS			
SMME	4		Annual Turnover Confirmation from Accountant/AFS/ CSD
Youth	3		Identity Document/ CSD/CK document

- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD)
- ✓ The quotation must be emailed to zmsolo@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from to ygambeno@parliament.gov.za
- ✓ All quotations received after the closing date will not be accepted.
- ✓ Acceptance of a quotation will be subject to Parliament's own Supply Chain Management policy.
- ✓ All suppliers are required to fill in and submit the declaration of interest document.
- ✓ A current list of references where similar work was undertaken should be supplied.
- ✓ All suppliers must submit valid tax pin and all supporting documents as per the specific goals table.

2. SPECIFIC CONDITIONS

- ✓ The appointment of the supplier will not necessarily be on the basis of the lowest quote.
- ✓ Quotes should be detailed and specify the services and cost; market related prices will be negotiated with the preferred supplier.
- ✓ Parliament reserves the right not to award the contract.
- ✓ Parliament reserves the right to award this contract to one or more suppliers.
- ✓ Quotes should be on the company letterhead, indicating the VAT registration number.
- ✓ Suppliers are prohibited from using Parliament's logo on their proposal.
- ✓ The RFQ document must be completed in full, and the declaration of interest form must be filled in, signed, stamped by a Commissioner of Oaths, and returned with the quotation. Parliament reserves the right to use this declaration form for quotations submitted by supplier for a period of 3 months unless the supplier's details has changed in said period.
- ✓ Failure to submit all documents as required might result in disqualification.
- ✓ Parliament cannot award contracts to provide goods and services to a Member of Parliament, or Cabinet, A Member of a Provincial Legislature or Member of the Provincial Executive Council, a Municipal Councillor, a person in the employ of state whose participation in the procurement process for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a director or has controlling or other substantial interest.

- ✓ Parliament may request suppliers to provide additional pricing information to be utilised for comparative purposes during evaluations.
- ✓ Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the RFQ/tender to the highest scoring tenderer if such a tenderer has been awarded a tender by Parliament or has performed services for Parliament, during the last 12 months prior to the closing date of the RFQ/tender.
- ✓ Parliament reserves the right to re-appoint or extend the service of the supplier where there is a natural continuation of assignments.
- ✓ Tenderers will qualify for the preference points claimed by them, if they provide valid supporting documents to substantiate such claim, however information on CSD that Parliament considers valid will also be considered.

3. HDI GOALS

The below mentioned HDI and RDP goals will be applicable to this RFQ as identified in paragraph 8, 6 of the preferential procurement policy of Parliament.

Specific goals	Means of Verification:	Comments:
Black	Identity Document /CSD/ CK document	African, Indian, and Coloured are classified as Black
Women	Identity Document /CSD/ CK document	The 7th digit of a female's RSA ID is 0 – 4, and 5 – 9 for males
People living with Disabilities	Medical Certificate/CSD	Only a qualified medical practitioner can certify a disability.
SMME	CSD/ Annual Financial Statement or written confirmation from accountant	Annual turnover as declared on CSD or verified through annual financial statements or written confirmation from the accountant.
Youth	Identity Document /CSD/ CK document	Ages between 18 – 35

SUPPLIER INFORMATION FORM

REGISTERED NAME		
TRADING NAME (IF APPLICABLE)		
COMPANY REGISTRATION NUMBER (or ID)		
VAT REGISTRATION NUMBER		
CENTRAL SUPPLIER DATABASE NUMBER		
TAX COMPLIANCE STATUS PIN		
TAX COMPLIANCE STATUS PIN EXPIRY DATE		
INCOME TAX NUMBER		
PHYSICAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
POSTAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
CONTACT DETAILS	OFFICE	
	CELLPHONE	
	FAX	
	EMAIL	
CONTACT PERSON		
BANK DETAILS	BANK NAME	
	BRANCH CODE	
	ACCOUNT NUMBER	
	ACCOUNT NAME	

- ✓ Ihereby certify that the above information is correct and that I and other members, directors, managers, or shareholders with a controlling or other substantial interest of the entity, are not Members of Parliament or Cabinet, Members of a Provincial Legislature or a Provincial Executive Council, Municipal Councillors, persons employed by the State as their participation in Parliament's procurement process may result in a conflict of interest.
- ✓ I am also declaring that none of the entities in the company who is a director or has a controlling or substantial interest fall under the category of the person mentioned above. (Additional details to be provided should this declaration not be correct)
- ✓ I also agree that, in the event of false, incorrect, or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to recover any losses or damages sustained by Parliament under such agreement and/or restrict the supplier from further business depending on the materiality of the misrepresentation and the degree of prejudice.

Signature

Date

(Attach a bank confirmation letter or cancelled cheque to confirm bank account number)

PRODUCT OR SERVICE DESCRIPTION

PROVISION OF AN INTERGRATED DIGITAL / ELECTRONIC JOB PROFILING AND TALENT MANAGEMENT SOLUTION FOR THE PARLIAMENT OF RSA

1.1 BACKGROUND

The Parliament's Human Capital Division is seeking to modernize and integrate its Human Resource (HR) processes through a seamless, digitally enabled platform. The goal is to enhance the effectiveness of core HR functions, specifically in job design and analysis, competency profiling, talent management, and assessment processes.

We are seeking a solution that meets Parliament's needs, with a specific focus on job profile design and talent management processes and specifically the integration and alignment thereof. The platform will need to support the development of job profiles, enable competency assessments, provide insights into career pathways, and succession planning, among other key HR activities. Furthermore, it should be equipped with a built-in content library or data intelligence to enable access to global best practices and allow Parliament to configure, design and manage job profiles and talent management and assessment processes seamlessly and effectively. Currently these processes are all performed manually.

1.2 OBJECTIVE

The objective is to source quotations from suitable Service Providers that is able to deliver a solution to Parliament in line with the functional needs and requirements as outlined in the deliverables and scope of work below. The service providers must have requisite capacity to deliver on the above objective and achieve the following to be considered:

- The provision of a **content library** for the creation, design, and analysis of **job profiles**.
- Enabling the integration of talent management processes including assessments that enhance talent acquisition, development, and succession planning.
- The facilitation of **data-informed decision-making** in HR processes, including competency assessments, career pathways, and succession planning.

1.3 SCOPE OF THE REQUIRED SERVICES

1.3.1 The preferred service provider will be required to provide the service as outlined in the RFQ within a period of 4 weeks after appointment.

1.3.2 The platform should support the following core functionalities and features:

1.3.2.1. Job Profiling and Job Design

- i. **Access to Global Content and Best Practices**
 - o Provide access to global and best practice content, data, and information to support job profiling and design.
 - o The content library should offer global insights into job content, competency frameworks, and job analysis practices.
- ii. **Job Profile Creation and Configuration**
 - o Enable the creation and configuration of Parliament's own **job profiles** according to institutional requirements.

- Provide a **system-based Job Description Builder** to streamline the creation and design of job profiles.
- iii. **Content Downloading and Exporting**
 - Allow users to download job profiles and content in multiple formats (Word, Excel, PDF).
- iv. **Competency Profiling and Job Design**
 - Support the competency profiling aspect within job design and analysis, ensuring that competencies are clearly linked to job roles.
- v. **Competency-based Interview Guides**
 - Generate competency-based **interview guides** that are aligned to the designed job profiles and allow for reconfiguration to fit Parliament's talent acquisition processes.
- vi. **Comparative Market Insights**
 - Provide access to **market insights** and comparative data regarding job content, salaries, and trends.
- vii. **Job Design Monitoring and Records Management**
 - Offer tools to **track** and **monitor** job design processes, ensuring comprehensive records management and control throughout.

1.3.2.2. Talent Management

- i. **Competency-based Assessment and Development**
 - Implement **competency-based assessments** linked to Parliament's competency frameworks at various levels.
 - Use assessment data to **identify skill gaps** and areas for development to improve individual and organizational performance.
 - Provide **system-based developmental interventions** linked to the competencies assessed.
 - Offer **reporting and insights** on institutional talent trends based on assessment data.
- ii. **Career Pathways**
 - Support to enable the **construction of career pathways** (vertical and horizontal) within the organization, aligned to job families, competency frameworks, and the organizational architecture.
- iii. **Succession Planning**
 - Enable the identification of **high-potential talent groups** based on performance and potential data.
 - Facilitate the creation and maintenance of **success profiles** for succession roles/jobs.
 - Provide **readiness assessments** for employees entering new positions, along with **development plans** based on assessment and other relevant data.

1.4 DELIVERABLES:

The successful service provider will be expected to deliver the following:

- a) A fully integrated solution with the functionalities outlined in the scope of work.
- b) A robust **content library** with access to global best practices, job profiles, and competency frameworks.
- c) A **Job Description Builder** and other tools to support job profile creation and design.
- d) A **talent management solution** for assessments, career pathways, and succession planning.
- e) **Training** for HR staff on the use of the platform and its features.
- f) **Support and maintenance** services for a specified period of at least three years with the possibility to renew annual licencing and support thereafter.

2. MANDATORY REQUIREMENTS:

Description of requirement	Indicate YES/NO	Comment or reference to proposal
2.1. Service Providers must submit a company profile indicating a minimum of five (5) years of experience in Jobs Design and Talent Management.		
2.2. Service Providers must submit a list and CVs of their project team with a minimum of five (5) years individual experience in Job Design and/or Talent Management		
2.3. Service Providers must submit a proposed project plan and methodology indicating scope of work, key deliverables, resource allocation, costing, risk identification, milestones and target dates.		
2.4. The Service Providers must supply at least three (3) reference letters from clients of a similar sized organization within the last 5 years.		
2.5. Service Providers must submit a full description of the proposed solution.		
I, (name) (signature) am duly authorised by the Service Provider, and hereby confirm that I have read and completed the above mandatory requirements.		

3. EVALUATION OF QUOTATIONS

3.1 The 80/20 preference points system and functionality shall be applicable to this request, and all offers received shall be evaluated as follows:

- Functionality: 100
- Price: 80
- HDI & RDP goals: 20

3.2 The evaluation will be in three stages:

3.2.1 Firstly, the quotations will be evaluated on administrative requirements, such as submission of documents and the completion of essential parts of this document. All offers that fail to meet these requirements, as well as mandatory submission requirements on Section 2 above will be disqualified.

3.2.2 Secondly, the quotations will be evaluated on functionality evaluation criteria. In this evaluation stage, service providers are expected to obtain a minimum of 60 out of 100 points to proceed to the next evaluation stage of the

evaluation. Failure to obtain prescribed 60 points will automatically disqualify the bid offer from proceeding to the next evaluation stage. See table below.

3.2.3 Thirdly, quotations will be evaluated in terms of the 80/20 preference point system, 80 points are allocated for the cheapest price and 20 points for the specific HDI and/or RDP goals as identified in paragraph 8.6 of the Preferential Policy of Parliament.

Functionality evaluation criteria:

CRITERIA					WEIGHTS
1. Platform module specific functionality as per requirements Proposal displaying key functionalities and features of the platform and services as outlined in the requirements. (Service providers may be contacted to present a practical demonstration of the solution) Key elements of requirements: a) Job design and description builder with built in content library and the ability to export in various formats and level of detail. b) Built in universal competency framework library with intelligent capability to support the competency profiling of positions c) Competency-based interview guide reports to support talent acquisition processes d) Talent management assessment capabilities aligned to job profile requirements e) Talent management development insight capabilities to inform career pathing and succession planning processes					40
Meets 1-2 of the requirements listed above	Meets 3-4 of the requirements listed above	Meets all of the requirements above	Meets all of the requirements above and they all integrate seamlessly and align accordingly	Meets all of the requirements above, integrate seamlessly and align accordingly and offers additional benefits to Talent Management Processes not highlighted in requirements	
1	2	3	4	5	
2. Project delivery and engagement team must have at least 5-8 yrs of expertise, knowledge and understanding of Job Design and Talent Management processes from a functional HR perspective Please provide summary profiles of at least two of the project team members outlining the expertise and years of experience in job design and/or talent management processes					20
Less than 5 years experience for both team members	Less than 5 years experience for one of the team members	5-8 years of experience for each of the team members	More than 8 years of experience for at least one of the team members	More than 8 years of experience for each of the team members	
1	2	3	4	5	
3. Platform maintenance, training for users, troubleshooting and ongoing support and guidance a) Be able to maintain the platform ensuring effective maintenance and updates. b) Be able to implement the system as aligned to Parliaments needs and specifications.					20

CRITERIA					WEIGHTS
c) Be able to support the Parliament users with any challenges experienced from a user support perspective. d) Include training for HR users and a training manual					
Poor (none of the above elements)	Average (1 of the above elements)	Good (2 of the above elements)	Very Good (all of the above elements)	Excellent (all of the above and additional provided)	
1	2	3	4	5	
4. Project Plan and Methodology (milestones and timelines) Provide a clear project plan which includes the scope of work, key deliverables, resource allocation, costing, risk identification, milestones and target dates.					20
Inappropriate design methodology and project plan submitted	Provided a project schedule	Provided a methodology and project schedule with clear milestones	Provided a methodology project plan, activities, time frames and dependencies of the project	In addition to 4, identified risks, issue management and a mitigation plan	
1	2	3	4	5	
TOTAL SCORE					100
MINIMUM THRESHOLD SCORE					60

BACKGROUND AND EXPERIENCE IN THE INDUSTRY

LIST THE TWO LARGEST CONTRACTS / ASSIGNMENTS BY YOUR FIRM IN THE LAST TWO YEARS IF ANY OR LIST CONTRACTS WHICH YOUR ORGANISATION IS CURRENTLY ENGAGED IN IF ANY

WORK DESCRIPTION	YOUR CLIENT	CONTACT PERSON	CONTACT NUMBER	CONTRACT VALUE

**PROPOSED PRICING SCHEDULE
TO INCLUDE VAT**

DESCRIPTION	QUANTITY	TOTAL (VAT INCLUSIVE)
PROVISION OF AN INTEGRATED DIGITAL / ELECTRONIC JOB PROFILING AND TALENT MANAGEMENT SOLUTION		

DECLARATION OF INTEREST

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in tendering for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a director or has a controlling or other substantial interest.

2. The tenderer is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the tenderer, a Member of Parliament, or a Cabinet Member?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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(b) Are you or any person connected with the tenderer, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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(c) Are you or any person connected with the tenderer, employed by the state?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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(d) Do you, or any person connected with the tenderer, have any relationship (family, friend, other) with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this tender?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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DECLARATION

I hereby agree that, in the event of false, incorrect, or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- ✓ recover any losses or damages sustained by Parliament under such agreement.
- ✓ restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____

(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)

No Contract to provide goods or services to Parliament may be awarded to -

- A Member of Parliament or a Member of the Cabinet
- A Member of a Provincial Legislature or a Member of a Provincial Executive Council.
- A Municipal Councillor.
- A person in the employ of the State whose participation in tendering for the contract may result in a conflict of interest; or
- Any entity in which a person mentioned above is a director or has a controlling or other substantial interest.

COMMISSIONER OF OATHS STAMP