

14 September 2023

**REQUEST FOR QUOTATIONS FOR HUMAN
RESOURCE SERVICES**

1. Purpose

- 1.1. This serves as a request to procure the services of a suitably qualified and experienced Human Resources company to provide various human resources services and support to the organisation for a period of 5 months.

2. Considerations/background

- 2.1. The company should be able to provide support and service of the following various HR pillars:
- 2.2.1 Recruitment & Selection,
 - 2.2.2 Performance Management,
 - 2.2.3 Payroll,
 - 2.2.4 Talent Management inclusive of Learning and Development (training and bursary processes).
- 2.2 The company should also have the capacity and capability to develop HR policies, standard operating procedures, workshop policies and do a skills transfer to the existing HR staff
- 2.3 The support for the specification below is for a period of 5 months from September 2023 to January 2024 for a staff complement of 150 people.

3. Scope of work / Specification

Specifications are as follows:

- 1. Manage Payroll
- 2. Manage the Recruitment and Selection process

3. Manage the Performance Management process
4. Manage the Comprehensive Talent Management services
5. Provide company profile and a comprehensive proposal on how the company will assist and support the organisation with respect to the HR service they offer. This must include a detail project plan and services to be rendered.
6. Provide five (5) written reference of similar work done for state owned entities or private companies in the last 3 years.
7. The company / service to provide their years of experience, but maximum points will be awarded for experience of 15 years and above
8. The project lead should be an experienced HR Practitioner with at least 7 years senior management experience in practice as a Human Resource practitioner(attach detailed CV outlining all duties and duration in different companies) **and registration with the SABPP as a mandatory (Provide valid and certified proof) which failure to submit will result in a disqualification.**
8. Attach CV's of proposed team member/swith relevant and proven experience in the respective HR functions (pillars) the brief and assignment.

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
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

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. Functionality Evaluation Criteria – N/A

- 5.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

NO	CRITERIA	POINTS
1	Company experience Provide the company profile including the establishment of the company. Above 15 years = 30 points From 9 to 15 years = 20 points From 5 to 8 years = 15 points From 1 to 4 years = 10 points less than 1year = 0 points	30
2	Reference Letters Provide written reference of Human Resource work done in any Public and Private companies in the last 3 years (this must detail the various HR pillars) 5 letters = 20 4 letters =16 3 letters =12 2 letters=8 1 letter =4	20

3	CV of proposed team member CV of lead with relevant experience as a HR Practitioner. Proof of registration with SABPP is mandatory (failure to submit will lead to disqualification) Above 15 years = 25 points From 13 to 15 years = 20 points From 10 to 13 years = 15 points From 7 to 9 years = 10 points Less than 7 years = 0 points	25
	CV's of proposed team members (Each key personnel will be scored individually on the full points of 25 and the points for evaluation purposes will be considered as average points of the 4 key personnel , as per the pillars. CVs of team members aligned to the project with relevant experience in the specification listed above. Above 15 years = 25 points From 13 to 15 years = 20 points From 10 to 13 years = 15 points From 7 to 9 years = 10 points Less than 7 years = 0 points	

Service Providers must attain a minimum threshold of 70 points or more to be considered for evaluation on price and specific goals

Failure to attain the set minimum threshold will result in a 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	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE 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	5	• Copy of the identity document of the owner(s)

	Qualifying Small Enterprise (QSE) which is at least 51% owned by black women		• 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	• 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	2	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)

	<i>by person(s) with disabilities</i>	• Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration • 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

Lesego Dire

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7.2. Project Manager

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

- 8.1. The request will be **closed on the 21 September 2023 at 15h00 pm**. Responses may be emailed to lesegod@rsr.org.za