



RFQ NUMBER	SACHR2024-001
RFQ DESCRIPTION	Appointment of a suitably qualified accredited workplace mediator for dispute resolution at the workplace.
RFQ ISSUE DATE	17 May 2024
BRIEFING SESSION	None
CLOSING DATE & TIME	24 May 2024 at 11h00AM
SUBMISSIONS	ALL SUBMISSIONS SHOULD BE EMAILED TO: bongeka.mojafi@sacnasp.org.za SUBJECT: Appointment of a suitably qualified accredited workplace mediator for dispute resolution at the workplace

1. PURPOSE

The South African Council for Natural Scientific Professions (SACNASP) is urgently looking for proposals from qualified accredited workplace mediator to effectively facilitate discussions, mediate disputes, and implement strategies for conflict resolution with the goal of resolving the matter.

2. BACKGROUND

SACNASP is the registration and regulation authority for natural science professionals in South Africa. SACNASP was established in 1982 through the Natural Scientists Act (No. 55 of 1982), which has subsequently evolved into the directives of the Natural Scientific Professions Act (No. 27 of 2003) (NSP Act). The Council is mandated as the Accounting Authority to implement the provisions of the NSP Act, under the oversight of its Executive Authority, the Minister of Science and Innovation (now the Minister of Higher Education, Science and Innovation).

The matter involves two (2) senior staff members that require internal and amicable resolution process to be conducted by an external and accredited workplace mediator.

3. SCOPE OF WORK

The appointed service provider shall undertake the following tasks:

- Facilitate joint sessions where both parties can communicate their grievances, concerns, and proposed solutions in a structured and respectful manner.
- Conduct mediation sessions in a neutral and confidential environment.
- Facilitate open and constructive dialogue between conflicting parties.
- Encourage active listening and mutual understanding.
- Help parties identify underlying issues and interests.
- Generate and evaluate potential solutions.

4. DELIVERABLES

The service provider shall deliver the following:

- Conduct a comprehensive review of the conflict provided by SACNASP including all relevant documentation and evidence.
- Conduct mediation sessions to resolve workplace conflicts in accordance with labour laws and regulations.
- Facilitate constructive communication and negotiation between parties involved in the conflict.
- Provide impartial and unbiased mediation services to ensure fair and equitable resolution outcomes.
- Maintain confidentiality and privacy throughout the mediation process.
- Compile mediation agreements, if applicable, outlining terms and conditions agreed upon by the involved parties.
- Confirm the mediator's adherence to relevant professional body.
- Provide necessary administrative support throughout the engagement process which includes preparations, meeting with the concerned individuals.
- Progress reports during the mediation process, highlighting key milestones and outcomes achieved.
- Provide detailed close-out report.

5. REQUIREMENTS FOR RFQ

4.1. STAGE 1: MANDATORY REQUIREMENTS

Service Providers should submit the following documents:

- i. Proof of registration on the Centralised Supplier Database held by the National Treasury.
- ii. An original SARS tax clearance certificate.
- iii. An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths about the B-BBEE status.
- iv. Standard Bidding Document (SBD) 4 – Declaration of interest.
- v. SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017.
- vi. SBD 8 – Declaration of bidder's past supply chain management practices.
- vii. SBD 9 – Certificate of independent bid determination.

viii. Quotations must reflect the cost breakdown where applicable. Prices quoted must be inclusive of VAT.

Service providers who do not fulfil all the requirements or do not submit the required documents will be disqualified.

5.1.1 STAGE 2: FUNCTIONALITY ASSESSMENT

All submissions will be assessed as per the following criteria submissions achieving 70% or more (60 points) will be assessed in stage 3.

Criteria	Details	Score
•Accreditation and experience in workplace mediation and track record of successful mediations in similar contexts	Project plans and outcome reports of previous similar mediations 5 reports = 25 3-4 reports = 15 1-3 reports = 10 < 1 report = 0	
• Qualifications and experience of the mediator. Demonstrated expertise in South African law, particularly in the area relevant to the workplace conflict resolution.	Qualifications and experience of selected mediator. Relevant documentation verifying the credentials and workplace mediation experience of the appointed mediator. More than 5-years' experience in workplace conflict resolution in particular on workplace mediation = 25 Relevant documents verifying credentials at least 5-years' experience in conflict resolution in accordance with workplace mediation = 15 No relevant qualifications and experience in conflict resolution = 0	
•Reference letters from previous clients. These letters must be signed and the referee contactable.	5 – 8 reference letters = 25 3-4 reference letters = 15 1-3 reference total = 10 0 reference letters = 0	
Certificates of membership of professional body	Relevant certificates = 10 No relevant certificates =0	
Total possible score		85

5.2 STAGE 3: EVALUATION CRITERIA

Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2017 Regulations.

Table 1. Price and B-BBEE

Criteria	Sub-criteria	Weighting/points
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
Total		100

6. PRICING

The clarity and reasonableness of the pricing structure, including hourly rates, estimated hours, and any additional costs or expenses.

7. SUBMISSION OF QUOTATIONS

All technical enquiries should be sent in writing, to the specified person below:

Contact Person : Ms Bongeka Mojafi
Designation : HR Manager
E-mail : bongeka.mojafi@sacnasp.org.za

All submissions should be sent to bongeka.mojafi@sacnasp.org.za

All submissions should be in PDF format if more than one PDF is required, please label each PDF accurately for ease of assessment.

The closing date for the submission of quotations is **24 May 2024 at 11:00 AM**. No late bids will be considered. Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and in the correct time. **The time stamp on the email address will be used to ensure that the submission was delivered on time.**