



the dtic

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

## THE TERMS OF REFERENCE

*To request for proposal for the service provider to conduct to job analysis and evaluation for the posts/jobs in **the dtic** to determine the salary levels of the existing, newly created and posts/jobs identified as critical vacant posts to be filled on the approved structure of **the dtic** as and when required for a period of two (2) years*

### Table of Contents

1.	PURPOSE .....	2
2.	BACKGROUND .....	2
4.	SCOPE OF WORK .....	3
5.	QUALIFICATIONS and EXPERIENCE .....	4
8.	DUE DILIGENCE .....	6
9.	SPECIAL CONDITIONS .....	6
10.	PRICE .....	9
11.	the dtic OBLIGATIONS .....	10
12.	SERVICE PROVIDER'S OBLIGATION .....	10
13.	BID EVALUATION CRITERIA .....	11
14.	CONTRACTUAL PERIOD .....	13
15.	SUBMISSION OF DOCUMENTS .....	14
16.	CONTACT DETAILS .....	14

## **REQUEST FOR PROPOSALS:**

The Department of Trade, Industry and Competition (**the dtic**) invites interested service providers to submit proposals to conduct job analysis and evaluation for the posts/jobs in **the dtic** to determine the salary levels of the existing, newly created and posts/jobs identified as critical vacant posts to be filled on the approved structure of **the dtic** as and when required for a period of two (2) years

**NOTE:** Should a vendor have reason to believe that the specification / Terms of Reference (ToR) is not open to promote competition or that it is written based on a particular brand/product/entity; the vendor shall notify the Bid Office of **the dtic** within ten (10) calendar days after publication of the bid.

### **1. PURPOSE**

- 1.1 The purpose of the project is to obtain proposals from service providers who are competent and able to conduct job analysis and evaluation for the posts/jobs in **the dtic** to determine the salary levels of the existing, newly created, and posts/jobs identified as critical vacant posts to be filled on the approved structure of **the dtic**.

### **2. BACKGROUND**

- 2.1 The Directorate: Organisational Development and Transformation within the Chief Directorate: Human Resources Management and Development (HRM&D) of **the dtic** is responsible for among other services conducting works-study Investigation/Organisational Design and Job Analysis in **the dtic**.
- 2.2 All of the identified critical vacant posts have to be subject to the job evaluation process before they are advertised and be consulted with the Minister for Public Service and Administration (**the mpsa**).
- 2.3 The Public Service Regulations, 2016, Chapter 4, Part 1, Section 39 determines as follows:
  - 2.3.1 for each post or group of posts, an executive authority shall establish a job description and job title that indicate, with appropriate emphasis on service delivery:
    - 2.3.1.1 the main objectives, activities, and functions of the post or posts in question; and
    - 2.3.1.2 the inherent requirements of the job.

- 2.3.2 at least once every 60 calendar months, an Executive Authority shall review job descriptions and titles and, where necessary, redefine them to ensure that they remain appropriate and accurate.
- 2.3.3 to assist an Executive Authority in designing a job and career path linked to a salary scale, the Minister (**the mpsa**) shall determine:
- 2.3.3.1 A system of remuneration for an occupational category, for which an Occupational Specific Dispensation (OSD) has not been determined; and
- 2.3.3.2 An occupational classification system.
- 2.4 In terms of the amended 2015 Directive on changes to the organisational structures by the departments dated 13 September 2016, Paragraph 9 (9.2) in line with the above provision, the Executive Authority shall consult with **the mpsa** on all changes to the organisational structure affecting all unit or posts from salary level 9 to 16, concerning the creation of units and posts and functional reorganisation within the key programmes.

### 3. THE CORE OBJECTIVE

- a) Conduct to job analysis and job evaluation for the posts/jobs in **the dtic** to determine the salary levels of the existing/newly created and posts/jobs identified as critical to be filled on the approved structure of **the dtic** as and when required.
- b) Conduct job evaluation interviews.
- c) Capture job information on the Compensate Evaluate System.
- d) Present jobs/posts to the Job Evaluation Panel.
- e) Prepare and submit a detailed report on the findings, challenges, and recommendations for implementation purposes.

### 4. SCOPE OF WORK

- 4.1. The Service Provider undertake to achieve the following deliverables as per the ToR and Service Provider's proposal:
- 4.1.1 embark on the job evaluation process on all of the identified posts/jobs to be evaluated as and when required;
- 4.1.2 consult with the relevant line manager to conduct job evaluation interviews, ensure that job descriptions are updated if necessary and capture the information regarding the changes on the Compensate Evaluate System;

- 4.1.3 conduct job evaluation interviews with the line managers and incumbent and complete the Job Evaluation Questionnaire;
- 4.1.4 capture information from the interviews on Job Descriptions template and update existing job descriptions where necessary;
- 4.1.5 facilitate the process of signing-off Job Descriptions for each post where job descriptions were revised;
- 4.1.6 conduct analysis of job information;
- 4.1.7 conduct benchmarks with other organisations where necessary and report on the findings;
- 4.1.8 capture jobs on the Compensate Evaluate System;
- 4.1.9 quality assure and prepare the job evaluation packs and relevant documents for the Job Evaluation Panel;
- 4.1.10 present posts for moderation to **the dtic** Job Evaluation Panel; and
- 4.1.11 prepare quarterly reports as well as a close out report at the end of the contract period of two (2) years to submit to the Director: Organisational Development and Transformation and/or Chief Director: Human Resources Management and Development.

## 5. QUALIFICATIONS AND EXPERIENCE

- 5.1 The **bidder** must submit evidence of meeting the following requirements:
  - 5.1.1 a minimum of five (5) years experience conducting organisational design and conducting independent workstudy investigations and job analysis and evaluation in the Public Service.
- 5.2 The bidder must provide a **project leader** who will quality assure the work of the specialists. The project leader must meet the following requirements:
  - 5.2.1 a NQF7 qualification in Public Administration / Human Resources Management / Business Administration / Organisational Development / Management Services;
  - 5.2.2 a certificate in Work Study Investigations / Job Analysis and evaluation / Productivity Measurement; and
  - 5.2.3 a minimum of ten (10) years' experience conducting organisational design and conducting independent work-study investigations and job analysis and evaluation in the Public Service.
- 5.3 The bidder must submit a minimum of five (5) proposed **specialists** that must comply with the following requirements:
  - 5.3.1 a NQF 6 qualification in Public Administration / Human Resources Management / Business Administration / Organisational Development / Management Services;

- 5.3.2 a certificate in Work Study Investigations / Job Analysis and evaluation / Productivity Measurement; and
- 5.3.3 a minimum of five (5) years' experience conducting organisational design and conducting independent work-study investigations and job analysis and evaluation in the Public Service.
- 5.4 The bidder must submit proof of delivering similar projects from previous clients i.e. three (3) reference letters with contact details from clients where similar work was completed. Reference must include the scope of services rendered.
- 5.5 Prospective service providers must submit:
  - a) a company profile;
  - b) a project leader as per the requirements in paragraph 5.2 above
  - c) a minimum of five (5) Specialists as per the requirements in paragraph 5.3 above;
  - d) ID copies of proposed specialists;
  - e) proposed CVs detailing the number of years of experience in conducting job analysis and work-study investigation/job analysis and job evaluation in the public service; and
  - f) copies of qualifications.

## 6. DELIVERABLES

- 6.1. The Service Provider undertakes to achieve the following deliverables as per the ToR and Service Provider's proposal:
  - 6.1.1 embark on the job analysis and evaluation process on all of the identified posts/jobs to be evaluated as and when required;
  - 6.1.2 consult with the relevant line manager to conduct job evaluation interviews, ensure that job descriptions are updated if necessary and capture the information regarding the changes on the Compensate Evaluate System;
  - 6.1.3 conduct job evaluation interviews with the line managers and incumbent and complete the Job Evaluation Questionnaire;
  - 6.1.4 capture information from the interviews on Job Descriptions template and update existing job descriptions where necessary;
  - 6.1.5 facilitate the process of signing-off Job Descriptions for each post where job descriptions were revised;
  - 6.1.6 conduct analysis of job information;
  - 6.1.7 conduct benchmarks with other organisations where necessary and report on the findings;
  - 6.1.8 capture jobs on the Compensate Evaluate System
  - 6.1.9 quality assure and prepare the job evaluation packs and relevant documents for the Job Evaluation Panel;
  - 6.1.10 present posts for moderation to **the dtic** Job Evaluation Panel; and

- 6.1.11 prepare quarterly reports as well as a close out report at the end of the contract period of two (2) years to submit to the Director: Organisational Development and Transformation and/or Chief Director: Human Resources Management and Development.

## **7. SKILLS TRANSFER**

- 7.1 The service provider should provide a plan on how they will impart knowledge and skills to **the dtic** officials in the Directorate: Organisational Development and Transformation on how to conduct job analysis going forward in **the dtic**. The service provider should quantify the skills to be transferred, the duration, and how this will be measured.

## **8. DUE DILIGENCE**

- 8.1 The bidder must have current technical and logistical capacity to perform the work required. **the dtic** reserves the right to perform due diligence on facilities, resources, and capacity of a bidder before the appointment of a service provider.

## **9. SPECIAL CONDITIONS**

- 9.1 A Service Level Agreement must be signed with the successful bidder before work commences. A contractual relationship will only commence once the Service Level Agreement is signed by both parties;
- 9.2 Proposed key staff members must participate actively and be available to perform services following the contract. In instances where a proposed key staff member is not available to perform services at a specific period in time, the bidder will be responsible to provide a replacement with similar qualifications and experience to guarantee the same standard of work to **the dtic**. Each team member's role must be clearly outlined in the project plan.
- 9.3 A project plan detailing the tasks, activities, and target dates for the work to be undertaken should be submitted to **the dtic** within 10 working days after the appointment of the successful Service Provider. Each team member's role must be clearly outlined in the project plan;
- 9.4 As previously indicated **the dtic** reserves the right to vet all qualifications and other documentation provided by bidders to prove relevant qualifications, experience, and expertise before the appointment of a Service Provider;
- 9.5 Copyright and intellectual property rights to all documentation, reports, etc. that emanate from this assignment will vest with **the dtic**.
- 9.6 This bid and all contracts emanating therefrom will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Special Conditions of Contract are

supplementary to that of the General Conditions of Contract. Not all bids will contain special conditions of the contract. Where, however, the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

- 9.7 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where possible, be returned unopened to the bidder.
- 9.8 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.
- 9.9 The State reserves the right to conduct supplier due diligence before the final award or at any time during the contract period. This may include site visits.
- 9.10 The Bid Office Officials of **the dtic** may communicate with bidders where clarity is sought after the closing date of the bid and before the award of the contract, or to extend the validity period of the bid, if necessary.
- 9.11 All communication between the bidder and the Bid Office Officials of **the dtic** must be done in writing.
- 9.12 Bidders must ensure that they are registered on the Central Supplier Database of the National Treasury as this is compulsory with effect of 1 April 2016 for bidders to be considered for bids.
- 9.13 Bidders must ensure that their tax matters are in order in line with the Preferential Procurement Policy Framework Act and the Treasury Regulations.
- 9.14 Bidders' whose tax matters are not declared to be in order will be disqualified.
- 9.15 Bidders' attention is drawn to the tax requirements stated on the SBD 1 form.
- 9.16 Where applicable acceptance of a bid will be subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET (whichever one is stipulated in the relevant specification / ToR). Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require." (Minimum Information Security Standards. Chapter 5).
- 9.17 The points scored for functionality, price, and B-BBEE points will be rounded off to the nearest 2 decimals as determined in the PP Regulations of 2022.
- 9.18 In cases where the tender invitation is subject to a pre-qualification requirement based on sub-contracting, then it is the responsibility of the tenderer to select competent sub-contractors that meet all the requirements of the tender to ensure that the bidder tender is

not jeopardized by the subcontractor during evaluation. Bidders are responsible for all due diligence on their subcontractors.

- 9.19 In cases where the above market-related prices are quoted the right is reserved to negotiate with the three preferred bidders (the three highest on final points for price and B-BBEE).
- 9.20 Bidders are to take note that the award of the tender may be subject to price negotiation with the preferred bidder.
- 9.21 This bid is subject to the PP Regulations of 2022.
- 9.22 A trust, consortium, or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 9.23 A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE scorecard as if it were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 9.24 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **the dtic** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- 9.25 The joint venture and/or consortium agreements must set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters of the joint venture and/or consortium arrangement.
- 9.26 Regulation 13 (c) of the Public Service Regulations 2016 determines that an employee shall not conduct business with an organ of state or be a director of a public or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act. **As this regulation prohibits public service employees from conducting business with an organ of state; either in a personal capacity or as a director of a private or public company, non-compliance with this regulation will lead to automatic disqualification of a bid. the dtic** reserves the right:
- 9.27 To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).
- 9.28 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 9.29 To accept part of a tender rather than the whole tender.



- 9.30 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 9.31 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 9.32 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 9.33 Award to multiple bidders based either on size or geographic considerations.
- 9.34 Bidders will be allowed to submit queries or request clarification up to one week prior to the closing date of this bid. Thereafter no queries / clarification requests will be responded to.
- 9.35 Bidder may be requested to serve as a witness where requested by either party that participated in the investigation.

## **10. PRICE**

- 10.1 The bid price must represent the total cost of the project which will be payable by **the dtic** to the appointed Service Provider upon satisfactory work delivery, in accordance with an agreed payment schedule which must be linked to set deliverables. The payment schedule will be stipulated in the SLA.
- 10.2 Bid prices are required in the form of hourly rates. The bid price must represent hourly rates of the project leader and key team members allocated to **the dtic**. Three fixed hourly rates, one for each year of the contract period, for each key team member and the project leader is required. Payment based on hourly rates will be payable by **the dtic** to the successful Service Provider upon satisfactory work delivery, in accordance with an agreed payment schedule which will be linked to set deliverables. Please see the attached SBD 3.3 on how pricing must be quoted. The average hourly rate will be used for price comparison purposes in the 80/20 point system.
- 10.3 The bid price must be inclusive of VAT and quoted in RSA currency.
- 10.4 In accordance with National Treasury Instruction No. 03 of 2017/2018 on Cost Containment Measures, rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the following guidelines:
- 10.5 The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or
- 10.6 Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant. The rates as determined in the “guidelines for fees”, in accordance with

the Board of Healthcare Funders of South Africa (BHF) approved rates, and the successful service provider is required to invoice the dtic, on a monthly basis.

## **11. THE DTIC OBLIGATIONS**

- 11.1 **the dtic** Project Manager will serve as the contact person on all matters relating to the project.
- 11.2 **the dtic** Project Manager will review, evaluate and approve the services provided by the Service Provider against the Service Level Agreement on an ongoing basis and prior to payment is made.
- 11.3 **the dtic** will supply all reasonable, relevant, available data and information required and requested by the Service Provider for the proper execution of the services and such assistance as shall reasonably be required by Service Provider in carrying out their duties under this contract.
- 11.4 **the dtic** Project Manager will be responsible for the following arrangements:
  - (a) Create awareness of the intervention and the services;
  - (b) Report and monitor project progress.

## **12. SERVICE PROVIDER'S OBLIGATION**

- 12.1 The Service Provider undertakes to act as an independent contractor in respect of the work;
- 12.2 To work closely with the Project Manager responsible for the project in **the dtic**;
- 12.3 Attend meetings when required by the Project Manager for the purposes of obtaining information or advice with regard to the work and assignments or any matters arising from or in connection therewith;
- 12.4 The Service Provider will be responsible for its own computers and technical literature to adequately perform all the functions;
- 12.5 The Service Provider must exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligation in accordance with professional standards;
- 12.6 The Service Provider must in all professional matters act as a faithful advisor to **the dtic** as well as respecting the laws and customs of any country and provinces in which any business in relation to the project is conducted;
- 12.7 All information availed to the Service Provider in the course of the project must be deemed confidential and will remain the property of **the dtic**;
- 12.8 The Service Provider will be required to sign a confidentiality declaration form, undertaking to keep all the information at his/her disposal as a result of being awarded the contract by **the dtic** strictly confidential;

- 12.9 The Service Provider must not disseminate any information gathered during the conduct of the project, publicize or release media statements in relation to the assignment;
- 12.10 Any information gathered during the conduct of the assignment is the property of **the dtic** and may not be distributed without prior written approval of **the dtic**;
- 12.11 The Service Provider will be deemed to have been satisfied as to the correctness and sufficiency of the rates and prices set out in their bid for the services to be rendered; and
- 12.12 The Service Provider must plan and provide for all possible risks that may affect the delivery of the project on time and indicate what mechanisms are in place to manage such risks.

### 13. BID EVALUATION CRITERIA

- 13.1 The 80/20 principle and **two envelope / email system** will apply in evaluating the proposals in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and its accompanying Preferential Procurement Regulations, 2022 that came into effect on 16 January 2023.

#### 13.2 Two envelope / email system

13.2.1 The two-folder system is based on the submission of the functional and financial proposals in two separate folders / emails. No financial information may be contained in the functional folder / emails as this will lead to automatic disqualification. Submission must be done as follows

#### 13.3 Functional proposal:

The functional/technical proposal folder/file/ email should **only** contain the functional/technical proposal, but **NO** financial information. **Financial information in a functional proposal will lead to automatic disqualification of that specific proposal.**

13.3.1 The financial proposal, SBD 1, 4, 3.3 and 6.1 forms as well as original / original /emails certified copy of the BBBEE certificate or Affidavit must be submitted in a **SEPARATE** folder / file / emails.

#### 13.4 Financial proposal:

13.4.1 The financial proposal (quotation and completed RFQ form) and SBD 3.3 pricing schedule must be submitted in a **SEPARATE** sealed envelope / email with the name of the bidder, closing date and time and the bid number clearly indicated on the envelope / file.

13.4.2 All proposals will be evaluated in terms of the two phase process once the pre-qualifying of bids received is done. All bid proposals received are subject to a pre-qualification process to

determine compliance with compulsory requirements / conditions. All bids that pass the pre-qualification process will then be evaluated as follows:

**13.4.3 First phase: Functional evaluation.** This evaluation is based on the functional proposal submitted in envelope / email one (functional envelope). For this phase the service provider will be evaluated on whether they comply or not. Complying service providers will be considered for the second phase of price evaluation.

**13.4.4 Second phase: Price and the dtic specific goals.** All Bids that complied in the first phase will be considered for the second phase where points will be calculated for price and **the dtic** specific goals in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and its accompanying Preferential Procurement Regulations, 2022.

### Key scores

Score	Description
Compliant	Fully complies with the set minimum requirements
Non-compliant	Reasonable but not sufficient to fully satisfy the set requirements

## PHASE 1: FUNCTIONAL EVALUATION

No.	Criteria	Comply	Do not comply
<b>1.</b>	Bidders experience in conducting independent workstudy investigations and job analysis and evaluation		
1.1	A minimum of five (5) years of experience conducting organisational design and conducting independent workstudy investigations and job analysis and evaluation in the Public Service		
<b>2.</b>	<b>Project leader</b>		
2.1	A NQF7 qualification in Public Administration / Human Resources Management / Business Administration / Organisational Development / Management Services		
2.2	A certificate in Work Study Investigations / Job Analysis and evaluation / Productivity Measurement		
2.3	A minimum of ten (10) years' experience conducting organisational design and conducting independent		

No.	Criteria	Comply	Do not comply
	work-study investigations and job analysis and evaluation in the Public Service		
3.	A minimum of five (5) Specialists conducting independent workstudy investigations and job analysis and evaluation.		
3.1	A NQF6 qualification in Public Administration / Human Resources Management / Business Administration / Organisational Development / Management Services		
3.2	A certificate in Work Study Investigations / Job Analysis and Evaluation / Productivity Measurement		
3.3	A minimum of five (5) years of experience conducting organisational design and conducting independent workstudy investigations and job analysis and evaluation in the Public Service		
4.	Proof of delivering similar projects from previous clients i.e. three (3) reference letters with contact details from clients where similar work was completed. Reference must include the scope of services rendered		

## PHASE 2: PRICE AND PREFERENCE POINTS

	<b><u>80/20 PRINCIPLE</u></b>	<b>POINTS</b>
1	<b><u>Price</u></b>	<b>80</b>
2	<b><u>the dtic specific goals</u></b> <ol style="list-style-type: none"> <li>1. Historically disadvantaged individuals (2)</li> <li>2. Local procurement (6)</li> <li>3. SME (2)</li> <li>4. B-BBEE (10)</li> </ol> <b>NB: Please complete SBD 6.1 and attach the required evidence to claim these points</b>	<b>20</b>
	<b>MAXIMUM POINTS</b>	<b>100</b>

## 14. CONTRACTUAL PERIOD

- 14.1 The contract period for two (2) years. The commencement and end date will be specified in the Service Level Agreement.

## 15. SUBMISSION OF DOCUMENTS

Please submit all Functionality documents to:

**Mr N Gavhi**

The Department of Trade, Industry and Competition (**the dtic**)

Email: [NGavhi@thedtic.gov.za](mailto:NGavhi@thedtic.gov.za)

Please submit Financial Proposals to

K Mokoena

The Department of Trade, Industry and Competition (**the dtic**)

Email: [Kmokoena@thedtic.gov.za](mailto:Kmokoena@thedtic.gov.za)

## 16. CONTACT DETAILS

Please direct all **technical / terms of reference/specification** questions to:

**Mr N Gavhi**

The Department of Trade, Industry and Competition (**the dtic**)

Email: [NGavhi@thedtic.gov.za](mailto:NGavhi@thedtic.gov.za)

Tel: 012 394 4518

Please direct all **bid-related** questions to:

**Mr. K Mokoena**

The Department of Trade, Industry and Competition (**the dtic**): **Bid Office**

Email: [Kmokoena@thedtic.gov.za](mailto:Kmokoena@thedtic.gov.za)

Tel: 012 394 5718

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION)</b>							
BID NUMBER: <b>UBE/OD&amp;T/2025</b>		CLOSING DATE: 20 APRIL 2025			CLOSING TIME: MIDNIGHT		
Invitation of bidders <b>to conduct a job analysis and evaluation for the posts/jobs in the dtic to determine the salary levels of the existing, newly created and posts/jobs identified as critical vacant posts to be filled on the approved structure of the dtic as and when required for a period of two (2) years</b>							
DESCRIPTION							
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>							
Service providers must submit their functional/technical proposal folder / file via email to <a href="mailto:NGavhi@thedtic.gov.za">NGavhi@thedtic.gov.za</a> The functional/technical proposal folder / file should only contain the functional/technical proposal, but NO financial information. Financial information in a functional proposal will lead to automatic disqualification of that specific proposal. The financial proposal, SBD 1, 4, 3.3 and 6.1 forms as well as original / original certified copy of the BBBEE certificate or Affidavit must be submitted in a SEPARATE folder / file via email to <a href="mailto:Kmokoena@thedtic.gov.za">Kmokoena@thedtic.gov.za</a>							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>							
CONTACT PERSON				CONTACT PERSON			
TELEPHONE NUMBER				TELEPHONE NUMBER			
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS				E-MAIL ADDRESS			
<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>							
<b>SUPPLIER INFORMATION</b>							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER		CODE		NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER		CODE		NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?						<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?						<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?						<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**



## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: ..... RFQ NO. JBE/OD&T/2025

CLOSING TIME **MIDNIGHT**

CLOSING DATE: **20 April 2025**

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF RFQ.

**NB! PLEASE TAKE NOTE THAT PRICING/FINANCIALS MUST NOT BE IN THE FUNCTIONAL PROPOSAL FOLDER/FILE/ EMAIL. FINANCIAL INFORMATION MUST ONLY BE SUBMITTED IN THE FINANCIAL PROPOSAL FOLDER/FILE/EMAIL, WHICH MUST BE SUBMITTED IN A SEPARATE FOLDER/FILE/EMAIL. FAILURE TO COMPLY HEREWITH WILL LEAD TO AUTOMATIC DISQUALIFICATION.**

ITEM NO INCLUDED)	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES
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**REQUEST FOR PROPOSALS**

**Invitation of bidders *to conduct a job analysis and evaluation for the posts/jobs in the dtic to determine the salary levels of the existing, newly created and posts/jobs identified as critical vacant posts to be filled on the approved structure of the dtic as and when required for a period of two (2) years***

Prices must be quoted in RSA currency and include VAT.

1. Travel and accommodation costs which will be paid in line with National Treasury prescripts as and when required.

2. KEY STAFF AND POSITION Hourly rates

\_\_\_\_\_ R \_\_\_\_\_/hour

\_\_\_\_\_ R \_\_\_\_\_/hour

\_\_\_\_\_ R \_\_\_\_\_/hour

3. Period required for commencement with project after acceptance of bid: \_\_\_\_\_

4. Is the hourly rate quoted **fixed** for the full period of the contract? **YES / NO (delete the one that is not applicable)**

5. \*\*\*\*Compliance with National Treasury Instruction on Cost Containment:

7.1 Air Travel will be restricted at Economy Class.

7.2 Claims for kilometers may not exceed the rates approved by the Automobile Association of South Africa / the monthly rates published by the Department of Transport.

7.3 Accommodation – R1350 per night, per person, including breakfast, dinner and parking (or as amended by National Treasury).

7.4 Parking expenses will not be for the dtic's account.

7.5 Travelling costs and time spent or incurred between the home and office of the consultants, including their staff and the dtic head office will not be for the account of the dtic.

7.6 Travel and accommodation requirements must be pre-approved by the Chief Director HR & LC of the dtic.

*\*\*\* all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies. \*\*\*\*Expenses*

**BIDDERS WHO SUBMIT FINANCIAL PROPOSALS BASED ON NON-FIRM PRICES WILL AUTOMATICALLY BE DISQUALIFIED**

## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### **2. Bidder's declaration**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

**SBD4**

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, (name and surname) ..... the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total Points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender



### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (90/10 system) (To be completed by the organ of state)</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (90/10 system) (To be completed by the tenderer)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
<b>HDI (Race / Women/ People with disability )</b>		<b>2</b>		
<b>Local Procurement</b>		<b>6</b>		
<b>SMME's</b>		<b>2</b>		
<b>B-BBEE</b>		<b>10</b>		

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....