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REQUEST FOR QUOTATIONS

DESCRIPTION	PROVISION OF TRAINING ON JOB PROFILING AND JOB EVALUATION	
RFQ018R-2024	CLOSING DATE: 16 FEBRUARY 2024	CLOSING TIME:15H00
ENQUIRIES MAY DIRECTED AS FOLLOWS, REGARDING		
BIDDING PROCEDURE: Mr Malwande Ntongana, tenders@ecsecc.org		TECHNICAL INFO: Ms Kholiwe Nogqala kholiwe@ecsecc.org

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					



Table of Contents

1 LIST OF ABBREVIATION 3

2 INTRODUCTION 4

2 BACKGROUND 4

3 SCOPE OF WORK 5

4 COMPETENCY REQUIREMENTS 6

6 SUBMISSION OF QUOTATIONS 6

7 EVALUATION CRITERIA 7

8 TERMS AND CONDITIONS 11

9 SERVICE LEVEL AGREEMENT 12

1 LIST OF ABBREVIATION

ACRONYM MEANING	
CSD	Central Supplier Database
ECSECC	Eastern Cape Socio Economic Consultative Council
HR	Human Resource
OTP	Office of the Premier in the Eastern Cape to which ECSECC reports
PFMA	Public Finance Management Act No. 1 of 1999
SAQA	South African Qualifications Authority
SARA	South African Rewards Association
SARS	South African Revenue Service
SBD	Standard Bidding Document
SLA	Service Level Agreement
WWTRA	World at Work Total Rewards Association
VAT	Value Added Tax as per VAT Act

2 INTRODUCTION

2.1 ECSECC is a Schedule 3C Public Entity governed by the PFMA and reporting to the Eastern Cape Office of the Premier.

2.2 ECSECC's overarching mandate is 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 province.

2.3 ECSECC delivers on this by supporting government in advancing efficient service delivery and assist the provincial government in developing policies and strategies that will facilitate the provincial economic growth.

2.4 ECSECC is situated in Vincent, East London, and has less than 100 employees.

2 BACKGROUND

2.1 Job evaluation is a grading process determining the value or worth of a job relative to other jobs and place them in a job hierarchy of grades within an organization by utilizing the information in the job description.

2.2 ECSECC adopted the Paterson grading system to maintain fairness, equity, and transparency in the job evaluation process.

2.3 ECSECC established a Job Evaluation Committee in line with the Job Evaluation Policy. The Job Evaluation Committee consists of the following:

- i. HR Manager serving as the Chairperson.
- ii. Chief Operation Officer
- iii. Human Capital Development Officer serving as Secretary.
- iv. Employee Representative
- v. Programme Manager is the Head of the Business Unit under which job under review falls.
- vi. Management Representative is the line manager to whom the job under review will directly report.

2.4 These are all constant members except for Programme Manager and Management Representative.

2.5 The role of the Job Evaluation Committee is to evaluate the jobs and make the final recommendations with regards to the results that should be attached to specific or group of jobs to the Remuneration Committee.

2.6 A need has been identified for the Executives, Senior Managers, Project Managers, Project Officers, and HR staff to undergo training on job description writing and job evaluation as none of them have undergone this training.

2.7 It is therefore against this background that ECSECC solicits a prospective service provider to provide training on job profiling and job evaluation. The purpose of the training is to ensure that all managers and project officers at ECSECC are trained on job analysis, documentation, and evaluation specifically on the Paterson Grading system to ensure that the organization adequately attracts and retains talent in the organization.

2.8 The intention of the training is to enable the organization to:

- 2.8.1 verify job descriptions with the aim of preventing gaps and overlaps between positions in the same group of positions;
- 2.8.2 ensure that job descriptions withing and job evaluations is standardized; and
- 2.8.3 maintain transparency in the job evaluation process.

3 SCOPE OF WORK

3.1 ECSECC solicits a prospective service provider to provide a two-day training for 36 attendees on job profiling and job evaluation.

3.2 The training must be divided into classes of 18 attendees per session.

3.3 Training must be conducted face to face at ECSECC.

3.4 Training must include assessment of attendees and issuing certificates of competency.

3.5 Training must allow for second chance for assessment to attendees who have been found not competent on the first attempt.

3.6 The prospective service provider must ensure that the training enables the attendees to:

- 3.6.1 Gain an understanding of fundamental concepts including the primary methods of ranking, classification and point factor techniques to determine job worth within the organization.
- 3.6.2 Learn how to conduct job profiling.
- 3.6.3 Learn how to prepare for a job evaluation.
- 3.6.4 Understand the theory and principles of Paterson Job Evaluation methodology.
- 3.6.5 Competently evaluate jobs using the Paterson Job Evaluation methodology

3.7 The prospective service provider must provide the learning manuals including training programme to attendees.

4 COMPETENCY REQUIREMENTS

4.1 The bidder must:

- 4.1.1 Have Proven experience on training in Job Profiling and Job Evaluation on the Paterson Job Evaluation System.
- 4.1.2 Be accredited with the South African Reward Association or the World at Work Total Rewards Association.
- 4.1.3 Be accredited by of the Job Profiling and Job Evaluation training programmes by the South African Qualifications Authority.
- 4.1.4 Proven experience and competency to training on Job Profiling and Job Evaluation on the Paterson Job Evaluation System.

6 SUBMISSION OF QUOTATIONS

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

- 6.1.1 Electronically by emailing a compressed zip folder to tenders@ecsecc.org quoting the reference **RFQ018R-2024**.
- OR**
- 6.1.2 Electronically by emailing a link pointing to your cloud account for file access to tenders@ecsecc.org quoting the reference **RFQ018R-2024**.

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

6.3 Bidders are required to submit, **on or before 16 FEBRUARY 2024 at 15H00**, the following:

- 6.3.1 A costed proposal must include, as minimum, the following:
 - 6.3.1.1 A brief outline of the topics to be covered, proposed approach, process outline, project time frames, and learning outcomes in response to the scope of work.
 - 6.3.1.2 Proof of valid competency requirements.
 - 6.3.1.3 The detailed total cost of training.
- 6.3.2 Mandatory returnable documents as supplied.
 - 6.3.2.1 SBD 3.3
 - 6.3.2.2 SBD 4
 - 6.3.2.3 SBD 6.1
- 6.3.3 Failure to submit the requirements as outlined in 6.3.1 through to 6.3.3 may render your bid non-responsive.

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 points out of 100 points 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 points.

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 The bidders' proposal may be disqualified for non-submission of any of the documents.

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 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 in full the supplied pro forma document.
3. SBD 4 -Bidder's Disclosure	YES Complete in full 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.

7.2 Gate 1: Functionality Criteria

Element	Weight
Understanding of scope of work a. Comprehensive proposal outlining the key topics covering the scope of work and ensuring how the expected deliverables shall be met. b. Proposal must include proposed approach, process outline, project time frames, and learning outcome.	30
Firm capacity and experience a. SAQA accredited training course..... 20 points b. Proof of SARA or World at Work Total Rewards Association..... 10 points c. Reference letters from previous institutions the bidder offered the job profiling and job evaluation training to - 3 reference letters and more..... 10 points - less than 3 reference letters..... 0 points [points will be based on submission of the valid accreditation by SAQA, and valid accreditation by SARA or WWTRA; reference letters from previous contracts confirming training on job profiling and/or job evaluation]	40
Capacity of the dedicated trainer a. Below 8 years' experience..... 0 points b. 8 – 12 years' experience..... 20 points c. Above 12 years but less than 15 years' experience..... 25 points d. 15 years and above experience..... 30 points [points will be based on submission of CV/ profile of the dedicated Trainer Specialist]	30
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 evaluation of price and specific goals will be evaluated as outlined in **Table 2**.

Table 2: Price and Specific Goals Evaluation

Element	Weight
Price	80
Specific Goals	20
Historically Disadvantaged Individuals (HDIs)	
- Enterprises with ownership of 51% or more by person(s) who are black persons (5 points)	
- Enterprises with ownership of 51% or more by person(s) who are women (5 points)	
- Enterprises with ownership of 51% or more by person(s) who are youth (5 points)	
- Enterprises with ownership of 51% or more by person(s) 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 **60** 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 an authorized purchase order to the successful bidder to show acceptance of price offer.
- 9.2 The successful bidder is obliged to supply and deliver the goods at the agreed times, agreed quantity, agreed price, and agreed delivery location.