



REQUEST FOR QUOTATION OF GOODS AND SERVICES

**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR CONDUCTING SALARY
BENCHMARKING WITHIN THE SOUTH AFRICAN DIAMONDS AND PRECIOUS METALS
REGULATOR- RFQ 02-2023**

Kindly furnish us with a written quotation as detailed in the enclosed schedule. The quotation must be submitted on the letterhead of your business and submitted not later than **23 May 2023 @ 11hH00 AM** to email address: quotations@sadpmr.co.za

The following conditions will apply:

- 1) Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms of Preferential Procurement Regulations, 2022:
80 points for price
20 points for specific goals as follows:
 - Enterprise owned by Black people – 5 points
 - Enterprise owned by Black women – 5 points
 - Enterprise owned by People with Disabilities – 5 points
 - Small, medium and Micro Enterprise – 5 points
- 5) Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.
- 6) Late responses will not be considered.

ISSUED BY:	CONTACT PERSON (SPECIFICATION)	CONTACT PERSON (ADMINISTRATION)
THE CHIEF EXECUTIVE OFFICER SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR P.O. BOX 16001 DOORFONTEIN 2028 Tel: (011) 223 7000 Fax: (011) 334 8898	Mmoloki Makume E-mail: mmolokim@sadpmr.co.za	Cynthia Khadiamovha E-mail: cynthiak@sadpmr.co.za

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PART A
INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/
PUBLIC ENTITY)**

BID NUMBER:	RFQ 02-2023	CLOSING DATE:	23 May 2023	CLOSING TIME:	11:00
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DESCRIPTION **APPOINTMENT OF A SERVICE PROVIDER FOR CONDUCTING SALARY
BENCHMARKING WITHIN THE SOUTH AFRICAN DIAMONDS AND
PRECIOUS METALS REGULATOR**

**BID RESPONSE DOCUMENTS SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT (STREET
ADDRESS)**

RESPONSES SHOULD BE EMAILED TO quotations@sadpmr.co.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	M Makume	CONTACT PEOPLE	C Khadiamovha
TELEPHONE NUMBER	(011) 223 7000	TELEPHONE NUMBER	(011) 223 7000
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	mmolokim@sadpmr.co.za	E-MAIL ADDRESS	cynthiak@sadpmr.co.za

SUPPLIER INFORMATION

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]		B-B BEE STATUS LEVEL SWORN AFFIDAVIT	[TICK BOX] APPLICABLE
	☐ Yes ☐ No			☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? NO	☐ YES ☐
DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO	☐ YES ☐
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? NO	☐ YES ☐

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

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 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

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 interest¹ 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.

Full Name	Identity Number	Name of State institution

¹ 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.

2.22.2

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, _____ the _____ undersigned,
(name)..... 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 consortium² 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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.
- 3.6 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.

² 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.

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
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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

The applicable preference point system for this tender is the 80/20 preference point system.

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
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 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

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

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

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.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by Black people		5		
Enterprise owned by Black women		5		
Enterprise owned by youth		5		
Small, medium and Micro Enterprise		5		

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.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

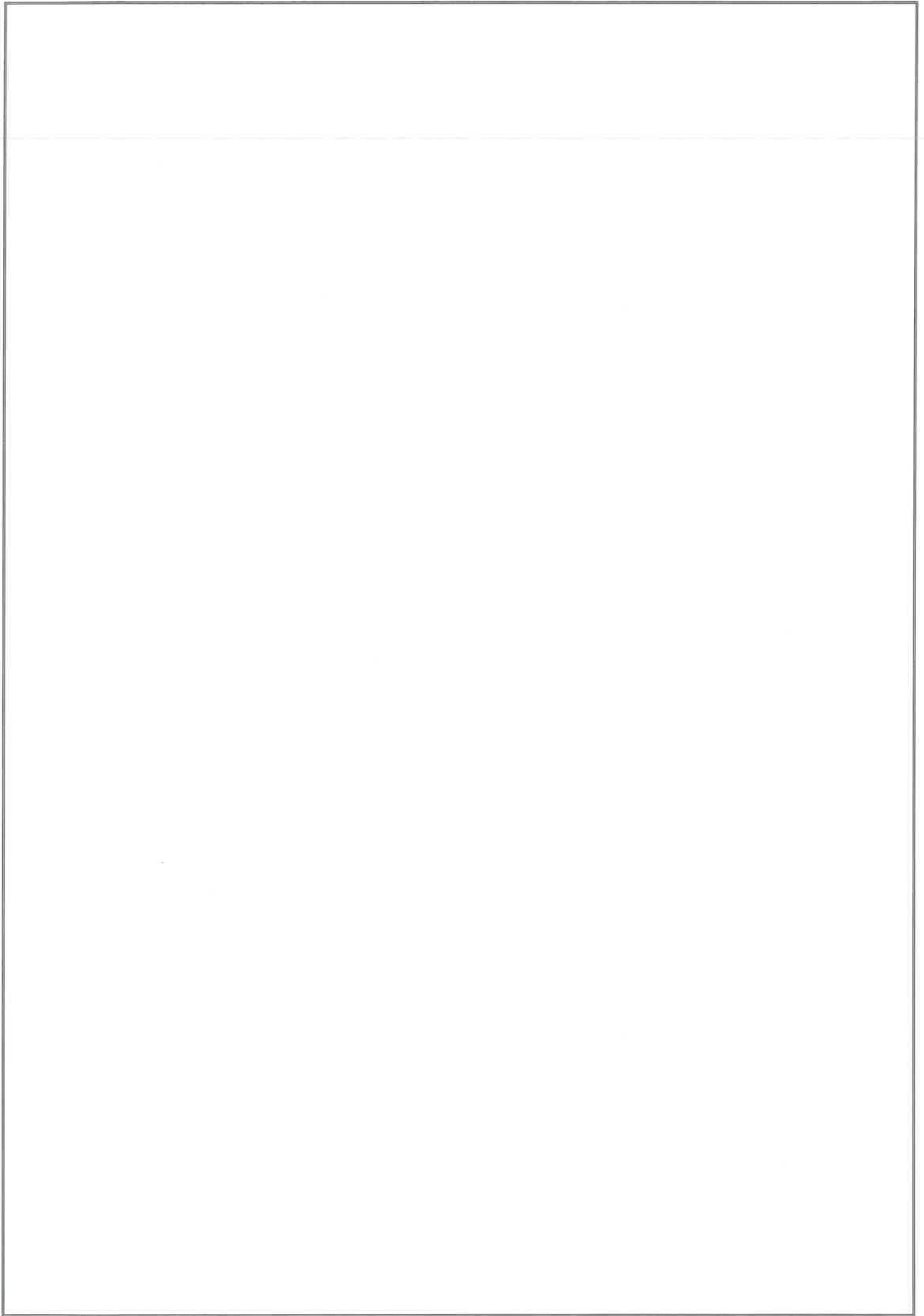
DATE:

ADDRESS:

.....

.....

.....



TERMS OF REFERENCES FOR CONDUCTING SALARY BENCHMARKING WITHIN THE SOUTH AFRICAN DIAMONDS AND PRECIOUS METALS REGULATOR.

1. INTRODUCTION

The South African Diamond and Precious Metals Regulator (SADPMR) is classified as a Schedule 3A Public Entity in accordance with the Public Finance Management Act (PFMA) (Act No.1 of 1999), as amended. The entity was established in terms of Section 3 of the Diamond Act (Act No.56 of 1986), as amended. The SADPMR was established after South African Diamond Board (SADB) was de-listed as a Schedule 3A public entity in March 2007.

As a result of the transition from SADB to SADPMR, the absence of a clear systematic way of determining the value and worth of a job, as well as the expansion of the organizational structure gave rise to the current salary disparities. As of currently the SADPMR does not have an approved salary scale to serve as a guiding instrument during expansion of the organizational structure, salary adjustment and filling of vacated position which always adds to the already existing challenges as positions are created and filled without proper guidelines.

2. OBJECTIVE

The SADPMR is embarking on revising the salary structure appropriate to South African Diamond and Precious Metals Regulator and therefore, seeks out to appoint a bidder to conduct salary benchmarking for the entity. The exercise will address salary inequalities and disparities in similar functions performed in different locations and remove guess work; subjective-ness from fixation of salaries and introduces objectiveness. This will also set a foundation for implementation of current HR initiatives in the area of performance management and talent management with the aim of retaining high performing staff members.

3. SCOPE

The bidder is expected to undertake a comprehensive salary benchmarking process by comparing all SADPMR's elements of remuneration both fixed and variable and compare the pay practices to those in the market. The scope of work involves:

- Obtaining inputs from HR on the previous salary and benefits structure to understand the outstanding questions that should be addressed by this study;
- Carry benchmark study of the industry, other regulators (nationally and internationally);
- Conduct salary benchmarking on job classification in comparison with the SADPMR organizational structure to those in the market;
- Ranking of jobs and their functions in the SADPMR organizational structure;
- Review the salary levels and steps for each Job Category;
- Conduct salary and benefits survey and come up with revised salary and benefits structure; and make recommendations to facilitate effective implementation of the outputs

and package these results in a way which will enable management to pinpoint areas for priority development.

4. DELIVERABLES

The SADPMR requires the following deliverables:

- Comprehensive salary benchmark report with public service, industry, other regulators (nationally and internationally);
- Develop with justification recommendations for revised salaries and benefits structure for SADPMR with implementation arrangement; and
- Facilitate and provide explanation to questions by management on the exercise.

5. EVALUATION METHODOLOGY / CRITERIA

The evaluation of the project will be in two phases i.e., functionality as well as price.

Administrative Compliance

The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable).	JV Agreement
2. Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person: - SBD 1 - SBD 6.1	Standard Bidding Document (SBD 1, SBD 6.1) Forms
3. Bidders must submit their company registration documents.	CK Document
4. Bidders must submit the latest downloaded CSD report with a tax compliant status.	CSD Registration Report

Mandatory Compliance

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified

and will not be considered for further evaluation.

Evaluation Criteria	Supporting Document
1. The bidder must submit a fully completed and signed bidders' disclosure form.	SBD 4.

6. PHASE 1: FUNCTIONALITY CRITERIA

No	Evaluation Criteria	Weighting (%)
1	Company Experience Number of years the company has been providing service on organizational development and change management should not be less than 5 years	15
2	References (Only relevant references) The bidder must provide evidence that they have successfully provided the service on organizational development and change management.	20
3	Qualifications of the team member (s) The team leader should hold a Hons/Master's degree in Organizational Development / Organizational Change, Work-study, Monitoring and Evaluation, Human Resources Management/Industrial Psychology	20
4	Experience of the team member(s) The team leader must have not less than 5 years' experience in organizational development and change management	15
5	Methodology and Approach The service provider must demonstrate their understanding of the key requirements and expectations of SADPMR as outlined	30
	TOTAL	100

NB: ONLY BIDDERS OBTAINING 80% OR MORE SHALL PROCEED TO PHASE TWO OF EVALUATION WHICH IS PRICE AND PREFERENCE POINTS.

Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

PHASE 2: The 80/20 Principle is based on Price and specific goals for SADPMR.

The following formula is to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of highest acceptable bid

A maximum of 20 points to be awarded to a bidder for the specific goals listed on the SADPMR preferential procurement policy as follows:

Special Goals	80/20 Points System	Relevant Evidence
Enterprises owned by black people.	5	Copies of ID's / CIPC / CSD
Enterprises owned by black women.	5	Copies of ID's / CIPC / CSD
Entities that are small, medium, and micro enterprises.	5	CSD / BEE certificate / Sworn Affidavit
Entities owned by people with disabilities.	5	Letter from General Practitioner / Specialist / CSD

The following must be submitted to claim the points for specific goals:

CIPC proof and CSD Report for the last three (3) months from the closing date of this RFQ bidders are encouraged to obtain the latest CIPC proof of registration and CSD Registration

Report from <https://eservices.cipc.co.za/>. Failure to submit the CIPC proof and CSD Report will result in zero (0) scoring for specific goals.

The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Final appointment to be awarded to the tenderer scoring the highest points.

MONITORING AND REPORTING

The successful service provider will report directly to SADPMR Human Resources Division

- The HR Division for technical matters
- The SCM Division for terms of contract

7. COMPLETION DATE

This service is required for a period of 12 months, with a possibility for continuation, during which the deliverables listed above must be completed and accepted by the SADPMR.

8. BRIEFING SESSION

None

9. ENQUIRIES

In the event where a bidder has enquiries regarding the technical aspects of this project please contact Ms Masingita Nkomo-Fumani at 011 223 7000 or masingitanf@sadpmr.co.za.

ANNEXURE A

No	Criteria	Proof required	Points allocation	Weight
1	Company Experience: Number of years the company has been providing service on organizational development and change management should not be less than 5 years.	Company profile explicitly indicating the number of years the company has been conducting the service on organizational development and change management	Less than 5 years – 0 points 5 – 7 years 10 points More than 7 years 15 points	15%
2	References (Only relevant references) The bidder must provide evidence that they have successfully provided the service on organizational development and change management.	Signed Reference Letters on company letter head	Less than 5 references – 0 points 5 < 6 references 10 points More than 6 references 20 points	20%
3	Qualifications of the team member (s) The team leader should hold a Hons/Master's degree in Organizational Development / Organizational Change, Work-study, Monitoring and Evaluation, Human Resources Management/Industrial Psychology	Qualification(s) of project manager must be indicated.	0-points – Team leader is not a qualified on Hons/Master's degree in Organizational Development / Organizational Change, Work-study, Monitoring and Evaluation, Human Resources Management/Industrial Psychology 20-points - Hons/Master's degree in Organizational Development / Organizational Change, Work-study, Monitoring and Evaluation, Human Resources Management/Industrial Psychology	20%
4	Experience of the team member(s) The team leader must have not less than 5 years' experience in organizational development and change management	Examples of success stories demonstrating experience and successful outcomes.	Less than 5 years – 0 points 5- 7 years – 10 points More than 7 years – 15 points	15

5	Methodology and Approach The bidder must demonstrate their understanding of the key requirements and expectations of SADPMR as outlined	Detailed Methodology, Approach and Gantt Chart/time line	Non-submission or poor methodology and approach – 0 points The approach is innovative and well-articulated, the timeframes and project plan are not suited to the project needs. The work plan is not in sync with the project scope and deliverables– 7 points. The approach is innovative and well-articulated, the timeframes and project plan are suited to the project needs. The work plan is in sync with the project scope and deliverables – 30 points.	30
Total				100%

TERMS OF REFERENCES FOR CONDUCTING SALARY BENCHMARKING AT THE SADPMR FOR A PERIOD OF 12 MONTHS