



**GAUTENG**  
**LEGISLATURE**  
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## REQUEST FOR PROPOSAL

**APPOINTMENT OF A SERVICE PROVIDER TO VALIDATE PERFORMANCE RATINGS AGAINST POE FOR THE GPL FOR A PERIOD OF TWO YEARS**

**RFQ NO:** PR 10060637

**CLOSING DATE:** 10 MARCH 2023

**TIME:** 11:00 AM

**RFQ SUBMISSION:** [BMaduna@gpl.gov.za](mailto:BMaduna@gpl.gov.za)

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

Item	Description	Mandatory	Submitted	
			Yes	No
1	Technical Proposal	<b>Yes</b>		
2	Bidder's Disclosure (SBD 4) Original completed and signed.	<b>Yes</b>		
3	Did you submit copies of full Company Registration documents?	<b>Yes</b>		
4	Did you submit copies of South African IDs' for shareholders?	<b>Yes</b>		
5	Did you submit your company profile?	<b>Yes</b>		
6	Did you submit a detailed CSD report and SARS Issued PIN?	<b>Yes</b>		
7	Did you submit one (1) electronic copy of the RFQ ?	<b>Yes</b>		
8	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> <li>• Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed?</li> <li>✓ Certified copies of shareholders certificates</li> <li>✓ Certified copy of Company Registration documents</li> <li>✓ Certified copy of ID documents of the Directors or Members</li> </ul>	<b>Yes</b>		

**Service Provider's Name:**.....

**Completed by:**.....

**Signature:**.....

## **1. INTRODUCTION**

- 1.1 To appoint a suitable and competent service provider to validate the employee performance ratings against the portfolio of evidence of Senior Managers (Level P4 to Level P6), Middle Managers (Level P7) and Supervisors & Specialists (Level P8) for the 2021/22 FY and 2022/23 FY performance cycle / financial year.

## **2. BACKGROUND**

- 2.1 The Gauteng Provincial Legislature's Moderating Committee seeks an independent validation of the employee's performance ratings against a portfolio of evidence for each employee, with a view of receiving reports from the service provider for Senior Managers (Level P4 to Level P6) and Middle Managers (Level P7) and Supervisors & Specialists (Level P8). The independent validation is required for two (2) performance cycle, i.e., 2021/22 and 2022/23 performance cycle / financial year. This process is governed by the Integrated Performance Management Systems Policy. The validated information is applied to inform the annual performance appraisals and the associated performance incentives.

## **3. OBJECTIVES**

- 3.1 To appoint a suitable and competent service provider to validate the employee performance ratings against the portfolio of evidence for Senior Managers (Level P4 to Level P6), Middle Managers (Level P7) and Supervisors & Specialists (Level P8) for the 2021/22 FY and 2022/23 FY performance cycle / financial year.

## **4. SCOPE OF WORK**

- 4.1 Conduct a validation of employee's performance ratings against the portfolio of evidence of:
  - 4.1.1 Twenty-six (26) Senior Managers (P4 to P6 levels),
  - 4.1.2 Twenty-nine (29) Middle Managers (P7 level) and
  - 4.1.3 Fifty-nine (59) Supervisors and Specialists (P8 level)
- 4.2 To receive two final performance validation reports from the service provider, within the agreed period, for all P7 & P8 level employees as one report and another report containing the performance validated information for all employees in the P04 to P06.
- 4.3 To receive a performance validation report from the service provider, within the

agreed period, for all P4 to P6 level employees.

- 4.4 To receive spreadsheets indicating the validated information for each employee. Such validation should have been conducted in line with the Integrated Performance Management System (IPMS).
- 4.5 To calculate the annual performance review ratings, in line with the IPMS Policy for each employee based on the support documentation received from the GPL.
- 4.6 Submit a report on the performance validation for each employee. The service provider is expected to submit a preliminary report within a period of three (3) weeks. The final draft reports should be submitted within a maximum period of six weeks.
- 4.7 Table the required reports relevant GPL structures as may be required.
- 4.8 Provide sufficient and properly qualified resources to conduct the work.
- 4.9 To calculate the annual performance review ratings, in line with the IPMS Policy for each employee based on the supporting documentation received from the GPL.

**4.10 Roll-out Plan**

4.10.1 Table 1 below provides details of what the service provider is expected to perform as they conduct the validation process. The process refers requires full understanding of pertinent information that impacts on the validation exercise as outlined in table 1 below.

#	FOCUS AREA	DESCRIPTION	RESPONSIBILITY	DURATION
1	Hold a Project Scoping Meeting: To brief the service provider about the work that must be conducted	The GPL Project team will meet with the service provider	GPL to prepare for the meeting. The Service Provider: Is encouraged to provide proposals on efficient execution of this assignment.	The meeting will take place after the Purchase Order (PO) has been issued to the service provider. The meeting duration will not exceed 2 hours.
2	Agree on documents required by service provider in relation to the	Policies & Procedure Manuals	GPL and successful Service Provider	Within 5 days after issuing of the PO to the service provider

#	FOCUS AREA	DESCRIPTION	RESPONSIBILITY	DURATION
	work to be undertaken			
3	Handover of relevant documents to successful service provider	Policies & Procedure Manuals  Individual Balance Scorecard and Portfolio of Evidence	GPL	Within 2 days after the initial meeting with service provider
4	Assignment Execution: Submission of Performance Appraisal documents to the Successful Service Provider	Validation of Performance Ratings	GPL	The information will be submitted within 5 working days after the initial meeting, for ALL the categories of employees (i.e., P4 to P8)
5	Report and Present P04-P06 P07-P08	Outcome	Successful Service Provider	As agreed, upon between parties during the initial meeting, the service provider will be expected to present the outcomes to the Executives and table reports.
6	Closure & Handover	All Documentation	Successful Service Provider	Agreed upon between parties

Table 1: Detailed scope

## 5. ROLES AND RESPONSIBILITIES

**The GPL reserves the right not to appoint or to appoint one or more service providers for this project**

## **5.1 The role of the GPL**

- 5.1.1 To provide the service provider with relevant electronic copies of employee's individual balanced scorecards and portfolio of evidence for the 2021/22 FY and 2022/23 FY.
- 5.1.2 To provide the service provider with the Integrated Performance Management Systems Policy and the Remuneration and Benefits Policy.
- 5.1.3 To receive, review and sign-off reports on the validated information.
- 5.1.4 To receive spreadsheets, review and sign-off indicating the outcomes of the validation
- 5.1.5 To table reports to the relevant structures.
- 5.1.6 To sign Non-Disclosure Agreement with the successful service provider

## **5.2 The role of the service provider**

- 5.2.1 To acquaint themselves with the relevant policies and procedure manuals pertaining to the assignment.
- 5.2.2 To provide independent reports on the outcome of the validation of Employee's performance rating against the portfolio of evidence for all employee levels (P4 to P8) for the 2021/22 FY and 2022/23 FY.
- 5.2.3 To provide reports that contain details of the method and scope of validation and assurance that the validation was performed in accordance with Standards of Auditing and by a qualified auditor.
- 5.2.4 To ensure that the reports are signed by the auditor responsible stating the title before submission to the GPL. Only reports written in English will be accepted by the GPL.
- 5.2.5 To prepare and present reports in hard and soft copy (in Ms. Word and/or Ms. Excel and PDF format) for circulation to the relevant Gauteng Provincial Legislature (GPL) stakeholders.
- 5.2.6 The Service Provider must sign Non-Disclosure Agreement with the Gauteng Provincial Legislature
- 5.2.7 To provide adequate and competent capacity (Human capital) for the scope of work required.

## **6. REQUIRED COMPETENCIES**

- 6.1 The team members must be properly qualified to undertake the assignment.
- 6.2 The team must have the skill to validate performance related data and have knowledge of performance management disciplines.
- 6.3 The service provider must have five (5) years' experience in consulting in performance validation and performance management processes. The Service Provider must provide CVs of the team to confirm the experience in conducting similar work in other organisations.
- 6.4 The Team Leader must have at least five (5) years' experience of validation of performance reviews and supporting Portfolio of Evidence
- 6.5 The Service Provider should be at a qualified Auditor registered with the South African Institute of Chartered Accountants (SAICA) or related professional body.
- 6.6 The Team Leader must submit a valid certificate of professional membership with SAICA or related professional body.
- 6.7 Sufficient capacity to carry out the exercise. A minimum of four (4) Administrative and Operational Staff to carry out the exercise.
- 6.8 Provide at least one (1) reference letter or testimonial from clients where the service provider has completed employees' performance reviews validation against POE or related work over the past five (5) years.
- 6.9 The Gauteng Provincial Legislature reserves the right to verify references and/or testimonials.

## **7. KEY ASSUMPTIONS**

- 7.1 The GPL will perform all actions required to enable the service provider to fulfil their contract obligations. This may include the provision of relevant documents, and available data as may be required by the service provider for purposes of fulfilling their contract obligations and provided it is available and accessible.
- 7.2 The work is to be completed as per scope and time, without any delays on the part of the service provider.
- 7.3 The service provider and assigned individuals have prerequisite qualifications, competencies, and experience to perform work assigned to them.
- 7.4 GPL will not incur any additional cost because of timeline extension on the part of the service provider.

- 7.5 Project scoping meeting will be held at the beginning of the project to brief the Service Provider
- 7.6 The Service Provider will be expected to scope the project and submit a proposal in line with the contract
- 7.7 Progress meetings will be held during the life cycle of the project.

## **8. PERIOD OF THE ASSIGNMENT**

- 8.1 The Gauteng Provincial Legislature would like to appoint the service provider to conduct validation for a period of twenty-four (24) months. In this twenty-four-month period, the service provider will be expected to complete the assignment within a minimum period of three weeks from date of award and a maximum period of six weeks.
- 8.2 Where the Service Provider decides to terminate the project before its completion, without the mutual agreement of both parties, GPL shall be entitled to replace the service provider and institute legal proceedings against the Project Manager/Service Provider

## **9. EVALUATION CRITERIA**

- 9.1 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.
- 9.2 The 80/20 Preference Point system will be applied to evaluate the received proposals, the process of which shall be done in the following phases:

### **9.2.1 Phase 1: Administrative Compliance (Preliminary Evaluation)**

- 9.2.1.1 To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, completed standard bidding documents as per the tender document and other documentation that might have been required for the tender (e.g., ID copies, samples etc). Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**.



## **9.2.2 Phase 2: Functionality Evaluation Criteria (100)**

**9.2.2.1** This phase measures the capability and capacity of the service provider to deliver on the assignment. The below criterion will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for **Phase 3 of the evaluation, i.e., Price and BEE Status Level of Contributor**

**FUNCTIONALITY EVALUATION CRITERIA**

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
1	<p><b>Service Provider Experience in conducting performance validation against the POE submitted by employees and/or similar projects</b></p> <p>Experience in conducting performance validations in the public and/or the private sector, submit reference letters and a project list to confirm the experience in conducting performance validation and similar work in other organisations.</p> <p>The <b>reference letters</b> must be signed by the referee, contain implementation details for the project, and the duration of the contract.</p> <ul style="list-style-type: none"> <li>• GPL reserves the right to verify the testimonials.</li> </ul>	<p>A minimum of 5 years’ experience in implementing similar projects with at least one reference letter.</p>		20
		One or more Reference letter demonstrating at least 5 years’ experience in conducting performance validations in the public and/or the private sector.	10	
		One or more Reference letter demonstrating at least 6 to 10 years’ experience in conducting performance validations in the public and/or the private sector.	15	
		One or more Reference letter demonstrating 11 or more years’ experience in conducting performance validations in the public and/or the private sector.	20	

**FUNCTIONALITY EVALUATION CRITERIA**

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
2.	<p><b>Project Management Team</b> Provide CVs of the project team as evidence.</p> <p>Team Leader must have at least five (5) years' experience of validation of performance reviews and supporting Portfolio of Evidence</p>	<ul style="list-style-type: none"> <li>• CVs of a minimum of four (4) administrative and operational staff must be submitted.</li> <li>• The team leader must have at least 5 years' experience, the CV must be submitted as proof.</li> </ul> <p>Sufficient capacity to carry out the exercise. A minimum of four (4) Administrative and Operational Staff to carry out the exercise.</p> <p>Sufficient capacity to carry out the exercise. A minimum of five (5) Administrative and Operational Staff to carry out the exercise.</p> <p>Sufficient capacity to carry out the exercise. A minimum of six (6) Administrative and Operational Staff to carry out the exercise.</p>	<p></p> <p align="center">10</p> <p align="center">15</p> <p align="center">20</p>	<p align="center">30</p>
		<p>A CV of a Team Leader with 5 - 9 years of experience of validation of performance reviews and supporting Portfolio of Evidence.</p>	<p align="center">5</p>	

**FUNCTIONALITY EVALUATION CRITERIA**

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
		A CV of a Team Leader with 10 years' or more of experience of validation of performance reviews and supporting Portfolio of Evidence.	10	
3	<b>Proposal of the Performance Management Approach to be applied in the validation of performance reviews and Portfolio of evidence</b>	Comprehensive Balanced Scorecard Performance Management methodology		40
		Generic performance management methodology	20	
		A comprehensive Balanced Scorecard performance management methodology applied to validate performance reviews and Portfolio of Evidence	40	
4.	<b>Affiliation to professional bodies</b> The Team Leader must be an Auditor registered with the South African Institute of Chartered Accountants (SAICA). The Team Leader must submit a valid certificate of professional membership with SAICA or related professional body.	The service provider is expected to be a full member of South African Institute of Chartered Accountants (SAICA) or related professional body.		10
		Not a member of any required association or professional body	0	
		The Team Leader must submit a valid certificate of professional membership with SAICA or related professional body	5	
		The Team Leader and one member of the team must submit a valid certificate of professional membership with SAICA or related professional body	10	
			<b>TOTAL POINTS</b>	<b>100</b>

**FUNCTIONALITY EVALUATION CRITERIA**

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
			<b>CUT OFF POINTS</b>	<b>70</b>

### 9.2.3 Phase 3: Price and BEE Status Level of Contributor (100)

9.2.3.1 Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: <b>Criteria</b>	<b>Points</b>
Price Evaluation $Ps\ 80 \left( 1 - \frac{Pt - P\ min}{P\ min} \right)$	80
<b>BEE Status Level of Contributor</b>	20
<b>TOTAL</b>	100

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 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.

Full Name	Identity Number	Name of State institution

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**

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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.

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 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.
- 3.4 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

<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.



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

**THE END**