



**GAUTENG**  
**LEGISLATURE**  
Your View ~ Our Vision

## **REQUEST FOR QUOTATION**

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT JOB EVALUATION AND PAY SCALE DESIGN FOR THE GAUTENG PROVINCIAL LEGISLATURE FOR A PERIOD OF TWO YEARS**

**RFQ NO: PR10061541**

**CLOSING DATE: 27 JULY 2023**

**TIME: 11:00 AM**

**RFQ SUBMISSION: TBokgwathile@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 and a hard copy?	<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 AND BACKGROUND**

- 1.1 Job evaluation is a crucial point in human resources management which aims to link employees with their work results which in turn should be met for an organisation to fulfil its objectives. To this end the results of job evaluation will be used particularly in creating a remuneration system i.e., the design of the pay scales for each job family to support the GPL to attract, appoint and retain suitably qualified employees. The results will further be used in creating organisational structures by the GPL Management Team, which will support the execution of the strategy and the mandate as the organisation evolves and prepares for the 7<sup>th</sup> Legislature and beyond.
- 1.2 The Gauteng Provincial Legislature seeks to appoint a suitable and competent and experienced service provider to conduct evaluation of job profiles and produce job grades for each job that was evaluated.

## **2. OBJECTIVES**

- 2.1 To conduct job evaluation and grading for forty-two (42) job families and design pay scales for each job family using a well-established and scientifically validated job evaluation methodology (i.e., to compare jobs with each other to create a pay structure that is fair, equitable, and consistent for everyone)
- 2.2 To design pay scales for each job family that was evaluated and graded upon which the GPL can base decisions for future job grading and internal parity.

## **3. SCOPE OF WORK**

### **3.1 Phase 1: Job Evaluation**

- 3.1.1. Analyse all relevant job descriptions, conduct job evaluation interview, and produce reports for forty (42) job families.
- 3.1.2. Evaluate and grade jobs based on the job descriptions of the provided by the GPL upon appointment and submit validated results for each job evaluated and graded within 72 hours.

- 3.1.3. Conduct Job grading according to different well-established and scientifically validated grading methodology. The GPL will select the preferred methodology based on the proposals submitted by the service provider.
- 3.1.4. Provide the GPL with a detailed report that sets out the job evaluation methodology that was followed, the recommended grade and motivation for the recommendation for all jobs graded.
- 3.1.5. To design, propose and present up to date market related pay scale designed for each job family evaluated including pay ranges from the lower quartile to the median and upper quartile of the pay scale the to the Secretariat.
- 3.1.6. To provide a minimum two Consultants and one Project Lead and properly qualified resources to conduct the work.
- 3.1.7. To provide the GPL with a detailed report that sets out the methodology that was followed in the design of the pay scales in line with the South African Reward Association or related professional bodies.

## **3.2 Phase 2: Job evaluation and grading System**

- 3.2.1 During the 24-month period, the GPL will request the service provider to conduct job evaluation and grading for newly created or existing jobs.
- 3.2.2 The GPL will request the service provider to design a pay scale for every job and /or job family evaluated and graded.
- 3.2.3 The GPL will request the service provider to submit a report for every assignment undertaken to evaluate a job.
- 3.2.4 The GPL will request the service provider to provide a list of jobs evaluated and graded per month.
- 3.2.5 The GPL will request the service provider to provide a report with pay scales designed for each job or job family evaluated and graded.
- 3.2.6 The GPL will request regular meetings with the service provider to discuss progress and provide feedback on the project.
- 3.2.7 The GPL will require the service provider to provide quotations for every assignment to be undertaken before the task can be executed.
- 3.2.8 The Table 1 below provides details of what the service provider is expected to perform as they conduct the job evaluation process and design pay scales.
- 3.2.9 The process-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	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 work to be undertaken	Strategy document Policies & Procedure Manuals Signed job profiles.	GPL and successful Service Provider	Within 2 days after issuing of the PO to the service provider
3	Scheduling of Job Evaluation Panel Sessions with the service provider	Evaluation of signed job profile	GPL Service Provider	A maximum of one day session for each job evaluation session. Sessions can be scheduled to take place online.
4	Validation of the Job Evaluation Outcomes	Service Provider to validate the outcomes of the Job Evaluation process	Service Provider	A maximum of one hour to validate the outcomes of a job evaluation process per job in consultation with the Job Evaluation panel
5	Report and Present the Job Evaluation results for approval	Present the job evaluation to the Job Evaluation Panel	GPL Service Provider	Maximum of 4 hours to present the results of the job evaluation and grading of all jobs evaluated.
6	Design pay scales for each job family after approval of the job evaluation results	Present the pay scales and associated salary ranges	Service Provider	Maximum of 3 hours to present the proposed pay scale designs emanating from the evaluated jobs to the Secretariat.
7	Closure & Handover	All Documentation	Successful Service Provider	Agreed upon between parties

Table 1: Detailed scope

## **4. ROLES AND RESPONSIBILITIES**

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

### **4.1 The role of the GPL**

- 4.1.1 To provide the service provider with relevant electronic copies required to commence and complete the assignment (i.e., signed strategic documents, Remuneration and Benefits Policy, signed job profiles and HR related policies).
- 4.1.2 To brief the service provider about the project
- 4.1.3 Establish a Job Evaluation Committee that will be accountable to the Secretariat and convene related meetings for presentation and adoption of the project outcomes and reports.
- 4.1.4 To receive a validated job evaluation report, signed off by the service provider.
- 4.1.5 To receive spreadsheets, review and sign-off indicating the outcomes of the validated job evaluation results for the job families evaluated over a period of a month.
- 4.1.6 To receive proposed pay scale designs for the various job families evaluated.
- 4.1.7 To table reports to the relevant structures for consideration and approval.
- 4.1.8 To sign Non-Disclosure Agreement with the successful service provider

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

- 4.2.1 To acquaint themselves with the relevant documents, policies and procedure manuals pertaining to the assignment.
- 4.2.2 The service provider must be capable of conducting Job Analysis, Job Evaluation and Job Grading.
- 4.2.3 The service provider must be capable of designing pay scales and developing new pay scales.
- 4.2.4 The service provider must be capable of benchmarking salaries against the sector related industry.
- 4.2.5 To ensure that all the reports are signed by the Lead Consultant responsible for the assignment before submission to the GPL. Only reports written in English will be accepted by the GPL.
- 4.2.6 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.

- 4.2.7 The Service Provider must sign Non-Disclosure Agreement with the Gauteng Provincial Legislature
- 4.2.8 To provide adequate and competent capacity (Human capital) for the scope of work required.
- 4.2.9 Design a project plan.

## **5. REQUIRED COMPETENCIES**

- 5.1 The team members must have at least eight years of experience in Job Evaluation and Grading; and registered with SARA or related bodies as a specialist in the field to undertake the assignment. **Affiliation with SARA or related body is Compulsory.**
- 5.2 The team must have the skill to conduct job evaluation data and have knowledge of Remuneration and Benefits.
- 5.3 The service provider must have eight years' experience in consulting in job evaluation and pay scale design processes. The Service Provider must provide CVs of the team to confirm the experience in conducting similar work in other organisations.
- 5.4 The Team Leader must have at least eight (8) years' experience of conducting job evaluation and designing pay scales for job families.
- 5.5 The Service Provider should be a qualified Remuneration and Benefits Consultant registered with the South African Reward Association (SARA) or related professional body (The Team Leader and Consultants must submit a valid certificate of professional membership with SARA or related professional body).
- 5.6 Service provider must provide relevant capacity to carry out the exercise (e.g., a minimum of two (2) Consultants and one (1) Project Lead)
- 5.7 Provide three (3) reference letters or testimonials from contactable clients where the service provider has completed similar work over the past eight (8) years. The Gauteng Provincial Legislature reserves the right to verify references and/or testimonials.

## **6. KEY ASSUMPTIONS**

- 6.1 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.



- 6.2 The work is to be completed as per scope, budget, and time, without any delays on the part of the service provider.
- 6.3 The service provider and assigned individuals have prerequisite qualifications, competencies, and experience to perform work assigned to them.
- 6.4 GPL will not incur any additional cost because of timeline extension on the part of the service provider.
- 6.5 Project scoping meeting will be held at the beginning of the project to brief the Service Provider
- 6.6 The Service Provider will be expected to scope the project and submit a proposal in line with the contract.
- 6.7 Progress meetings will be held during the life cycle of the project.

## **7. PERIOD OF THE ASSIGNMENT**

- 7.1 The Gauteng Provincial Legislature would like to appoint the service provider to conduct job evaluation and design pay scales for a period of twenty-four (24) months.
- 7.2 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

## **8. CONFIDENTIALITY**

- 8.1 All information collected shall be treated with the highest level of confidentiality, this applies to the information acquired before, during and after completion of the contracted period, in compliance with the Protection of Personal Information Act of 2013, (Act No. 4 of 2013).

## **9. EVALUATION PROCESS**

- 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 and transparent manner in terms of evaluation criteria and process. To evaluate the received proposals, the 80/20 Preference Point system will be applied, and 3 phased approaches shall be followed:

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

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, certificates, samples etc.). Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**.

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

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**

**A key score of 0-5 will be applied where:**

**0 = Poor; 1= below average; 2 = average; 3 = Satisfactory; 4 = Very Good and 5= Excellent**

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
1	<p><b>Service Provider Experience in similar projects</b> Experience in conducting job evaluation and grading processes and pay scale designs in the public and/or the private sector, submit reference letters and a project list to confirm the experience in conducting similar work in other organisations.</p> <p><b>The Project List must be indicating the project description (actual work conducted); period of the assignment; and the contactable client’s name.</b></p> <p>The <b>reference letters</b> must be signed by the referee and must indicate the period and nature of project.</p> <p>The GPL reserves the right to verify the testimonials.</p>	<p>A minimum of cumulative 5 years of experience in the following: 1. Job evaluation (profiling and grading) 2. Pay Scale Design</p> <p>Implementing similar projects with supporting reference letters No relevant experience - 0 Points</p> <p><b>5 years of experience and understanding of similar projects and matching reference letters and project list indicating 5 years’ experience in conducting similar work = 3 Points</b></p> <p><b>6-8 years of experience and understanding of similar projects and matching reference letters and project list indicating 5 years’ experience in conducting similar work = 4 Points</b></p> <p><b>8 + years of experience and understanding of similar projects and matching reference letters and project list indicating 5 years’ experience in conducting similar work = 5 Points</b></p>	5	40

### FUNCTIONALITY EVALUATION CRITERIA

**A key score of 0-5 will be applied where:**

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#	CRITERION	DESCRIPTION	SCORE	WEIGHT
2.	<b>Project Management Team</b> Provide an organogram of the function that will be responsible for this project, and CVs as evidence and copies of certificates from SARA OR related professional body for the Consultants	<ul style="list-style-type: none"> <li>• The team (a minimum of 2 consultants and 1 Project Lead) and registered with the South African Reward Association or related professional body and one Administrator.</li> <li>• Team Leader must have at least eight (8) years' experience, the CV must be submitted as proof and proof of registration with the South African Reward Association (SARA) or related professional body.</li> </ul>		30
		Sufficient capacity to carry out the exercise. A minimum of two (2) Consultants registered with the South African Reward Association or related professional body and one Project Manager to carry out the exercise.	3	
		Sufficient capacity to carry out the exercise. A minimum of three (3) Consultants registered with the South African Reward Association or related professional body and one Project Manager to carry out the exercise.	4	
		Sufficient capacity to carry out the exercise. A minimum of four (4) Consultants registered with the South African Reward Association or related professional body One Project Manager and two (2) Operational Staff to carry out the exercise.	5	

**FUNCTIONALITY EVALUATION CRITERIA**

**A key score of 0-5 will be applied where:**

**0 = Poor; 1= below average; 2 = average; 3 = Satisfactory; 4 = Very Good and 5= Excellent**

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
		A CV of a Team Leader with 8 years of experience of conducting job evaluation and grading sessions and designing pay scales registered with the South African Reward Association or related professional body.	3	
		A CV of a Team Leader with 10 years' or more of experience of conducting job evaluation sessions and designing pay scales registered with the South African Reward Association or related professional body.	5	
3.	Methodology to guide the Job Evaluation and Grading as well as Pay Scale Design. The methodology must be scientifically validated and widely used for job evaluation and grading purposes. The methodology must be applied through an automated system that can generate reports within 24-hour cycle time.	Generic methodology on Job Evaluation and Grading; and Pay Scale Design and project plan. The methodology must be scientifically validated and widely used for job evaluation and grading purposes. The methodology must be applied through an automated system that can generate reports within 24-hour cycle time.	3	30
		A detailed methodology on Job Evaluation and Grading; and Pay Scale Design and project plan with timelines. The methodology must be scientifically validated and widely used for job evaluation and grading purposes. The methodology must be applied through an automated system that can generate reports within 24-hour cycle time.	5	
<b>TOTAL POINTS</b>			<b>100</b>	
<b>CUT OFF POINTS</b>			<b>70</b>	

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

Only bidders that scored a minimum score of **70 points and above out of 100 points on Functionality** will qualify for the final 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

9.1.1.1 The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
<b>1</b>	<b>HDI</b>	<b>12</b>	
1.1	Black owned	6	Registration Documents and ID Copy
1.2	Women	3	Registration Documents and ID Copy
1.3	PWDs	3	Letter from the Doctor
<b>2</b>	<b>Youth</b>	<b>4</b>	ID Copy
<b>3</b>	<b>Locality</b>	<b>4</b>	Letter from Ward Councilor or Tribal Authority or Affidavit or Lease Agreement
	<b>TOTAL</b>	<b>20</b>	

## **10. SPECIAL CONDITIONS**

10.1 The GPL reserved the right to extend the closing date.

10.2 The GPL reserves the right to verify any information contained in a proposal.

10.3 Request documentary proof regarding any tendering issue.

10.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);

10.5 Award this RFP as a whole or in part.

10.6 Cancel or withdraw this RFP as a whole or in part.

**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.

<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:

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.....

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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.



2.3 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 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.

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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.

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

**ANNEXURE A: PRICING SCHEDULE**

<b>Work Component</b>	<b>Activity</b>	<b>Cost for Year 1</b>	<b>Costing for Year 2</b>
<b>Phase 1</b>			
<b>Phase 2</b>			
<b>Phase 3</b>			
	<b>Attendance of Steering Committee meetings and presentations</b>		
	<b>Subtotal</b>	<b>R</b>	<b>R</b>
	<b>VAT @15%</b>	<b>R</b>	<b>R</b>
	<b>Grand Total</b>	<b>R</b>	<b>R</b>

**THE END**