



REQUEST FOR PROPOSAL

**APPOINTMENT OF A SERVICE PROVIDER TO ADMINISTER A BARRETT SURVEY FOR THE
GPL FOR A PERIOD OF 1 MONTH**

RFQ NO: PR 10064895

CLOSING DATE: 18 MARCH 2025

TIME: 11:00 AM

RFQ SUBMISSION: VLetshokota@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	Yes		
2	Bidder's Disclosure (SBD 4) Original completed and signed.	Yes		
3	Preference Point Claim form (SBD 6.1) Original completed and signed.	Yes		
4	Did you submit copies of full Company Registration documents?	Yes		
5	Did you submit copies of South African IDs' for directors?	Yes		
6	Did you submit your company profile?	Yes		
7	Did you submit one (1) electronic copy of the RFQ ?	Yes		
8	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> • Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members 	Yes		

Service Provider's Name:.....

Completed by:.....

Signature:.....

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

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

- 2.2.1 If so, furnish particulars:

.....
.....

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

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.

2.3.1 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 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.

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

SBD 6.1

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 applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 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.

1.3 The maximum points for this tender are allocated as follows:

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

1.4 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.

1.5 The Gauteng Provincial Legislature 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:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system on the table below).

- 4.3. The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
1	HDI	12	
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
2	Youth	4	ID Copy
3	Locality	4	Letter from Ward Councillor or Tribal Authority or Affidavit or Lease Agreement
	TOTAL	20	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

- 5.1 Name of company/firm.....
- 5.2 Company registration number:

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5.3 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]

5.4 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) Tenderers

NAME AND SURNAME

DATE:

ADDRESS

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 <p>GAUTENG LEGISLATURE Your View — Our Vision</p>	Terms of Reference	Section 3
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1. INTRODUCTION

- 1.1 The Barrett survey is a scientifically validated tool used to identify entropy or dissonance between employees' personal values against the organisational values. The survey enables the employee to conduct an introspection and identify the causes of their dissonance.
- 1.2 The gap between the employee's assessment and that of the organisation creates the opportunity for working towards closing the gap through facilitated workshops and interventions. Given that individuals are called upon to address the deeply rooted challenges the initiatives will take place over a three month period to enable introspection and movement closer to the espoused organisational the three (3) new values, that is, Batho Pele, Integrity and Excellence.

2. BACKGROUND

- 2.1 The Barret Survey will focus on the alignment of values of GPL employees and GPL Values and how to close the gap between the two.

3. OBJECTIVES

- 3.1 There exists dissonance between employees' personal values against the GPL values. The survey will enable employees to do introspection and identify the causes of their dissonance. The gap between the employee's assessment of their values and the value of the GPL creates the opportunity for working towards closing the gap through facilitated workshops and interventions.
- 3.2 The initiatives will take place over a three month period to enable introspection and movement closer to the espoused organisational the three (3) new values, that is, Batho Pele, Integrity and Excellence.

4. SCOPE OF WORK

- 4.1 Facilitate the training of the Barret Survey and methodology.
- 4.2 Administrate the Barret Survey.
- 4.3 Develop reports and interventions to improve alignment of the values of the employees in relation to the values of the GPL.
- 4.4 Complete at least two draft reports leading to the final report.
- 4.5 Table reports to a maximum of 2 relevant GPL structures.
- 4.6 Facilitate training for the identified change champions who will assist the GPL with the alignment of values and other GPL initiatives.

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- 4.7 The service provider will facilitate the training of the Barret survey and methodology to relevant Human Resources employees. This will be followed by the administration of the Barret Survey which will culminate in the development of reports and interventions to improve alignment of the values of the employees in relation to the values of the GPL.

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 Provide support to the service provider.
- 5.1.2 Provide information and other GPL resources required to support the project.
- 5.1.3 Approve the implementation of stages of the project as required by GPL practices.
- 5.1.4 Review and approve reports.
- 5.1.5 Barret Survey reports will be used to guide the GPL Executive, Management and Employees on the strategies to be adopted in improving and sustaining better alignment of Employee Values to GPL Values.

5.2 The role of the service provider

- 5.2.1 The service provider will be expected to sign a GPL standard contract/SLA.
- 5.2.2 To provide a detailed project plan for administering the Barret Survey at the Gauteng Provincial Legislature.
- 5.2.3 Provide detailed reports and recommendations.
- 5.2.4 Ensure Survey is data driven, evidence based, and participant informed.
- 5.2.5 The Barret Survey will focus on the alignment of values of GPL employees and GPL Values and how to close the gap between the two above mentioned over a three-year period.
- 5.2.6 Service provider to facilitate the training of the Barret survey and methodology.
- 5.2.7 Service provider to administer the Barret Survey.
- 5.2.8 Service provider to facilitate training for the identified change champions who will assist the GPL with the alignment of values and other GPL initiatives.

6. REQUIRED COMPETENCIES

- 6.1 Sufficient understanding of culture management processes.
- 6.2 Creating and maintaining a company culture within a professional work environment
- 6.3 Analysis of the influence organisational culture has on employees and their morale within the workplace.
- 6.4 Overseeing the elements of organisational culture.
- 6.5 Adequate experience by the service provider in conducting projects of a similar nature.
- 6.6 At least 5 (five) years' experience in consulting in both Public and Private Sector.
- 6.7 At least 5 (five) year's Barret Survey management experience in the public sector.
- 6.8 Team leader must have at least 5 years Barret Survey management experience.

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- 6.9 Team leader must have a relevant master's degree in psychology registered with the as Psychometrist or an Industrial Psychologist approved by the Health Professional Council of South Africa (HPCSA) and or SA Board For People Practices (SABPP) as a Human Resources Practitioner or equivalent registration.
- 6.10 Allocation of at least 2 members to the team.

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, budget, 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.

8. PERIOD OF THE ASSIGNMENT

- 8.1 The service provider should commence and complete the assignment within a period of 1 Month from date of award.
- 8.2 The assignment will conclude after closure and handover between the service provider and the GPL.
- 8.3 The overall duration of the assignment will not exceed 1 month.
- 8.4 Actual timelines to be agreed between the GPL and the successful 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)**.

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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 Specific Goals**

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<p>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</p>				
#	CRITERION	DESCRIPTION	SCORE	WEIGHT
1	<p>Service Provider Experience in similar projects</p> <p>Provide a Project List of previous clients demonstrating years of experience in executing projects of a similar nature.</p>	A minimum of 5 years' experience in implementing projects relating to implementing the Barret Survey		20
		5 years' experience	3	
		6 to 9 years' experience	4	

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<p>The Project List must be in the below table format</p> <table><tr><td>Project Description</td><td>Value</td><td>Period</td><td>Client Name</td></tr></table> <p>The reference letters 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">• GPL reserves the right to verify the testimonials.	Project Description	Value	Period	Client Name	10 or more years' experience	5
Project Description	Value	Period	Client Name			

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
2.	Project Management Team	The Team Leader with a minimum of 5 years' experience in the implementation of the Barret Survey and a master's degree in human resources/ industrial psychology.		20

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		Master's Degree and 5 years' experience	3	
		Master's Degree with 6 to 9 years' experience	4	
		Master's Degree with 10 or more years' experience	5	
3	Project Methodology and Project Plan	A detailed project methodology accompanied by a comprehensive project plan		40
		Standard project methodology and plan	3	
		A detailed project methodology and project plan which includes activities and timelines	4	
		A comprehensive project methodology detailing all activities, timelines, resources, project milestones, risk mitigation factors	5	
4	Proven Track record	A minimum of 3 references for similar projects relating to the implementation of the Barret Survey. The reference letters must be signed by the referee, contact details of the referee, contain details of the project implemented and period of the contract.		10
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

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	GPL reserves the right to verify the testimonials.	3 signed references	3	
		4 to 6 signed reference letters	4	
		7or more signed reference letters	5	
5.	Affiliation to professional bodies Valid Professional membership to HPCSA or SABPP.	A service provider is expected to be a full member of the following professional bodies		10
		Not a member of any required association or professional body	0	
		Registered as Industrial Psychologist/ Psychometrist with the Professional Board of Psychology (HPCSA) or a Human Resource Practitioner with SABPP or equivalent	5	
			TOTAL POINTS	100
			CUT OFF POINTS	70

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9.1.1 Phase 3: Price and Specific Goals (100)

9.1.1.1 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: Criteria	Points
$Ps = 80 - \frac{Pt - Pmin}{Pmin} \times 80$	80
Specific Goals	20
TOTAL	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

The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
1	HDI	12	
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

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2	Youth	4	ID Copy
3	Locality	4	Letter from Ward Councilor or Tribal Authority or Affidavit or Lease Agreement
	TOTAL	20	

-----THE END-----