

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO CONDUCT JOB GRADING SERVICES, BENCHMARKING TO INSETA FOR A PERIOD OF TWO YEARS. (AS AND WHEN REQUIRED)**

RFQ	RFQ/2021/22/15
RFQ ISSUE DATE	07 May 2021
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO CONDUCT JOB GRADING SERVICES, BENCHMARKING TO INSETA FOR A PERIOD OF TWO YEARS. (AS AND WHEN REQUIRED)
CLOSING DATE & TIME	12 May 2021 @ 11:00
EMAIL FOR SUBMISSIONS	<a href="mailto:rfqs@inseta.org.za">rfqs@inseta.org.za</a>

**Bidders must submit responses via e-mail at: [rfqs@inseta.org.za](mailto:rfqs@inseta.org.za), before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.**

The INSETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME:

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POSTAL ADDRESS:

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TELEPHONE NO:

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FAX NO:

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E MAIL ADDRESS:

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CONTACT PERSON:

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CELL NO:

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SIGNATURE OF BIDDER:

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## **DETAILED TECHNICAL SPECIFICATION**

### **APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO CONDUCT JOB GRADING SERVICES, BENCHMARKING TO INSETA FOR A PERIOD OF TWO YEARS. (AS AND WHEN REQUIRED)**

#### **1. BACKGROUND**

- 1.1 The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.
- 1.2 INSETA is a Schedule 3A Public Entity in terms of the Public Finance Management Act No 1 of 1999, as amended (PFMA). This therefore implies that the INSETA must fully comply with all the requirements of the PFMA as well as the Irregular Expenditure Framework.
- 1.3 The objective of this Request for Quotation is to appoint a panel of Service Providers to Evaluate and Grade all Positions within INSETA as well as Conduct and provide a Benchmark for Appropriate Salary Packages and Salary Scales for the Full-Time Employee Roles(as and when required) for a period of two (2) years.

#### **2. SCOPE OF WORK AND DELIVERABLES**

##### **2.1. Scope of work - Type of job evaluation and benchmark**

- 2.1.1 The bidder to use Paterson grading system.
- 2.1.2 The bidder must ensure the grading is aligned to INSETA's approved organogram (to be provided upon contracting).
- 2.1.3 Compare, through a sample, existing positions aligned to a particular job family within the Paterson grading system, benchmarked against other SETA's.
- 2.1.4 It would be an external benchmark to compare internal results with internal and external SETA's organisations, where similar skills, knowledge, and experience to that required by INSETA, as well as to identify industry- related remuneration and pay structure (grades) for all positions within INSETA.

##### **2.2. Deliverables:**

- 2.2.1 The proposed process and/or methodology should satisfy the goals of the exercise and include organisations that utilise skills, knowledge, and experience similar to INSETA. These could include SETAs.
- 2.2.2 Evaluation exercise to look at public entities and agencies which are in competition with INSETA for skills.
- 2.2.3 The benchmark should ensure statistical correctness and include a sample size in respect of each position.

2.2.4 When reporting on salary data the following definitions should be used, unless otherwise recommended by the service provider:

- a) Total guaranteed package is the total annual guaranteed cost to company for employing an employee. This includes the total annual salary and non-cash fringe benefits (e.g., pension fund, medical aid contributions – subsidy, not allowance, risk benefits – Group Life).
- b) Short term incentives refer to an annual bonus tied to the performance of the individual or team or organisations. The incentives should be applicable for up to a financial year link to a performance cycle.
- c) The service provider would be required to familiarize itself with INSETA's structures, roles, responsibilities and key performance areas of permanent employees and internships and conduct an analysis of similar positions within the SETA market.
- d) Conduct a salary benchmarking exercise to determine INSETA's position in the market in respect of its current remuneration scales. The benchmark should propose a set of market related pay scales for INSETA.
- e) The service provider must be able to report, interpret and present results to INSETA management as and when required at no additional cost.
- f) Further to the above, we require access to a remuneration benchmarking system with real time reporting, real data forecasting capabilities for future use internally.

### 2.3. Competency and knowledge, skills and abilities required:

2.3.1 Preference will be given to professionals/companies that will be able to demonstrate prior experience of similar projects done. Experience should include but not limited comprehensive research report.

2.3.2 Ability to design and implement output-driven reward solutions.

2.3.3 Have the capacity and resources to meet tight deadlines and be available to commence immediately.

## 3. PRE-QUALIFICATION &

- 3.1 Bidder must submit proof and must be an EME or QSE **only (level 1 or level 2 BBBEE contributor)** status will be considered (**no generic companies will be considered**)
- 3.2 Bidder must complete and sign the RFQ document by the authorized company representative.

**Note: All bidders who do not comply with the items listed above will be disqualified.**

## 4. MANDATORY CRITERIA

- 4.1 The bidder must submit a minimum of three (3) contactable reference letters for job grading and benchmarking work done in the past three years. The reference letter must be signed, be on client's letterhead and dated.
- 4.2 The bidder must provide a valid membership for South African Board for Peoples Practitioners (SABPP)

**Note: All bidders who do not comply with the items listed above will be disqualified.**

## 5. COSTING

**5.1 Price & B-BBEE:** Evaluation based on price and BBBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017. BBBEE and Price. As the RFQ price is estimated to be between R 30 000.00 and R 500 000.00, therefore RFQ responses will be evaluated on the 80/20 Price & BBEE preference point system.

### 5.2 Pricing Considerations:

No.	Description	Year 1 - Amount (Incl VAT)	Year 2 - Amount (Incl VAT)
1.	Job evaluation, benchmarking, and grading (Rate for each job must be inclusive of everything e.g., reporting and presentation of report etc.) Paterson E & F Band	R_____	R_____
2.	Job evaluation, benchmarking, and grading (Rate for each job must be inclusive of everything e.g., reporting and presentation of report etc.) Paterson D Band and lower	R_____	R_____
3.	15% VAT	R_____	R_____
4.	Total	R_____	R_____
5.	<b>Grand total</b>	R_____	

**Note:**

**Bidders' price quotations must be inclusive of all applicable taxes (including VAT).**

## 6. EVALUATION USING A POINT SYSTEM

- 6.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 6.2 Preference points shall be calculated after process has been brought to a comparative basis considering all factors of non-firm prices.
- 6.3 If two or more bids have scored equal points, the successful bid must be the onescoring the highest number of preference points for B-BBEE.
- 6.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 6.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

## 6.6 POINTS AWARDED FOR PRICE

The **80/20** preference point system

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 comparative price of bid under Consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

## 7. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 7.1** Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 7.2** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 7.3** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.4** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 7.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 7.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability

to execute the sub-contract.

- 7.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

## 8 COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of a RFQ, between the closing date and the date of the award of the business.

## 9 CONDITIONS TO BE OBSERVED WHEN RFQING

The Corporation does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. The Corporation reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

***Only the top three bidders in terms of BBEE Price will be considered for the panel over a period of two years.***

**INSETA reserves the right to:**

- 9.1 Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 9.2 Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 9.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered, or permitted.
- 9.4 Award a contract to one or more bidder(s).
- 9.5 Accept any RFQ in part or full at its own discretion.
- 9.6 Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 9.7 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

## 10 COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

**END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of Contract (GCC)

**Non – compliance in returning above mentioned documents, will deem the bid nonresponsive.**