



**MINUTES**

<b>Meeting</b>	<b>NON-COMPULSORY BRIEFING SESSION: APPOINTMENT OF A SERVICE PROVIDER FOR CONDUCTING JOB PROFILING, JOB EVALUATION, JOB GRADING AND SALARY BENCHMARKING</b>	
<b>Date</b>	04 July 2019	
<b>Time</b>	11H00-12H00	
<b>Venue</b>	6 Hats Boardroom	
<b>Attendees</b>	Phiwokuhle Gawulana (PG)	Specialist: Demand, compliance and contract management
	Norman Maphala (NM)	HR Manager
	Lindiwe Duma (LD)	SCM Specialist
	Lebogang Phaleng (LP)	SCM Specialist
<b>Item No</b>	<b>Agenda Items</b>	
<b>1</b>	<b>Opening</b> NM welcomed everyone to the briefing session and declared the meeting opened. He requested all prospective bidders to complete the attendance register.	
<b>2</b>	<b>Matters discussed</b>  <b>2.1 Technical Requirements</b>  NM took the attendees through the terms of reference /technical requirements as follows: - The intention of the project is to conduct job profiling, job evaluation, job grading, and salary benchmarking based on INSETA's current organizational structure.	

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- INSETA is currently using the Patterson Grading System and requires the successful service provider to compare this system with other job evaluation systems. The comparison will assist INSETA to determine a more appropriate/suitable system to use in future.
- In terms of the salary benchmarking, the focus must be on the financial industry, government and other SETAs.
- INSETA recently concluded an organizational restructuring process, some jobs are new whilst some have been phased out.
- The successful service provider will be required to present a report on the outcome of the process to management.
- The process must be concluded to make the necessary adjustments by April 2020.

PG highlighted the following in terms of the SCM requirements:

The evaluation process consists of 4 stages, namely:

- Stage 1: Compliance requirements which entails submission of Standard Bidding Documents.
- Stage 2: Compulsory/mandatory requirements.
- Stage 3: Functionality requirements. Bidders must attain a minimum of 70% in order to be considered for further evaluation.
- Stage 4: Price and BBBEE.

Proposals received after the closing time will not be accepted or considered for evaluation.

He stated that attendance to the session is non-compulsory, meaning that other service providers who did not attend the session will be allowed to submit their bids.

PG further highlighted that Standard Bidding Documents (SBD) that must be completed, signed and submitted together with the proposals. Failure to do so may lead to a bid being disqualified from the process.

1. SBD1: contains the details of the service provider. The important point is that on submission of the bid, bidders must be registered on National Treasury's Central Supplier Database (CSD) and the CSD number must be indicated on SBD 1. INSETA will also be verifying the tax compliance status of the bidders on the CSD and SARS eFiling.

2. SBD 4: Mainly focuses on the potential conflict of interest, hence the important part is that the director's names and ID numbers must be indicated. There must also be a declaration of whether the bidder or any of its directors have any relation to any of INSETA employees.
3. SBD 6.1: Highlights the evaluation method to be applied. The bid is not estimated to exceed R 50 million hence the 80/20 principle will apply. Sworn affidavits are acceptable if the bidder is a Qualifying Small Enterprise or Exempted Micro Enterprise.
4. SBD 8: Refers to past practices of the bidder. I.e. where a bidder was contracted to carry out work and failed to do so or has been prohibited to do business with the state, it must be declared upfront in SBD 8.
5. SBD 9: is intended for competition purposes, hence it highlights all instances that are prohibited to be undertaken by the bidders i.e collusion.

**Questions and Answers**

Question/comment	Answers
1. INSETA must bear in mind that when doing a survey with 20 different SETAs, the response might take longer and come back within 2-4 weeks.	Bidders must indicate the timelines on their project plans reflecting how long the process will take. The benchmarking can take 3-4 weeks. In terms of the reasonableness of time within 6 months the process should be finalised.
2. How many employees does INSETA have?	INSETA currently has 70 employees.
3. Is the project for 70 people?	It for 70 jobs.
4. Is the service provider required to conduct an introductory workshop with all the incumbents and interview line managers?	Yes, the intention of the introductory workshop is to provide clarifications and expectations to all employees and managers.
5. Does INSETA participate in a salary survey process and submit on an annual basis or have you purchased the salary data?	No. The job grading, and benchmarking process was done 3 years ago. INSETA currently has outdated data.
6. Does INSETA require the service provider to create a competency framework or is there a competency framework in place?	The competency framework was done 3 years ago and needs to be updated. All the information will be provided to the successful service provider.
7. Is INSETA's organisational structure finalised and approved with no changes?	Yes.

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<p><b>3</b></p>	<p>8. Does INSETA need the jobs to be costed?            9. Will internships and learnerships be considered or is it just for permanent staff?            10. The compulsory requirement regarding the Patterson License eliminates all bidder from bidding except for PriceWaterCoopers who owns the license. Service providers are applying the Paterson methodology and using their own systems. The Patterson methodology is open-sourced, but the Patterson system is not. Although providers use different systems, the outcome will be the same.</p> <p><b>Closure</b></p>	<p>Yes, bidders need to conduct benchmarking and provide costing.            Only permanent staff will be considered.            INSETA will remove the licensing clause and issue an addendum to the bid document. The addendum will be advertised in the Government Tender Bulletin, National Treasury's eTender Portal and INSETA website.</p>
<p>PG thanked everyone for attending and declared the briefing session closed.</p>		



Phiwokuhle Gawulana  
 Demand, Compliance and Contract Management

Date: 08/07/19