

**Request for Quotations (RFQ)**

**Request to procure a service provider to benchmark payroll functions, review job profiles and job grading at Agreement South Africa**

<b>RFQ Number</b>	ASA 07/05/2024
<b>Date of Issue</b>	08 May 2024
<b>Closing Date &amp; Time</b>	15 May 2024 @12:00pm  <b>NO LATE SUBMISSIONS WILL BE ACCEPTED</b>
<b>Submissions</b>	<a href="mailto:procurement@agrement.co.za">procurement@agrement.co.za</a>

**Technical and Supply Chain Management queries may be directed to:**

[Procurement@agrement.co.za](mailto:Procurement@agrement.co.za)

## 1. BACKGROUND

The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No 11 of 2015 from 1 April 2017. Agrément South Africa was established as a Schedule 3A entity on 1 April 2017. The entity operates under a delegation of authority from the Minister of Public Works.

The main objectives are:

- To assure fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote integrated socio-economic development related to the construction industry in the Republic.
- To support and promote the introduction and use of certified non-standardized construction-related products or systems in the local or international market.
- To support policymakers in minimizing the risk associated with the use of non-standard construction-related products or systems; and
- To be an impartial and internationally acknowledged South African centre for assessing and confirming fitness-for-purpose of non-standard construction-related products or systems.

## 2. INVITATION FOR PROPOSALS

Agrément South Africa is seeking to implement the segregation of duties in terms of payroll functions and ensure that the affected positions/job profiles are revised and job evaluated to ensure fairness on remuneration practices. ASA is inviting proposals from qualified and experienced service providers to benchmark payroll functions with similar organisations and/or entities, review the job profiles and job evaluate the reviewed job profiles.

## 3. SPECIFICATIONS

Agrément South Africa (ASA) seeks the services of qualified and experienced service providers to benchmark Payroll and HR functions with similar organisations and/or entities, review the job profiles and job evaluate the reviewed job profiles. By benchmarking Payroll and HR functions and segregating duties effectively, ASA aims to enhance the efficiency, accuracy, and compliance of payroll operations, ultimately contributing to the overall success of the organization. The project is intended to ensure that there is a segregation of duties and that jobs are graded and remunerated accordingly.

### **3.1 The scope of work includes but not limited to:**

- Conduct interviews and consultations with stakeholders from Finance and HCM departments to understand current processes, challenges, and requirements.
- Benchmark against industry standards and best practices through literature review and comparative analysis.
- Identify key performance indicators (KPIs) to measure the effectiveness of Payroll and HR functions.
- Review the existing job profiles to ensure segregation of duties.
- Job evaluate the job profiles using the Patterson grading system.
- Grade the reviewed job profiles.
- Develop a comprehensive report outlining findings, recommendations, and proposed segregation of duties and the final grading results.

### **3.2 Expertise and Experience**

- Extensive knowledge and experience in the benchmarking, reviewing/ developing of job profiles and job grading.
- Proven experience in grading jobs by making use of Patterson grading system.

#### **Additional information**

- A maximum of 4 job profiles to be reviewed.
- The project must be finalised on or before 30 June 2024.

## **4. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA**

### **4.1 Submission of procurement documents.**

4.1.1 National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such a service provider is not registered on the CSD,

4.1.2. Completed and signed standard bidding documents, **SBD 4 and 6.1 forms**.

4.1.3 Signed General Conditions of Contract.

4.1.4 BBBEE Certificate.

## 4.2 Mandatory documents/ information:

4.2.1. Completed price schedule.

4.2.2 Valid Proof of registration with a relevant professional body, e.g South African Board People Practices (**SABPP**).

4.2.3 **Have a certificate in Job Evaluation training.**

**Please stipulate the following information regarding registration with the relevant professional body of key personnel:**

Questions:	Yes	No
1. Are you registered with the SABPP or any relevant HR professional body		
2. Do you have a JE Certificate		
<b>Tick(X) on the applicable box. Proof of Registration or obtain a valid certificate from the relevant professional body. Attach proof of the certificate/ registration.</b>		

**NB: Failure to meet any of the mandatory requirements on 4.2 above will disqualify the bidder.**

## 5. Evaluation

### 5.1 Phase 1: Technical Specification and Functionality Evaluation

The bids shall first be evaluated for functionality. A **minimum score of 60%** must be obtained on functionality before a proposal is considered for further evaluation. Details of the functionality scoring and how the points shall be allocated are as follows:

#### 5.1.1 Method Statement and approach

Submit the method statement that is in line with the scope of work.

Questions:	Yes	No	Weighting
1. Do you have a method statement in line with the scope of work?			10
<b>Tick the appropriate box below to indicate if you have the mentioned documents. Attach a copy of a method statement as per the scope of work. The methodology must have the following.</b> <b>1. Clear timelines</b> <b>2. Order of project activity</b> <b>3. Project time frames</b> <b>4. All elements to be included in the bidder's proposal as per the scope of work</b>			

a) Bidder failed to address all the points		=0 points
b) Bidder addressed 1 out of 4		=1 point
c) Bidder addressed 2 out of 4		=2 points
d) Bidder addressed 3 out of 4		=3 points
e) Bidder addressed 4 out of 4		=5 points

### 5.1.2 Company profile

Please stipulate the following information regarding the company profile:

Questions:	Yes	No	Weighting
1. Do you have an adequate updated company profile			30
<b>Tick the appropriate box below to indicate your years of experience in a respected field.</b> Attach a company profile clearly indicating the number of years in providing or demonstrate relevant experience in the Job Evaluation services in the past five (5) years ( <b>services providers are required to indicate the period they started providing JE services</b> ). The minimum years of experience required is three (3) years.			
a) Less than three years			= 0 points
b) 3 to 5 years of experience			= 3 points
c) Six or more years of experience			= 5 points

### 5.1.3 Reference Letters

Questions:	Yes	No	Weighting
1. Do you have reference letters?			30
Tick(X) the appropriate box that is applicable. <b>Attach a copy of the reference letters of previous work or projects of a similar nature completed. In addition, please attach the list of projects completed and their duration. The reference letters from the clients <u>must</u> include the following:</b> <ul style="list-style-type: none"> <li>• company name.</li> <li>• company letterhead.</li> <li>• contact person.</li> <li>• signature of the contact person.</li> <li>• contact telephone numbers.</li> </ul>			

<b>N/B: Reference Letters without the above inclusions will be automatically disqualified.</b>		
a) No reference letter submitted		= 0 points
(b) Less than 3 reference letters submitted		= 1 point
(c) 3 to 5 Reference letters submitted		= 3 points
(d) 6 and above reference letters submitted		= 5 points

#### 5.1.4 Qualifications of the Project Lead.

Please submit copies of the qualifications of the Project Team.

<b>Questions:</b>	<b>Yes</b>	<b>No</b>	<b>Weighting</b>
1. Do you have a Project Team with the Qualifications stipulated below?			<b>15</b>
<b>Tick(X) the appropriate box that is applicable. Service providers must demonstrate that the Project Leader and the team responsible for the Job Evaluation project have the relevant qualifications. Attach a certified copy(s) of qualifications not older than 6 months</b>			<b>Score</b>
(a) No formal Qualifications			= 0 points
(b) National Diploma in Human Resource Management/Development/Organisational Development/Change Management/ Business Management/ Public Administration/ Business Administration or relevant Diploma			= 1 point
(b) BTech Degree in Human Resource Management/Development/Organisational Development/Change Management/ Business Management/Public Administration/ Business Administration relevant Degree			= 3 points
(c) Honours & Master's Degree in Human Resource Management /Development/ Organisational Development/Change Management/ Business Management / Public Administration / Business Administration or relevant Degree			= 5 points

### 5.1.5 CVs and Qualifications of the Project Team

Please submit the CVs and qualifications of the Project Team).

The CVs must indicate experience in a project of a similar nature.

Questions:	Yes	No	Weighting
1. Do you have the CVs and qualifications of the supporting personnel as stated below?			15
<b>Tick(X) the appropriate box that is applicable. Submit a copy of the qualifications of all key personnel as detailed below. (Submit a maximum of two (2) CVs)</b>			
<b>1. The Service provider must submit detailed CVs indicating relevant experience in providing services of a similar nature.</b>			
<b>2. Attach qualifications of the supporting personnel (Management/Administration/ Human Resource Management)</b>			
(a) No Curriculum Vitae attached			= 0 points
(b) The Curriculum Vitae of the Project Leader only, is attached.			= 1 point
(c) The Curriculum Vitae of the Project Leader and one supporting personnel are attached.			= 3 points
(d) Curriculum Vitae of the Project Leader and two supporting personnel attached			= 5 points

<b>Total Scoring</b>	<b>100</b>
<b>Minimum Threshold</b>	<b>60</b>

### 5.2 Calculation of points

Please note for acquisitions below or equal to R50 Million, ASA evaluates these in terms of the 80/20 preference point system where:

80 points are allocated for price and 20 points will be awarded based on the specific goals.

Points for price will be calculated for all shortlisted service providers in accordance with the following formula:

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

Where:

P<sub>s</sub> = Points scored for the price of the quotation under consideration

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Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

Preference points for the specific goals will be allocated as follows:

NO.	SPECIFIC GOALS ALLOCATED POINTS	PREFERENCE POINTS ALLOCATION	SUPPORTING EVIDENCE TO BE SUBMITTED
1.	SMMEs	10 points	<ul style="list-style-type: none"><li>- A B-BBEE certificate / affidavit as supporting evidence</li><li>- CSD report</li></ul>
2.	>50% Black female ownership	5 points	<ul style="list-style-type: none"><li>- CSD report or,</li><li>- Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners</li></ul>
3.	>50% Black youth ownership	5 points	<ul style="list-style-type: none"><li>- CSD report,</li><li>- Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or</li><li>- Identification Documentation of all owners</li></ul>

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
<b>TOTAL</b>	<b>100</b>

ASA also reserves the right to investigate the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing workload, etc.

A recommendation for the award will then be formulated for approval by the relevant delegated authority.

## 6. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

6.1 Before the bid is awarded, the successful bidder must enter into a Service Level Agreement (SLA) with Agrément South Africa (ASA). The SLA shall form the contractual basis for delivering

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the service and how performance shall be measured. Contract extensions are at the sole discretion of ASA.

## 7. PRICE SCHEDULE

Item no	Item Description	Qty	Unit of Measure	Unit Price	Total
01	Benchmarking of Payroll functions	1	Sum	R	R
02	review of job profiles	1	Sum	R	R
03	grading of jobs using the Patterson grading system.	1	Sum	R	R
<b>TOTAL AMOUNT (EXCL VAT)</b>					
<b>15% VAT</b>					
<b>TOTAL AMOUNT (ALL INCLUSIVE)</b>					

## 8. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

Considering the fees paid, the service provider expressly assigns any copyright to ASA from the works the consultant produces while executing this contract. The consultant may not use, reproduce, or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from ASA.

## 9. FINAL APPROVAL

ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject any proposals and/or not appoint any service provider.

## 10. PROCEDURE FOR SUBMISSION OF PROPOSALS

- 10.1 All proposals must be submitted electronically to [procurement@agrement.co.za](mailto:procurement@agrement.co.za).
- 10.2 Respondents must use the RFQ number as the subject reference when submitting their bids.
- 10.3 All documents submitted electronically via e-mail must be clear and visible.
- 10.4 All proposals, documents, and late submissions after the due date will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

## **11. VALIDITY PERIOD OF THE PROPOSAL**

11.1 Each proposal shall be valid for **three (3) months**, calculated from the closing date.

## **12. APPOINTMENT OF SERVICE PROVIDER**

12.1 The contract will be awarded to the bidder who scores the highest total points during the evaluation process, except where the law permits otherwise.

12.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. If the parties fail to reach such an agreement, ASA reserves the right to appoint an alternative supplier.

12.3 Awarding of contracts will be announced on the National Treasury website, and no-regret letters will be sent to unsuccessful bidders.

## **13. ENQUIRIES AND CONTACT WITH ASA**

13.1 Any inquiry regarding this RFQ shall be submitted in writing to ASA at [procurement@agrement.co.za](mailto:procurement@agrement.co.za) with RFQ No: ASA 07/05/2024 “ Request to procure a service provider to benchmark payroll functions, review job profiles and job grading at Agrement South Africa.

13.2 Any other contact with ASA personnel involved in this Quotation is not permitted during the RFQ process is other than as required through existing service arrangements or as requested by ASA as part of the RFQ process.

## **14. MEDIUM OF COMMUNICATION**

14.1 All documentation submitted in response to this RFQ must be in English.

## **15. COST OF PROPOSAL**

15.1 Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and direct or indirect expenses of proposal preparation and participation throughout the RFP process. ASA is not directly or indirectly responsible for any costs incurred by tenderers.

## **16. CORRECTNESS OF RESPONSES**

- 16.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 16.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

## **17. VERIFICATION OF DOCUMENTS**

- 17.1 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. ASA will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 17.2 Only one electronic copy of the proposal must be submitted via email to [procurement@agrement.co.za](mailto:procurement@agrement.co.za). If the bidder sends more than one proposal, the first submission shall take precedence should it have yet to be recalled/withdrawn in writing by the bidder.

## **18. ADDITIONAL TERMS AND CONDITIONS**

- 18.1 A tenderer shall not assume that information and/or documents supplied to ASA, at any time before this request, are still available to ASA, and shall consequently not make any reference to such information document in its response to this request.
- 18.2 Copies of any affiliations, memberships, and/or accreditations that support your submission must be included in the tender.
- 18.3 An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a tender or cancellation of any subsequent contract.
- 18.4 Please comply with this document's terms and conditions to ensure the proposal is valid.

## **19. ASA RESERVES THE RIGHT TO.**

- 19.1 Extend the closing date.
- 19.2 Verify any information contained in a proposal.
- 19.3 Request documentary proof regarding any tendering issue.
- 19.4 Appoint one or more service providers, separately or jointly (whether they submitted a joint proposal).
- 19.5 Award this RFQ as a whole or in part.
- 19.6 Cancel or withdraw this RFQ as a whole or in part.

## **20. DISCLAIMER**

This document is only an RFQ is a request for proposals only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submitting this proposal, tenderers shall be deemed satisfied with and accept all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, guarantee or endorsement to the tenderer concerning the RFQ, whether its accuracy, completeness or otherwise. ASA shall have no liability towards the tenderer or any other party in connection.

## **21. POPIA**

Protection of Personal Information - All bidders agree that personal information of persons related to or linked with bidders or respondents to this request for proposals may be required to fulfil the requirements for submitting a bid. All bidders agree that the ASA may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.