



370 Nossob Street
 Erasmuskloof Ext. 4
 Private Bag X337
 Pretoria 0001
www.armscor.co.za

Gateway to Defence Solutions

Company registration: 1968/008611/30 VAT registration: 4500101169

REQUEST FOR QUOTATION

NAME OF BIDDER : _____

RFQ REFERENCE NUMBER: RR83587

APPOINTMENT OF REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF JOB PROFILES REVIEW AT ARMSCOR DOCKYARD

EXPECTED TIMEFRAME

RFQ PROCESS	DATES
RFQ Issue Date	25/06/2026
Briefing Session <i>(indicate if it is compulsory or not)</i>	N/A
Briefing Session Address and Venue	N/A
RFQ Closing Date	16/07/2026 @11:00am

Please return your quotation on/or before the closing date and time stipulated above. Late and incomplete quotation will invalidate the quote submitted.

BIDDER'S NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF
BIDDER:

1. **RFQ Validity period**

a. This quotation will remain valid **90 (ninety) days** from the date of bid closing.

2. **RFQ Submissions**

Submissions must be electronically emailed to Procurementdy@armscordy.co.za on/or before the closing date of this RFQ.

NB: Do not forward, copy (cc) or blind copy or send your quotation to any other ARMSCOR Official, as this will automatically disqualify the quotation without the option of correcting it.

3. **ENQUIRIES**

All queries regarding this bid must be addressed in writing to Procurement division on Procurementdy@armscordy.co.za. Questions/enquiries relating to this RFQ should be received at least three working days prior to the closing date. Queries received after this period will not be considered.

4. **SECURITY**

Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC (Pty) Ltd on Behalf of clients.

For more information on security registration contact:-

The Security Registration
Private Bag X337
PRETORIA
0001

E-mail:- register@armscor.co.za

- 4.1 Classified quotations are to be handled in the manner set out in Armscor' s Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
- 4.2 Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

- a. In the case of electronic submissions:
- All Electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
- b. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
- c. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
- d. All submissions should be prominently marked with RFQ Number and bidders' name.
- e. Bidders are advised to email electronic submissions atleast **one hour** before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
- f. Bid submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration.
- g. Armscor will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
- receipt of incomplete bid
 - file size
 - delay in transmission receipt of the bid
 - failure of the Bidder to properly identify the bid
 - illegibility of the bid; or
 - Security of the bid data.

6. REQUIRED DOCUMENTS

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents.

Item	List of Required Documents	Submitted [Yes or No]	
		Yes	No
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Copy of CIPC registration documents listing all members with percentage, see bidding structure for required documents.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Designated sectors: Local production and content. (Where applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

7. Please quote on the following:

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF JOB PROFILES REVIEW WITHIN ARMSCOR DOCKYARD ORGANISATION	165		
2				
3	REFER TO ATTACHED ANNEXURE A FOR DETAILED SCOPE OF WORK			
4				
5				
6	DELIVERY ADDRESS: Arm Scor Dockyard, Transit Store, Cole Point, East Yard, St. Georges's Street, Simons Town			
Please take note of the critical criteria set out in this document				
TOTAL (VAT EXCLUDED)				
VAT				
TOTAL (VAT INCLUDED)				

- Clearly indicate the total as follows in the quotation:
Subtotal (excluding VAT)
VAT
Total (including VAT)

7.1 Period required for commencement of delivery, after receipt of order*:

7.2 Period required for completion of order, after receipt thereof*:

*** Must be completed by Bidder if not completed by Armscor**

7.3 Supplier number (as per National Treasury Central Supplier Database (CSD):

7.4 Unique CSD registration reference number:

7.5 SARS Personal identification number (PIN) (if available):

Suppliers must either supply SARS Pin (supply of the pin implies permission that Armscor may use it to verify the supplier's tax status) or their original Tax Clearance Certificate.

8. TAX COMPLIANCE REQUIREMENTS

- 8.1 The Bidder must be tax compliant for the duration of the contract (status will be checked when the quotation is evaluated, when the order is placed as well as before payment can be done).

- 8.2 The Bidder must be registered on the National Treasury Central Supplier Database (National Treasury can be contacted on (+2712) 406 9222 or csd@treasury.gov.za). Refer also to www.treasury.gov.za.

9. STATEMENT OF WORK (SOW) / SCOPE OF WORK

10. CRITICAL CRITERIA (IF APPLICABLE)

Criteria	Compliance Evidence
1. The Team Leader must have NQF Level 8 qualification in HR	- Qualification Certificate at NQF Level 8
2. Minimum of 5 years of experience in HR consulting and job profiling	- CV, indicating 5 years of experience in HR, performing job profiling.
3. Proven track record of having performed job profiling for clients within the last 5 years.	- 3 valid Reference letters from clients, on the clients letterhead, with contactable details (phone number & email address) stating that the bidder has performed job profiling for the client within the past 5 years.

11. EVALUATION OF QUOTATIONS:

- 11.1 Phase 1 –Mandatory requirements (if applicable)
- 11.2 Phase 2 – Critical Criteria or Functionality – Paper based (if applicable)
- 11.3 Phase 3 – Functionality - Presentation / Demonstration / Site Inspection (if applicable)
- 11.4 Phase 4 – Price and Specific Goals
- 11.5 Phase 5 – Objective Criteria

12. PREFERENTIAL PROCUREMENT REGULATION REQUIREMENTS

Refer Preferential Procurement Policy Framework Act, 2000; Preferential Procurement Regulations, 2022 and Defence Sector Code 2019:

12.1 Awarding of Bids

The awarding of RFQ will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 and Preference Point System of the Preferential Procurement Regulations, 2022.

The applicable points are:

Price (Pp):	80 Points
Specific Goals:	20 Points
Total:	100 Points

The following formula will be used to calculate the points in respect of a bid up to a rand value of R 50 000 000, 00 (all applicable taxes included).

A maximum of 80 points is allocated for price on the following basis:

80/20

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

Where:

<i>P_s</i>	= Points scored for price of bid under consideration.
<i>P_t</i>	= Price of bid under consideration.
<i>P_{min}</i>	= Price of lowest acceptable bid.

12.2 ALLOCATION OF PREFERENCE POINTS FOR SPECIFIC GOALS

12.2.1 The preference points that will be awarded in terms of the specific goals with regards to procurement processes shall be as follows:

Table 2: Specific Goals for General Procurement

No	Specific Goals for General Procurement	Points for 80/20 PPS	Points for 90/10 PPS
RDP Programme: Promotion of SMMEs			
1	EME or QSE entities which are 100% owned by black people	20 points	10 points
2	EME or QSE entities which are at least 51% owned by black people	18 points	9 points
3	EME or QSE entities which are at least 35% owned by black people	16 points	8 points
4	EME or QSE entities which are at least 25% owned by black people	10 points	5 points
Total Points Per PPS		20 points	10 points

12.3 PRINCIPLES

12.3.1 Valid proof of B-BBEE status is either of the following:

- a. A B-BBEE Sworn Affidavit fully completed and
 - i. Deposed and signed in the presence of the Commissioner of Oaths (Certified true copy not acceptable).
 - ii. Does not contradict itself (% black ownership matches compliance level).
 - iii. Commissioner of Oaths credentials and signature are reflected.
 - iv. Commissioned and deposed on the same day
- b. A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency.
- c. An entity submitting an unincorporated Joint Venture / Consortium must attach a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.
- d. B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.
- e. The bid must be accompanied by the CIPC Beneficial Ownership Declaration. The declaration should be the latest lodged with CIPC.
- f. The bidder must submit the company registration documents issued by Companies and Intellectual Property Commission (CIPC) accompanied by the latest share register and share certificate for (Pty) Ltd and Ltd signed by the Company Secretary or registered Auditor.

12.3.2 Local content and production

- a. Local Content and production refers to the mandate where a minimum stipulated percentage of goods, services or inputs be locally sourced and manufactured within South Africa to boost the local industry, create jobs and develop industrial capacity.
- b. The DTIC designate and determine a stipulated minimum threshold for each sector which is designated
- c. The complete list of sectors and sub-sectors which are designated for local production with minimum local content threshold can be found on the website of the department of trade, industry & competition via the link below.
<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>
- d. The bidder shall submit with the bid documents a completed annexure c, d & e and an exemption letter from the DTIC and a letter from the manufacturer.

12.3.3 Locality

- a. The bidder must submit the municipality bill/local councillor letter (must be not be older than 3 months).
 - i. In an event where the bidder is the lessee, the municipality bill and the lease agreement must be submitted.
 - ii. In an event where the bidder owns the property, the municipality bill must be in the name of the bidder/owner of the property.

12.3.4 Verification of bidders information

The Armscor reserves the right to require a bidder and/or its sub contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the specific goals claim of the bidder and/or its sub-contractor(s).

12.3.5 Armscor reserves the right to:

- 12.3.5.1 not evaluate and award bids / RFQ Submissions that do not comply strictly with this RFQ document.
- 12.3.5.2 make a selection solely on the information received in the bid and enter into negotiations with one or more of preferred bidder(s) based on the criteria specified in the evaluation of this bid.
- 12.3.5.3 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 submitted bid shall be sought, offered or permitted.
- 12.3.5.4 award a contract to one or more Bidder(s).
- 12.3.5.5 Where it makes baccept any bid in part or full.
- 12.3.5.6 cancel this bid or any part thereof when necessary.

Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to Armscor and not necessarily on the basis of the lowest costs.

13. Objective Criteria

- 13.1 Armscor will not award the bid or order to any bidder based on the proven poor record or poor performance of the bidder in previous projects within the Armscor.
- 13.2 Armscor will not award order/s or contract/s to the bidders who are blacklisted or restricted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
- 13.3 Armscor reserve the right not to award this quotation to any bidder who fails the financial stability assessment.
- 13.4 Armscor reserves the right to award the bid in part or in full.
- 13.5 Armscor reserves the right to disregard bids that are abnormally low prices compared to the market.

14. Payment Terms

Armscor will effect payment thirty (30) days after the service provider has rendered the service and submitted an invoice / statement.

ANNEXURE A

1. Purpose

The purpose of this request is to invite qualified and professionals on a competitive bid to form part of Service Providers for Armscor Dockyard in Simonstown. Key mandate will be to review and upgrade the job descriptions to job profiles for all the roles within the organization in a period of 4 months, in year 2026.

2. Scope of work

- 2.1. Armscor Dockyard is based in Simonstown, Western Cape Province.
- 2.2. It has a staff complement of about 400 permanent employees; however, the number may vary due to a number of effects such as natural attrition, capacitation need, and skills requirements.
- 2.3. The Dockyard comprises of (8) divisions that are led by senior managers with titles of (Divisional Managers). Those divisions are as follows:
- 1) Operations
 - 2) Site and Facilities Services
 - 3) Projects and Planning
 - 4) Engineering Services
 - 5) SHEQ
 - 6) Procurement and Logistics
 - 7) Finance
 - 8) HR.
- 2.4. The profile of the Dockyard comprises of mostly technical and technical support skills. The other functions are engineering, professional support, finance, IT and general support. The total number of roles within the Dockyard are **165**. Below table 1 is the breakdown of the number of Job Profiles required by Occupational Level.

Table 1: Occupational Level

Occupational Level	Count of Job Title
Unskilled	3
Skilled Technical	89
Junior Management	22
Middle Management/ Professionally Qualified	43
Senior Management	8
Grand Total	165

**REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDERS FOR PROVISION OF JOB PROFILES
REVIEW FOR A PERIOD OF FOUR (4) MONTHS 2026**

- 2.5. The Service Provider will be required to quote per job profile for the number of jobs in each occupational level.

Table 2: Pricing Schedule

Deliverables (Job Profiling Bands)	Quantity	Fixed Unit Price	Total Price
Unskilled: A1-B5	03		
Skilled Technical roles: C2-C4	89		
Junior Management: C5	22		
Middle Management/ Professionally Qualified: D1-D5	43		
Senior Management: E1-E4	08		
Final close-up report and presentation (If applicable)			
Travel cost to Simonstown site			
Total Price			

NOTE: Provide pricing as per table 2 above. However, you are entitled not to limit your scope from the above list. It is advisable to provide a total fixed cost for the entire consultation.

- 2.6. There are old job descriptions in place, Successful Service Provider will review and upgrade the old job descriptions to job profiles for all the roles within the Dockyard, with minimal additional requirements that are not present in the old job descriptions. The old job description will be shared with the successful service provider.
- 2.7. Service Provider will be required to come to the Dockyard site and interact with the incumbents in the roles they are profiling in person as majority of incumbents have limited access to internet.
- 2.8. Further engagements with HR department, Line Managers to whom the roles report and Divisional Managers as the core owners of the Job Profiles and main sponsors to ensure authentic content of the job profile will be required.

3. Bidder Requirements

3.1. Specifications and Requirements

The bidders will be expected to demonstrate technical ability and capacity to undertake a project of this nature by meeting the criteria set out further below on table 3 (Evaluation Criteria). Failure to comply with the requirements as set out on table 3 will result in a disqualification of the proposal.

3.2. The successful Service Provider must fulfil the following requirements:

Shortlisted bidders are required to provide detailed information with regard to the work of similar nature previously undertaken in the last 5 years, accompanied by 3 contactable reference letters.

3.3. Proven successful record of providing highly effective service in:

- Creating detailed, industry-aligned job profiles
- Skills in competency mapping, knowledge/ skills and ability identification and role benchmarking
- Proven track record with measurable outcomes (placement, satisfied clients.)
- Service Provider must provide a transparent pricing model
- Bidder must have stable financial background
- Be accessible anytime during entire duration
- Liaise with the HR, supervisor as and when required
- Have a good track record of offering quick turn-around times in providing competence results
- Adherence to standardized job classification systems
- Compliance with labour regulations
- Compliant to ethical HR practices
- Present the final closeout report to relevant stakeholders

4. Bidder competences

- The Service Provider must have extensive knowledge in this field of work which needs to be indicated by way of contactable references as set out in table 3 (Evaluation Criteria) below.
- Manage facilitating of job requirements discussions
- Manage dynamics of facilitation with a diverse group
- Stakeholder engagement including liaison with senior management
- Reporting on progress of the project along with the ability to present the final closeout report to relevant stakeholders.

5. Evaluation Criteria

Table 3: Evaluation Criteria

CRITERIA	EVIDENCE
1. The Team Leader must have NQF Level 8 qualification in HR.	- Qualification Certificates at NQF Level 8.
2. Minimum of 5 years of experience in HR consulting and job profiling.	- CV, indicating 5 years of experience in HR, performing job profiling.
3. Proven track record of having performed job profiling for clients within the last 5 years.	- 3 valid Reference letters from clients, on the client's letterhead, with contactable details (phone number & email address) stating that the bidder has performed job profiling for the client within the past 5 years.