

01 July 2026

**REQUEST FOR QUOTATIONS TO
ASSIST WITH THE IMPLEMENTATION
OF HUMAN CAPITAL DEVELOPMENT
PLAN ACTIVITIES**

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider to facilitate and implement the Five (5) year Human Capital Development Plan activities.

2. Considerations/background

- 2.1. The Human Capital Development Plan (HCDP) seeks to enhance skills development, organisational culture, and employee engagement through planned interventions and capacity-building programmes in line with the approved Annual Performance Plan and operational targets. The service provider will assist in supporting the implementation of 2026/27 planned activities

3. Scope of work / Specification

Scope of work

The planned activities to be implemented are outlined in the table below and must be carried out and key deliverables achieved as per proposed timelines.

DELIVERABLE	JULY – SEPTEMBER	OCTOBER – DECEMBER	JANUARY - MARCH
Leadership Competency Framework developed and implemented	Leadership Standard reviewed in line with best practice and Leadership development program developed	Leadership Competency Framework developed	20% Leadership Development program implemented

Competency Frameworks reviewed for both the Enabling (Support) departments and the Operations (Technical) departments and 30% implementation to address gaps identified	Competency frameworks reviewed Skills gap audit conducted	Competency implementation plan approved	30 % of the competency plan has been implemented
Developed training concept for external training of RSR regulatory tools	Develop concept for external training of RSR regulatory tools		
Training manuals developed for various HR related topics		Develop internal training programs (inclusive of manuals & presentations)	
Professional ECSA registration for all applicable technical roles	ECSA registration implementation plan approved	Enrolment of participants and 25% of implementation plan conducted	50 % of the implementation plan has been conducted
Reviewed and approved RSR Succession plan and 50% implemented activities	Succession plan reviewed and approved	-	50% of the Succession Plan has been implemented
Policies for successful implementation of the Human Capital Development Plan approved	Identify Policies required to be developed or reviewed to enable the implementation of the succession plan	Develop and ensure approval of required policies for successful implementation of succession planning.	

4. Mandatory Requirements (N/A)

N/A

5. Administrative / Compliance Requirements

- 5.1. Registration on National Treasury CSD report
- 5.2. Comprehensive quotation (prices must be VAT Inclusive)
- 5.3. Tax Pin & Tax clearance certificate
- 5.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 5.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 5.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 5.7. A Copy of the identity document of the company owner(s)
- 5.8. Valid Medical Certificate
- 5.9. Valid South African Social Security Agency (SASSA) registration (**Where applicable**)
- 5.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPD)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

6. Functionality Criteria Evaluation

EVALUATION CRITERIA

6.1 The service provider must demonstrate an understanding of the service required as per specification and provide proposal that meet the requirements. The proposal must provide the methodology/ approach, proposed activities and project plan for the Human Capital Development Plan activities.

6.2 Functionality criteria (service providers to obtain a threshold of 70 points to be

evaluated on price and specific goal).

Element to be evaluated.	Evaluation Criteria	Scoring Criteria	Points
Methodology and project plan	A comprehensive proposal that demonstrates understanding of service required outlined in the scope of work. The proposal must provide the methodology/ approach, proposed activities and project plan for The Human Capital Development Plan	A well-defined methodology addressing the scope of work = 40 Points A moderately defined methodology addressing the scope of work = 25 Points Poorly defined methodology addressing the scope of work = 10 points No methodology = 0 Points	40
Company Profile Company existence will be checked against the Registration Certificate/CSD registration.	Provide company profile including the establishment of the company.	Years in operation From 6 years and more than 10 years = 10 points From 3 years but less than 6 years = 5 Points Less than 3 years = 0 points	10
Trade Reference Letters: The reference letter/s should be signed and on the company letterhead and include the scope of services delivered, the	Proven written record (reference letter(s)) of having implemented the Human Capital Development Plan similar service in any organisation in the last 5 years.	4 letters = 20 points 3 letters = 15 points 2 letters = 10 points 1 letter= 5 points No letter submitted- 0 point NB: The RSR reserves the right to verify the letters provided.	20

<p>date when the services were delivered in the last 5 years, the contact person and contact details (e-mail or Tel) and dated</p>			
<p>PROJECT LEADER'S CAPACITY The bidder must have a project leader with experience in implementing Human Capital Development plans or related projects. CV must specify years/months of experience</p>	<p>The bidder must submit the CV of the Project Leader showing experience in Human Capital Development and implementation related projects</p>	<p>15 years and above= 30 points From 10 to below 15 years = 25 points From 8 to below 10 years = 20 points From 7 to below 8 years = 10 points Less than 7 years = 0 points</p>	<p>30</p>

Service Providers must obtain a minimum of 70 points out of 100 points to be considered for price and specific goal points evaluation.

7. Evaluation 80/20 Preference Point System

- 7.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**

7.2. A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.

7.3. Points for the specific goal will be awarded as specified on the table below:

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which	5	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)

	is at least 51% owned by black women		<ul style="list-style-type: none"> • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by person(s) with disabilities	2	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report

		<ul style="list-style-type: none"> • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)
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7.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

8. Technical Enquiries

8.1. SCM: Lesego Nkambule

lesegod@rsr.org.za /010 495 5391

8.2. Project Manager: Nthabiseng Raseobi

nthabisengr@rsr.org.za /010 495 5391

9. Closing Date and Time for responses to this request for quotation

9.1. The request will be closed on **08 July 2026 at 15h00**. Responses may be emailed to lesegod@rsr.org.za