

HEAD OFFICE

Hosken's House
45 Mooi Street
Johannesburg
2091
Private Bag X105
Melville, 2109
Tel: (011) 372 3300

EASTERN CAPE

Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE

Regus Bloemfontein
Unipark Building
Vodacom Lane, Nobel Str
Brandwag
Bloemfontein 9301
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG

112 Main Street
9th Floor
Marshalltown
Johannesburg CBD
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL

Kent House
1 Neptune Road
Westville
Durban, 3629
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO

89B Biccard Street
Polokwane
0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA

Streak Office Park
6 Streak Street
Block B, 1st Floor
Nelspruit, 1201
Tel: (087) 352 7108
Fax: (013) 752 2917

NORTHERN CAPE

Montrio Corporate Park
Monument Heights
10 Oliver Road
Kimberly
Tel: (053) 832 0051/ 2
Fax: (053) 832 0047

NORTH WEST

Sparkling Office Park
78 Relief Cnr Peter
Mokaba Street
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE

Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043

RFQ NO: 08 - 2026/27

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT BENCHMARKING, ANALYSIS, REVIEW AND DEVELOPMENT OF JOB DESCRIPTIONS, JOB EVALUATION, AND REPORTING TO MANAGEMENT

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector.

The ETDP SETA will host a ***Non-Compulsory*** briefing session for **RFQ NO: 08 - 2026/27 – Appointment of a suitably qualified service provider for appointment of a service provider to conduct benchmarking, analysis, review and development of 151 job descriptions, job evaluation, and reporting to management on 16 July 2026 at 11H00**. Access details will be available on www.etdpseta.org.za as from **15 July 2026**. The closing date is **27 July 2026**. Kindly note that interested service providers may submit their questions until **17 July 2026 at 12h00**. **No further questions will be accepted after this date**. We thank you for your cooperation.

2. PURPOSE & OBJECTIVES

2.1 PURPOSE OF THE PROJECT

The Institution seeks to appoint a suitably qualified and experienced service provider to undertake a comprehensive review of its organisational positions through the benchmarking, analysis, review, development and standardisation of 151 job descriptions, as well as the evaluation and grading of positions. The project aims to ensure that job descriptions accurately reflect the roles, responsibilities, accountabilities, competencies, qualifications, and reporting relationships required for each position, and that all positions are evaluated and graded in accordance with recognised job evaluation methodologies and applicable legislative and regulatory frameworks.

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The outcome of the project will support organisational effectiveness, workforce planning, talent management, recruitment, performance management, remuneration practices, and governance requirements.

3. PROJECT SCOPE AND REQUIREMENTS

The purpose of this assignment is to:

- Conduct an organisational-wide review of existing job descriptions.
- Benchmark positions against comparable public institutions and industry best practices.
- Develop, update and standardise job descriptions.
- Conduct job evaluations and grading of all identified positions.
- Assess internal alignment and consistency across occupational categories and organisational levels.
- Provide recommendations regarding job grading and organisational alignment.
- Submit comprehensive reports and present findings to Management and Governance Structures.

The appointed service provider shall undertake, but not be limited to, the following activities:

Phase 1: Project Initiation and Planning

- Conduct inception meetings with management and key stakeholders.
- Develop a detailed project plan, methodology and implementation schedule.
- Identify key stakeholders and communication channels.
- Develop data collection tools and templates.

Phase 2: Benchmarking

- Analyse existing job descriptions and organisational documentation.
- Benchmark positions against comparable public sector institutions, public entities and relevant industry organisations.
- Assess alignment between organisational structure, job content and operational requirements.
- Identify duplication, overlaps, gaps and inconsistencies in roles.

Phase 3: Job Analysis and Job Description Development

- Conduct job analysis through interviews, workshops, questionnaires and document reviews.
- Engage incumbents, supervisors and management where necessary.

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- Review and update existing job descriptions.
- Develop job descriptions for positions where none exist.
- Standardise job descriptions using an approved format.

Each job description should include, at a minimum:

- Job title.
- Job purpose.
- Reporting relationships.
- Key performance areas.
- Duties and responsibilities.
- Decision-making authority.
- Financial responsibilities.
- People management responsibilities.
- Minimum qualifications.
- Experience requirements.
- Knowledge, skills and competencies.
- Working conditions.
- Key stakeholder relationships.

Phase 4: Job Evaluation and Grading

- Conduct job evaluation using a recognised and appropriate methodology approved by the Institution and correlations with recommended job grading system.
- Evaluate all identified positions objectively and consistently.
- Determine appropriate job grades and levels.
- Assess internal parity and grading consistency.
- Provide detailed motivation for grading outcomes.
- Facilitate moderation sessions where required.

Phase 5: Validation and Stakeholder Engagement

- Present preliminary findings to management.
- Facilitate validation workshops.

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- Address comments and recommendations from stakeholders.
- Finalise grading outcomes and job descriptions.

Phase 6: Reporting and Presentation

Prepare and submit comprehensive reports including:

Diagnostic Report

- Current state assessment.
- Benchmarking findings.
- Identified gaps and risks.

Job Description Report

- Updated and newly developed job descriptions.
- Summary of changes.

Job Evaluation Report

- Methodology applied.
- Evaluation outcomes.
- Grading rationale.
- Comparative analysis.
- Internal equity assessment.

Management Report

- Executive summary.
- Key findings.
- Recommendations.
- Organisational implications.
- Implementation considerations.

The service provider shall formally present findings and recommendations to:

- Senior/Broad Management Team.
- Human Resources Committee and/or Joint Committees.

4. PROFILE OF THE SERVICE PROVIDER

- 4.1. The Service Provider should be a qualified Remuneration and Benefits Consultant registered with the South African Reward Association (SARA) or related professional body (The Team Leader and Consultants must submit a valid certificate of professional membership with SARA or related professional body that is recognised by South African Qualifications Authority (*proof to be attached*).
- 4.2. The team members must have at five eight years of experience in Job Evaluation and Grading; and registered with South African Reward Association (SARA) or related reward professional bodies as a qualified specialist in the field to undertake the assignment. Affiliation with SARA or related body is Compulsory.
- 4.3. Provide cumulative reference letters from contactable clients where the service provider has completed job evaluation and job descriptions.
- 4.4. The team must have the skill to conduct job evaluation and grade jobs using Peromnes grading system
- 4.5. Proof of membership with South African Reward Association (SARA) must be submitted.

5. PROJECT REQUIREMENTS

- a) Signing of a Service Level Agreement with the ETDP SETA.
- b) Delivery of 151 of new/reviewed job descriptions and job grades.
- c) Delivery of comprehensively written and to be signed by Incumbent and all Superiors up to Chief Executive Officer.
- d) Completion of the writing of job descriptions within the project implementation time frame.
- e) Grade jobs using Peromnes grading system

6. COSTING MODEL (PRICE SCHEDULE)

COST COMPARISON FOR THE JOB DESCRIPTION & JOB EVALUATION

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED

ITEM DESCRIPTION	MINIMUM NUMBER REQUIRED	RATE PER JOB	TOTAL COST
Development of Job Descriptions	151		
Job Evaluation with Peromnes	151		
Presentation of Reports <i>(as and when required)</i>	6hrs		
SUB-TOTAL			
Admin Expenses			
TOTAL COSTS			
ALL COSTS MUST BE INCLUSIVE OF VAT			

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

7. DURATION OF THE PROJECT

It is expected that the ETDP SETA will enter into a service level agreement (SLA) with the successful bidders. The duration of the project will be for **four (4) months** and commence after the signing of the SLA.

8. METHOD OF SUBMISSION

All Documents for Stage 1 (Administrative requirements), Stage 2: Phase A (Mandatory Requirements), Stage 2: Phase B (Functionality Evaluation), and Stage 3 (Pricing & Specific Goals) must be submitted in electronic format via email to etdpsetarfq@etdpseta.org.za

There must be three folders covering the following stages:

Folder A: Stage 1: Administrative Requirements

Folder B: Stage 2: Phase A: Mandatory Requirements

Folder B: Stage 2: Phase B: Functionality Evaluation Requirements

Folder C: Stage 3: Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submissions.

9. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

9.1. STAGE 1: ADMINISTRATIVE COMPLIANCE [Folder A]

Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

Description	Comply/Submitted
Completion of all SBD Forms: <ul style="list-style-type: none"> • SBD 1 - Invitation to Bid • SBD 4 - Declaration of Interest 	
Completion in full of the General Conditions of Contract (GCC)	
Submit a "Unique security personal identification number (PIN) issued by SARS" which the SETA will use to verify the bidder's tax matters prior to the award	

9.2. STAGE 2 – PHASE A_MANDATORY REQUIREMENTS [Folder B]

Mandatory Requirement	Method of Evaluation
a) Registration/ Accreditation with SARA or relevant bodies	a. Proof of registration with SARA

9.3. STAGE 2 – PHASE B_FUNCTIONALITY [Folder B]

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations **5 and 6**.

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
1.	<p>Experience & References: of similar services and references to be provided on the client's letterhead. The minimum of three contactable reference letters on the letterhead of the referee and it must be signed by the referee.</p> <p>1.1. Experience and contactable references: (35)</p> <p>*[Each reference must clearly indicate.</p> <ul style="list-style-type: none"> • the name of the bidder and the project • objectives of the project (nature of the project) • recommendation and contact details of the referee as well as proof of completed project(s) and must be signed. 	<ul style="list-style-type: none"> • 3 projects and above • 2 projects • 1 project 	<p>35</p> <p>15</p> <p>10</p>
2.	<p>Project plan as per the scope of work;</p>	<ul style="list-style-type: none"> • Project plan in terms of the outcomes to be achieved = 35 	<p>35</p>
3.	<p>Profile of key staff (Please attached CVs and proof of SARA registered Project Manager)</p> <p>3.1 Proof of registration with SARA for Project Manager = 10</p> <p>3.2 Experience of Project Manager =20</p>	<ul style="list-style-type: none"> • <i>Attached proof</i> • 5 years plus = 20 • 3 - 4 years = 10 • 1 - 2 years = 5 	<p>10</p> <p>20</p> <p>10</p> <p>5</p>
TOTAL			100

Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale

Please take note of the value and scoring point system of your bid.

9.4. STAGE 3 - PRICING & SPECIFIC GOALS [Folder C]

PRICING SCHEDULE DOCUMENTS

80/20 preference point system shall be applicable as follows:

- | | |
|--------------------------------|-----------|
| ✓ Price | 80 |
| ✓ Allocation of specific goals | 20 |

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

10. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the evaluation not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (CIPC) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.
15. The ETDP SETA will visit the short-listed training providers for verification of the premises (building), resources and equipment for final approval as part of the process of appointment of the training provider.

11. DISCLAIMER

Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer

1. By submitting your proposal, you grant the necessary consent as you acknowledge that:
 - ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.
2. Therefore:

Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.
3. We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.
4. For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za "ETDP SETA PAIA Manual and POPIA Manual".

12. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation will be available on national treasury e-portal and our website. Documents **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za , Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **08 July 2026**.

All Proposals **must be Sent via email to** etdpsetarfq@etdpseta.org.za

Submissions must be sent **BEFORE** the closing date and time of **11h00** on **27 July 2026**.

No late submission will be accepted!

13. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **27 July 2026**.

14. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: tenderers@etdpseta.org.za

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Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.

ANNEXURE A

Bidders are required to provide references for Project Manager and Facilitator. Failure to provide references will lead to disqualification:

1. PROJECT MANAGER EXPERIENCE

Name of Project Manager: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

2. RELEVANT EXPERIENCE OF FACILITATOR

Name of Facilitator: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)