

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	08 November 2021	REQUISITION NUMBER	REQ0004164
CLOSING DATE:	12 November 2021	CLOSING TIME:	11:00
QUOTE VALIDITY:	120 days	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Job Evaluation and Salary Benchmarking		Quantity required																												
Technical / Mandatory requirements:	<p>SANAS wishes to enter into an agreement with a service provider to conduct job evaluation and salary benchmarking in order to ensure that roles are properly defined, described, graded and remunerated. This activity will require the service provider to conduct a job and remuneration analysis and comparison for all positions at SANAS. However, should any other activity be regarded as imperative by the bidder, it should be added and clearly defined.</p> <p><u>SUBMISSION REQUIREMENTS</u></p> <p>1. Provide a detailed plan in terms of the project plan in line with the details below</p> <table><tr><th colspan="2">Job Evaluation and Salary Benchmarking</th></tr><tr><td colspan="2">1. Review, analyse and validate job profiles of not more than 40 roles</td></tr><tr><td colspan="2">2. Train and transfer skills on 7 individuals to be competent in the Job Evaluation assessment process</td></tr><tr><td colspan="2">3. Establish a Job Evaluation quality assurance methodology</td></tr><tr><td colspan="2">4. Propose a job evaluation procedure in line with best practice standards</td></tr><tr><td colspan="2">5. Engage line managers and incumbents where necessary in understanding a role</td></tr><tr><td colspan="2">6. Review and validate the grade/s using Patterson grading system</td></tr><tr><td colspan="2">7. Benchmark pay scales and establish and compare where SANAS pays relative to similar like institutions</td></tr><tr><td colspan="2">8. Comparison of each individual to the proposed salary ranges</td></tr><tr><td colspan="2">9. Determine recommendations for the management of outliers, and</td></tr><tr><td colspan="2">10. Conduct an Equal Pay for Work of Equal Value audit of jobs and make recommendations to comply with Equal Pay for Work of Equal Pay</td></tr><tr><td colspan="2">11. Presentation to Exco team with a detailed plan of the project</td></tr></table> <p>2. Detailed profile of the Official/s who will be responsible for the process.</p> <table><tr><th>Requirement</th><th>Evidence</th></tr><tr><td>Minimum of 5 years experience Job evaluation and Salary benchmarking</td><td><ul style="list-style-type: none">- Certificate as a certified Paterson grading system- Verifiable registration with SARA- Certified Global Remuneration Professional- Facilitator/Official/s CV outlining relevant experience- Certified Organizational Development / People Practice specialist- Years of experience conducting projects in line with paragraph 1- Provide a list of 3 sample list of Job Evaluation and Salary Benchmarking organisations that they have been</td></tr></table>	Job Evaluation and Salary Benchmarking		1. Review, analyse and validate job profiles of not more than 40 roles		2. Train and transfer skills on 7 individuals to be competent in the Job Evaluation assessment process		3. Establish a Job Evaluation quality assurance methodology		4. Propose a job evaluation procedure in line with best practice standards		5. Engage line managers and incumbents where necessary in understanding a role		6. Review and validate the grade/s using Patterson grading system		7. Benchmark pay scales and establish and compare where SANAS pays relative to similar like institutions		8. Comparison of each individual to the proposed salary ranges		9. Determine recommendations for the management of outliers, and		10. Conduct an Equal Pay for Work of Equal Value audit of jobs and make recommendations to comply with Equal Pay for Work of Equal Pay		11. Presentation to Exco team with a detailed plan of the project		Requirement	Evidence	Minimum of 5 years experience Job evaluation and Salary benchmarking	<ul style="list-style-type: none">- Certificate as a certified Paterson grading system- Verifiable registration with SARA- Certified Global Remuneration Professional- Facilitator/Official/s CV outlining relevant experience- Certified Organizational Development / People Practice specialist- Years of experience conducting projects in line with paragraph 1- Provide a list of 3 sample list of Job Evaluation and Salary Benchmarking organisations that they have been	
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involved in the past 36 months

3. The Service provider must have a minimum of 10 years' experience in Job evaluations and salary benchmarking

Requirements	Evidence
A minimum of 10 years experience in leadership work	<ul style="list-style-type: none"> -A company profile, stipulating years of experience rendering similar service. -Provide a list of at least 5 organisations that the organisation has been involved in (for similar projects) with verifiable contact details

4. Detailed step by step process in line with paragraph 1

Requirement	Evidence
Project plan with deliverables	-Proposal must have days required in a month for each step (where required)

5. Written and verifiable references, on company letterheads, on job evaluation and salary benchmarking in the last thirty (36) months.

Requirements	Evidence
Written and verifiable references, on company letterheads in the last thirty Six (36) months.	3 verifiable references on company letterhead Reference letter to include signature,dates,contact name,contact number and email address.

6. Detailed project plan with time lines, but not limited to:

Requirements	Evidence
Detailed project outline	Project plan with : <ul style="list-style-type: none"> -Communication strategy -Stakeholder engagement -Feedback sessions to Exco

Expected deliverables

Deliverables
I. Validated Job Profiles II. Developed capacity on Job Evaluation III. Approved Job Evaluation Quality Assurance Process and procedure IV. Approved Job Grading Results for all positions V. Approved Salary Benchmarking Report VI. Report with recommendations on the management of Outliers and other matters. VII. Report and proposed corrective measures in relation to the management on the requirements to comply with the "Equal Pay for Work of Equal Value" requirements as per the Employment Equity Act

ASSIGNMENT TIMELINE

The successful service provider must be able to finalise the Job evaluation and salary benchmarking project within 7 months period.

	Requirements The successful service provider must be able to finalise the Job evaluation and salary benchmarking project within 7 months period.	Evidence Align project timelines to tangible completion dates/days.		
Expected date of delivery:	7 months project			
Contract or once-off:	Contract			
Other information:	Compulsory briefing session 10 November 2021 @11h00			

SECTION TO BE COMPLETED BY SUPPLIER**2. SUPPLIER DETAILS**

Supplier name:	
CSD number:	
Contact person:	
Contact number:	
Email:	
VAT number (if applicable):	
Physical address:	

3. SCM COMPLIANCE REQUIREMENTS (please tick)

Central supplier database report (CSD)	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	
Completed and signed SBD 9	
Certified valid B-BBEE Certificate/Sworn affidavit	

Certified valid B-BBEE Certificate

(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

EVALUATION PROCESS

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements, Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The Second stage**, bids will be evaluated for submission requirements, Only bids that comply to the requirements will be considered for further evaluation.
- **The Third stage**, bids will be evaluated in terms of price and BBEE, 80/20 preference point system will be applied.

4. QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

5. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:.....

Signature:

Date:

Costing table

Description	Quantity/timelines	Cost	Total
Review, analyse and validate job profiles	40		
Train and transfer skills on individuals to be competent in the Job Evaluation assessment process	7		
Review and validate the grade/s using Patterson grading system	40		
Benchmark pay scales & work of equal value analysis	74		
Report and propose corrective measures in relation to the management on the requirements to comply with the "Equal Pay for Work of Equal Value" requirements as per the Employment Equity Act and all other reports linked to the project	1		
Present and provide final report with recommendations to EXCO	1		
Administrative costs			
Total			
VAT			
Total Inc VAT			

Kindly note that the above costing table should be included in your proposal.