



26 November 2020

PROVISION FOR JOB EVALUATION, GRADING AND SALARY BENCHMARKING SERVICES.

RFQ	RFQ/MICT/75/2020
RFQ ISSUE DATE	26 NOVEMBER 2020
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION FOR JOB EVALUATION, GRADING AND SALARY BENCHMARKING SERVICES.
CLOSING DATE & TIME	01 DECEMBER 2020 @ 11:00
EMAIL FOR SUBMISSIONS	rfqs@mict.org.za

Submissions must be emailed to rfqs@mict.org.za on the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED TECHNICAL SPECIFICATION

PROVISION FOR JOB EVALUATION, GRADING AND SALARY BENCHMARKING

SERVICES

1. BACKGROUND

The Media, Information and Communication Technologies Sector Education and Training Authority, the "MICT SETA", was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). It is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

The objective of this Request for Quotation is to appoint a competent service provider to evaluate and grade all positions within MICT SETA as well as conduct and provide a benchmark for appropriate salary packages and salary scales for the full-time employee roles and internship roles within MICT SETA.

2. SCOPE OF WORK

2.1. Type of job evaluation and benchmark

- Recommend a suitable grading system for the MICT SETA.
- Do a comparison across at least three (3) grading systems for presentation; e.g. Patterson, Hay and Peromnes grading.
- Ensure the grading is aligned or compatible with MICT SETA's career progression.
- Compare, through a sample, the old job grades with the new job grades.
- It would be an external benchmark to compare internal results with external independent private and public organisations that require similar skills, knowledge and experience to that required by MICT SETA, as well as to identify industry-related remuneration and pay structure (grades) for all positions within MICT SETA.
- A pay system should be proposed based on a systematic assessment of the internal and external importance and worth of the job. The pay structure should establish and set boundaries on pay grades based on the results of the job evaluation and market survey to allow for movement within a pay structure based on duration/seniority or merit of the individual.

2.2. Benchmark/ job evaluation criteria and scope

- The proposed process and/or methodology should satisfy the goals of the exercise and include companies that utilise skills, knowledge and experience similar to MICT SETA. These could include SETAs and public entity. It will be important for the benchmarking/job
- Evaluation exercise to look at private companies and agencies which are in competition with MICT SETA for skills. Another important consideration is staff retention for MICT SETA.
- The benchmark should ensure statistical correctness and include a sample size in respect of each position. When reporting on salary data the following definitions should be used, unless otherwise recommended by the service provider:

- Total guaranteed package is the total annual guaranteed cost to company for employing an employee. This includes the total annual salary and non-cash fringe benefits (e.g. pension or provident fund, medical aid contributions, risk benefits etc.);
- Short term incentives refer to an annual bonus tied to the performance of the individual or team or organisation. The incentives should be applicable for up to one year.
- Total remuneration refers to the total all-inclusive annual cost to company for employing an employee. This cost includes the basic salary and guaranteed benefits.
- The service provider would be required to familiarise itself with MICT SETA's structures, roles, responsibilities and key performance areas of permanent employees and internships, and conduct an analysis of similar positions in the market.
- Conduct a salary benchmarking exercise to determine MICT SETA's position in the market in respect of its current remuneration scales. The benchmark should propose a set of market related pay scales for MICT SETA.
- The service provider should be able to interpret present results to MICT SETA management and other relevant forums.
- Further to the above, we require access to a remuneration benchmarking system with real time reporting, real data forecasting capabilities for future use internally.

2.3. Competency and knowledge, skills and abilities required:

- Preference will be given to professionals/companies that will be able to demonstrate prior experience of similar projects done. Experience should include but not limited comprehensive research report.
- Proof of experience should be submitted with responses to the bid invitation.
- Ability to design and implement output-driven reward solutions.
- Have the capacity and resources to meet tight deadlines and be available to commence immediately.
- Provide a traceable reference, if any, for having worked with any SETA previously.

3. PRE-QUALIFICATION & MANDATORY CRITERIA

- 3.1** Bidder must submit proof and must be an EME or QSE **only (level 1 or level 2 BBBEE contributor)** status will be considered **(no generic companies will be considered)**
- 3.2** Bidder must complete and sign the RFQ document by the authorised company representative
- 3.3** Standard Bidding Documents (SBDs 4, 6,8 & 9)
- 3.4** Minimum of three (3) contactable reference letters for similar services.

Note: All bidders who do not comply with the items listed above will be disqualified.

4. COSTING

The quotation must reflect a detailed cost breakdown for the required services.

5. EVALUATION USING A POINT SYSTEM

- 5.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 5.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 5.3 In the event that two or more bids have scored equal pints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 5.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 5.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

6 POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

Where:

- P_s = Points scored for comparative price of bid under Consideration
- P_t = Comparative price of bid under consideration
- P_{\min} = Comparative price of lowest acceptable bid

7. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 7.1 Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.
- 7.2 Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.

- 7.3** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.4** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 7.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 7.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 7.7** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

8 COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of a RFQ, between the closing date and the date of the award of the business.

9 CONDITIONS TO BE OBSERVED WHEN RFQING

The Corporation does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. The Corporation reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

MICT SETA reserves the right to:

- 9.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 9.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 9.3** 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 RFQ shall be sought, offered or permitted.

- 9.4 Award a contract to one or more bidder(s).
- 9.5 Accept any RFQ in part or full at its own discretion.
- 9.6 Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 9.7 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

10 COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT