



**REQUEST FOR PROPOSALS (RFP):**

**CFO/SCM/HR/R24-25/07**

**APPOINTMENT OF A PANNEL OF SERVICE PROVIDERS TO ASSIST WITH REMUNERATION  
ADVISORY SERVICES AND RECRUITMENT**

**DETAILS OF THE RFP**

<b>RFP NO</b>	<b>CFO/SCM/HR/R24-25/07</b>
<b>RFP FOR</b>	<b>Appointment of Pannel of Service Providers to assist with remuneration advisory services and recruitment</b>
<b>ADVERTISEMENT DATE</b>	<b>15 November 2024</b>
<b>COMPULSORY BRIEFING</b>	<b>None</b>
<b>SUBMISSION DEADLINE</b>	<b>05 December 2024 @ 12:00pm</b>
<b>RFP SUBMISSION VENUE</b>	Corner Miriam Makeba & Helen Joseph Streets, Newtown, Johannesburg, 2017

**1. BACKGROUND INFORMATION**

- 1.1. The Sci-Bono Discovery Centre is an independent Non-Profit Company set up by the Gauteng Department of Education. It is a flagship science centre located in Newtown, Johannesburg. Sci-Bono's envisions a society with the capacity to compete in the global world of science and technology and that is equipped with the skills, attitudes and values needed to improve the quality of life of all South Africans. It also works closely with, and on behalf of Gauteng Department of Education (GDE), to enhance curriculum delivery in schools.

## **2. LEGAL AND POLICY FRAMWORK**

The Sci-bono Discovery Centre is registered as a Non-Profit Company (NPC) in terms of Companies Act 71 of 2008, as a Public Benefit Organisation (PMO) in terms of the Income Tax Act, 58 of 1962 as well as a Non-Profit Organisation in terms of the NPO Act 1997

## **3. PURPOSE**

Sci-Bono requires proposals from suitable qualified service providers or individuals (consultants) with the right institutional leadership, institution knowledge and technical capability to assist Sci-Bono with recruitment service and remuneration. The service provider must have capacity, Technical Capability, Knowledge experience, and contactable references to assist Sci-Bono with recruitment and remunerational services.

## **4. SPECIFICATIONS**

### **SCOPE OF WORK FOR THE UPGRADE**

4.1. Sci-Bono Discovery Centre seeks a qualified service provider to a wide recruitment service and remuneration

4.2. *The scope of work for this Request for Proposal includes but not limited to;*

- Recruitment of various levels of positions and fee structure table on both permanent and temporary
- Headhunting and Executive Search
- Response Handling and shortlisting
- Screen and pre-qualify all the candidates
- Conducting job specification & competency-based interview with candidates where necessary
- Preparing a competency-based interview report
- Submitting the curriculum vitae (CV) of the candidates to the Sci-Bono Discovery Centre
- Co-ordinating all the interview meeting between the Sci-Bono and shortlisted candidates
- Conducting reference, qualification, ID, criminal and drivers licence checks on recommended candidate
- Arranging for psychometric tests, where applicable

- Facilitate the total employment process between the Sci-Bono Discovery Centre and the successful candidates including , negotiation , acceptance of offer and confirmation of commencement of employment
- Compiling a detailed job specification
- Preparing and designing Advert and publishing in the relevant print media
- Keep accurate records of work undertaken and produce such records and statistics that may be required by the Sci-Bono Discovery Centre, when requested to do so.
- Be able to submit close –out report
- Be able to attend position briefing meeting with Sci-Bono Discovery Centre Management
- Conduct one on one interviews with shortlisted candidates
- Facilitate Psychometric assessments feedback sessions with Sci-Bono Discovery Centre Management

### **Salary Staff Survey, Reward management and Employee Engagement**

- Remuneration benchmarking studies and compensation strategy at all levels
- Specialised remuneration studies such as international pay comparisons, assistance with pay negotiations, retention strategy, performance management and career pathing
- Job design, grading and salary structuring, grading committee training, etc
- Salary trends analysis.
- Employee Engagement Surveys to allow Sci-Bono Discovery Centre to identify trends within the organisation which may positively affect the level of satisfaction within employees.

#### **4.3. DESIRED OUTCOME**

#### **4.4. KEY DELIVERABLES**

The following are amongst the deliverables.

- Start of work on the next financial Year (consideration of holidays)
- Time Frame nor project plan: 3 Years from the implementation of the project

#### **5. COSTING STRUCTURE**

The service provider must provide Sci-Bono with Financial Proposal

#### **6. MINIMUM REQUIREMENTS**

- 6.1. Bidders must supply Sci-Bono with the below-mentioned minimum requirements. Failing to provide these requirements shall automatically constitute disqualification.

Separation of envelope 1 and 2 as per the below information

### **ENVELOPE 1**

- Itemize, Unambiguous and clear Formal written Quotation

### **ENVELOPE 2**

- Comprehensive proposal: (Project plan, structures, design etc.)
- Proof of Company Registration.
- A valid Tax Clearance Certificate.
- B-BBEE certificate (IRBA or SANAS) or Sworn Affidavit.
- Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website.
- Stamped Letter Confirming Bank Details.
- Proof of Business Address.
- South African Reward Association
- South African Board for people practices
- APSO Registered

## **6.1. COMPETENCIES OF THE SUCCESSFUL BIDDER(S)**

6.1.1. Extensive knowledge and experience of Human resource management.

6.1.2. Extensive knowledge and experience of recruitment and remunerational advisory services from specialist.

6.1.3. Knowledge of stakeholder management

6.1.4. Knowledge of change management and project planning and execution.

6.2.8. Knowledge of HR risk management.

## **6.2. ELIGIBILITY**

6.2.1. Demonstrate a deep understanding of Sci-Bono's values, programmes and projects and knowledge of the beneficiary communities.

6.2.2. Demonstrate professional responsibility, thereby placing the best interest of Sci-Bono and those it serves above their own personal interest; and in good faith corporate with follow practitioners in curbing malpractice and eliminate and undesirable conduct.

## **7. REFERENCES**

7.1.1. Bidders must further supply Sci-Bono Discovery Centre at most with two (2) contactable references where the bidder has delivered the similar services by simply stating the following:

- Name of client
- Position
- Contact telephone numbers
- Dates and Work performed

7.1.2. The failure to provide the above shall constitute a disqualification as it shall be deemed that the bidder does not have the required experience.

## **8. PRICING SCHEDULE AND DELIVERY**

### **8.1. General Pricing Fee**

8.1.1. The bidder must provide a clear and unambiguous price schedule (quotation).

8.1.2. All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.

8.1.3. Only unconditional discounts shall be accepted. All discounts granted must be specified on the Quotation Form.

8.1.4. Note that the price must be fixed and will not be subjected to change based on foreign exchange fluctuations.

### **8.2. DELIVERY**

8.2.1. The delivery and installation of services/ goods shall be done at Sci-Bono Discovery Centre, Cnr Miriam Makeba & Helen Joseph Streets, Newtown, Johannesburg, 2017.

## **9. CONDITIONS FOR SHORT LISTING**

9.1. Proposals submitted will be evaluated using a system Method 4 (Financial Offer, Quality and Preference) in line with Section 6.3 (6.3.1: Standard Tender Evaluation Method) prescribed by Sci-Bono's Supply Chain Management Policy.

- 9.2. All bids shall be subjected to the preliminary evaluation process. Bidders who shall not meet the minimum requirements (item 5) set by this RFP shall automatically be disqualified and shall not be evaluated for functionality, price and preference.
- 9.3. Service providers are required to submit all documents specified on item 5.1 of this RFP, otherwise failure to submit all documents shall constitute disqualification.

**10. PRICE EVALUATION**

- 10.1. All proposals / bids that will qualify (accepted) during the evaluation stage shall be evaluated for Price & Preference Points. The **evaluation criterion** shall be as follows:
- 10.2. The proposals / bids shall be evaluated using the 80/20 preference point scoring system. Where a 80/20 preference point system, which will be calculated be calculated as follows:

$$PS = 80 \left[ 1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

Ps = Point scored for comparative price of bid under consideration;

Pt = Comparative price of bid under consideration; and

Pmin = Comparative price of the lowest acceptable bid.

**10.3. POINTS FOR B-BBEE**

10.3.1. A 80/20 preference points scoring system (B-BBEE points) shall apply and shall be awarded as follows:

B-BBEE Contributor	Status	Level of	Number of points
1			20
2			18
3			16
4			12
5			8
6			6
7			4
8			2
Non-compliant contributor			0

## 11. AWARD CRITERIA

- 11.1. The bidder with the highest number of procurement points shall be awarded the contract, unless there are factors that may lead to a different decision.
- 11.2. In the event of two or more bids score equal points, the bid will be awarded to the bidder scoring the highest points on B-BBEE or preference.
- 11.3. However, in the event the two or more bids have equal B-BBEE points, the tender will be awarded to the bidder with the highest points on functionality, if applicable.
- 11.4. Qualifying proposals will be evaluated according to the following criteria:
- Price: 80%
  - BEE rating 20%
- 11.5. Prequalification criteria:
- Level 1 to Level 3 B-BBEE Contributors; or
  - Exempt Micro Enterprises (EME); or
  - Qualifying Small Enterprises (QSE)
- (In terms of Regulation 4; of Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017)

## 12. CLOSING DATE AND TIME

- 12.1. Submissions should be hand delivered by hand on or before **05 December 2024 at 12:00pm**, deposited into the tender box marked **“APPOINTMENT OF A PANNEL TO ASSIST WITH RECRUITMENT AND REMUNERATION SERVIVCES. NO LATE PROPOSALS / BIDS shall be accepted**. Late proposals / bids shall be immediately returned to the bidders. All documents must be to Corner of Miriam Makeba & Helen Joseph Street, Johannesburg, 2107.
- 12.2. All correspondences shall be done by e-mail [tenders@@sci-bono.co.za](mailto:tenders@@sci-bono.co.za); no telephonic correspondences shall be done before and after the closing of bid. Bidders may be informed in writing of the outcome of the bid adjudication process.

## 13. DISCLAIMER

- 11.1 Sci-Bono reserves the right to accept or reject any variation, deviation, tender offer or alternative offer and may cancel the tender process and reject all tender offers at any time before the formation of a contract.
- 11.2 Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 11.3 Sci-Bono reserves the right not to appoint a provider, to accept and/or award the whole or any portion of the tender and is also not obliged to provide reasons for the rejection of any tender.
- 11.4 Sci-Bono will not incur any liability to a tenderer for such cancellation and rejection but will give written reason for action upon request to do so.