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Request For Quotations

Notification date: 08/08/2024

**ADVERTISEMENT: RFQ NO – 01/08/2024
(ACCREDITED SERVICE PROVIDER TO CONDUCT PATERSON JOB GRADING)**

Ntinga O.R. Tambo Development Agency SOC LTD invites registered, qualified and experienced bidders to submit detailed quotations for Accredited Service Provider to Conduct Patterson job grading for seventy-eight (**78**) positions in the Ntinga approved organogram

PURPOSE

The appointment of a qualified service provider will also bring about rational basis for making justifiable decisions on job grades and consistent approach for the determination and management of relativities between jobs. The basis for developing an equitable pay structure across Ntinga based on a logical method of measuring relative job scope and size.

1. BACKGROUND

The Entity has reviewed its organisational structure post the change of Ntinga mandate by ORTDM with effect from 01 July 2022. Subsequently, the reviewed organogram with the total of 141 positions was adopted by the Board of Directors in January 2023. Therefore, job evaluation is crucial since it was last conducted in 2018 and is in line with **clause 7.2.8** of the Entity's Job Evaluation and Grading Policy as well as **Regulation 9** of the Local Government: Municipal staff Regulations (effective 01st July 2022). In a nutshell, the total number of positions to be evaluated has been reduced to (**78**) seventy eight due to the grouping together of family jobs.

Therefore, Ntinga seeks to engage the services of a reputable and technically qualified service provider to undertake the job evaluation and Paterson job grading process. Ntinga therefore, hereby solicits proposals from interested individuals or firms to undertake the assignment.

2. MAIN OBJECTIVES OF THE EXERCISE

- ✓ To develop a logical and consistent Job Evaluation framework upon which Ntinga can base future job grading decisions.
- ✓ The framework will be comprehensive, including competencies and other relevant criteria. Ensure fairness and equality, in terms of job grading, between staff members currently employed, and in comparison, with newly recruited staff members.
- ✓ Undertake an alignment exercise, adjusting the job levels of current staff to address inequalities and disparities between roles in the same job family and across the organization and fully recognizing roles and responsibilities undertaken.

3. TERMS OF REFERENCE (TORs)

The appointed service provider shall perform the following activities:

- ✓ Analyse all relevant job descriptions, compare, and align to the approved organizational structure.
- ✓ Conduct consultation session/interviews with line managers and subordinates to gather information through HR Manager.
- ✓ Evaluate and grade jobs based on the job descriptions provided by Ntinga (A total of 78 jobs) to be evaluated and graded.
- ✓ Job grading according to Paterson grading system.
- ✓ Conduct salary benchmarking on all jobs against credible market data in line with the Paterson Grading System.
- ✓ Provide Ntinga with a detailed report that sets out the methodology that was followed during the evaluation process.
- ✓ The recommended grade and motivation for the recommendation for all jobs graded.
- ✓ Develop job families' categories for all jobs within Ntinga.
- ✓ Once the service provider has evaluated and graded the jobs in shall handover the project to Ntinga.

4. TECHNICAL SPECIFICATIONS

- 4.1 Implementation:** Sessions will be implemented at Ntinga Offices to introduce the services to the Job Evaluation Committee. The implementation session will be a complete marketing role by creating awareness about the process.

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- 4.2 Information: Timeous request for relevant information, including contact details, employee details and their immediate defendants.
- 4.3 Co-ordination: Once-off set up for information sessions in consultation with Ntinga Human Resources Component.

5. DURATION OF THE PROJECT

The service provider will be appointed for a period of **three (3)** weeks.

6. MONITORING AND EVALUATION

7.1 Evaluate the impact of the service: Ntinga will monitor the evaluation criteria, agreed up on and determine the level and technique of measuring the impact of the service.

7.2 Complaints handling mechanism: The appointed service provider must implement and exercise the necessary measures to address complaints with corrective measures and provide to Ntinga.

7.3 Time frames: set up agreed turnaround times for findings and complaints.

7. CONFIDENTIALITY

All information collected shall be treated with the highest level of confidentiality, this applies to the information acquired before, during and after completion of the contracted period, in compliance with Act No. 4 of 2013, Protection of Personal Information Act.

8. QUALIFYING CRITERIA: TECHNICAL AND FUNCTIONALITY

8.1 STAGE 1- FUNCTIONALITY CRITERIA

The following functionality criteria will be applicable. Bidders must score a minimum of 70 points to proceed to the next stage of the evaluation i.e price and preference.

The following functionality criteria will be applicable.

Functional Criteria	Evaluation Criteria	Points
Methodology	The bidder must provide an execution plan	20
Accreditation	The bidder must provide an accreditation certification to conduct Paterson Job Grading	50
Experience	<p>The bidder must also provide proof of relevant experience as a technical expert in the job evaluation, salary benchmark and salary grading, with a minimum of at least three (3) different employers in the Local Government and/ or public sector with reference letters as proof.</p> <ol style="list-style-type: none"> 1. At least 3 reference letters, 30 points out of 50 available points maybe awarded. 2. At least 2 reference letters, 20 points out 50 points available points maybe awarded 3. 1 reference letter, 10 points out of 50 points available points maybe awarded 	30

Total		100
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9. Price and Preference

Quotations will be evaluated according to the 80/20-point system in compliance with Preferential Procurement Policy Framework Act (5/2000). And preferential procurement regulations 2022.

Points	Preferential Procurement Goals	Proof to be Attached to claim full points
80	Price	Quotation
20	Specific goal	
Bidders are to score specific goals as follows:		
5	Women	Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held
5	Youth	Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held
5	Disabled	Attach proof from a registered doctor/physician for a bidder to obtain full points the percentage of equity held must be 51% or more. suppliers or entities holding less, then will be apportioned points in line with the percentage held
5	Rural	Attach proof of residence of the business/lease agreement: Village. Settlement/Semi-town
100		Total

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Bidders should take note of the following conditions (Failure to provide mandatory information in this proposal may result in the submission considered as non-responsive.

1. Bids will be evaluated according to the compliance with Preferential Procurement Policy Framework Act.
2. The bids should include company registration number, tax reference number, Central Supplier Database (CSD) Report, valid tax clearance certificate or tcc code, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR BID INVALID / NON RESPONSIVE**
3. Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download www.ntinga.org.za
4. A letter of confirmation from the local municipality where the bidder pays rates must be attached confirming that all rates and taxes are no more than 3 months in arrears.
5. Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price bid or any other bid and reserves the right to award the whole or part of the bid.
6. Original or certified copy of Broad Based Black Economic Empowerment Certification should be attached if not attached your bid will score zero for preference points.

Quotations clearly marked “RFQ 01/08/2024 “**ACCREDITED SERVICE PROVIDER TO CONDUCT PATERSON JOB GRADING**” may be emailed to rfq@ntinga.org.za. and/or deposited in a bid box placed in the Ntinga O. R Tambo reception at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099Late quotations will not be considered. **Closing Date Monday, 19 August 2024 at 12:00.** For enquiries, please contact Ms. T. Mkholwana 072416862 or email address: thandiwem@ntinga.org.za

Approved by;



S. Mkholwana

Chief Finance Officer

.....08/08/2024.....

Date