

REQUEST FOR QUOTATION – HR 03/2022

JOB GRADING OF ALL POSITIONS WITHIN THE DURBAN ICC

1. Background

The Durban ICC is among the most advanced conferencing facilities in the world and hosts a variety of events including conferences, meetings, exhibitions, concerts and private events both on a national and international level.

2. Purpose of the Request for Quotation

The purpose of the request for quotation is for the Durban ICC to appoint a competent service provider to grade all positions in line with the T.A.S.K grading system.

3. Scope of Works

The service provider is required to conduct job grading for all positions at the Durban ICC using the T.A.S.K. Grading system. The service provider must deliver on the following;

- 3.1. The service provider must ensure that the grading is aligned to the Durban ICC's approved organogram (which will be provided upon contracting).
- 3.2. Compare, through a sample, existing positions aligned to a particular job family within the T.A.S.K grading system to ensure benchmarking against other companies in the hospitality industry.
- 3.3. The methodology that will be utilised must include organisations in public/state owned entities and aligned to the hospitality industry.
- 3.4. The service provider must provide the Durban ICC with a report that sets out the methodology used, the recommended grade and motivation for the recommendation.
- 3.5. All positions must be graded based on the job descriptions provided by the Durban ICC.

Additional information

- The Durban ICC has approximately 120 positions which will be graded in line with the T.A.S.K grading system.

4. Mandatory requirements

4.1 It is a mandatory requirement and condition of the tender that the recommended service provider for this particular project to conduct job grading using the T.A.S.K. Grading system. The service provider must have experience in conducting successful job grading. The service provider must demonstrate the following;

- i. The service provider must have five years' experience in implementing the T.A.S.K grading system in organisations in public entities/the hospitality industry.

- ii. The service provider must submit a minimum of three (3) contactable reference letters for job grading and benchmarking work done in the past three years.
- iii. Provide a management report outlining the methodology, the recommended grade and the motivation for the job grading outcome.

Failure to comply with the stipulated mandatory requirements as illustrated above, will result in the service provider being deemed non-responsive and will not be evaluated further.

5. Preconditions

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 5.1 Full name
- 5.2 Identification or company or other registration number
- 5.3 Tax reference number and VAT number, if any
- 5.4 Valid compliance report, confirming compliance at time of bid submission,
- 5.5 Valid BBBEE Certificate
- 5.6 Valid SARS tax clearance pin.
- 5.7 Confirmation of registration on eThekweni Municipality's vendor portal database.
- 5.8 MBD 4 Declaration of Interest form must be completed
- 5.9 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

6. Terms and Conditions

- It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.
- The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the entity.
- The entity will only make a final award should the bidder be tax compliant at time of award.

7 Requirements to submit quotation

- 7.1 All schedules in this document must be populated and will form part of the quotation.
- 7.2 Companies must submit a company profile and are to provide examples and references of similar work performed.
- 7.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.
- 7.4 The service provider must be registered on the CSD database as well as the eThekweni Municipality vendor portal database. Proof of registration on these two databases must be included together with the bid submission. Failure to register on these two databases may adversely impact on the award process.

CSD registration website: <https://secure.csd.gov.za>

EThekweni Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

8. Compulsory Pricing Schedule

Description	Price	Total cost for twelve months (Excl.)
Job Grading	R	
Please state additional costs (if any)	R	
Total cost (VAT Excl.)	R	
VAT @ 15%	R	
Total cost (VAT Incl.)	R	
Please state an hourly rate (VAT excl.) for any ad-hoc services training relating to health and wellness which may be required	R	

I.....being duly authorized thereto by Do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect; my company may be disqualified from quoting to the Durban ICC.

Signature: _____

Date: _____

Note: Failure of the bidder to complete and sign this page will invalidate the quotation

Contact person

Carol Nxumalo

Tel: 031 360 1340

Email: caroln@icc.co.za

9. Closing Date

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00 on the 6th April 2022**

10 Request approved by:



Senior HR Manager
Carol Nxumalo

 25/03/2022

SCM Compliance Officer
Bathabile Mshengu

 25/03/2022

Finance Executive
Thenashree Naidoo

 25/03/2022

Chief Financial Officer
Melanie Rambally

 25/03/2022

Chief Executive Officer
Lindiwe Rakharebe

11 Past experience in similar assignments

Assignment Description	Key Elements	Duration	Contact Person and Telephone Number	Assignment Value

I.....being duly authorized thereto by Do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect; my company may be disqualified from quoting to the Durban ICC.

Signature:_____

Date:_____

Note: Failure of the bidder to complete and sign this page will invalidate the quotation

12 Declaration of Municipals Fees

I, the undersigned, do hereby declare that the Municipal fees of

.....
(Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number</u> : to be completed by tenderer.
Consolidated Account No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : (Block Capitals)
SIGNATURE : DATE:

(of person authorised to sign on behalf of the Tenderer)

13 MBD4 Declaration of Interest

- 13.1 No bid will be accepted from persons in the service of the state¹.
- 13.2 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid.
- 13.3 In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 13.4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 13.4.1 Full name of bidder or his/her representative
- 13.4.2 Identity number:
- 13.4.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 13.4.4 Company Registration Number:
- 13.4.5 Tax Reference Number:
- 13.4.6 VAT Registration Number:
- 13.4.7 The names of all directors / trustees / shareholder's members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

MSCM Regulations: "in the service of the state" means to be –

- (a) *a member of –*
- *any municipal council*
 - *any provincial legislature*
 - *the National Assembly or the National Council of Provinces*
- (b) *a member of the board of directors of any municipal entity;*
- (c) *an official of any municipality or municipal entity;*
- (d) *an employee of any national or provincial department, national or provincial public entity or*

constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity;

(f) an employee of parliament or a provincial legislature.

² *“Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

13.4.3 Are you presently in the service of the state?

If yes, furnish particulars:

YES	NO
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13.4.4 Have you been in the service of the state for the past twelve months?

If yes, furnish particulars:

YES	NO
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13.4.5 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?

If yes, furnish particulars:

YES	NO
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13.4.6 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars:

YES	NO
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13.4.7 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?

If yes, furnish particulars:

YES	NO
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13.4.8 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

YES	NO
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13.4.9 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars:

YES	NO
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14 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder