

P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR PROPOSALS

PROVISION OF SERVICE PROVIDER TO PROVIDE EXPERT SERVICES ON JOB EVALUATIONS, JOB GRADING, REMUNERATION BENCHMARK FOR A PERIOD OF 3 YEARS AND DEVELOP A RUMUNERATION AND REWARD STRATEGY

RFP/JHB/2020/016

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

11 FEBRUARY 2021 AT 12H00

PROVISION OF SERVICE PROVIDER TO PROVIDE EXPERT SERVICES ON JOB EVALUATIONS, JOB GRADING, REMUNERATION BENCHMARK AND STRATEGY FOR A PERIOD OF 3 YEARS

1. Organisational Profile

The HDA is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlement. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition, the HDA provides project delivery support services to organs of state at local, provincial and national level. Informal settlements upgrading and project management services are a particular focus of the organisation.

The Housing Development Agency (HDA) wishes to appoint professional service providers to support the HDA with Job Evaluation aligned to the Paterson Grading system and an annual market related salary benchmark aligned to the HDA approved PayScale. The services required will include the development of a remuneration strategy based on strategic imperatives.

2. Overview

The HDA has recently undergone a great deal of organisational development and change as a result of various job function and key performance area changes aligned to the organisational goals and objectives.

3. Specification

The HDA requires the following services from an expert Service Provider:

- **Job Profiling and Evaluation:** including implementing the job evaluation policy and procedures, co-ordinating and managing the job evaluation process, drafting job profiles, monitoring, and updating the job grading of positions within the organisation on the Paterson's Job Evaluation System and/or TASK and any other requirements.
- **Reward and Remuneration:** providing input into the salary review survey and processes, developing remuneration bands based on annual salary survey data and the submission of annual remuneration reports. The development of a reward programme and a remuneration strategy.

4. Expected deliverables

A proposal of the service offering aligned to the stated requirements must be submitted, that details the proposed approach to providing this expertise in Job Profiling, Job Evaluations and Market Related Benchmarking aligned to the Paterson grading system to the HDA. The Paterson grading system, which is an analytical method of job evaluation, is used predominantly in South Africa. It analyses decision-making in job deliverables or tasks,

performance or job descriptions, and sorts jobs into six groups that are graded and grouped into various defined grades. The grades, also called bands, defines the PayScales. The development of a remuneration strategy based on the revised organisational objectives is included.

5. Evaluation

- Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that:
 - The benchmark of minimum 70 points out of 100 points on technical capability will be the cut off to qualify for further evaluation.
 - Those that qualify will be assessed using the 80:20 formula for Price and BBBEE as per the PPPFA as per table 2.

Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Relevant to the project Company profile (Include the company Organogram)	<ul style="list-style-type: none"> • Company profile (s) to be submitted. In case of a joint Venture, all companies must submit separate profiles indicating the Lead Company (10 points) 	10
Qualifications	<ul style="list-style-type: none"> • Qualifications in the required services (Experts in remuneration specialist functions, the team will have the relevant degree /post graduate diploma in HR/ Finance/ Business Administration, SARA (South African Remuneration Association) accredited, Global Remuneration Practitioner (GRP) qualification / Benefits Practitioner Qualification (20 points), and Five (5) years of Remuneration Strategy Development experience (20 points) 	40
Related Work Experience	<ul style="list-style-type: none"> • Provide reference letters that confirm successful completion of related projects and demonstrate expert experience and track record in related projects. This will be assessed as follows; <ul style="list-style-type: none"> ○ 5- Reference letters= 40 points ○ 4- Reference letters = 30 points 	40

	<ul style="list-style-type: none"> ○ 3- Reference letters = 20 points ○ 2- Reference letters = 15 points ○ 1-Reference letter = 10 points 	
Turnaround time	<ul style="list-style-type: none"> • Response time within 2 – 3 days (10 points) • Response time within 4- 5 days (5 points) 	10
TOTAL		100

NB. Please note that those shortlisted for this service will be required to present their portfolio and company profile.

Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
BBBEE Status Level Verification Certificate from accredited verification agencies	B-BBEE Level Contributor	20
TOTAL		100

6. PAYMENT STRUCTURE

The HDA will be billed as per the Service Level Agreement entered into between the two parties. Payment will be made within thirty (30) days upon receipt of monthly invoice.

In the event that travel is required to regions, all direct travel costs including flights, accommodation, car rental etc. will be covered by the HDA.

Further information regarding supply chain matters and queries can be send via email: to [Jane Mahlangu <Jane.Mahlangu@thehda.co.za>](mailto:Jane.Mahlangu@thehda.co.za) or Tel: 011 544 1000

7. SUBMISSION OF PROPOSALS

Proposals should be submitted on or before the **11 February 2021** by no later than **12h00** to the following address:

**The Procurement Officer
The Housing Development Agency,
Riviera Road Office Park
Block A, 6-10
Riviera Road,
Killarney, Johannesburg
2193,
Tel: 011 544 1000**

The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.

PRICING SCHEDULE

Please provide hourly rates / rate per request as per below for the following services

SERVICE	RATE PER REQUEST
Job Evaluation	per job evaluation
Salary Benchmark Review (annually)	Once off per year
Job Profiling	per job profile (if required)
Reward and Remuneration Strategy	Once off