

REQUEST FOR QUOTATION

**project description:**

**The call is for the service provider to co-ordinate the process of 2024 Performance Review and Evaluation for members of the Executive Management and Senior Management team at the University of Venda including that of the Vice Chancellor and Principal.**

|  |  |
| --- | --- |
| **NAME OF BIDDERS** | ………………………………………………………………………………………………..…………………………………………………………….. |
| **QUOTATION AMOUNT** |  |

**FOR MORE INFORMATION:**

**Virginia Raswiswi**

**EMAIL:Virginia.Raswiswi@univen.ac.za**

**Date: 26/03/2024**

**TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| **SECTION** | **DESCRIPTION** | **PAGE #** |
|  |  |  |
| 1 | Quotation Notification | 3 |
| 2 | Background & Introduction | 4 |
| 3 | Scope of work and deliverables | 4 |
| 4 | Company Details | 5 |
| 5 | Mandatory Submissions | 6 |
| 6 | Technical Characteristics | 6 |
| 7 | Preferential Points (BBBEE) | 7 |
| 8 | Financial Offer Evaluation | 8 |
| 9 | Terms and Conditions of Quotation | 8 |
| 10 | Conflict of Interest Declaration | 12 |
| 11 | Sworn Statement | 13 |
|  |  |  |

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# QUOTATION NOTICE & INVITATION TO QUOTATION

The University of Venda invites interested service providers to submit proposals for the administration of performance reviews and evaluation processes for members of the Executive Management

(EMC) and Senior Management (SMC) team at the University of Venda including that of the Vice Chancellor and Principal. This is a once-off annual contract that follows the performance cycle.

**CLOSING DATE AND TIME FOR ELECTRONIC SUBMISSION OF QUOTATIONS IS:**

Friday, 26 March 2024 at 15h00

The closing time and date for receipt for quotation is at **15h00 on 26 March 2024.**

***NOTE:*** *No late submissions will be accepted. No physical delivery of documents will be accepted*.

**HOW TO SUBMIT YOUR TENDER DOCUMENTS**

* Kindly e-mail the quotation back to *Virginia.Raswiswi@univen.ac.za*
* For enquiries contact:015 962 8049.

**FOR ENQUIRIES:**

**Related to SCM**

Contact: Mrs J V Raswiswi

Email: Virginia.Raswiswi[@univen.ac.za](mailto:Don.Mathebula@univen.ac.za)

Tel no: 015 962 8049/066 470 9693

**Any related to Technical services**.

Contact: Mrs LM Mariba

Email: [Louisa.mariba@univen.ac.za](mailto:Louisa.mariba@univen.ac.za)

Tel No:015 962 8530/ 072 448 4644

**The closing date for the submission of the RFQ is the 26 March 2024 at 15H00.**

# BACKGROUND & INTRODUCTION

In line with the University Policy on Performance Management, the service provider is required to facilitate and administer Performance Management review and evaluation processes of the identified group in collaboration with the Vice Chancellor. The service provider will prepare and submit a comprehensive written report to the VC for approval at the conclusion of the process in collaboration with the Head: OD & Training.

# STANDARD TERMS AND CONDITIONS

The service provider/consultant will work primarily with office of the VC and Head: OD & Training in fostering the ethos espoused in the approved Performance Management Policy**.**

**Evaluation process and methods**

The submission should include a technical and a financial proposal, which are submitted separately. The technical proposal needs to demonstrate the qualification and experience of the organisation as well as the proposed approach towards delivering the expected outputs of the consultancy assignment. At least three letters of reference - not older than five years, from previous clients are expected in the technical proposal. The financial proposal should include the rate per output. Only financial proposals from technically qualified individuals/institutions will be reviewed.

# SCOPE OF WORK

The scope is as follows:

The service provider/consultant will work primarily with office of the VC and HR staff in fostering the ethos espoused in the approved Policy on Performance Management.

Study the University of Venda’s Strategy 2021-2025 read with the APP 2024, Risk Management Plan and Audit Plan. The service provider is expected amongst other things to:

**Description of the Assignment**

* Study the University of Venda’s Strategy 2021-2025 read with the APP 2024, UIEPB Plan, Risk Management Plan and Audit Plan.
* Study all the approved divisional operational plans to ensure appropriate alignment of the evaluation criteria with the expected deliverables.
* Study Univen Performance Management policy and procedures, read with the policy on Remuneration as approved together with other relevant guidance documents.
* Design the performance management monitoring and evaluation framework/methodology for EMC and SMC members for use during the review period aligned with the APMS used in the University of Venda.
* Conduct review of individual performance agreements for members of EMC and SMC to ensure appropriate alignment with the Annual Performance Plan (APP).
* Prepare report(s) after review of performance agreements (including process followed, summary of the activities and recommendations) to bring them to complete alignment.
* Conduct performance calibration of performance reviews of both EMC and SMC members against the overall University performance and the set targets on the APP and the Divisional Operational Plans.
* Moderate EMC and SMC final performance assessments
* Provide Recommendations for future implementation of EMC and SMC performance management process.

# Deliverables

The call is for the service provider to administer and facilitate the process of performance management reviews of the Executive and Senior Management team at the University of Venda.

The service provider is required to facilitate and administer Performance Management review process of the identified group in collaboration with the Vice Chancellor. This process will be conducted in alignment with the approved Policy on Performance Management. The service provider will be expected to submit a comprehensive written report with recommendations for future consideration at the conclusion of the process. The project will be considered completed only after the VC has approved and signed off the report.

**Expected Deliverables**

* The successful Service Provider should design performance management monitoring and evaluation activities (with methodology, timeframe, expected results, etc.).

**Qualifications and Experience of a Successful Consultant**

The service Provider must be a reputable company listed on the Central Supplier Database (CSD) with a proven record of accomplishment in managing and/or facilitating performance management and development for leadership portfolio. The service provider should have at least 10 years of experience in rendering monitoring and evaluation service towards the achievement of strategic objectives/ APP through the performance management process. Experience in the higher education sector will be an added advantage.

**The Senior Consultant / OD PMS Specialist must possess the following:**

**Education.**

Postgraduate degree in Human Resources Management (HRM), Industrial Psychology, Business Administration, Public Administration, or a relevant social sciences field.

Relevant professional membership and certification is mandatory.

**Work experience.**

* At least ten (10) years of experience in consulting on performance management, industrial psychology, organisational and individual behaviour, or leadership.
* Proven track record in working with diverse groups of audience, including senior managers and executive managers.
* Experience in delivering high / intensive performance management consultancy.
* May you please specify the number of years in relation to experience.
* Experience in facilitating and managing executive performance management.
* May you please specify the number of years in relation to experience.
* Knowledge about the performance management system of Higher Education would be an advantage.

**Other skills.**

* Strong organizational, interpersonal, and communications skills
* Excellent written and verbal communication skills.
* Good judgment, high sense of responsibility, tact, and discretion.
* Demonstrated cultural sensitivity and ability to work in a multicultural environment.

# **BUSINESS INFORMATIO**N

# MANDATORY SUBMISSIONS – STAGE 1

|  |
| --- |
| **PLEASE COMPLETE THE TABLE BELOW AND ATTACH SUPPORTING DOCUMENTS** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Y/N | **Office use only** |
| 1. | CSD detailed report not older than four weeks on the closing date |  |  |
| 2. | Valid SARS Pin |  |  |
| 3. | Comprehensive Company Profile in Performance Management |  |  |
| 4. | Certified ID Copies/passport of all Company Directors not older than three months |  |  |
| 5. | Proof of Business Address |  |  |
| 6. | Fully Initialled & Completed quotation document pages |  |  |
| 7. | Signed Declaration/conflict of Interest |  |  |
| 8. | Relevant professional membership and certification is mandatory. |  |  |
|  |  |  |  |

# TECHNICAL CHARACTERISTICS

|  |  |
| --- | --- |
| **Functionality Criteria** | **Weights** |
| **Company References:** Provide three (3) contactable references that are not older than three years. References should be for similar service | **Maximum 30 points** |
| 3 Client References provided | **30** |
| 2 Client References provided | **20** |
| 1 Client Reference provided | **10** |
| **Consultant qualifications (**Postgraduate degree in Human Resources Management (HRM), Industrial Psychology, Business Administration, Public Administration, or a relevant social sciences field). Provide three (3) contactable references that are not older than three years. | **Maximum 30 points** |
| Post graduate degree in Human Resource and related qualification as mentioned above.  **.** More than 10 years’ experience = 30 points  • From 5 to 9 years’ experience = 25points  • From 3 but less than 4 years’ experience = 20 points  • From 2 but less than 3 years’ experience = 15 points  • Above 1 year but less than 2 years’ experience =10 points  • Less than 1 years’ experience = 5 points  Experience in higher education = 5 points  • No Experience = 0 points | **35** |
| **Methodology & Approach** | **Maximum 30 points** |
| Initiation | **10** |
| Implementation | **10** |
| Execution | **15** |
| TOTAL FUNCTIONALITY POINTS FOR STAGE 2 | **100 POINTS** |

* The total (100%) score is …………... points.
* Minimum score required to succeed to the next level is 70%.
* Suppliers achieving points below the set 70% shall be disqualified from further assessment.
* Points accumulated at this stage shall NOT be carried forward to the next stage.

|  |
| --- |
| **DECLARATION** |

|  |
| --- |
| I, ……………………………………………. in my capacity as …………………………., declare that.  The information provided above is a true reflection of the capacity of our system. |
| Signature: …………………………………Date: …………………………… |

# Bids are evaluated in accordance with the preferential procurement Policy Framework Act (PPPFA) of 2011, using the 80/20 split.

Firstly, the assessment of functionality must be done in terms of the evaluation criteria and the minimum threshold value of 70 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points are used for specific goal criteria.

FOR specific goal evaluation: Kindly submit as indicated on the specific goal table.

| Preferential /specific goals. | Number of points  allocated  (80/20 system) | Means of verification | Supplier name/firm |
| --- | --- | --- | --- |
| Black People | 6 | CSD report and copy of company CIPC registration certificate |  |
| Women | 4 | CSD report |  |
| Persons with Disability | 2 | Original or Certified Copy of certificate/confirmation  of Disability Status |  |
| Youth | 3 | CSD report |  |
| Enterprises located in Limpopo Province | 5 | Recent Municipal account or Local Authority Letter for confirmation of Local Address (not older than 3 months) |  |
| Total score | 20 |  |  |

# FINANCIAL STRUCTURE/OFFER (FO)

|  |  |
| --- | --- |
| **DESCRIPTON** | **Per Form (Submission)Inclusive of Vat** |
| Consulting | R |
| Calibration | R |
| Moderation | R |
| Reporting | R |
|  |  |

**The bidder with the highest points will be regarded as preferred bidder on condition that there is no other information that may influence the decision.**

# ****TERMS & CONDITIONS OF QUOTATION****

* 1. The University reserves the right to reduce or increase the total quantity of items required in the quotation.
  2. The successful bidder will be required to allow University personnel to carry out reference checks about his/her performance elsewhere before a quotation is awarded.
  3. The highest bidder would not necessarily have to be appointed by UNIVEN and as such, UNIVEN reserves the right to appoint any or no one at all.
  4. No sub-service providers/sub-contracting will be allowed.
  5. The price should be VAT inclusive at 15%.
  6. The quotation submitted must remain Valid for 90 days after closing date.
  7. **Initials must be on all pages in the quotation document.**
  8. **No quotation will be considered after the closing date and time.**
  9. **Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.**
  10. **In the event that parties are failing to reach an agreement, UNIVEN reserves the right to appoint an alternative supplier.**
  11. **No regret letters will be sent to unsuccessful bidders.**
  12. **Any enquiry regarding this bid invitation and specification shall be submitted in writing to** [Don.Mathebula@univen.ac.za](mailto:Don.Mathebula@univen.ac.za) **with quotation number as reference or subject.**
  13. **Enquiries shall only be entertained until 2 working days before the closing date of the quotation.**
  14. **All documentation submitted in response to this quotation must be in English.**
  15. **UNIVEN reserves the right to:**
      1. **Extend the closing date through the same medium of communication used for invitation.**
      2. **Extend quotation validity period before the expiry date of the original validity period. This will be done in writing to all bidders.**
      3. **Verify any information contained in the quotation proposal including reference checks about prospective service providers’ performance elsewhere before a quotation is awarded.**
      4. **Request any further documentary proof regarding any declaration.**
      5. **Award this quotation as a whole or in part.**
      6. **Negotiate terms and conditions after the selection of the successful bidder.**
      7. **Cancel or withdraw this quotation as a whole or in part.**
      8. **The Service Providers will be required to provide proof that he/she has the necessary expertise, experience, and knowledge in** Student Housing Accreditation **Services.**
      9. **The University reserves the right to reduce or increase the total quantity of items required in the quotation.**
      10. **The highest bidder would not necessarily have to be appointed by UNIVEN and as such, UNIVEN reserves the right to appoint any or no one at all.**
      11. **It will be expected that the prices will be competitive and comparable with similar enterprises.**

# PROHIBITION OF RESTRICTIVE PRACTICES

* In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
* If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
* If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

# RIGHTS RESERVED

Bidders should take note that UNIVEN reserves the right to negotiate terms and conditions after the selection of the successful quotation. UNIVEN reserves the right to accept any proposal submitted or reject all proposals. UNIVEN may request clarification in writing on any aspect of a response to this invitation.

# PARENT/SUBSIDIARY COMPANY.

A Company shall be defined as a legal persona and quotation documents submitted shall reflect those of the registered Company in terms of Companies Act. A Subsidiary Company quotation shall not submit Parent’s Company information in terms of Company Registration, BBBEE certificate, SARS certificate and financial statements. This is not limited to Partnership, Close Corporation etc. where all members reflecting as Directors of the Company should enclose a copy of their Identify Document reflecting their share of ownership.

# TAXES AND DUTIES

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order, i.e. a tax clearing certificate. The successful bidder will be required to register for VAT (if not yet registered).

# VALIDITY PERIOD

Quotations shall remain valid for 90 days after the quotation closure date. During the validity window period of the quotation, should the Bidder withdraw this quotation or is unable to meet contractual requirements, the University may exercise additional remedies available in its option, withdraw or cancel the agreement.

# RIGHTS TRANSFERRED OR CESSESION

For the nature of this quotation, the appointed bidder may not transfer or cede partly/wholly his rights to a third party.

# ACCEPTANCE OR REJECTION OF A QUOTATION

The University reserves the right to withdraw any invitation to quotation and/or to re-advertise or to reject any quotation or to accept a part of it. The University does not bind itself to accepting the lowest quotation or the quotation scoring the highest points.

# PRICES

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser’s request for bid validity extension, as the case may be.

# PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

In relation to section 37 (1) (a) (b) and s9(b)(i) of this Act.

The Bidder shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

# LEGITIMACY OF INFORMATION

Bidders declare information furnished in this quotation to be precise, accurate and Bonafede. In the eventwhere a contract has been awarded on the strength of the information furnished by the bidder   
 which, after the conclusion of the relevant agreement, is proved to have been incorrect, the University may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the University as a result of the award of the contract.

# NATURE OF SERVICE

The nature of service the University enters with the successful bidder is based on the price offered and accepted for the duration of the contract. The quoted price shall remain valid for the period of 90 days.

# RIGHTS RESERVED TO REQUEST ADDITIONAL INFORMATION

UNIVEN reserves the right to request additional information to the bidders during its evaluation and adjudication process.

# TERMS OF CONTRACT

The term of the contract will be on a once off basis. At the expiry of the contract, the contract may be extended by mutual agreement until the University invites bidders to bid on the quotation of this nature

# LOBBYING AND CANVASSING

No lobbying and canvassing by bidders in any form to staff member or student of the UNIVEN for the purposes of influencing the evaluation process and awarding of the quotation, will automatically disqualify the bidder from the evaluation process and subsequent consideration.

**ACKNOWLEDGEMENT OF TERMS & CONDITIONS**

**I (*Full name/s & Surname*) ………………………………….………………., on behalf of (bidder) ……………………………………………………………… ; acknowledge receipt and understanding of the terms and conditions of service. I further make an undertaking that should our bid be successful, we shall be entering into an SLA with UNIVEN which include all the above Terms and Conditions.**

**Signed: ……………………………………………Date: ………………………………….**

# **CONFLICT OF INTEREST**

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