

RE-ADVERTISEMENT: REQUEST FOR QUOTATION – HR 07/2018

**CUSTOMISED 'POST SPECIFIC' WEB-BASED REMUNERATION SURVEY AND PAY CURVE CONSTRUCT
PROPOSALS FOR 25TH / 30TH / 40TH / 50TH AND 75TH PERCENTILE POSITIONS**

1. Background

The Durban ICC utilises the Task/Patterson grading system to determine remuneration trends in the national market relative to its remuneration packages.

The remuneration surveys ensure realistic comparisons are undertaken for all categories of posts at the Durban ICC i.e.

- Events
- Sales and Marketing
- Food and Beverages
- Human Resources
- Facilities and Cleaning
- Human Resources
- Finance

2. Purpose

The Durban ICC requires a service provider for the provision of a complete web-based remuneration survey based on the PATTERSON/ TASK grades for posts specific to all International Convention Centres in South Africa, in the various functional areas of the organisation.

3. Target Groups

The target groups have the following characteristics:

- The candidate group size comprises at least 5 (N> 5)
- Covering all posts located in international convention centres in South Africa.
- Posts to have an 80% job profile fit.
- This is sub-divided into the following groups:
 - o Basic Skill level (Task grades 1-3)
 - o Discretionary Skill Level (Task Grades 4-8)
 - o Technical/Specialist level (***TASK Grade 9 to 13***)
 - o Tactical Level (***TASK Grade 14 to 18***)
 - o Strategic Level (***TASK Grades 19-25***)

4. Phases

Phase: 1

- Remuneration information per percentile point in the market (25th / 30th / 40th / 50th /75th)
- Remuneration information as per all job family/sector (e.g. Human Resources/Finance/Information Services/Engineering etc.)
- Basic salary and benefits versus total cost to company package per post specific type.
- Benefits paid in the market.
- Guaranteed cash payments to employees (includes 13th cheques but excludes bonuses and incentive payments)
- Annual Cost of Employment comprising the guaranteed package plus any performance related bonuses or incentives and commission.
- Company Car / Car Allowance costs based on actual costs or estimated from standard (AA rates) fixed plus running costs.

Phase: 2

Kindly note, Phase 2 will only commence on the successful completion of Phase 1

- Based on the information obtained in phase 1, the appointed service provider is required to provide an estimated costing for constructing pay curving proposals for percentile positions in the market (25th / 30th / 40th / 50th / 75th) for a staff complement of approximately one hundred and sixty (160) employees.
- Present pay curving proposals for each percentile point and the estimate cost of conversion of Durban ICC employees to the pay curve proposal.
- Proposals to be presented to the Durban ICC board at the agreed upon time.

5. IT requirements

If the solution proposed requires the use of Information Technology, please note the Durban ICC ICT standards below.

Desktop

- o Microsoft Windows 7 operating system with Microsoft Office 2007/2010
- o Microsoft Outlook mail client
- o Internet Explorer 7 or higher.

Server

- o Windows 2008 server
- o Microsoft SQL Server –Relational Database Management System
- o Microsoft Exchange server

6. Minimum Requirements:

Does the service provider comply with the minimum requirements? Please acknowledge as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> The service provider must have minimum three (3) years requisite experience utilising the Patterson/ Task grading system in the hospitality industry. Please attach information to support the experience criteria. 		

Failure to comply with the minimum requirement will result in the service provider being deemed non-responsive and not evaluated further.

7. Compulsory Pricing Schedule (Form of offer)

Description	Cost
Phase One cost	R
Phase two cost	R
Please state any additional costs:	R
Total (VAT Excl.)	R
VAT @ 15%	R
Total (VAT Incl.)	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: _____

Failure to sign will invalidate the bid submission.

8. Preconditions

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

- 8.1 Full name
- 8.2 Identification or company or other registration number
- 8.3 Tax reference number and VAT number, if any
- 8.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 8.5 Valid BBBEE Certificate
- 8.6 MBD 4 Declaration of Interest form must be completed
- 8.7 The service provider must be registered on the CSD database and EThekweni Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

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

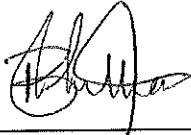
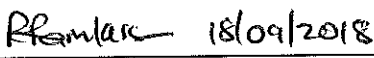
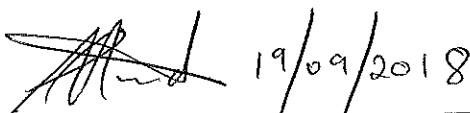

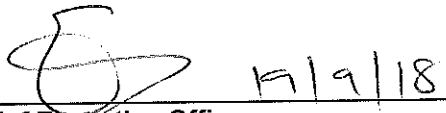
9. Contact Person

Brenden Chettiar: Acting HR Director
Email: brendenc@icc.co.za
Land Line: 031 360 1362

10. Closing Date

Quotations, together with this document, 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 **12:00 on 26th September 2018.**

11. Request approved by:


Acting Human Resource Director Brenden Chettiar
 18/09/2018
SCM Compliance Officer Ritesh Ramkissoon
 19/09/2018
SCM Compliance Manager Thenashree Naidoo
 19/09/2018
Finance Director Melanie Rambally
 19/9/18
Chief Executive Officer Lindiwe Rakharebe



12. Past experience in similar assignments

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

Ibeing duly authorized thereto bydo 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.

Name: *(Block Capitals)* _____

Signature: _____ Date: _____



13. 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.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>															
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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 Service provider 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)

14. MBD 4 Declaration of Interest

- 14.1 No bid will be accepted from persons in the service of the state¹.
- 14.2 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. 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.
- 14.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 14.3.1 Full name of bidder or his/her representative
- 14.3.2 Identity number:
- 14.3.3 Position occupied in the Company (director, trustee, shareholder²):

- 14.3.4 Company Registration Number:
- 14.3.5 Tax Reference Number:
- 14.3.6 VAT Registration Number:
- 14.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

¹ 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.

- 14.3.8 Are you presently in the service of the state?

YES	NO
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 If yes, furnish particulars:

- 14.3.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
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- 14.3.10 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?

YES	NO
-----	----

 If yes, furnish particulars:

- 14.3.11 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
-----	----

- 14.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?

YES	NO
-----	----

 If yes, furnish particulars:

- 14.3.13 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
-----	----

- 14.3.14 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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15. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

Signature

Date

Capacity

Name of Bidder