



THE NATIONAL CREDIT REGULATOR

AUGUST 2018

APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF JOB EVALUATION SERVICES

RFP NUMBER: NCR527.08.18

DUE DATE: 20 AUGUST 2018 @ 11H00

TO BE DELIVERED AT:

**127 15TH ROAD, RANDJESPARK,
MIDRAND**

APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF JOB EVALUATION SERVICES

1. Scope of work

- Evaluate the Job in terms of Grading.
- Conduct an Analysis on the current job profiles/job descriptions.
- Interview the Candidate to Understand the accountabilities.
- Benchmark the Job with Organisations that have a similar Position.
- Compile a report back to The NCR regarding the Evaluation.
- Grading jobs as per the Patterson broadband system.

2. Duration

For a period of 36 months on an as and when basis.

3. Functionality evaluation criteria

Criteria	Weights
Experience and reputation <ul style="list-style-type: none">• Proposals should make clear the relevant skills, experience and capacity of the participant, in respect of this particular TOR	40
<ul style="list-style-type: none">• Proposals must contain the details of the proposed approach to be adopted in order to deliver the service in accordance with the TOR	40
<ul style="list-style-type: none">• Proposals should clearly indicate whether or not bid participants have the internal capacity to meet the requirements of the TOR.	20

Bidders are required to score a minimum of 65% points on functionality to qualify to be evaluated in the next level (BBBEE and price). Bidders who do not score the minimum of 65% points on functionality will be disqualified and not be evaluated on price and BBBEE.

4. Additional information

- Brief company profile, as relevant to the above mentioned terms of reference;
- Experience in the relevant areas;
- Clientele;
- A proposal including methodology;
- Certification of all team members, highlighting experience relevant to this exercise. Confirmation that the proposed team members will in fact be available to undertake this exercise at the appropriate time and meet the necessary deadlines;
- The proposal should contain a work plan, showing tasks, timelines etc;
- Proof of CSD application.
- Contact details of at least two references from amongst recent clients with whom similar work has been conducted in the past 6 Months;
- Certificate of incorporation / legal status; and
- Financial proposal.