

REQUEST FOR QUOTE (RFQ)

Description of Goods/Service required: **APPOINTMENT OF SERVICE PROVIDER TO CONDUCT JOB EVALUATION ON EXECUTIVE EMPLOYEES AND SENIOR MANAGERS**

Requisition No. 39201 RFQ No. 39201 Advert date: 04 January 2011 Closing Date: 12 January 2011 at 11:00 AM

THE FOLLOWING MINIMUM REQUIREMENTS WILL APPLY:

1. South African Revenue Services (SARS) valid Tax Clearance Certificate
2. Proof of Company Registration.
3. Completed and signed MBD forms 4, 6.1, 7.2, 8 and 9 and National Treasury Conditions of contract (initialed).
4. Quotations will be evaluated on PPPFA 80/20 points system.
5. Price(s) quoted must be valid for at least sixty (60) days from the date of your offer and be according to specification.
6. Price(s) quoted must be firm and inclusive of VAT (If VAT registered)
7. Exclusion of other items will cause a disqualification, all quotes must be prepared according to the scope of work.

The MBD Forms, NT Conditions of Contract and the Supplier Database forms can also be downloaded from our website under the Procurement menu – www.joburgmarket.co.za or obtainable from SCM Office, (4th floor)

Please note that Service Provider not registered on the database will be required to register on Joburg Market database prior to the order being finalized.

NB: Failure to submit and comply with the above requirements will lead to a disqualification.

SPECIFICATIONS

The Joburg Market requires a service provider who will conduct job evaluation on the executive employees and senior managers. The evaluation should return a grade on a Paterson scale as well as associated pay scale for the grade and also for the job type. Refer to the attached RFQ document for more information.

Description	Quantity	Cost per person including VAT	Total Cost including VAT
Job evaluation on executive employees and senior managers	20		

EVALUATION CRITERIA

Functionality = 100 (Past relevant experience =30, Methodology and project approach = 30, Qualification and skill of resources = 30 and Financial capability = 10) **Minimum required score is 60 points.** (For more information see the attached RFQ)

Price = 80

Preference points = 20

GENERAL

The quotation must be submitted in either of the following ways before the closing date & time:

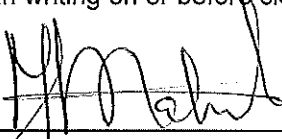
1. In a sealed envelope, duly endorsed: **REQUISITION NO. 39201 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT JOB EVALUATION ON EXECUTIVE EMPLOYEES AND SENIOR MANAGERS** the name and address of the service provider and then be deposited in the Request for Quote (RFQ) box at Ground Floor Reception, which address is indicated above.
2. By fax to fax number: **086 244 5149** or email to rmammburu@joburgmarket.co.za (**Quotations submitted electronically must be supplemented by sealed hard copies**).

NB: No quotations will be accepted after the closing date.

Joburg Market is not obliged to appoint the cheapest tender and reserves the right not to accept any submission and to re-advertise if it so wishes. Service providers will be adjudicated according to the Supply Chain Management Policy using the 80/20 point system, based on the Preferential Procurement Policy Framework Act 5 of 2005 and MFMA, Act 56 of 2003 as well as the Broad-Based Black Economic Empowerment Act, Act 53 of 2003. It is the supplier's responsibility to ensure that all documents are received by Joburg Market before the closing date and time.

Enquiries: Technical enquiries must be addressed to Mr. Ashwin J. Bhoolia 011 992 8011 or at abhoolia@jfpmp.co.za and SCM enquiries to Mr. Rofhiwa Mammburu at Tel 011 992 8119 or rmammburu@joburgmarket.co.za. Enquiries must be done in writing on or before closing date.

Approved by



04/01/2012

Supply Chain Operations Manager
Ms. T Maluleke