RFP NO. KTVR HR 001/2024: REQUEST FOR PROPOSAL

PROVISION OF SKILLS AUDIT

RFP Number : **KTVR HR 001/2024**

Closing Date :**14 June 2024**

Closing Time : **4:00 pm**

Electronic Submission :tenders@ktvr.co.za
portiad@ktvr.co.za

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1. INTRODUCTION

KTVR Bus Service (Pty) Ltd ("KTVR") is a private company incorporated in terms of the Companies Act of 2008. KTVR is a special purpose vehicle that has been established to offer Bus Rapid Transit (BRT) transport services under an interim service agreement of the Phase 1 A, B and C of City of Ekurhuleni (CoE) Integrated Rapid Public Transport Network (IRPTN).

KTVR is a company that has been established for the benefit and empowerment of the Ekurhuleni Taxi Industry, the shareholders of KTVR will be made up of the affected operators identified from the Ekurhuleni Taxi Industry.

2. BACKGROUND

KTVR is in a transitional phase to a permanent VOCA and as part of a transitional phase, it requires a skills audit and comprehensive skills plan.

The service provider will not only ensure an objective and fair process for the effective implementation of skills development and training needs of all employees but will ensure an establishment of a strong human capital base with requisite skills and knowledge to ensure the achievement of our overall goals and objectives towards a 12-year VOCA.

3. INVITATION TO SUBMIT A PROPOSAL

KTVR hereby invites proposal from suitably qualified bidder to conduct a skills audit and develop a comprehensive skills plan.

4. SCOPE AND EXTENT OF WORK

The following will be required from the bidders:

- Conduct an individual skills assessment, including personality testing, verbal and written ability assessments as well as skills tests on all positions.

- The process is envisioned as follows:
    - Implement online platform and branding (Onboarding)
    - Review job description to competencies to determine skills assessments and possible behavioral tests per position.

- Assessments per person, in line with job specifications. Assessments must be completed online. Assessments “links” must be generated by the service provider.
- Talent Match report per incumbent, including highlighting areas of development.
- Holistic overview report of KTVR skills audit to Management.

- Present, and consolidate skills audit report and recommendations with a proposed implementation plan.

5. DELIVERABLES OF THE PROJECT

5.1 Develop a project plan with clear milestones and timelines.

5.2 Develop Competency Framework and conduct Skills Audit.

5.3 Provide an overview of the skills needs that will enable the Company to deliver on its strategic objectives and goals.

5.5 Provide accurate information to develop Workplace Skills Plan.

5.6 Develop skills profiles for each Official.

5.7 Identify the skills gaps and recommend targeted training and skills development interventions for every employee.

proposed implementation plan.

5.8 Service provider must empower Human Resource department to monitor the implementation plan.

Table 1 - Workforce profile

Occupation Level	African		Coloured		Indian		White		NSA		Total
	M	F	M	F	M	F	M	F	M	F	
Top Management Excl Non-Execs	1	1	0	0	0	0	0	0	0	0	**2**
Senior Management	1	3	0	0	0	0	0	1	0	0	**5**
Professionally qualified and experienced specialists and mid-management	3	0	0	0	0	0	0	0	0	0	**3**
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	21	9	0	0	0	0	0	0	0	0	**30**
Semi-skilled and discretionary decision making	113	29	4	0	0	0	0	0	0	0	**146**
Unskilled and defined decision making	0	5	0	0	0	0	0	0	0	0	**5**
TOTAL	**139**	**47**	**4**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**191**
Temporary Employees	43	38	0	0	0	0	0	0	0	0	**81**
	182	**85**	**4**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**262**

6. MANDATORY REQUIREMENTS

6.1 Bidders must supply KTVR with the following documentation:

i. Valid SARS Tax Compliance Status Pin;
ii. Declaration of interest form (Refer Annexure A)
iii. POPI Form (Refer Annexure B)
iv. SANAS accredited B-BBEE Certificate or an affidavit where applicable
v. Completed Annexure C

7. EVALUATION CRITERIA

7.1 The evaluation will be based on three phases:

Phase 1 – Mandatory requirements.

Phase 2 – Technical evaluation (Completed Annexure C). A 70% weighting must be met in order to be considered for the final phase of evaluation.

Phase 3 – Price and B-BBEE

No	Criteria	Weights
1	**Company Experience:** Service providers should at least have Five (05) years in conducting skills audit and developing a comprehensive skills plan	**20**
2.	**Team leader and team members:** 2.1 Team leader must have at least Five (5) years' experience in conducting skills audit and developing a comprehensive skills plan.	**20**
	2.2 Team members must have at least Three (3) years' experience in conducting skills audit and developing a comprehensive skill plan 2.3 CVs of the team members must be attached	

3.	**Qualifications** 3.1 Team leader must have a Post Graduate Degree in Human Resource Management/Human Resource Development/ Psychology or Industrial Psychology.	**15**
	3.2 Copies of certified certificates must be attached to the proposal as proof	
	3.3 Team members must possess a minimum of a bachelor's degree in human resource management/ human resource development/ psychology or industrial psychology.	
	3.4 Copies of certified certificates must be attached to the proposal as proof	
4.	Project Plan: Detailed Project/ Execution Plan should be attached (Annexure C)	**25**
5	**Capacitation training programme** Service providers are required to demonstrate how the upskilling programme will be rolled out to internal officials	**10**
6	**References** The prospective service provider must further supply KTVR with 3 relevant contactable references where the bidder has delivered the similar services by stating the following: • Name of client • Name of referee • Position of referee • Contact telephone numbers • Work performed • Duration of contract	**10**
	Total	**100**

7.2 The three phases will detail the following:

Phase 1 – Mandatory requirements

i. Valid SARS Tax Compliance Status Pin;
ii. Declaration of interest form (Refer Annexure A)
iii. POPI Form (Refer Annexure B)
iv. SANAS accredited B-BBEE Certificate or an affidavit where applicable
v. Completed Questionnaire (Annexure C)

Phase 2: Technical Evaluation

The technical evaluation of the technical part of the submission will be based on the bidders responsiveness to the scope of work, the quality and capacity of proposed resources as well as general experience and capabilities.

Phase 3: Pricing and B-BBEE Evaluation

Resource	Hourly Rate (Inclusive of VAT)	Nr of Estimated hours

a) Price weighs up to 80 points
b) B-BBEE weighs up to 20 points (as per table below)

B-BBEE Status level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Contributor	0

8. TERMS AND CONDITIONS

Emailed submissions/proposals are preferred. The onus is on the tenderer to ensure that complete email documents have been received by KTVR by the due date and time.

Quotation should be **VAT** inclusive.

a. Quotations must be valid for a minimum period of 90 days from the date of issuing.
b. The full costs must be disclosed.
c. KTVR has the right to withdraw any quotation at any time within the validity of the quotation.
d. KTVR reserves the right to invite suppliers/companies to present for final decision
e. KTVR may prior to the award of a bid, cancel a bid if;
    (i) Due to changed circumstances, there is no longer a need for the goods or services requested.
    (ii) Funds are no longer available to cover the total envisaged expenditure.
    (iii) No acceptable bids are received.

9. SUBMISSION DETAILS

Deadline for submission: **Friday, 14 June 2024**

Time at 4pm

All submission to be sent to:

Name: Ms Portia Dhlamini

Email: tenders@ktvr.co.za and portiad@ktvr.co.za

Contact no: 011 823 1672

ANNEXURE A

SUPPLIER CONFLICT OF INTEREST DECLARATION FORM

KTVR operates a procurement process which is fair, transparent and cost-effective. In view of this, KTVR requires that anyone nominated to participate in its procurement processes declares any potential conflicts of interest.

i. Conflict of interest declaration

Potential conflicts of interest include the following (but the list is not exhaustive):-

1. Relationship/ Association with any of the KTVR employees.
2. Previously worked with/for any of KTVR employees.
3. Relationship/Association with Shareholder/ Board Member/ of KTVR.

If you are in any doubt about whether something is a potential conflict of interest, you are advised to declare it below.

A) I have conflicts of interest to declare.

Yes ☐

No ☐

B) If Yes above, I therefore wish to declare the following conflict(s) of interest: -

1. .....

2. .....

ii. Confidentiality Declaration

I confirm that the declarations I have made above are, to the best of my knowledge, correct. I fully understand that, if KTVR concludes that the declarations I have made are false or materially misleading, KTVR has the right to disqualify the supplier to participate in the procurement process.

_____	_____	_____
Supplier Name	Date	Signature

ANNEXURE B

SUPPLIER DATABASE CONSENT FORM

General: In order for KTVR BUS SERVICE (PTY) LTD ("**KTVR**") to consider the supplier's (referenced below) response to the Request for Proposal (RFP) or Request for Quotation (RFQ) to become a supplier to KTVR, and to be included in the KTVR supplier database, it will be necessary for KTVR to process certain personal information which the supplier may share with KTVR for the purpose of the RFP/RFQ, including personal information – which may include special personal information (all hereafter referred to as "**Personal Information**"). KTVR will process the supplier's Personal Information in accordance with KTVR's POPI Policy.

Access to your Personal Information and purpose specification: Personal Information will be processed by KTVR for purposes of assessing the supplier's submission in relation to the RFP/RFQ and for registering the supplier on KTVR supplier database and may be shared and stored internally for the purposes of assessing current and future services required by KTVR. We may also share the supplier's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("**FICA"**). In this regard, the supplier acknowledges that KTVR's authorised verification agent(s) and service providers will access Personal Information and conduct background screening and checks.

Consent: By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to KTVR's processing of the supplier's Personal Information for the purposes of evaluating its RFP/RFQ submission, including to confirm and verify any information provided in the submission and the supplier gives KTVR permission to do so. The supplier acknowledges and understands that it is free to withdraw its consent on written notice to KTVR and the supplier agrees that the Personal Information may be disclosed by KTVR to third parties, including KTVR's affiliates, service providers and associates. Please note that if you withdraw your consent at any stage we may be unable to process your RFP/RFQ and/or continue to retain your details on the supplier database.

Yes ☐ No ☐

Supplier Name	Date	Signature

ANNEXURE C

No.	A. Project Outcome	Page Number	Tick if included
1	Develop a project plan with clear milestones and timelines.		
2	Develop Competency Framework and conduct Skills Audit.		
3	Provide an overview of the skills needs that will enable the Company to deliver on its strategic objectives and goals.		
4	Provide a copy of a detailed training programme/plan and how this training will be conducted must be attached.		
5	References		

END