

Call for the service provider to conduct skills audit project of the institution's work force for the University of Venda.



University of Venda
Creating Future Leaders

REQUEST FOR QUOTATION

PROJECT DESCRIPTION:

Call for the service provider to conduct skills audit project of the institution's work force for the University of Venda.

HR05/2024

FOR MORE INFORMATION:

Virginia Raswiswi

Virginia.Raswiswi@univen.ac.za

Date: 20/05/2024

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1. QUOTATION NOTICE & INVITATION TO QUOTATION

The University of Venda invites interested service providers to submit proposals for the Companies that are fully accredited by the Financial Service Conduct Authority to conduct skills audit project of the institution's work force for the University Venda. All documents must comply with the conditions set out herein.

CLOSING DATE AND TIME FOR ELECTRONIC SUBMISSION OF QUOTATIONS IS:

Friday, 24 May 2024 at 12h00pm

The closing date and time for receipt of the quotation is at **12h00pm on 24 May 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
- Bidders can send their inquiries to: Virginia.Raswiswi@univen.ac.za

1. Introduction

The University of Venda is established in terms of Higher Education Act, Act no 101 of 1997 as amended to primarily provide quality higher education and training through:

- Teaching and learning,
- Research and postgraduate studies,
- Community engagement and development.
- Provision of quality infrastructure, human resources, and financial services.

2. Background

The University requires a Service Provider to undertake a Skills Audit Project of the organization's workforce and the main objectives of the project are to:

- Develop a **framework** that analyses and articulates core competencies required by the University's workforce for the 21st century.
- **Conduct a skills audit** of Univen staff to provide a snapshot of current skills and gaps.
- **Deliver a report** that analyses the audit findings and makes recommendations on training needs and strategies to prepare for the future delivery of services.

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- The report will form the basis for future workforce planning and talent management initiatives in the University of Venda.

2. Scope of Services

This brief is for a Service Provider to develop and deliver a Skills Audit project of the University of Venda's workforce and make recommendations on strategies to address skills gaps. It is expected that the Service Provider will provide advice on the best research methodology to achieve the project objectives.

3. Project Phases:

Given the cost of conducting a skills audit for the whole organisation at once, a decision was taken to split the project into a phased approach to ensure that the deliverable is still fulfilled in the current financial year. The initial approach was to deal with all jobs at once which was more expensive than a phased approach. The Supply Chain Management will request quotations to solicit service providers who can meet our requirements in the two phases as follows:

3.1. Phase One (1)

The first phase of this project will be conducted by covering the following occupational categories of employees:

- Top Management
- Senior Management
- Professionally Qualified/Experienced Specialists/Middle Management (Academic leadership and Management)
- Skilled Tech and Academically Qualified (Specialists)

The rationale for the approach is to be cost-effective while ensuring that the deliverable is deployed in the current financial year to allow the process of implementing the Talent Management Framework as articulated in our operational plan. The University has few employees falling into the above-mentioned categories and therefore the cost of the exercise is reasonable and will be accommodated in the available budget.

The total number of individual roles is 20 whilst the total headcount of employees in the roles on phase one (1) is 65 employees from the identified occupational groups.

3.2. Phase Two (2)

The second phase of the project will cover the following occupational categories of employees:

- Skilled Tech and Academically Qualified

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- Semi-Skilled
- Unskilled

The University appoints many employees in the categories above and the advantage is that the employees who belongs to the Semi-Skilled and Unskilled categories will not be subjected to the same psychometric assessment/testing batteries that will be administered to other categories of employees due to the nature of their work and competencies required which is at a lower level compared to those in phase one.

The project will include:

- Familiarisation with the South African Higher Education Sector and international literature on 21st century skills in the HE Sector, and on workforce development strategies in the public sector.
- Consultation with Univen management team, staff, and other stakeholders.
- Development of a framework for the skills audit, including:
 - Definition of core competencies/skills for Univen, covering staff at all levels and including cognitive, technical, and behavioural skills; and
 - A methodology for delivering the skills audit, which may include online, or other survey techniques proposed by the Service Provider and agreed with the project Workgroups.
- Successful deployment of a skills audit report of the University of Venda staff.
- Delivery of the University's report of publishable quality that includes an executive summary of key findings, an overview of the methodology, an analysis of collected data, an identification of skills gaps in the current workforce, and recommendations on training and other strategies to address skills gaps.
- Delivery of survey data in a format suitable for providing organisation-specific data to each Division.
- Presentation of key findings to stakeholders including the Workforce Leadership and SDC, EMC, HRC, Council and Organised Labour.
- Design and printing of the final report.

The outcome of the skills audit process is a skills gap analysis. This information will enable the institution to improve by providing the appropriate targeted training and development to individuals to cater to the identified skill gaps. The skills audit process will also provide information that can be used for purposes such as internal employee selection and to ensure that the correct person is deployed in each position.

The main purpose of this process is to align institutional and individual needs in the interest of a smooth implementation of the Talent Management, Retention, and Succession Management framework.

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4. Expected Outputs

4.1. Preparation/planning for the Skills Audit Project:

A customised skills audit plan clearly articulating the objectives of the project.

- The methodology outlining the activities of the project.
- A detailed Project plan for the execution of the skills audit project.
- Stakeholder consultation matrix for the Skills Audit Project.

4.2. Facilitation of the Skills Audit Process:

The service provider should be able to articulate the following process on the plan:

- i. (a). Determine skills requirements.
- ii. (b). Audit actual skills.
- iii. (c) Determine development needs and plan for training/restructuring.

4.3. The output of the skills audit should be a detailed report outlining:

The Skills Audit process undertaken and key outcomes.

- i. Workforce skills match matrix per division in the University of Venda.
- ii. Strategic recommendations on workforce planning for the University of Venda.
- iii. Strategic recommendations on the skills development plan of the University of Venda.
- iv. Strategic recommendations on placement deployment/re-deployment of employees based on the skills matching matrix.

4.4. The Service Provider is expected to design the skills audit process and to develop a project plan with time frames to it.

4.5. Expected results of the project:

- i. Individual competency profiles for each employee of the University of Venda.
- ii. Divisional radar report for the University of Venda.
- iii. Ensuring that the skills held by employees are identified and compared with skills required now and, in the future, so that the skill shortfall or surplus can be determined.
- iv. Initiating the discussions on the skill shortfall which forms the basis of a Training Needs Analysis (TNA) so that the University can reach the desired skill base amongst its employees.
- v. An overview of competence as a result of the skills audit process.
- vi. Ensuring the development of Workplace Skills Plans, individual development plans and performance management interventions.

5. The Service Provider / Company must display the following:

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5.1. Professional competence

5.1.1. Capability

- Knowledge and experience: proven success in the field of workforce research covering survey research, collating, and interpreting data, report writing, and presentation of findings.
- Availability for the full duration of the contract.
- Location, size, and resources.
- Ability to meet project timelines.

Include a company profile and describe your expertise and capacity to deliver the required project deliverables. Provide brief (1/2-page max.) synopses of the CV of proposed consultants/personnel.

5.1.2. Past performance and current work

- Current and previous work, with emphasis on previous higher education and public/not-for-profit sector experience.
- Experience working with centralized and decentralized organisations.
- Referees: include details of recent contactable clients.

5.1.3. Customer after-sales Service

Please indicate the level of customer after-sales service you would offer under this contract.

5.1.4. Innovation

Please indicate your involvement in activities that involve the use of leading technologies and best practice that are relevant to this project. Briefly demonstrate your creativity in performing similar jobs.

5.1.5. Compliance to the conditions of the contract

- The successful respondent will be required to execute a contract containing the University's Standard Agreement for the Provision of Services, supplied with this Request for Proposal/Tender.
- The University of Venda shall not be under any legal obligation to accept a quote unless and until a contract has been signed with the preferred successful respondent.
- Respondents are required to indicate their compliance with the Government's Standard Agreement for the Provision of Services.
- Respondents must provide full details of any areas of non-compliance with the standard contract by detailing the section number together with any amendments that would render the provision acceptable to the respondent.

6. Conflict of interest

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Please indicate any existing or potential conflicts of interest and your process for protection against such.

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7. Evaluation Criteria

The proposal will be evaluated based on the 80/20 provisions of the Preferential Procurement Policy Framework Act (PPPFA) and the supply chain management regulations:

Evaluation Criteria – Service Provider for Skills Audit for the UNIVEN Preference Points 80/20
80 points = Price
20 points = BBBEE
100 points = Functionality
Note: A supplier who obtains less than 70% in the functionality phase shall be excluded from the next phase of evaluation.
Experience of the Company in similar Assignments (20 points)
Company Profile. Provide five (5) contactable references where similar activities were completed as follows: <ul style="list-style-type: none">• Name of Client/customer.• Type of Project.• Company size.• Project Manager.• Contact details of the Project Manager (Telephone numbers and email address).
Expertise of the Consultant (30 points)
Provide the Curriculum Vitae of the Consultant/s with detailed background and educational qualifications. (Attach copies of qualifications and CV).
Methodology and approach (50 points)
Provides the following: <ul style="list-style-type: none">• An elaborative plan on the methodology, as well as a detailed project plan for the Skills Audit Project. (Within Two (2) months 2024).• A summary on the customised project plan clearly articulating the project milestones and time commitment.• A brief on the importance of Skills Audit in an organisation.• A summary of the step-by-step process for the execution of the Skills Audit Project.

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2. BUSINESS INFORMATION

BUSINESS INFORMATION	
Title (Prof./Dr/Mr/Mrs/Ms and Surname)	<input type="text"/>
Business Trading Name (as per CIPRO)	<input type="text"/>
Previous Name of Business (if Applicable)	<input type="text"/>
PHYSICAL ADDRESS OF THE BUSINESS	POSTAL ADDRESS OF BUSINESS
CONTACT DETAILS	
Office	<input type="text"/>
Mobile	<input type="text"/>
Accounts Department	<input type="text"/>
Business Email	<input type="text"/>
Business Registration Number	<input type="text"/>
Tax Number	<input type="text"/>
VAT (if applicable)	<input type="text"/>
Do you have any previous Univen Experience? If so, elaborate.	
Authorised Signature	<input type="text"/>

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3. MANDATORY SUBMISSIONS – STAGE 1

PLEASE COMPLETE THE TABLE BELOW AND ATTACH SUPPORTING DOCUMENTS

		Y/N	Office use only
1.	Company registration certificate		
2.	Valid SARS Pin		
3.	Comprehensive Company Profile in skills audit		
4.	Certified ID Copies/passports of all Company Directors not older than three months		
5.	Fully Initialled & signed quotation document pages		
6.	Completion SBD 4		

4. TECHNICAL CHARACTERISTICS

Functionality Criteria	Weights
Company References and Experience: Provide a maximum of (4) contactable references under three years. References should be for Group Life and Provident Fund. References from Higher education will score an extra 5 points per reference letter.	Maximum 40 points
4 Client References provided	35
3 Client References provided	30
2 Client Reference provided	25
1 Client Reference provided	5
Project Lead Times (Project Plan)	Maximum 30 points
<ul style="list-style-type: none"> • 1 months = 30 points • 2 Months= 25 points • 3 Months = 20 points 	30
Methodology & Approach	Maximum 30 points
Initiation	5
Implementation	10
Execution	10

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Reporting	5
TOTAL FUNCTIONALITY POINTS FOR STAGE 2	100 POINTS

- 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:

5. SPECIFIC GOALS POINTS – STAGE 3

The project shall be evaluated on 80/20 and points allocation as indicated below.

Preferential goals. HDI'S	Number of points allocated (80/20 system)	Means of verification
Black People	6	Detailed Central Supplier Database report
Women	4	CSD report
Persons with Disability	2	Original or Certified Copy of certificate/confirmation

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Preferential goals. HDI'S	Number of points allocated (80/20 system)	Means of verification
		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 three months)
TOTAL POINTS	20	

6. FINANCIAL STRUCTURE/OFFER (FO)

DESCRIPTION	PRICE
Service Fee	R
Total Assignment Cost	R

7. TERMS & CONDITIONS OF QUOTATION

- 7.1 The University reserves the right to reduce or increase the total quantity/service of items required in the quotation.
- 7.2 The successful bidder must allow University personnel to conduct reference checks about their performance elsewhere before a quotation is awarded.
- 7.3 The highest bidder would not necessarily have to be appointed by UNIVEN; as such, UNIVEN reserves the right to appoint any or no one.
- 7.4 No sub-service providers/subcontractors will be allowed.
- 7.5 The price should be VAT inclusive at 15%.
- 7.6 The quotation submitted must remain Valid for 120 days after the closing date.
- 7.7 Initials must be on all pages in the quotation document.
- 7.8 No quotation will be considered after the closing date and time.

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- 7.9 Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
- 7.10 If parties disagree, UNIVEN reserves the right to appoint an alternative supplier.
- 7.11 No regret letters will be sent to unsuccessful bidders.
- 7.12 Any enquiry regarding this bid invitation and specification shall be submitted in writing to Virginia.Raswiswi@univen.ac.za with quotation number as reference or subject.
- 7.13 Enquiries shall only be entertained until two working days before the closing date of the quotation.
- 7.14 All documentation submitted in response to this quotation must be in English.
- 7.15 UNIVEN reserves the right to:
- 7.15.1 Extend the closing date through the same communication medium used for the invitation.
 - 7.15.2 Extend quotation validity period before the expiry date of the original validity period. This will be done in writing to all bidders.
 - 7.15.3 Verify any information in the quotation proposal, including reference checks about prospective service providers' performance elsewhere, before a quotation is awarded.
 - 7.15.4 Request any further documentary proof regarding any declaration.
 - 7.15.5 Award this quotation as a whole or in part.
 - 7.15.6 Negotiate terms and conditions after the selection of the successful bidder.
 - 7.15.7 Cancel or withdraw this quotation as a whole or in part.
 - 7.15.8 The Service Providers must prove they have the necessary expertise, experience, and knowledge in delivering performance management services.
 - 7.15.9 The University reserves the right to reduce or increase the total quantity of items required in the quotation.
 - 7.15.10 The highest bidder would not necessarily have to be appointed by UNIVEN; as such, UNIVEN reserves the right to appoint any or no one.

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7.15.11 the prices are expected to be competitive and comparable with those of similar enterprises.

8. 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 terminate the contract in whole or part, and restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and claim damages from the bidder(s) or contractor(s) concerned.

9. RIGHTS RESERVED

Bidders should note that UNIVEN reserves the right to negotiate terms and conditions after selecting a 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.

10. 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 the Companies Act. A

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subsidiary company quotation shall not submit the parent's company information regarding company registration, a BBBEE certificate, a SARS certificate, or financial statements. This is not limited to partnerships, close corporations, etc., where all members reflecting as company directors should enclose a copy of their identifying document reflecting their share of ownership.

11. TAXES AND DUTIES

The contract shall only be concluded with a bidder whose tax matters are in order. Before the bid award, SARS must have certified that the tax matters of the preferred bidder are in order, i.e. a tax clearing certificate. The successful bidder must register for VAT (if it still needs to be registered).

12. VALIDITY PERIOD

Quotations shall remain valid for 120 days after the quotation closure date. During the validity window period of the quotation, should the Bidder withdraw this quotation or not meet contractual requirements, the University may exercise additional remedies available in its option, withdraw or cancel the agreement.

13. RIGHTS TRANSFERRED OR CESSATION

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

14. ACCEPTANCE OR REJECTION OF A QUOTATION

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

15. 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, except for any price adjustments authorised or in the purchaser's request for bid validity extension, as the case may be.

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16. 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 in addition to that 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 extend only so far as may be necessary for such performance.

17. LEGITIMACY OF INFORMATION

Bidders declare the information furnished in this quotation to be precise and accurate. Bonafede, if a contract has been awarded on the strength of the information furnished by the bidder

After the conclusion of the relevant agreement is proven 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 contract award.

18. NATURE OF SERVICE

The nature of service the University enters with the successful bidder is based on the price offered and accepted for the contract duration. The quoted price shall remain valid for the period of 120 days.

19. RIGHTS RESERVED TO REQUEST ADDITIONAL INFORMATION

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

20. 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 a quotation of this nature.

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21. LOBBYING AND CANVASSING

No lobbying and canvassing by bidders in any form to staff members or students of the UNIVEN to influence 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 (the bidder), acknowledge receipt and understanding of the terms and conditions of service. I further undertake that should our bid be successful, we shall enter into an SLA with UNIVEN, which includes all the above Terms and Conditions.

Signed:Date:

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22. CONFLICT OF INTEREST

NB: This form must be completed by the company Director or any other person with authority to sign on behalf of the company

Ibeing a bidder to supply services to University of Venda hereby declare that:

- 1) I have not tried to influence any party at Univen with any financial and/or any other interests, either directly or indirectly, in connection with this contract
- 2) No individual or group stand to benefit materially, directly or indirectly, from award of this contract for the duration of this contract
- 3) No approaches of benefits, bribes, backhanders or any other form of unauthorised benefit were either received or made or promised and will not be entertained for the duration of this contract.
- 4) In the event that any approach was or will be made, we undertake that no such approach will be entertained
- 5) Any approach of the above shall be reported immediately to the registrar at 0159628000 or the DVC Operations on 015 962 8105
- 6) Any requests for sponsorships and/or any other approach shall not be entertained and will be reported to these offices immediately.
- 7) We shall only entertain any sponsorship request if it has been made on the official letterhead of Univen and signed by a member of the Executive management of the university or the Director: Communications and Marketing

Our company hereby consent that any breach of the above will be dealt with decisively by the university in terms of its rules and will lead to the immediate termination of the agreement and recovery of costs by the university of Venda.

Signed by:on this theday of20.....

Signature:

Duly authorise the supplier/bidder to sign this declaration

DECLARATION

I, the Undersigned (name):hereby certify that the information furnished above is correct. I accept that the university of Venda through a representative may act against me should this declaration prove to be false

Signature:Date:

ID #:

Position:

Tender Reference #:

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SWORN STATEMENT

I/we, the undersigned, who warrant that I/we am/are duly, authorised to do so, on behalf of the enterprise certify that:

1. The information furnished is true and correct
2. If misrepresentation to gain any benefit is established, University of Venda may in addition to any other remedy it may have
 - a. Disqualify me/us (as applicant/s)
 - b. Restrict the applicant, its shareholders and directors from obtaining business from University of Venda for a period not exceeding 5 years
 - c. In the event that a contract has been concluded, recover from the supplier all costs, losses, or damages incurred or sustained as a result of the award of the contract
 - d. Cancel the contract and claim any damages suffered by having to make less favourable arrangements after such cancellation; and
3. Univen is hereby empowered to take such steps as it may require to verify information submitted, including, but not limited to, the use of independent auditors or other experts.
4. If there are any changes to the information supplied on this form, I/we will inform Univen Supply Chain Management unit immediately

Name of Enterprise:

Signature:Position:.....

Business Address:

.....
.....

Office Telephone:Mobile:

Date:

COMPANY STAMP