



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE ONE HR OFFICER FOR THE PERIOD OF 36 MONTHS TO THE KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE.

RFP NUMBER: KZNCETC 13/2022

Date issued: 19 OCTOBER 2022

Closing date and time: 09 NOVEMBER 2022 at 11:00 am

Bid Validity period: 21 days

TENDERR BOX ADDRESS: KZN CETC, 1ST FLOOR 17 Kosi Place, Umgeni Business Park, Springfield, Durban 4001.



1. PURPOSE OF THE TENDER

The purpose of the tender is to identify, evaluate and appoint a suitable service provider to provide one HR Officer to the KwaZulu-Natal Community Education and Training College.

2. SCOPE OF WORK

JOB DESCRIPTION – HR OFFICER

3.1 JOB PURPOSE

To assist in providing strategic planning and monitoring, effective and efficient HR administrative support in the office of the Deputy principle corporate services.

3.2 MAIN OBJECTIVES

No	OBJECTIVES
1.	<p>Provide HR related services and remuneration of employees</p> <ul style="list-style-type: none">• Process Pension, Housing Allowance and Long Service benefits etc Keep all signed contract of employment forms on salary levels 2 to 10.• Process employee leave mandate.• Maintain staff files (employment contracts, leave forms etc.).• Receive all internal transfer paperwork and replacement of staff.• Submit reports to management as required so that they are informed of HR related matters and can take informed decisions.• Keep signed and completed Declaration of Interest and a Confidentiality Agreement for all employees.• Keep staff records up to date and record changes to employee's details (change of address / bank details etc.)• Consolidation of QMS and PMDS scores and documents• Staff development and bursaries• Updating of employee files and qualifications• Implementation of KwaZulu-Natal Community Education and Training College Policies and Department of Higher Education and Training Policies relating to employees.
2	<p>Provide Recruitment and Selection services to the College</p> <ul style="list-style-type: none">• Process applications, handle responses and short-listing processes.



	<ul style="list-style-type: none"> • Screen CV's; prepare preliminary shortlists, final shortlists with responsible managers for submission to the short-listing committee. • Prepare for interviews (i.e., arrangements of interviews such as dates, venues, and invitations to candidates). • Coordinate the verification of applicants and qualifications. • Develop and update recruitment database.
3	<p>Provide an effective and efficient Records Management services</p> <ul style="list-style-type: none"> • Open, archive and close save files for new and existing employees. • Update personnel files. • Safe keep all Human Resource Records. • Provide records as and when required for auditing purposes. • Dispose files in terms of the applicable legislations and approved College policy • Handle incoming and outgoing mail. • Maintain register of file index on (filing system) • Preparation of monthly and quarterly reports. • Consolidation of Quarterly reports from sub-committees. • Develop and update staff movement data base in terms of new appointments, promotions, lateral transfers, upgrade of posts, terminations, retirement, dismissal etc.

3.3 INHERENT REQUIREMENT OF THE JOB

KEY COMPETENCIES	SKILLS AND KNOWLEDGE	LEVEL OF EXPERTISE
1. Education and training	National Diploma in Human Resources Management, Public Management, or any other relevant qualification.	Advanced
2. Relevant Experience	3-5years in Human resources management environment.	Advanced
3. Knowledge	<p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Public Administration. Knowledge of the relevant HR legislation, policies, prescripts, and procedures 	
4. Skills	<ul style="list-style-type: none"> • Administrative • Planning and organizing • Report writing • Communication and interpersonal 	Advanced



	<ul style="list-style-type: none"> • Problem solving • Computer literacy • Analytical • Client oriented • Project management • Team leadership • People management • Willing to work flexible hours including weekends 	
5. Values/ attributes	<ul style="list-style-type: none"> • Client service focus • Integrity • Committed • Proactive • Loyal 	Advanced

3.4 LEARNING FIELDS AND INDICATORS

NO.	LEARNNG INDICATORS
1.	National Diploma in Human Resources Management and Public Administration and drivers' licence
2.	3-5years relevant experience in Human resource environment
3.	Practical experience in administration

4 AMENDMENTS TO JOB DESCRIPTION

The Principal or his/her nominee (supervisor or manager) reserves the right to make changes and alterations to the job description, as he/she may deem reasonable, after due consultation with the job/post-holder.

5 PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work-plan and targets, should be read as an extension of the job description.



6. INHERENT REQUIREMENT OF THE JOB

KEY COMPETENCIES	SKILLS AND KNOWLEDGE	LEVEL OF EXPERTISE
1. Education and Training	a) Recognized National Diploma in Human Resource Management/ Public Management (NQF level 6) b) Relevant PERSAL Certificates will be an added advantage	Mid-level
2.RELEVANT EXPRIENCE	3-5 years relevant experience in Human Resource environment	Mid-level
3. KNOWLEDGE	<ul style="list-style-type: none"> • Understanding and utilisation of the PERSAL system. • Understating of legislative framework governing the Public Services. • Storage and retrieval procedures in terms of the working environment. • Understanding of the work in registry. 	Mid-level
4.SKILLS	<ul style="list-style-type: none"> • Planning and organizing • Communication (Good verbal and written) • Computer Literacy • Flexibility • Customer care services • Report writing • Teamwork • Willing to work flexible hours 	

7. INSTRUCTIONS TO BIDDERS

1.1 The College is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.

1.2. The College reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the College decide not to proceed with the tender.

1.3. The College also reserves the right to appoint any other person to undertake any part of the tasks.

1.4. The service provider must be a single legal entity with all other necessary expertise

secured via sub-contract, or under a joint venture arrangement. The College will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.

1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.

1.6. All South African firms submitting bids as part of a consortium or joint venture must submit a valid original tax clearance certificate.

1.7. Firms may ask for clarification on these tender documents or any part thereof up to close of business week before the deadline for the submission of the bids.

1.8. The College reserves the right to return late bid submission unopened.

1.9. Should the contract between the College and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

1.10. If you the bidder do not hear from the institution within three months from the closing date, consider your bid document unsuccessful.

8. SPECIAL INSTRUCTIONS

- The end-user must be involved in the recruitment process.
- The service provider must pay Administrator for Council Support, HR Support and HR Officer a minimum (not less than) R 15 000 per month for the duration of the contract.
- The winning bidder must provide at least 5 personnel to choose from should the end user not be able to recommend. The personnel should be vetted.
- The KwaZulu-Natal Community Education and Training College must be at a liberty to choose the best candidate using technical assessments and interviews as tools of recruitment.
- The recommended personnel must meet monthly performance targets of the KwaZulu-Natal Community Education and Training College, failure to meet them will require a change in personnel.
- Agent must provide at least 3 personnel to choose from should the end user not be able to recommend. The personnel should be vetted.

9. COMPULSORY COMPLIANCE INFORMATION

Note to the Bidders: Bidders must ensure submissions and fully completed with required information, failure to do so and late submission of the required information will result in disqualification from the tender.

1. Valid Tax Clearance Certificate submitted with Tender documents.
2. Company Registration (CIPRO / CIPC / NGOs/ NPOs and Co-Operative).
3. BBBEE Certification or Sworn Affidavit indicating the BBBEE status, the attention to SBD 6.1 must be complete. If Certified BBBEE certificate or Sworn Affidavit is not attached the supplier will not be disqualified. Bidder will not be scored for BBBEE score.
4. Fully completed SBD1, SBD4, SBD6 and Pricing Schedule.
5. Proof of residence (to confirm address and existence of provider).
6. CSD Registration reports.
7. Tender Standard Bid Documents Fully Completed.
8. Traceable references.

10. EVALUATION CRITERIA

Proposal must be placed in the sealed envelope and clearly marked – **“Request for proposal – To provide one HR Officer”** and placed in the tender box Kwa Zulu- Natal Community Education and Training College head office at located at first floor, 17 Kosi Place Springfield, Umgeni Business Park no later than **09 November 2022 before 11: 00 am.**

Bids will be evaluated on one stage:

Preferential Point System, Price and BBBEE Points.



Phase One of Evaluation – Price and Preferential Point

BBBEE score	20
Price	80
Total	100

11. GENERAL CONDITIONS

- The General Conditions of Contracts will be applicable to this tender.
- KwaZulu-Natal CET College reserves the right to sign a Service Level Agreement with the preferred bidder to supplement the General Conditions of Contracts.
- KwaZulu-Natal CET College will not be held responsible for any costs incurred by the bidder in the preparation and submission of the proposal.
- Please take note that KwaZulu-Natal CET College is not obliged to select any of the bidders' submitting proposals.
- Evaluation can only be done based on information which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.
- Proposals received after the specified closing date and time will not be considered.

12. SPECIAL CONDITIONS OF CONTRACT

The College reserves the right to:

Award this tender to any bidder that did not score the highest (cumulative total) number of points and only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).

- Negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including pricing without offering the same opportunity to any other bidder(s) who had not been awarded the status of a preferred

bidder.

- Accept any part of a tender in lieu of the whole tender.
- College reserves the right at any stage during the evaluation of tenders, to cancel and/or terminate the tender process, even subsequent to the tender closing date and/or after presentations by selected bidder have been made, and/or after tenders have been evaluated and/or after the preferred Bidders have as such been notified of their status; and
- Award the tender to multiple bidders based either on organizational capacity, specialization, and size, as well as geographic considerations.

13. CONTACT AND COMMUNICATION

For any enquiries please communication should be directed to college via email at SCM@KZN.CETC.edu.za and 031 350 4366 during the office hours 7:30 am – 16:15 pm.

KwaZulu-Natal Community Education and Training College

17 Kosi Place, Springfield

Umngeni Business Park

Durban

4000

First Floor

Specification related questions	: Mr. N Dlamini
	: NDlamini@kzn.cetc.edu.za
	: 031 350 4367
Bid Document Queries	: Mrs. N Kumalo
	: NKumalo@kzn.cetc.edu.za
	: 031 350 4366