

Annexure A

RFP UJ 86/2022: Appointment of a Panel of Chairpersons for Disciplinary Hearings

1. Scope Of Works

The University of Johannesburg requires the services of suitably qualified and experienced small, medium and large companies to tender for services that the University requires, with regard to impartial and independent external chairperson at disciplinary hearings, grievance inquiries, incapacity inquiries, review or mediation processes from time to time.

The University will require least 20 panellists to be appointed from small, medium and large companies.

Fees Table

Proposed Fee Per day (Including VAT)	Proposed Fee for Report Drafting (Including VAT)

The tender will be evaluated in two (2) stages

2. Stage 1

2.1 Phase 1 – Mandatory Administrative Compliance

Mandatory Administrative Compliance		Yes / No
1	A copy of the certificate of incorporation or summary of proof of registration with the National Treasury's Central Supplier Database (CSD) with an active status	
2	A valid SARS Tax Compliance Status (certificate / pin)	
3	A valid B-BBEE Contribution Level Certificate / sworn affidavit.	

2.2 Phase 2 – Mandatory Functional Requirements

Service Providers must provide all the mandatory documents listed below in order to be considered for further evaluation in terms of financial and B-BBEE. A bidder who fails to meet any one criterion will not be considered in subsequent evaluations.

	Mandatory Functional Requirements	Yes / No	Comments
1	A minimum of Three (3) reference letters pertaining to Knowledge of disciplinary and grievance proceedings, not older than 12 months.		
2	NQF level 7 with a qualification in Labour Law or Employment relations or relevant qualification		
3	A minimum of five (5) years of related experience - per candidate (to provide CVs)		
4	Previous experience in CCMA and Bargaining Council as a Commissioner		

3. Stage 2 – Financial and B-BBEE Evaluation Criteria

Bidders who have complied with all the requirements in phase 1 and 2 of stage 1, will be evaluated in terms of Price and B-BBEE in the following scoring matrix,

CATEGORY	SCORING CRITERIA	ALLOCATED POINTS
BROAD BASED BLACK ECONOMIC EMPOWERMENT		20
B-BBEE Contribution Level		
Level 1 Contributor	20	
Level 2 Contributor	18	
Level 3 Contributor	14	
Level 4 Contributor	12	
Level 5 Contributor	8	
Level 6 Contributor	6	
Level 7 Contributor	4	
Level 8 Contributor	2	
Level 9/0 Contributor	Non-Compliant contributor	
PRICE		80
PRICE		80
B-BBEE		20
TOTAL		100