

REQUEST FOR QUOTATION (RFQ)

CONTRACT NUMBER: SAGC-HR 04-04/2025

APPOINTMENT OF A SPECIALIST FOR THE GRADING AND EVALUATION OF THREE (3) MANAGERS JOB PROFILES OF THE SAGC, FOR A PERIOD OF TWO (2) TO FOUR (4) WEEKS

Name of Service Provider				
Postal Address				
Physical Address				
Telephone Number	Code		Number	
Cellphone Number				
E-mail Address				
VAT Registration Number				
Tax Compliance Status	TCS PIN			

Opening Date: 09 July 2024

Closing Date: 15 July 2024

Office hours are 09:00 to 14:00 (for hand deliveries)

or

Email submissions to bids@sagc.org.za

1. PURPOSE

The purpose of this RFQ is to solicit an HR Specialist to render services of evaluating and grading of the three (3) managers' job profiles as developed in alignment of the organisation strategy. The appointment is effective from date of appointment for a period of two (2) to four (4) weeks.

2. BACKGROUND

The South African Geomatics Council (SAGC) is established in terms of the Geomatics Profession Act, Act No. 19 of 2013. The SAGC regulates the Geomatics profession in South Africa by setting, instilling, and enforcing ethical and professional standards as a statutory body.

SAGC office address:

Office 3, South Building 2, Bruma Boulevard, 20 Zulberg Close, Bruma – Johannesburg.

Contact Person, Mr. Morena J Letšosa, GPr. GISc1216 Project Manager

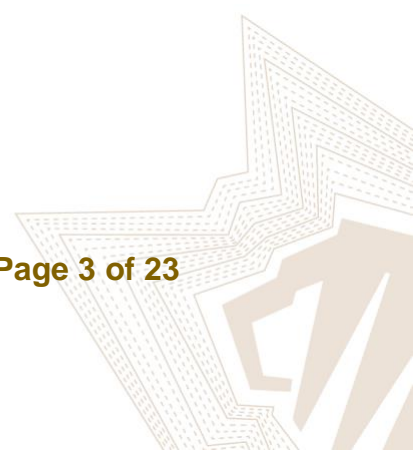
Email: registrar@sagc.org.za **Tel:** 011 626 1040/1080

3. RFQ SCOPE OF WORK AND DELIVERABLES:

To grade and evaluate three (3) managers' job profiles as per the strategic plan of 2017.

The deliverables include:

1. Project Initiation
2. Managers job profiles (3X) grading and evaluation.



4. CERTIFICATE OF INDEPENDENT RFQ DETERMINATION

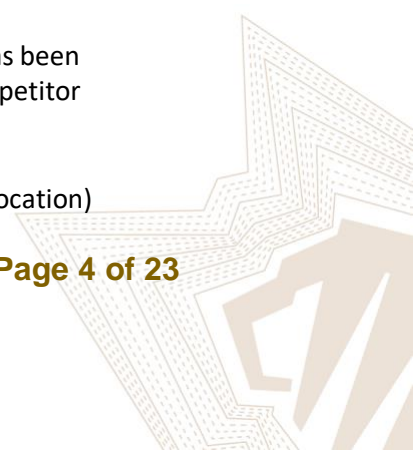
I, the undersigned, in submitting the accompanying RFQ:

_____ (RFQ Number and Description) in response to the invitation for the RFQ made by:

_____ (Name of Municipality / Municipal Entity / Council Body) do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ that:
(Name of Service Provider)

1. I have read, and I understand the contents of this Certificate.
2. I understand that the accompanying RFQ will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the service provider to sign this Certificate, and to submit the accompanying service provider, on behalf of the service provider.
4. Each person whose signature appears on the accompanying RFQ has been authorized by the service provider to determine the terms of, and to sign, the RFQ, on behalf of the service provider.
5. For the purposes of this Certificate and the accompanying RFQ, I understand that the word "competitor" shall include any individual or organization, other than the service provider, whether or not affiliated with the service provider, who:
 - (a) has been requested to submit a RFQ in response to this RFQ invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the service provider and/or is in the same line of business as the service provider.
6. The service provider has arrived at the accompanying RFQ independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;



- (d) the intention or decision to submit or not to submit, a RFQ;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) service provider with the intention not to win the RFQ.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying RFQ have not been, and will not be, disclosed by the service provider, directly or indirectly, to any competitor, prior to the date and time of the official RFQ opening or of the awarding of the contract.
- ³ **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.**
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to RFQs and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

Signature

Date

Capacity

Name of Service Provider



5. Non-collusion Form

I, the undersigned

In my capacity as

(insert Sole Owner, Partner, President, Secretary, or other title)

Of

(insert name of the Company).

Acknowledges that on behalf of the above-mentioned Company, I submit to the SAGC, a proposal and that all statements of fact in such proposal are both true and correct.

That such proposal was not made in the interest of or on behalf of any undisclosed Person, Partnership, Company, Association, Organization or Corporation.

That such proposal is genuine and not collusive or a sham.

That I have not directly or indirectly by agreement, communication, or reference with anyone, attempted to induce action prejudicial to the interest of the SAGC, or any other Service Provider or anyone interested in the proposed contract.

That prior to the opening and reading of RFQs;

- a. I did not, directly, or indirectly, induce or solicit anyone else to submit a false or sham proposal.
- b. I did not, directly, or indirectly, collude, conspire, connive or agree with any- one else that the said service provider or anyone else would submit a false or sham RFQ, or that anyone should refrain from proposing or withdraw their proposal.
- c. I did not, in any manner, directly or indirectly, seek by agreement, communication, or conference with anyone to raise or fix my proposed price or anyone else, or to raise or fix any overhead, profit or cost element of their proposed price of that of anyone else.
- d. I did not directly or indirectly, submit this proposed price or any breakdown, thereof, or the contents thereof, or divulge

information or data relative there- to, to any Corporation, Partnership, Company, Association, Organization, Bid Depository, or to any member or agent thereof, or to any individual group of individuals, except to the Parent Company holding a controlling interest (above 50%) in my business.

Dated at _____ on this ____ day of _____

**Signed on behalf of the
Service Provider**



ANNEXURE 1: JOB PROFILE – MANAGER CORPORATE

JOB PROFILE	
ORGANISATION	South African Geomatics Council (SAGC)
DIVISION	Office of the Registrar
SECTION	Corporate Services
JOB TITLE	Manager: Corporate Support
MAIN PURPOSE OF JOB	To support the organisation with the Financial, Human Resource Management and Development, and Information & Communication Technology processes. To lead and manage the corporate services team.
ORGANISATION CHART (JOB TITLES ONLY)	
2ND LEVEL SUPERIOR	Chairperson: SAGC
1ST LEVEL SUPERIOR	Registrar
THIS POST	Manager: Corporate Support
SUBORDINATES (TITLES)	NO.S
Assistant Manager: Corporate Support	1
QUALIFICATIONS (MINIMUM)	
SCHOOL	Grade 12
POST SCHOOL	NQF Level 6 qualification in either Human Resources Management, Financial Management, Information & Communication Technology or Public Administration
STATUTORY REQUIREMENTS	As prescribed by the Geomatics Profession Act (GPA), Act No 19 of 2013 and relevant legislations.
MINIMUM EXPERIENCE (TYPE & PERIOD - THIS AND/OR OTHER JOBS):	
A minimum of three (3) years' experience in middle management. NQF level 7 qualification will be an added advantage.	
INTERNAL IMPORTANT STAKEHOLDERS:	EXTERNAL IMPORTANT STAKEHOLDERS:
<ul style="list-style-type: none"> • Registrar; • Other employees of the SAGC; 	<ul style="list-style-type: none"> • Government departments;

<ul style="list-style-type: none"> • Chairperson; • Members of the Council; and • Committees and Oversight Committees of the Council. 	<ul style="list-style-type: none"> • Educational Institutions offering Geomatics disciplines; • Registered members; • Voluntary Associations; • Statutory bodies; and • International bodies.
Job Profile Revised By:	Registrar
Job Profile Obtained From:	SAGC, first term of office
Incumbent:	Vacant
Job Profile Authorised By:	
Date Of Authorisation:	
Final Job Grade:	

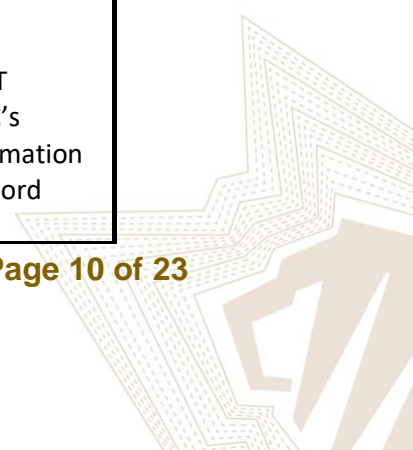
JOB PROFILE SUMMARY

JOB TITLE	Manager: Corporate Support
MAIN PURPOSE OF JOB	<p>To support the Council with all corporate functions, i.e. Financial, Human Resource Management & Development, and Information & Communication Technology.</p> <p>Also to lead the Corporate Support team.</p>

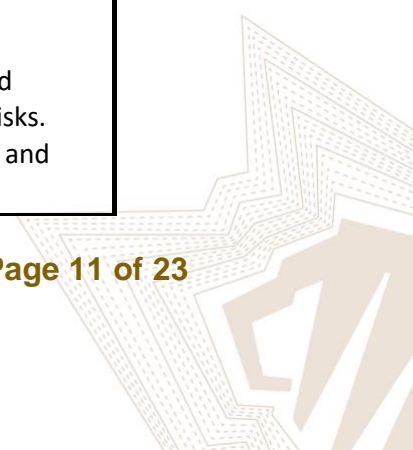


KEY PERFORMANCE AREAS

- **Finance Management:** develop and implement financial policies and procedures with clear indication on the line of authority such as procurement etc.
Outcome: financial policies and procedures in place and implemented.
- **Financial Management:** check and ensure that invoices of members are correct and monitor payments.
Outcome: invoices sent out as per the GPA requirement and monitor payments.
Finance Management: prepare a budget which is in line with the strategic plan of the organisation.
Outcome: a draft budget in place to be approved by the Council.
- **Finance Management:** Report on progress of the actual expenditures against approved budget by the Council.
Outcome: a report showing budgeted figures and actual expenditure spent on a quarterly basis.
- **Finance Management:** monitor and record all movements of expenditure and income.
Outcome: source documents on all income and expenditure spent and received.
- **Finance Management:** prepare and advice on investment portfolios.
Outcome: sound investment portfolios setup.
- **Finance Management:** ensures that other marketing mechanism such as conferences, golf day are income generating for the benefit of the council s projects.
Outcome: well-run conference or golf day with surplus income.
- **Finance Management:** proposed extraordinary expenditure to be brought to the attention of the Registrar.
Outcome: all extraordinary expenditure must take into account business imperatives.
- **Finance Management:** prepare and manage annual financial audit with external auditors.
Outcome: obtain a clean audit.
- **Information Technology:** develop IT systems that will enhance the SAGC’s capability such as capturing of information in registrations of members and record keeping.



	<p>Outcome: a well-integrated online management system that assists line functions with capturing and recording of data.</p> <ul style="list-style-type: none"> - Information Technology: develop a system to oversee the security and maintenance of all records such as payroll, personnel, registrations, members, CPDs, Committee's records, etc. Outcome: a system developed to ensure the safety of records. - Human Resource Management & Development: develop & implement human resource policies and procedures in terms of recruitment, leave policy, performance management, travelling and out of pocket expenses policy, personal development plans, etc. Outcome: all human resources related policies and procedures are developed and implemented. - General Administration: prepare an annual report indicating what has been achieved as per strategic plan and any deviations indicated. Outcome: an annual report. - People Leadership and Development: develop succession plan and career path for staff. Outcome retention of professional skills and experience and managing of employees career aspirations. - People Leadership and Development: enters into performance agreements with direct staff reporting to and completes performance assessments and reviews. Outcome: Compliance to the provision of the Performance Management System - Transformation: assist with the implementation of the transformation plan and creation of an environment that is supportive of institutional transformation and is sensitive to the needs of the changing society. Outcome: transformation plan implementation. - Risk Management: identify risks and develop strategies to mitigate the risks. Outcomes reasonable risk assessed and mitigated.
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<p>COMPETENCE REQUIREMENTS</p>	<p>Knowledge</p> <p>Knowledge of policies, procedures, strategies and management systems.</p> <p>Knowledge of the use of computer software packages such as Microsoft office: PowerPoint, Excel and Word.</p> <p>Knowledge of the information management systems.</p> <p>Knowledge of the Labour Relations Act.</p> <p>Knowledge of human performance improvement practices.</p> <p>Skills</p> <p>Sound inter-personal competence.</p> <p>Sound written and verbal communication skills.</p> <p>Sound computer literacy (Word Processing, Databases and Spreadsheets).</p> <p>Attributes</p> <p>Political awareness and sensitivity.</p> <p>Ability to maintain high work standards under sustained pressure and frequent deadlines.</p> <p>High integrity, and credibility with Council leadership and members.</p> <p>Ability to build strong relationships with stakeholders that we are working with.</p>
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ANNEXURE 2: JOB PROFILE – MANAGER PROFESSION

JOB PROFILE	
ORGANISATION	South African Geomatics Council (SAGC)
DIVISION	Office of the Registrar
SECTION	Profession Services
JOB TITLE	Manager: Profession Support

MAIN PURPOSE OF JOB

To manage the registrations and CPD processes effectively and efficiently and render administrative support to its related committees. To do statistical analysis of registered members (and students in-training of geomatics disciplines). To implement the transformation mandate and ethics of the Geomatics Profession Act. Develop social responsibility means.

ORGANISATION CHART (JOB TITLES ONLY)

2ND LEVEL SUPERIOR	Chairperson: SAGC
1ST LEVEL SUPERIOR	Registrar
THIS POST	Manager: Profession Support

SUBORDINATES [TITLES]	NO.S
Assistant Manager: Profession Support	1
Administration Assistant	1

QUALIFICATIONS (MINIMUM)	
SCHOOL	Grade 12
POST SCHOOL	NQF Level 6 qualification in Geomatics discipline and registration as Geomatics Professional
STATUTORY REQUIREMENTS	As prescribed by the Geomatics Profession Act (GPA), Act No 19 of 2013 and relevant legislations.

SALARY:

MINIMUM EXPERIENCE (TYPE & PERIOD - THIS AND/OR OTHER JOBS):

A minimum of three (3) years' experience in middle management.
NQF level 7 qualification and registration with the SAGC will be an added advantage.

INTERNAL IMPORTANT STAKEHOLDERS:	EXTERNAL IMPORTANT STAKEHOLDERS:
<ul style="list-style-type: none"> Registrar; Other employees of the SAGC; Chairperson; Members of the Council; and Committees of the Council. 	<ul style="list-style-type: none"> Government departments; Educational Institutions offering Geomatics disciplines; Registered members; Voluntary Associations; Statutory bodies; International bodies; and The Public.

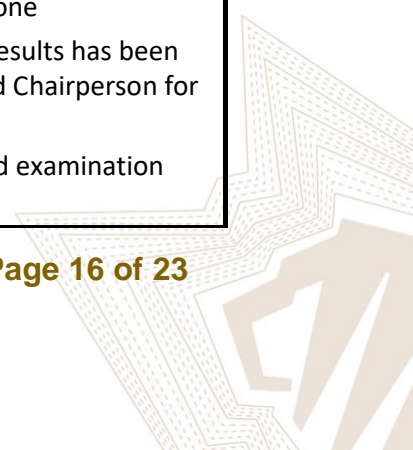
Job Profile Revised By:	Registrar
Job Profile Obtained From:	SAGC, first term of office
Incumbent:	Vacant
Job Profile Authorised By:	

Date Of Authorisation:	
Final Job Grade:	
JOB PROFILE SUMMARY	
JOB TITLE	Manager: Profession Support
MAIN PURPOSE OF JOB	To manage the registrations and CPD processes effectively and efficiently and render administrative support to its related committees. To do statistical analysis of registered members (and students in-training of geomatics disciplines). To implement the transformation mandate and ethics of the Geomatics Profession Act. Develop social responsibility means. To lead and manage the Professional Services staff.

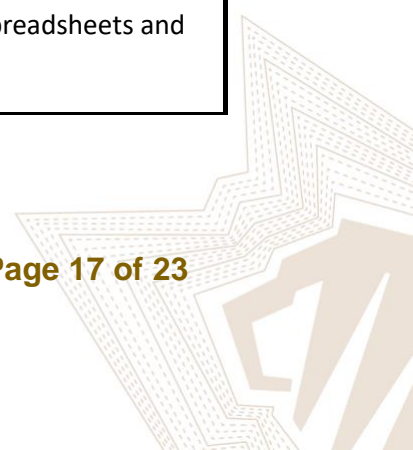


KEY PERFORMANCE AREAS

- **Transformation:** assist with the creation of an environment that is supportive of institutional transformation and is sensitive to the needs of the changing society.
Outcome: focus on programme that will ensure that the profession is well represented in terms of both gender as well as race.
Outcome: supportive of the overall transformation initiative and ensuring articulation of qualifications to grow registration of members.
- **Registrations:** implement and document online SAGC Management System for registrations of candidates and members.
Outcome: online SAGC Management System in place.
Outcome: workflow process system in place.
Outcome: management of registrations on the online SAGC Management System.
Outcome: generate statistical reports on registrations.
- **Registration:** develop a process for dealing with foreign qualifications on the SAGC Management System.
Outcome: workflow process system dealing with foreign qualifications in place.
- **Registrations:** screen all new applications for membership using criteria developed by the Council.
Outcome: new applications are processed and screened.
- **Registrations:** develop and implement the process for new applications and inform the applicants about the outcomes.
Outcome: processed applications and applicants informed of the outcomes.
- **Registrations:** verify and prepare final registration letters to applicants for the Registrar signature.
Outcome: accurate registration letters signed by the Registrar
- **Examinations:** do the administration on examinations such as liaison with examiners and venues.
Outcome: examinations logistics done
- **Examinations:** Once examination results has been compiled, send to the Registrar and Chairperson for approval or disapproval.
Outcome: approved or disapproved examination results.



	<ul style="list-style-type: none"> - Examinations: inform applicants of the outcome of the results. Outcome: applicants receive the outcome of results timeously. - CPD: develop a continuous process for submission and capturing of CPD points by members. Outcome: a continuous process for submission of CPD points is in place. - CPD: report to the Registrar on the progress on CPD points of members that are lacking behind. Outcome: members report on CPD points updates. - Staff Development: enters into performance agreements with employees reporting direct, and reports and completes performance assessments and reviews. Outcome: compliance to the provision of the Performance Management Systems. - Risk Management: direct the management of strategies to mitigate against registration risk. Outcomes reasonable registrations risk assessed and mitigated, financial risk assessed and mitigated. - Registrations and deregistration's: to do administration of the Appeal Board. Outcome: all administration work of the appeal board done including record keeping and minutes taking. Outcome: preparation and provision of accurate records of registrations and deregistration's for the signature of the Registrar.
<p>COMPETENCE REQUIREMENTS</p>	<p>Knowledge</p> <p>Knowledge of policy development and processes. Knowledge of the use of computer software packages such as Microsoft office: PowerPoint, Excel and MS Word.</p> <p>Skills</p> <p>Sound inter-personal competence. Sound written and verbal communication skills. Sound computer literacy (Databases, Spreadsheets and Word Processing). Ability to negotiate clear objectives.</p>



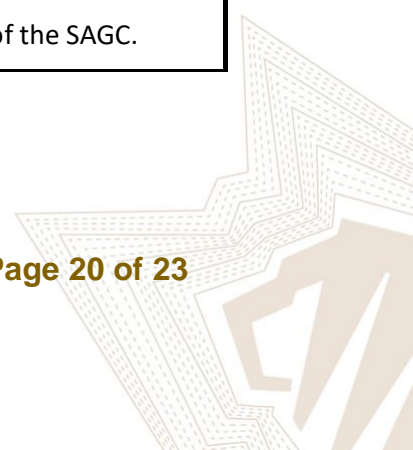
	<p>Attributes</p> <p>Political awareness and sensitivity.</p> <p>Ability to maintain high work standards under sustained pressure and frequent deadlines.</p> <p>High integrity, and credibility with the Council leadership and members.</p> <p>Ability to build strong relationships with stakeholders that we are working with.</p>
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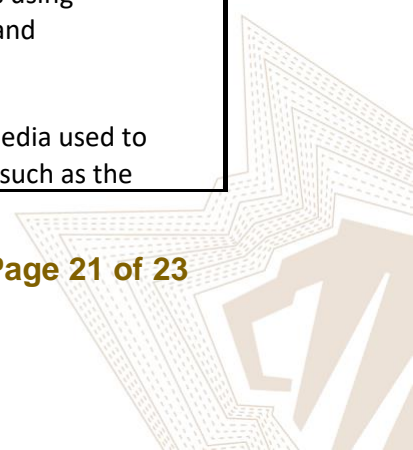
ANNEXURE 3: JOB PROFILE – MANAGER STRATEGIC PLANNING

JOB PROFILE	
ORGANISATION	South African Geomatics Council (SAGC).
DIVISION	Office of the Registrar.
SECTION	Planning Services.
JOB TITLE	Manager: Strategic Support
MAIN PURPOSE OF JOB	To lead and manage the marketing and research team of the SAGC to achieve the strategic objectives set. To do external communication with the public and interact with institutions of higher learning. To develop and promote the branding of the SAGC.
ORGANISATION CHART (JOB TITLES ONLY)	
2ND LEVEL SUPERIOR	Chairperson: SAGC
1ST LEVEL SUPERIOR	Registrar
THIS POST	Manager: Strategic Support
SUBORDINATES [TITLES]	NO.S
Assistant : Strategic Support	1
QUALIFICATIONS (MINIMUM)	
SCHOOL	Grade 12
POST SCHOOL	NQF Level 6 qualification in Marketing.
STATUTORY REQUIREMENTS	As prescribed by the Geomatics Profession Act (GPA), Act No 19 of 2013 and relevant legislations.

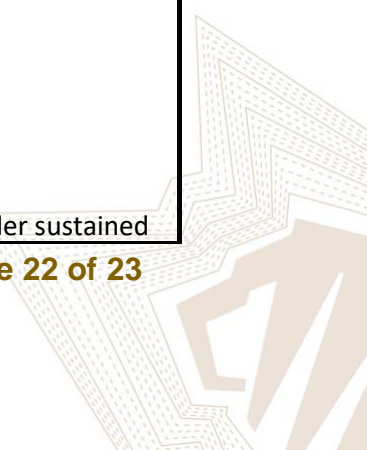
SALARY:	
MINIMUM EXPERIENCE (TYPE & PERIOD - THIS AND/OR OTHER JOBS): A minimum of three (3) years' experience in Marketing/Strategic Planning. A minimum of three (3) years' experience in middle management. NQF level 7 qualification will be an added advantage.	
INTERNAL IMPORTANT STAKEHOLDERS: <ul style="list-style-type: none"> • Registrar; • Other employees of the SAGC; • Chairperson; • Members of the Council; and • Committees and Oversight Committees of the Council. 	EXTERNAL IMPORTANT STAKEHOLDERS: <ul style="list-style-type: none"> • Government departments; • Educational Institutions offering Geomatics disciplines; • Registered members; • Voluntary Associations; • Statutory bodies; • International bodies; and • The Public.
Job Profile Revised By:	Registrar
Job Profile Obtained From:	SAGC, first term of office
Incumbent:	Vacant
Job Profile Authorised By:	
Date Of Authorisation:	
Final Job Grade:	
JOB PROFILE SUMMARY	
JOB TITLE	Manager: Strategic Support
MAIN PURPOSE OF JOB	To lead and manage the marketing, strategic, investment and research team of the SAGC to achieve the strategic objectives set. To do external communication with the public and interact with institutions of higher learning. To develop and promote the branding of the SAGC.



<p>KEY PERFORMANCE AREAS</p>	<ul style="list-style-type: none"> - Marketing: develop a marketing strategy for the SAGC. Outcome: developed marketing strategy in place. - Marketing: develop a communication strategy for SAGC to all key stakeholders. Outcome: communication strategy developed and in place. - Marketing: monitor progress in implementing the marketing strategy and communication strategy and Outcome: detailed implementations plans on marketing and communication executed. - Marketing: report on progress against marketing and communication strategies. Outcome: reviews and reports about progress in place. - Marketing: builds strategic relationship with stakeholders. Outcome: strategic relationship with stakeholders developed and maintained. - Branding: ensures that other marketing tools such as conferences, golf and career days are explored for the benefit of the Council's image and developing a calendar of events. Outcome: a developed and implemented annual events calendar. Outcome: branding of the SAGC in all avenues. - Transformation: develop a transformation strategy for the SAGC that focusses on programmes that will ensure that the profession is well represented in terms of gender and race. Outcome: a transformation strategy for the SAGC developed. - Transformation: plan and implement overall transformation initiative and influencing decisions at ensuring articulation of qualifications to enhance registration of members. Outcome: qualifications that are well articulated enhancing portability of skills. - People Development: enters into performance agreements with direct staff reporting to and completes performance assessments and reviews. Outcome: compliance to the provision of the Performance Management System. - Research: perform research, data collection, statistical and demographic analysis using professionally accepted technique and methodologies. Outcome: a research report. - Research: develop a collection of media used to support the marketing of the SAGC such as the
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	<p>website, brochures or any marketing support tools. Outcome: collateral material developed (branding).</p> <ul style="list-style-type: none"> - Research: create, write, analyse and edit quarterly SAGC snapshot reports for stakeholders. Outcome: quarterly SAGC report. - Education: do the administration of the Education and Training Committee (ETC). Outcome: schedules of meetings, accreditation visits, venues and agenda prepared for the ETC meetings. - Education: perform administration duties for the Bursaries Committee offered to students. Outcome: schedule of meetings, venues and agenda prepared and records kept. Outcome: Bursary Committee reports. - Education: attend relevant education meetings and workshops such as from South African Qualification Authority and Council for Higher Education meetings and contribute to the National Learners Record Database. Outcome: number of meetings attended. - Risk Management: identify and assess marketing and research risks and develop mitigating factors against identified risks. Outcomes reasonable risks assessed and mitigated.
<p>COMPETENCE REQUIREMENTS</p>	<p>Knowledge</p> <p>Knowledge of policies, strategies and marketing systems. Knowledge of the use of computer software packages such as Microsoft office- PowerPoint, Excel and Word. Knowledge of human performance improvement practices.</p> <p>Skills</p> <p>Sound inter-personal competence. Sound verbal and written communications skills. Sound computer literacy (Databases, Spreadsheets and Word Processing). Demonstrated skills and experience in the design and execution of research, marketing, communications and public relations activities.</p> <p>Attributes</p> <p>Political awareness and sensitivity. Ability to maintain high work standards under sustained</p>



	<p>pressure and frequent deadlines. High integrity, and credibility with Council leadership and members. Ability to build strong relationships with stakeholders that we are working with.</p>
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