

REQUEST FOR QUOTATION (RFQ)

CONTRACT NUMBER: SAGC-HR 03-04/2025

APPOINTMENT OF A SPECIALIST IN HUMAN RESOURCE AND/OR LABOUR LAW PRACTICES TO ALIGN THE DRAFT DISCIPLINARY CODE POLICY, DISCIPLINARY PROCEDURE, GRIEVANCE POLICY AND GRIEVANCE PROCEDURE FOR THE SAGC WITH APPLICABLE LABOUR LAWS FOR A PERIOD OF UP 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: 09July 2024

Closing Date: 15 July 2024

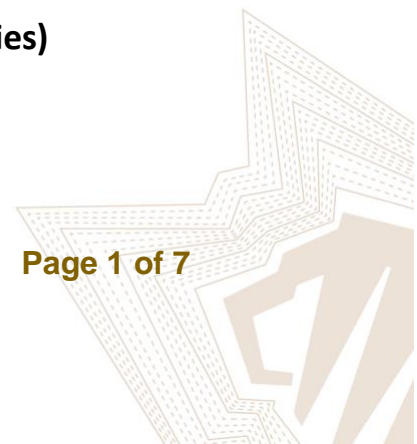
Office hours are 09:00 to 14:00 (for hand deliveries)

or

Email submissions to bids@sagc.org.za

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1. PURPOSE

The purpose of this RFQ is to solicit an HR and/or Labour Law Specialist to render services of aligning the draft disciplinary code policy, disciplinary procedure, grievance policy and grievance procedure, together with forms thereof, with applicable labour laws.

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.

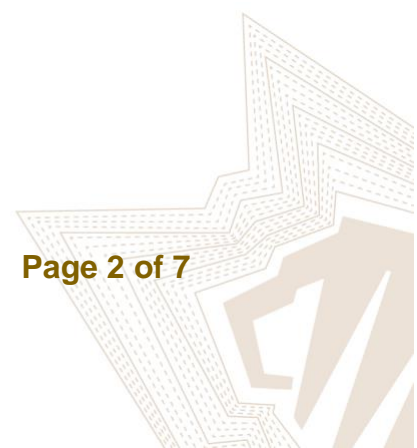
SAGC office address:

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

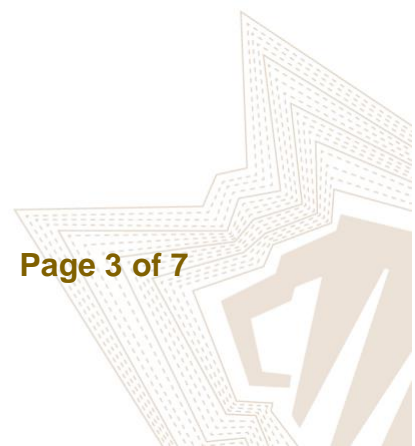


3. RFQ SCOPE OF WORK AND DELIVERABLES:

The SAGC has recently appointed the new Registrar/CEO with the mandate of fast-tracking its strategic plan approved in April 2017. The Council has prioritised the finalisation of the drafts of Disciplinary code policy, disciplinary procedure, grievance policy and grievance procedure, together with forms thereof, with applicable labour laws.

The deliverables include:

- Project Initiation
- Alignment of the disciplinary code policy, disciplinary procedure, grievance policy and grievance procedure, together with forms thereof, with applicable labour laws.



4. CERTIFICATE OF INDEPENDENT RFQ DETERMINATION

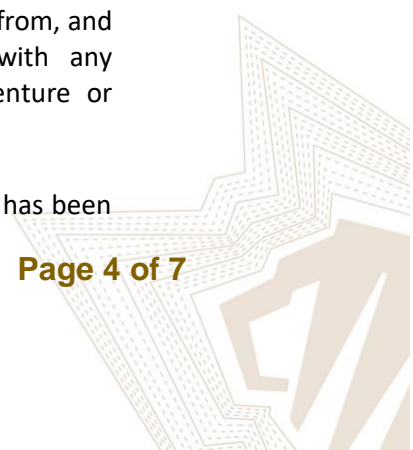
I, the undersigned, in submitting the accompanying RFQ:

_____ (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.**

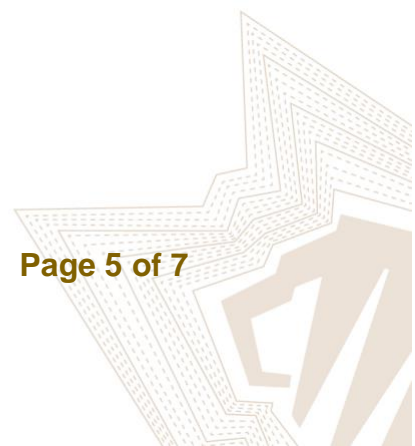
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to RFQs and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms 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**

