

**REQUEST FOR QUOTATIONS FOR AUDIT TOWARDS OBTAINING A HUMAN  
RESOURCES CERTIFICATION AGAINST THE HUMAN RESOURCES  
STANDARDS THAT ARE PUBLISHED BY THE SABPP**

## **1. INTRODUCTION**

Founded by legislation in 1979 as a Technikon to offer technical and vocational education at tertiary level and transformed into a University of Technology in 2007, Mangosuthu University of Technology (MUT) has transformed itself to be a university focused on offering technological, career-directed educational programmes with an emphasis on innovative problem-solving research and engaging with government/business/industry and communities as end-users.

MUT is located in Umlazi, a township on the east coast of KwaZulu-Natal, South Africa located south-west of the city of Durban. Umlazi is the fourth largest township in South Africa. Although townships are historic sites of Apartheid's spatial planning, their continued development through investment by government and private entities is central to economic redress and broader economic growth within South Africa. This location gives MUT a unique intermediary position of being integrally involved in the mix of social, developmental and economic investments made into the Township, from which it contributes and draws in providing access to higher education.

## **2. PURPOSE**

Mangosuthu University of Technology (MUT) hereby invites suitably qualified and experienced prospective service provider to assist with the audit towards obtaining a

Human Resources Certification against the Human Resources Standards that are published by the SABPP for the University.

### 3. SCOPE OF WORK

The MUT Human Resources & Development (HR&D) function has the mandate to drive organisational effectiveness, alignment, culture change, team and individual performance, staff engagement, communication as well as focussing on talent management initiatives, moving away from being an administrative and transactional function to a strategic business partnering role.

The appointed service provider should assist with the following:

- i. Conduct pre-certification Audit on all relevant standards and identify gaps.
- ii. Make recommendations to address the identified gaps.
- iii. Create alignment with the South Africa Board of People Practices (SABPP) standards.
- iv. Conduct the audit in line with the SABPP Standards.
- v. Provide workshops and / or training on all SABPP Standards prior to the Audit
- vi. The list of South Africa Board of Personnel Practitioners (SABPP) thirteen standards are listed below:
- vii.

<b>Standards Elements</b>	<b>Quality Assurance Model</b>
1. Strategic HR Management 2. Talent Management 3. HR Risk Management	Plan
1. Workforce Planning 2. Learning and Development 3. Performance Management 4. Reward and Recognition 5. Employee Wellness 6. Employment Relations 7. Organisation Development 8. HR Service Delivery 9. HR Technology	Implement

#### 4. BACKGROUND INFORMATION

- i. The South African political environment and in particular the higher education environment, is often clouded by corruption, mismanagement of public funds, student protests and violence. This impacts on the quality of teaching & learning and student life.
- ii. MUT has also had its budget reduced in the past financial year years and expects further budget cut in the coming years. An increased lecture load will heighten pressure on an already strained University. Compounded by the impact of the COVID-19 pandemic, it is anticipated the current lecture load will increase in the future with the University's verticalization strategy. In the unlikely event that the increased PQM is not adequately staffed, there will be a loss of income.
- iii. Technological advancements (accelerated by the Covid-19 pandemic) have given rise to changes in how teaching and learning are delivered to students as well as how employees experience the workplace.
- iv. The University must respond to these challenges in order to continue to make a meaningful contribution in the labour market and student throughput rate.
- v. An increasing workload, funding constraints, social and political pressures require an appropriately designed operating model together with an appropriate organisational design is critical for the University to ensure efficiency in dealing with an increased lecture load.

#### 5. COMPULSORY REQUIREMENTS

The following compulsory requirements must be provided:

- i. **Reference letters:** The bidder must provide three (3) reference letters in HR Audit using SABPP Standards, reference letters must be on referring client's letterhead, signed and dated.
- ii. **CV and Qualification(s):** The team leader must be in possession of a minimum of a relevant Honours qualification in Human Resources Management /

Organisational-Industrial Psychology with a minimum of five (5) years' experience in HR Auditing using SABPP standards. The service provider should make clear the relevant skills, experience and capacity by:

- a. Submitting CV of lead with relevant experience in SABPP certification auditing. Accreditation / registered with SABPP certificate to be submitted.
  - b. Submitting CV of team member aligned to the project with relevant experience in SABPP certification auditing. Accreditation / registered with SABPP certificate to be submitted.
  - c. The service provider should have worked within a public university for a period of five (5) years in HR.
- iii. **Project Plan and methodology:** Provide a project plan and methodology clearly articulating the stages of the required services and period of delivery with the project duration of **2 months**. The service provider must explain their understanding of the objectives of this exercise, approach and the methodology for carrying out this exercise. The main activities of the exercise, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the approach and methodology.
- iv. **Company profile:** Provide a company profile indicating that the bidder has a minimum of ten (10) years' experience in Human Resources (including HR Auditing).

## 6. CONFIDENTIALITY OF DOCUMENTS

All produced documents and any other documentation of this project must be completed and handed over to MUT – they remain the property of MUT.

## 7. TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:

- i. MUT reserves the right to request new or additional information from all bidders associated with their quotations.
- ii. MUT reserves the right not to award a bid.
- iii. MUT reserves the right to verify the information submitted by bidders.

- iv. MUT will reject/disqualify a bidder's offer/quotation without any further consideration where that Bidder makes culpable misrepresentation to MUT in its submission or at any stage during and after this RFQ process.
- v. Bidders are required to declare any conflict of interests and potential conflict of interests they may have in the transaction for which this RFQ is submitted.
- vi. MUT reserves the right not to consider any quotation/proposal where such a conflict of interests exists.
- vii. MUT reserves right to make an appointment to more than one bidder depending on the outcome of the evaluation.
- viii. Any and all documentation relating to this contract shall be the property of MUT.
- ix. In adherence to the specific terms and conditions of this RFQ, the bidder shall be bound by the provisions of MUT's SCM Policies.
- x. Late and incomplete submissions will not be accepted.
- xi. Quotations/proposals shall be valid for at least 90 days from date of submission.
- xii. Quotations/proposals not in line with the scope of work and conditions of this RFQ shall be regarded as non-responsive and will not be accepted.