



South African Council for Social Service Professions

REQUEST FOR PROPOSAL (RFP)

HUMAN RESOURCE AND FINANCE POLICIES REVIEW AND DEVELOPMENT

RFP REFERENCE NO: SACSSP 2025/26-004

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RFP REFERENCE	SACSSP 2025/26-004
DATE OF RFP	05 August 2025
RFP DESCRIPTION	SERVICE PROVIDER REVIEW OF HUMAN RESOURCE AND FINANCE POLICY
SUBMISSION DEADLINE	04 September 2025 at 11h00 NO LATE SUBMISSIONS WILL BE ACCEPTED.
BID VALIDITY DATE	90 days from closing date.
SUBMISSION METHOD	RFPs may be hand delivered at the SACSSP Office, 37 Annie Botha Avenue, Riviera or be emailed to KgaboM@sacssp.co.za

1. BACKGROUND INFORMATION

The South African Council for Social Service Professions (SACSSP) is a statutory body established in terms of section 2 of the Social Service Professions Act 110 of 1978. Based on the Act's provisions, Council's comprehensive mandate as a statutory body is to regulate the social service professions in South Africa by setting standards and regulations for registrations, norms and standards for quality education and training of practitioners and by providing ethical guidelines for the professional conduct of the social service professionals under its auspices. Council has two Professional Boards under its auspices: the Professional Board for Social Work and the Professional Board for Child and Youth Care Work.

Council, in conjunction with its Professional Boards, guides and regulates the professions of social work, social auxiliary work, child youth care work and auxiliary child and youth care work in aspects pertaining to registration; education and training; professional conduct and ethical behaviour; ensuring continuing professional development; and fostering compliance with professional standards. It promotes and protects the integrity of the social service professions as well as the interest of the public at large.

2. PURPOSE

2.1. The purpose of this RFP is to appoint a suitably qualified and experienced Service Provider to develop and review the Human Resource and Finance policies.

3. OBJECTIVE/ SCOPE OF WORK: REVIEW AND DEVELOP HR POLICIES

3.1. Review existing policies approved by Council (*list of current HR and Finance policies*)

- a) Section A: Introduction
- b) Section B: Staff Resources policies
- c) Section C: Work Schedule policies
- d) Section D: Employment benefit policies
- e) Section E: Employment policies
- f) Section F: Health matters policies
- g) Section G: Development management policies
- h) Section H: Corrective Action
- i) Section I: Corrective Action
- j) Section J: Annexures
- k) Financial policy and procedures

3.2. Development of new policies identified through the review process.

4. BEHAVIORAL SKILLS REQUIREMENTS

4.1. The service provider will be required to demonstrate excellent skills in terms of:

- a) Research skills
- b) Policy and procedure development skills
- c) Verbal communication skills
- d) Presentation skills
- e) Active listening skills and
- f) Professionalism

5. PROPOSAL REQUIREMENTS

5.1. No Conflict of Interest

- 5.1.1. The successful service provider must not have a real or apparent conflict of interest regarding its ability to provide its service to SACSSP;
- 5.1.2. The service provider must disclose to the SACSSP, the names of any parties, which it believes are, or may be, a real or apparent conflict.

5.2. Executive Summary

- 5.2.1. The service provider shall provide an executive summary with its proposal in addition to the minimum requirements/expectations as outlined. The executive summary shall briefly summarise the key aspects of the proposal and the primary contact person for the prospective service provider.

5.3. The RFP submissions should:

- 5.3.1. Introduce the service provider and team, including the capability of the firm and team;
- 5.3.2. Provide a description of the service provider's history and experience, especially as it relates to policy development and review;
- 5.3.3. Demonstrate understanding of the scope and complexity of the required work;
- 5.3.4. Description of service provider's abilities related to policy development and review;
- 5.3.5. Identify the person(s) who would be involved in the project, their proposed role on the project, and their experience and qualifications to fulfil that role.

6. Functionality:

Any proposed bid, which does not meet a minimum threshold of 70 of 100 points, will not be considered further.

CRITERION	SUB-CRITERIA	DOCUMENT / INFORMATION THAT MUST BE SUBMITTED	WEIGHTING
Organisational experience and financial capability	<ul style="list-style-type: none"> The service provider must have a minimum of 5 years' experience in Law or Finance and HR architectural framework, policy governance, risk and change management industry and in providing similar services to institutions in private, government and state-owned enterprises. The policy developer from the service provider must have a minimum of 5 years' relevant experience in Law or Finance and HR talent and reward framework, policy governance, policy development, change and risk management sectors. 	<p>The company profile must be submitted with the cv of the HR and Finance policy developer that is appointed to perform the task. The company must have a minimum of 5 years' HR and Finance policy development and architectural framework related experience.</p> <p>The policy developer's CV must highlight a minimum of 5 years' HR and Finance policy development experience.</p>	50
Qualifications	<ul style="list-style-type: none"> The HR and Finance policy developer must have an appropriate Post-Graduate Degree in the field of Human Resources and Finance or a Law degree. 	Certified copy of qualification/s, not older than 6 months, must be submitted for evaluation.	20
methodology		<p>to develop the required SACSSP HR and Finance policies and procedures:</p> <ol style="list-style-type: none"> Phased systematic approach aligned to time-frames; Evidence of research/best practices in the methodology; Proposed approach and methodology of service. 	30
Credible and appropriate references	<ul style="list-style-type: none"> Reference letters from previous three (3) clients with contactable references not older than 5years. 	A minimum of 3 contactable references attached not older than 5 years.	
TOTAL			100

6. EVALUATION CRITERIA

6.1. Phase 1. Submission Minimum Requirements

6.2 The Service Provider must supply the SACSSP with the following documentation, failing which the proposal shall be automatically disqualified:

- 6.2.1. Certification of Registration
- 6.2.2. Valid SARS Tax Clearance Certificate
- 6.2.3. Declaration Form
- 6.2.4. BBBEE Rating Certificate Company ownership status
- 6.2.5. Organisational chart for your firm

6.4. Phase 3: Pricing and Broad Based Black Economic Empowerment (BBBEE)

6.4.1 All quotations will be evaluated based on compliance with compulsory requirements, compliance with specifications / Terms of Reference and the 80/20 preference point system prescribed by the Preferential Procurement Regulations 2022. The lowest acceptable price will score 80 points; the 20 BBBEE points will be awarded for Specific Goals. (See the attached SBD 6.1)

7. DELIVERY ADDRESS

The delivery of services will be at SACSSP:
37 Annie Botha Avenue
Riviera
0084

8. FOR ENQUIRY CONTACT:

Ms Albertinah Thabethe: HR Officer
Contact number: 073 439 6419 / 012 356 8322
Email address: albertinaht@sacssp.co.za

All correspondences shall be done by e-mail KgaboM@sacssp.co.za and no telephonic correspondences shall be done after the closing of application.

9. CLOSING DATE AND TIME

Submissions should be sent via email on or before 04 September 2025 to KgaboM@sacssp.co.za

Issued by:
Hitler Sekhitla
REGISTRAR

ANNEXURE A

Full Name of Bidder: _____

Company Name: _____

TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:

- The SACSSP reserves the right to request new or additional information from all bidders associated with their quotations.
- The SACSSP reserves the right to verify the information submitted by bidders.
- The SACSSP will reject/disqualify a bidder's offer/quotation without any further consideration where that Bidder makes culpable misrepresentation to the SACSSP in its submission or at any stage during and after this RFP process.
- Bidders are required to declare any conflict of interest and potential conflict of interests they may have in the transaction for which RFP is submitted.
- The SACSSP reserves the right not to consider any quotation/proposal where such a conflict of interest exists.
- Any and all documentation relating to this contract shall be the property of the SACSSP.
- In adherence to the specific terms and conditions of this RFP, the bidder shall be bound by the provisions of the Government Procurement: General Conditions of contract of 2010.
- Late and incomplete submissions will not be accepted.
- Quotations/proposals shall be valid for at least 30 days from date of submission.
- Quotations/proposals not in line with the scope of work and conditions of this RFP shall be regarded as non-responsive and will not be accepted.
- Bidders are required to submit an original or certified BBBEE certificate or sworn affidavit in line the Regulations.
- The 80/20 preference point system as prescribed by the Preferential Procurement Regulations, 2022 shall apply.
- Bidders must complete and sign SBD4, SBD6.1.
- The SACSSP does not do upfront payments.
- Quotations along with required documentation and SBD forms must be hand delivered to the SACSSP Office, 37 Annie Both Avenue, Riviera, Pretoria, 0001 and email documents are also acceptable email to KgaboM@sacssp.co.za on or before 04/09/2025 at 11h00.

Failure to comply with the above conditions invalidates your offer.