



**REQUEST FOR PROPOSALS:
HUMAN RESOURCE ADMINISTRATION AND MANAGEMENT FOR THE
GLOBAL FUND GRANT FOR A PERIOD ENDING 30 SEPTEMBER 2025
BID NUMBER: ISI2022-HRAM**

I. BACKGROUND

Isibani Development Partners is a South African-registered NGO, launched in 2011 to become a leading local technical assistance provider, systems strengthening and grants manager for health and social service in Southern Africa. Our programs focus is on HIV, TB, Non-Communicable diseases and Capacity development for community-based organization and government departments.

Isibani Development Partners is one of the five Sub-Recipients (SRs) of the National Department of Health (NDoH) appointed to implement Global Fund TB/HIV program, from the 01 April 2022 to 31 March 2025.

Therefore, Isibani requires a service provider with expertise in Human Resource Administration and Management for a period ending 30 September 2025 to support both Isibani and NDoH as the PR. The grants ends on the 31 March 2025 , however the service provider is required until 30 September 2025 in order to cover six month grant closure.

Isibani is inviting suppliers to submit proposals for **Human Resource Administration and Management** as per the following Terms of Reference:

2. SCOPE OF WORK: HUMAN RESOURCE ADMINISTRATION AND MANAGEMENT

The service provider will be expected to perform all administrative activities related to Human Resource Administration and Management for a period ending 30 September 2025. The services required are:

- Advertisement of vacant positions.
- Selection, recruitment, and placement of personnel.
- Drafting of employment contracts and appointment letters.
- Payroll administration and management.
- Timeous processing of employees claims.
- Administration of Pay As You Earn (PAYE).
- Leave management and other related human resource activities.
- Provide employee time tracking system such as employee self-service (ESS), that include online leave management system.

3. THE PROPOSAL OF THE SERVICE PROVIDER SHOULD ADDRESS AND DETAIL THE FOLLOWING COMPETENCIES:

- Demonstrate an understanding of statutory legislation and requirements relating to Human Resource administration and management.
- The knowledge, skills and abilities required for effective Human Resource administration and management.
- Indicate a track record of performing similar functions on a larger scale on behalf of other institutions or organisation.
- Have sound Human Resource and financial management systems.
- Have a credible payroll administration and management system.
- Demonstrate the ability to handle confidential information.
- The financial proposal should indicate the costs of Human Resource administration and management for a minimum of **20 to a maximum of 100 positions for a period ending 30 September 2025**

MANDATORY ADMINISTRATIVE REQUIREMENTS

It is the responsibility of each service provider (SP) to ensure that complete documents are submitted on or before the closing date and time.

The service provider must submit all required documents indicated hereunder:

- Declaration of Interest SBD4. <https://etenders.treasury.gov.za/content/tender-documents>
- Declaration of Bidder's past Supply Chain Management Practices SBD9. <https://etenders.treasury.gov.za/content/tender-documents>
- B-BBEE Status Level 1 or 2 valid certificate (where preference points are claimed) (Certified Copy).
- Certified copy of registration certificate with CIPC or proof of ownership/ shareholding.
- The service provider must submit a Valid Tax Clearance Certificate for confirmation of Value Added Tax (VAT) and other Tax related matters (tax pin)
- Stamped Bank Confirmation Letter.
- The supplier must submit a **company profile** of the entity which includes but is not limited to the following:
 - 1.1. Name, structure, and strategies,
 - 1.2. Names and identity numbers of all directors, chief operating officers,
 - 1.3. Business; products and/or services which the entity is trading,
 - 1.4. Risk management strategy to mitigate against any risk that might arise
The bid documents must be submitted on or before the closing time of the bid (date and hour specified in the bidding documents).

Incomplete bids will be deemed non-responsive.

4. SPECIAL CONDITIONS

- The Service Provider will draft the employment contract of the appointed candidates.
- It is expected of the Service Provider to be able to pay monthly salary bills of employed candidates and claim back amount paid from the contractor. The bill (invoice) to the contractor should be in two parts, namely, monthly invoice for the salary paid to the incumbents and payroll administration fees.
- The contractor reserves the right to award according to the most economical service option submitted.
- The contractor reserves the right to stop the contract partly or as a whole, temporarily or indefinitely, in which event neither claim nor liability whatsoever shall lie against the contractor due to non-compliance, non-performance, by the service provider.
- The contractor reserves the right to not make an award.
- The contractor reserves the right to conduct price negotiations, where deemed necessary.
- All service providers are bound to protect the confidentiality of all data (including the protection of personal information) and information gathered and accessed through the work on assignment. Information and data received and accessed through this project may only be used to meet the objectives outlined in these specifications. The contractor reserves the right to request any relevant documentation at any stage of implementation.
- All records, data and information relating to the programme are owned by the contractor and remain the intellectual property of contractor and as such must be treated as confidential by the Service Provider.
- At the end of the contract period, the service provider shall make available to contractor a record of all the data and information relating to contractor to enable the new service provider to sufficiently and properly take on that data and information in a manner which would enable the new service provider to commence delivering services to contractor.
- The contractor reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits.

5. BID EVALUATION CRITERIA

i) Phase 2: Technical Evaluation:

Item	Criterion	Weighting
1	Experience in Human Resource administration and management. <ul style="list-style-type: none"> ➤ Provide at least 4 duly signed reference letters from previous or current client for similar work done within the past years. 	30%
2	Competency and profile of key Personnel Method of delivery. <ul style="list-style-type: none"> ➤ Provide management profile and the skills matrix of the key personnel. 	30%
3	Financial capability and ability to pay monthly bill <ul style="list-style-type: none"> ➤ Provide Original Bank Rating from registered Financial Institution (Bank letter must be stamped by the bank after the bid advert) A Rating B Rating C Rating 	40%

Determination of evaluation threshold:

NB: The bidders will be required to achieve a minimum threshold score of **70%** out of **100%** to be eligible for the next state of evaluation.

ii) Phase 3: Financial Evaluation:

- This will be evaluated through Pricing and Broad-Based Black Economic Empowerment (BBBEE).
- The 80/20 preference points system will apply, and bidders are required to submit a BEE certificate/affidavit.

Criteria	Weighted %	Scoring Criteria
Experience in payroll administration and management		
Service Provider to provide: <ul style="list-style-type: none"> • At least 4 duly signed reference letters from previous or current clients for similar work done within the past years. The duration of the relationship must be indicated in the testimonial. • Letters must be signed by the Chief Executive Officer or Financial Director. 	30%	> 4 years = 5 3 years = 4 2 years = 3 1 year = 2 <1 year = 0

Criteria	Weighted %	Scoring Criteria
Service Provider to be assessed on years of experience providing similar services.		
Competency and profile of key Personnel		
Service Provider to provide management profile and the skills matrix of the key personnel who will be handling the project.	30%	Excellent = 5 Good = 4 Average = 3 Below average = 2 Poor = 1 No information = 0
Financial capability and ability to pay monthly bill		
Service Provider to provide Original Bank Rating from registered Financial Institution (Bank letter must be stamped by the bank after the bid advert) A Rating B Rating C Rating	40%	Category A = 5 Category B = 3 Category C = 2 No information = 0

I. Closing Date for Submission:

All proposals accompanied by all documents that qualify the applicant as an authorized entity to do business with the NDOH, should be submitted by email to rfp@isibani.org.za by **07 May 2022 at 16h00 South African time**. Please ensure the subject line states **ISI2022- HRAM : Human Resource Administration and Management**. Late submissions will not be considered, and only selected and shortlisted applicants will be contacted and/or advised of the outcome.