

REQUEST FOR QUOTATIONS:**APPOINTMENT OF A SUITABLE LEGAL SERVICE PROVIDER TO CONDUCT A DUE DILIGENCE STUDY ON EMPLOYEE BENEFITS AND MAKE RECOMMENDATIONS BASED ON A BUSINESS CASE****Reference number: FIN/10/2017****PURPOSE AND BACKGROUND****1. PURPOSE**

The purpose of this request for quote is to invite suitably qualified service providers to perform a systematic study into the current salary and benefit structure as well as the employment policies of Iziko Museums of South Africa and providing recommendations to the Council of Iziko Museums in respect of regularizing the situation in order to introduce a unified; fair and affordable (to the institution) compensation and benefit structure for employees at Iziko museums of South Africa. This must be done taking the complexities of the issues involved into account.

2. BACKGROUND

The Council of Iziko Museums of South Africa is endeavouring to find a solution which will provide a fair and equitable compensation and benefits platform for all Iziko employees. Historical agreements and practices has resulted in unequal compensation and benefits for Iziko employees , the consequence of which has been that some employees receive greater/better benefits than others , according to Iziko's Conditions of Employment policy. The benefits in question relate to a number of different elements within the salary structure. The main areas of disparity include differing pension, medical aid and post-retirement medical benefits, as well as housing subsidies, and the differences are based on the date of when staff were employed as Iziko employees.

3. SCOPE OF WORK

The scope of work will involve the following:

- A study of the key terms of employment contained in written agreements such as employment agreements, individual employment contracts and employment policies. A review of these agreements, payroll and accounting records must be made to ensure that legal and financial implications of any benefit alignments to be made are fully understood and considered.
- Key benefits comprise retirement plans, both defined contribution and defined benefit plans, healthcare benefits as well as housing subsidies. Each of these aspects must be reviewed and the financial risks involved considered.
- Compiling a report on staff benefits applicable to Iziko employees to enable Council to assess the best approach towards establishing a fair and equitable employee benefit system and address disparities in regard to benefits enjoyed by Iziko Museum employees. The report should contain all information relating to staff benefits, as well as the legal and financial implications, risks and benefits associated with a particular course of action.
- Making recommendations to Council/any of its sub-committees/or its representatives about the most suitable structure/framework to introduce to ensure equity and fairness based on legal and financial considerations

- The project is expected to be completed within one (1) month from the date of appointment. Should there be any delays in meeting this deadline the service provider will be penalised with a 5% per day reduction in any fee due to it.

4. SERVICE PROVIDER REQUIREMENT

In terms of qualification and experience the service provider is expected to have some legal knowledge and human resource expertise particularly in regard to labour law matters and employee benefits.

5. QUOTATION

The Service provider must comply with Iziko's Supply Chain Management policies and procedures by submitting the following documents in the order listed in table below:

No.	Quotations must be accompanied by the following documents:
1	A company profile, proven track record and details of experience in the services required.
2	A Project Plan which sets out the projects phases, the timeframes for each phase completion, the nature of the tasks and deliverables. The project plan must clearly outline which aspects of the project the service provider, and for which aspects Iziko will be responsible.
3	Original or Certified copy of Valid B-BBEE Certificate (from SANAS accredited Verification Agency) or from the Auditors approved by the Independent Regulatory Body of Auditors (IRBA); Any EME (Exempt Micro Enterprise) or QSE (Qualifying Small Enterprise) is only required to obtain a sworn affidavit on an annual basis, confirming the following; Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE Level
	The following completed documents:
4.	Central Supplier Database Report (CSD Supplier Number)
5.	SBD 3.3 Pricing Schedule
6.	SBD 4 - Declaration of Interest

6. PRICING

A detailed pricing structure must be submitted.

The pricing structure must be inclusive of VAT, any disbursements, professional fees and escalations, where applicable.

7. VALIDITY PERIOD OF QUOTATION

QUOTATION shall be valid for a minimum period of 90 days calculated from the closing date for submissions.

- The lowest or only quotation received will not necessarily be accepted
- Iziko reserves the right to accept or reject any quotation in response to this invitation and to withdraw its decision to seek provision of these services at any time

8. CLOSING DATE FOR SUBMISSIONS

Quotations must be emailed to nngwilikane@iziko.org.za and ndonson@iziko.org.za – please copy rpedito@iziko.org.za

Closing date: **15 November 2017 at 12:00**

9. ENQUIRIES

Please contact CFO, Ronell Pedro:

Telephone 021 481 3825 (office hours)

Email: rpedito@iziko.org.za