



SOUTH AFRICAN FARMERS DEVELOPMENT ASSOCIATION INVITES ELIGIBLE AND ACCREDITED SERVICE PROVIDERS TO SUBMIT A WRITTEN PROPOSAL ON THEIR OFFICIAL LETTER HEAD FOR THE GOODS/SERVICES REQUIRED AS STIPULATED IN THIS REQUEST FOR QUOTATIONS.

1. **RFP:** AK-HR001
2. **DESCRIPTION:** Request for a Proposal (RFP) for HR Consulting Services

Invitation Date	05 February 2025
Closing Date	12 February 2025
Compulsory Briefing Session Date and Time Venue	N\A
Closing time	16h00
Submission of RFQ	A detailed proposal with the company letter head to be addressed the procurement Department email, <a href="mailto:akhulu@sa-fda.org.za">akhulu@sa-fda.org.za</a> with the <b>Number RFP: AK-HR001</b> no later than: 12/02/2025 at 16:00pm.
Technical enquiries (end user)	Lungile Mgobhozi ; <a href="mailto:lmgobhozi@sa-fda.org.za">lmgobhozi@sa-fda.org.za</a> Tel Number: 031 508 7283
Procedural enquiries (Supply Chain management/Procurement)	Ayanda Khulu; Tel: 031-508 7261 email: <a href="mailto:akhulu@sa-fda.org.za">akhulu@sa-fda.org.za</a>

South African Farmers Development Association  
170 Flanders Drive | Kwa-Shukela Building  
Mount Edgecombe

☎ 031 508 7283

✉ [info@sa-fda.org.za](mailto:info@sa-fda.org.za)

🌐 [www.sa-fda.org.za](http://www.sa-fda.org.za)

P.O. Box 1769  
Mount Edgecombe Country Club | 4301

STAGE ONE: ADMINISTRATION COMPLIANCE					
1.1.1	<p>This phase consists of Mandatory administrative compliance evaluation of all proposals.</p> <p><b>a) Mandatory Requirements</b></p> <ul style="list-style-type: none"> <li>☐ Fully Completed and signed (SBD 4)</li> <li>☐ A valid Tax clearance certificate /SARS PIN NO</li> <li>☐ BBBEE or Sworn Affidavit</li> </ul> <p><b>Failure to provide any mandatory information will result in the submission being deemed null and void and shall be considered non-responsive</b></p>				
1.1.2	<p><b>STAGE TWO</b></p> <p><b><u>Price</u></b></p> <p>Budget of Proposed fees and pricing structure</p>				
1.1.3	<p><b><u>Team Capabilities</u></b></p> <p>Qualifications and experience of the dedicated consulting team assigned to the project.</p>				

South African Farmers Development Association  
170 Flanders Drive | Kwa-Shukela Building  
Mount Edgecombe

☎ 031 508 7283

✉ info@sa-fda.org.za

🌐 www.sa-fda.org.za

P.O. Box 1769  
Mount Edgecombe Country Club | 4301

**B. QUALITY EVALUATION SCHEDULE: RELEVANT EXPERIENCE**

COMPANY NAME, CONTACT PERSON AND TELEPHONE	DESCRIPTION OF APPOINTMENTS	CONTRACT VALUE (Inclusive of Vat)	Duration of Contract

  
South African Farmers Development Association  
170 Flanders Drive | Kwa-Shukela Building  
Mount Edgecombe

 **031 508 7283**

 [info@sa-fda.org.za](mailto:info@sa-fda.org.za)

 [www.sa-fda.org.za](http://www.sa-fda.org.za)

P.O. Box 1769  
Mount Edgecombe Country Club | 4301

## **2. Requirements -Scope of Work**

- HR Policies
- Performance Management
- Grading / Job Evaluations

### **HR Policies:**

Existing policies must be updated aligning with industry norms.

Write up new policies where there is no existing.

Create employee handbook (Code of conduct, disciplinary policy, leave policy)

update existing HR Policies

### **Performance Management**

Implementation of performance management process for SAFDA from scratch, provide software.

Provide PM training FOR all levels.

### **Grading / Job Evaluations**

Grading and job evaluation of selected positions (Peterson grading system)

## **3. EVALUATION PROCESS**

The Procedure for evaluation of responsive offers will be in accordance with SAFDA current SCM Policy

South African Farmers Development Association  
170 Flanders Drive | Kwa-Shukela Building  
Mount Edgecombe

 **031 508 7283**

 **info@sa-fda.org.za**

 **www.sa-fda.org.za**

P.O. Box 1769  
Mount Edgecombe Country Club | 4301



South African Farmers Development Association  
170 Flanders Drive | Kwa-Shukela Building  
Mount Edgecombe

P.O. Box 1769  
Mount Edgecombe Country Club | 4301

 **031 508 7283**

 [info@sa-fda.org.za](mailto:info@sa-fda.org.za)

 [www.sa-fda.org.za](http://www.sa-fda.org.za)