

REQUEST FOR QUOTATION (RFQ)	
Ref Number	RFQZA2024/02
Issue date	Friday, 02 February 2024
Description	Appointment of a Service Provider to Provide Salary Survey Services for a period of One (1) Year
Compulsory Site Briefing/ Inspection	N/A
Closing date and Time for Submission	Friday, 16 February 2024 at 17h00
Submission Details	Email submission: zadnafinance@zadna.org.za
Technical Enquiries	Tel: 010 020 3910/ Email: kedibone@zadna.org.za

1. Background

- 1.1. ZADNA is a not-for-profit company established in terms of section 59 of the Electronic Communications and Transactions Act, 2002 (Act 25 of 2002). ZADNA's mandate is to regulate the .za namespace and ensure its efficient use, management, and administration. ZADNA is accountable to its members and the South African Department of Communications and Digital Technologies (DCDT).
- 1.2. ZADNA's current headcount is 20 employees (inclusive of executive management, junior management and professional positions), with anticipated growth of up to 25 employees within the next year
- 1.3. ZADNA's remuneration strategy is to perform remuneration benchmarking every three (3) years. This policy perspective seeks to assist the organisation in gauging the competitiveness of its remuneration structure to the market.

2. Purpose

- 2.1. The purpose of this document is to describe the business requirements for the Request for Quotation (RFQ-2024/02) required by ZADNA for completion, submission and performance of the required services as described in paragraph 3 and to request accredited service providers to submit a response for the services as detailed.

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.ZA Domain Name Authority NPC - Registration no. 2003/021150/08

Directors: Ms. P Legoze – Chairperson, Prof D Mashao, Prof K Moodaliyar, Ms. M Malapane, Mr. N Msibi, Ms. S Mzizi,
Ms. V Motloutsi, Mr. M Wesi (CEO)

Company Secretary: First Corporate Secretaries

3. Description of Services Required

- 3.1. ZADNA requires the services of a salary survey provider to provide an online salary survey and benchmarking subscription that offers market-driven data research and insights to enable the organisation to make defensible remuneration decisions.
- 3.2. The service provider is required to provide:
 - 3.2.1. Remuneration data (including cost to company (CTC), short-term incentives, benefits) for all ZADNA levels. The data should cover both NPO, state-owned enterprises or similar sized organisations to ZADNA.
 - 3.2.2. The data should be accessible through an annual subscription for an online salary survey system with access to downloadable reports.

4. Skills Required

- 4.1. The bidder must have a minimum of 5 years of company experience in the provision of salary survey systems. This must be indicated in the bidder's proposal.
- 4.2. The bidder must also provide at least 3 client reference letters from previous clients of similar size to ZADNA.

5. Terms And Conditions

- 5.1. Quotations must be delivered to the correct address by the stipulated time. Late quotations will not be accepted for consideration
- 5.2. The quotation shall be awarded at the sole and absolute discretion of ZADNA, where, ZADNA:
 - 5.2.1. hereby represents that it is not obliged to award this quotation to any bidder.
 - 5.2.2. is entitled to retract this quotation at any time as from the date of issue.
 - 5.2.3. is not obliged to award this quotation to the bidder that quotes the lowest.
- 5.3. A respondent who submits conditions or contingent statements inconsistent with the terms set out in this RFQ will be disqualified.
- 5.4. The respondent shall bear all costs associated with or incurred in the preparation and presentation of its bid, including, if applicable, costs incurred for interviews or presentations.

6. Duration of engagement

- 6.1. ZADNA requires the survey for a duration of one (1) year.

7. Conflict Of Interest

- 7.1. The Bidder must state any potential conflict of interest arising from other assignments or a conflict of interest.

8. Confidentiality

- 8.1. A bidder should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by ZADNA.

- 8.2. The confidentiality of such information will be maintained by ZADNA except as otherwise required by law or by order of a court or tribunal.
- 8.3. Respondents are advised that their proposals will, as necessary, be disclosed on a confidential basis to advisers retained by ZADNA to advise or assist with the RFQ process, including the Evaluation of Bids.
- 8.4. The Respondents agrees to keep confidential all information that they receive, directly or indirectly, from ZADNA or any other stakeholder, as well as all copies or analyses that they make or have been made by third parties based on such information (collectively, the Material).

9. Requested and Compulsory Documents

- 9.1. CIPC registration documents.
- 9.2. Tax Compliance Pin.
- 9.3. Pricing Schedule (inclusive of VAT)
- 9.4. Failure to submit any of these documents will result in disqualification:

Submissions should be emailed to zadnafinance@zadna.org.za no later than 16 February 2024, 17:00. The submitted documents should be bound together electronically and in pdf format. Inquiries should be directed to Ms kedibone Mpholeng at kedibone@zadna.org.za