

SOE / SETA Job Evaluation Tender — Deliverables Checklist

Divine ICTP · Johannesburg · Free Field kit · Updated Sep 2026

Use when drafting or evaluating a JE RFQ / proposal. Tick deliverables your organisation needs. This is a **buyer hygiene** sheet inspired by common public-entity patterns — it is **not** a bid, not an accreditation claim, and not a quote of any closed tender as an endorsement.

A. Scope & framework

- Roles in / out of scope listed
- Framework named in RFP (e.g. Paterson — confirm wording)
- If another proprietary system is named, confirm licensing path (Divine does **not** licence or deliver Peromnes® / T.A.S.K.®)
- Public Service department grades **not** assumed identical to Paterson (DPSA Compensate–Evaluate where applicable)
- Timeline and validation path (committee → EXCO / RemCo / board) stated

B. Typical deliverables (map to pack)

Deliverable often asked	In our pack?	Owner	Notes
Methodology note	■		
Evaluation-ready / updated JDs	■		
Individual role evaluation reports	■		
Consolidated grade summary table	■		
Relativity / organogram overlay	■		
Committee attendance / minutes trail	■		
Moderation / appeals note	■		
Board / EXCO presentation	■		
Optional: post-grade survey liaison brief	■		
Optional: pay-band framework (named market source)	■		

C. Governance & quality

- Human evaluation + validation (not “software grades jobs” claims)
- Grades = job worth; JE ≠ performance appraisal stated in method note
- Audit trail: who evaluated, when, comparators
- Independence / conflict declarations for committee
- Anomalies and acting arrangements listed for discussion

D. Client admin reminders (not Divine compliance services)

Buyer completes with own SCM / finance. Divine does not sell BBBEE verification or CSD registration as a product.

- CSD registration current (if required by organ of state)
- BBBEE affidavit / certificate as required by the specific RFP
- Tax / SBD / declaration forms per tender pack
- References format required by RFP
- Pricing schedule completed **by bidder** (Divine quotes per scoped engagement — no published fee % in Field kits)

E. Proposal hygiene for bidders (internal)

- Do not claim unlicensed methodologies
- Do not invent national salary tables
- Do not present sample packs as prior client confidential grades
- Align proposal TOC to board-ready pack sample structure

Related sample: /assets/pdfs/board-ready-grading-pack-sample.pdf

Discuss scoped JE packs for SOE / SETA / corporate buyers: jurgen@divineict.co.za · 082 900 2742 · www.divineict.co.za Enquire:

<https://www.divineict.co.za/index.html?engagementType=job-grading#contact> Parent guide: </guides/board-ready-job-grading-pack.html>

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