



University of Venda
Creating Future Leaders

BID SPECIFICATION

APPOINTMENT OF A FOUR PANEL OF RECRUITMENT AGENCIES FOR HEADHUNTING SERVICES FOR THE PERIOD OF THREE YEARS

TENDER NO: HR/03/2023

NAME OF BIDDERS	
TENDER AMOUNT	

FOR MORE INFORMATION:

EMAIL: Univen.tenders@univen.ac.za

SUBMISSION TO BID SPECIFICATION COMMITTEE FOR APPROVAL.

BSC MEMBERS	SIGNATURE	DATE OF APPROVAL
Chairperson		
SCM		
Technical (End User)		
Legal Department		

Company Name:	
Contact person:	Mr/Mrs/Ms/Dr/Prof
Contact number: Office	
Cell number:	
Email Address:	
Address:	

TABLE OF CONTENTS

SECTION	DESCRIPTION	PAGE #
1	Tender Notification	4
2	Background & Introduction	5
3	Company Details	7
4	Technical specification	13
5	Mandatory submission	30
6	Functionality Requirements	31
7	Pricing Table	35
8	SBD 4	40

1. Tender Notice & Invitation to Tender

Companies fully accredited to provide recruitment services are hereby invited to render their proposals for University of Venda (UNIVEN) at their facilities situated in Thohoyandou as specified herein, and in accordance with the General Conditions of Offer are requested to complete these documents in full, place them in a new envelope, seal and mark the envelope with the proposal number and description, and deposit it in the Tender Box at the address provided in this document. All documents must comply with the conditions set out herein.

Documents can be downloaded from the University Website www.ac.za

University of Venda
Mphephu Drive, Opposite Khoroni Hotel
Thohoyandou
0950

A non-refundable deposit of R650.00 can be deposited into Univen bank account as follows:

Bank: Absa
Account Name: Univen Tender Deposits
Account Number: 1000000538
Reference: 0015616

Tender documents to be submitted at the University Main gate tender box of the University of Venda at the address indicated above.

FOR ANY ENQUIRIES

Univen.tenders@univen.ac.za

The closing date for the submission of tender documents as advertised.

2. Introduction, Background and Objectives

The Department of Human Resources has a duty to source human resources that are skilled, competitive, experienced and highly qualified to provide their services across the University functions. Human Resources support amongst others, Strategic Objective number one, ie. to enhance students' wellbeing and success. This is done amongst others through attraction and retention of suitable staff members .

Our Policy on Recruitment, Selection and Placement makes provision for advertisement of vacant positions and engagement of service providers to assist headhunt suitable candidates in order to attract suitable talent for various positions.

SERVICE PROVIDER'S TERMS OF REFERENCE

It is the intention of UNIVEN to enter into a formal Service Level Agreement with the successful Service Provider(s) to provide the services described hereunder.

The Terms of Reference (ToR) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between the specification requirements of the UNIVEN as an entity and the knowledge and experience of the service provider. These ToR and the service provider's proposal will form the basis of the service level agreement to be entered into between the parties.

Completion of Tender Documents

(i) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. Declaration must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.

(ii) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.

(iii) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

(iv) No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person for the tender before the tender closure.

BUSINESS INFORMATION

Title (Prof./Dr/Mr/Mrs/Ms and Surname)	<input style="width: 95%;" type="text"/>
Business Trading Name (as per CIPRO)	<input style="width: 95%;" type="text"/>
Previous Name of Business (if Applicable)	<input style="width: 95%;" type="text"/>
PHYSICAL ADDRESS OF THE BUSINESS	POSTAL ADDRESS OF BUSINESS

CONTACT DETAILS

Office	<input style="width: 95%;" type="text"/>
Mobile	<input style="width: 95%;" type="text"/>
Accounts Department	<input style="width: 95%;" type="text"/>
Business Email	<input style="width: 95%;" type="text"/>
Business Registration Number	<input style="width: 95%;" type="text"/>
Tax Number	<input style="width: 95%;" type="text"/>
VAT (if applicable)	<input style="width: 95%;" type="text"/>

Do you have any previous Univen Experience? If so, elaborate.

--	--

Authorised Signature	<input style="width: 95%;" type="text"/>

3. PROHIBITION OF RESTRICTIVE PRACTICES

3.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

3.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

3.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

4. RIGHTS RESERVED

Bidders should take note that UNIVEN reserves the right to negotiate terms and conditions after the selection of the successful tender. UNIVEN reserves the right to accept any proposal submitted, or reject all proposals. UNIVEN may request clarification in writing on any aspect of a response to this invitation.

5. PARENT/SUBSIDIARY COMPANY

A Company shall be defined as a legal persona and tender documents submitted shall reflect those of the registered Company in terms of the Companies Act. A Subsidiary Company tendering shall not submit the Parent Company's information in terms of Company Registration, BBBEE certificate, SARS certificate and financial statements. All Directors of the tendering Company, all Members of the Close Corporation and partners in a Partnership or Joint Venture must enclose a certified copy of their Identity Document and proof of their share of ownership.

6. TAXES AND DUTIES

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order, i.e. a valid tax Clearance Certificate.

7. DECLARATION OF INTEREST

The Tender document must include a signed declaration of interests.

8. CONSORTIUMS AND JOINT VENTURES

Only Consortiums and Joint Ventures legally formed and in existence for a minimum of three years will be considered

9. SUBMISSION OF FINANCIAL RECORDS

In terms of New Companies Act, Tenderer to submit Audited Financial Statements (AFS) most recent AFS not older than 12 months. Certain Companies may not require Audited Financial Statements such as Sole Traders, Partnerships and Close Corporations, as long they abide within the New Companies Act. On the 11 May 2011, the New Companies Act emphasised that Close Corporation incepted after that date have to audit their AFS. The Audited Financial Statements are to be attested by a qualified Chartered Accountant (SA) by “expressing an audit opinion that the Company’s AFS are immaterial”.

10. VALIDITY PERIOD

Bids shall remain valid for 120 (one hundred and twenty) days after the tender closure date. During the validity window period of the tender, should the Tenderer withdraw this tender or is unable to meet contractual requirements, the University may exercise additional remedies available in its option, to withdraw or cancel the agreement.

11. ACCEPTANCE OR REJECTION OF A TENDER

The University reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The University does not bind itself to accepting the lowest tender or the tender scoring the highest points.

12. PRICES

Prices charged by the Service Provider for goods delivered and services performed under the contract shall not vary from the prices quoted in the bid document, with the exception of any price adjustments authorized or by the purchaser's request for bid validity extension, as the case may be.

13. PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

In relation to section 37 (1) (a) (b) and s9 (b) (i) of this Act, the Bidder shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

14. PROTECTION OF PERSONAL INFORMATION ACT, 2013

The successful Service Provider shall abide in the protection of personal information of the University of Venda. Privacy includes the right to protection against unlawful collection, retention, disseminating and use of personal information. The successful bidder shall have the right of privacy of this Act subject to justifiable limitation that are aimed at protecting other rights and important interest.

15. LEGITIMACY OF INFORMATION

Bidders declare information furnished in this tender to be precise, accurate and bonafide. In the event where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the University may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the University as a result of the award of the contract.

16. LOBBYING AND CANVASSING

No lobbying and canvassing by tenderers in any form to staff member or student of the UNIVEN, for the purposes of influencing the evaluation process and awarding of the tender, will automatically disqualify the tenderer from the evaluation process and subsequent consideration.

17. NATURE OF SERVICE

The nature of service the University enters with the successful bidder is based on the price offered and accepted for the duration of the contract. In the event that prices increase due to external environmental factors such as Industry factors in relation to increase to International prices.

18. TERMS OF CONTRACT

The term of the contract will be three years, the contract will however be reviewed on an annual basis after an evaluation of the performance of the Service Provider has been undertaken by the University's Supply Chain Management. At the expiry of the contract, the contract may be extended by mutual agreement until the University invites tenderers to bid on the tender of this nature.

19. TERMS & CONDITIONS OF TENDER

1. The University reserves the right to reduce or increase the total quantity of items required in the tender.
2. The highest bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
3. No sub-service providers/sub-contracting will be allowed.
4. The price should be vat inclusive at 15% and must be quoted in South African rands (ZAR)
5. The tender submitted must remain Valid for 120 days after closing date
6. All returnable documents must be in a separate file, clearly indexed and separated by marked sheets
7. Initials must be on all pages in the tender document
8. All proposals are to be sealed. No open proposal will be accepted
9. All proposals are to be clearly marked with the Project number and the name of the bidder
10. Each bidder to submit 2 files i.e. Tender Document and List of Returnable Documents (clearly separated by file dividers)
11. No tender will be considered after the closing date and time.
12. Tender Box will be opened in public straight after the closing time
13. The proposal shall be valid for a minimum of 4 months (120 days) calculated from the closing date.
14. Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
15. In the event that parties are failing to reach an agreement, Univen reserves the right to appoint an alternative supplier.

16. No regret letters will be sent to unsuccessful bidders.
17. Any enquiry regarding this bid invitation and specification shall be submitted in writing to univen.tenders@tender.ac.za with tender number as reference or subject.
18. Enquiries shall only be entertained until 5 working days before the closing date of the tender.
19. All documentation submitted in response to this tender must be in English
20. Univen reserves the right to:
 - a. Extend the closing date through the same medium of communication used for invitation.
 - b. Extend tender validity period before the expiry date of the original validity period. This will be done in writing to all bidders.
 - c. Verify any information contained in the tender proposal.
 - d. Request any further documentary proof regarding any declaration
 - e. Award this tender as a whole or in part.
 - f. Cancel or withdraw this tender as a whole or in part.
21. The contract will be reviewed annually based on performance where applicable.
22. The Service Provider will be required to provide proof that he/she has the necessary expertise, experience and knowledge in the Human Resource industry.
23. The University reserves the right to reduce or increase the total quantity of items required in the tender.
24. The successful tenderer will be required to allow University personnel to carry out reference checks about his/her performance elsewhere before a tender is awarded.
25. The highest bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
26. No sub-service providers/sub-contracting will be allowed.
27. It will be expected that the prices will be competitive and comparable with similar enterprises.
28. University shall not entertain enquiries 5 days before the closing date.

20 OVERVIEW

20.1 ADDITIONAL CONDITIONS

- 20.1.1 **All prices must be inclusive of VAT (15%) and quoted in South African rands (ZAR).**
- 20.1.2 All payments will be made in accordance with “General Conditions Regarding Offer”.
- 20.1.3 This offer does not commit UNIVEN to pay any costs incurred in the negotiations, and to submit a price, technical, or other revisions of their proposals as may result from negotiations.
- 20.1.4 Proposals must remain open for a period of one hundred and twenty days (120) days from date of closure and may be accepted at any time during the said period of one hundred and twenty days (120) days.
- 20.1.5 The lowest or only offer would not necessarily have to be accepted by UNIVEN and the institutions as such, reserves the right to accept any or no proposal at all.

20.1.6 **No faxed, electronic or late documents shall be accepted.**

21 TECHNICAL SPECIFICATIONS

21. REQUEST FOR OFFER

UNIVEN Locations & Personnel

University of Venda
Mphephu Drive, Opposite Khoroni Hotel
Thohoyandou
0950

Hours of Operation

UNIVEN office hours: 08:00 – 16:30 Monday to Friday

21.1 CONTRACTUAL TERMS AND CONDITIONS

The duration of the contract will thus cover of five years for design of artwork and placement of advertisements on the newspaper.

21.2 INTRODUCTION

University of Venda (UNIVEN) wishes to procure services of:

21.2.1 An advertising agency to provide advertising services

21.3 TENDER REQUIREMENTS

UNIVEN requires the following from the Service Provider:

21.4 Occupational Health Safety Act

The Service Provider shall accept liability in terms of Section 37 of the Occupational Health and Safety Act (No. 85 of 1993).

The service provider shall comply with all relevant legislation, policies and guidelines in respect of all aspects of including but not limited to the Basic Conditions of Employment Act of 1997, the Labour Relations Act of 1995 as amended, Employment Equity Act of 1998 as amended, Skills Development Act of 1998 as amended.

21.5 Liaison

- The Service Provider shall appoint a representative who shall work in close co-operation with the University's Project Manager to facilitate the flow of accounts, payments, information, solving of problems, etc. between the parties.

- The University shall likewise appoint a Project Manager to communicate with the Service Provider's representative on an on-going basis to monitor the standard and quality of the hygiene service provided and to attend to operational as well as technical problems in a positive manner
- The Service Provider's representative shall liaise with the University's Project Manager on a weekly basis and as required.

21.4.2 **Monitoring**

- The University has the final prerogative to declare that all the services rendered by the Service Provider conform to the specifications of the contract in terms of quality and process.
- Control sheets and management reports shall be submitted to the University monthly.

21.4.3 **Communication**

- The University shall communicate with the Service Provider on an on-going basis about routine issues and to monitor the standard and quality of the service rendered.
- The University shall also address operational and technical problems that may arise in consultation with the Service Provider.
- A Technical Forum with identified role players from the University and Service Provider will be held on at least a quarterly basis.
- Monthly and other ad hoc meetings will be held with the Service Provider and other stakeholders as determined by the University.

21.7 QUESTIONNAIRE: ORGANISATIONAL FINANCIAL AND INFRASTRUCTURE CAPACITY OF THE BIDDER

- | |
|---|
| <p>A. The information requested will assist the University to evaluate the organisational and infrastructure capacity of the bidder to perform the specified requirements of this bid.</p> <p>B. The University reserves the right to carry out to verify the validity all or some of the information provided.</p> <p>C. The information provided in this section is therefore of critical importance. If, after careful consideration, the University is of the opinion that the bidder does not have the capacity,</p> |
|---|

managerial/supervising skills to properly manage, perform and maintain the requirements of this bid, such a bid shall not be considered for acceptance.

D. Bidders may furnish additional information in writing, and attach it to the last page of this section when submitting the bid.

E. Where applicable the appropriate "YES" or "NO" block must be marked with an "X".

21.7.1 Contract duration

The appointed service provider shall be required to start immediately after signing the contract

and provide the required services for a period of three years. subject to annual review of service provider's performance

21.7.2 Total Number of Employees :

Designation	Number
Management	
Administration	
Supervisors	
Other	

Is the proposed bid price linked to the exchange rate? If yes, the bidder must ensure all prices are inclusive of South African rands and must provide contingency in fluctuations of exchange rate in the quoted price.	Yes	No
Payment will be linked to specified deliverables after such deliverables have been approved by Univen	Comply	Not Comply
Univen reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 03 of 2017/2018: Cost Containment Measures , where relevant. The bidder must indicate if their proposed rates are in line with the provisions of the referred National Treasury Instructions: Cost Containment Measures	Comply	Not Comply
Substantiate/Comments		
Does the Service Provider have the competency, resources and proven track record to carry this assignment	Yes	No

21.8 SCOPE OF WORK

It is expected that the service provider will be responsible for the following:

- Identify and submit candidates who meet the minimum requirements for Executive and Senior Management positions as well as any other position as required by the University within the stipulated time.
- Compile a list of candidates for management on the template provided by the University.
- Conduct reference checks using the template provided by the university for all shortlisted candidates.

- Conduct background checks for shortlisted candidates. This will include verification of previous relevant working experience, employments, vetting of qualifications, criminal records, credit checks (where justifiable), verification of passports and ID documents, verification of work permits, verification of permanent residents permits and any other integrity-related checks that may be recommended by the selection panel or as may be deemed fit before making the final decision.

f) The Service Provider / Company must display the following:

21.8.2 Professional competence

Capability:

- i) Knowledge and experience: proven success in the field of recruitment
- ii) Ability to negotiate
- iii) Ability to meet deadlines
- iv) Ability to attend to urgent and emergency work

Include a company profile and describe your expertise and capacity to deliver the required project deliverables. Provide brief (1/2-page max.) synopses of the CVs of proposed consultants/personnel.

21.8.3. Past performance and current work

- i) Current and previous work, with emphasis on Higher education and Senior Management positions ,
- ii) Contactable references: include details of recent contactable clients.

21.8.4 Customer Service

The successful bidder must demonstrate high level of competence in recruitment , communication (written and verbal) skills, customer centric service and decision making skills,

21.8.5 Innovation

Successful bidder shall demonstrate involvement in activities which involve the use of leading technologies and relevant best practices.

21.8.6 Compliance to conditions of contract

- i) The successful respondent will be required to execute a contract containing the University's Standard Agreement for the Provision of Services, supplied with this Request for Proposal.
- ii) The University of Venda shall not be under any legal obligation to accept a proposal unless _____ and _____ until a contract has been signed with the preferred successful respondent.
- iii) Respondents are required to indicate their compliance with the Government's Standard Agreement for the Provision of Services.
- iv) Respondents must provide full details of any areas of non-compliance with the standard contract by detailing the section number together with any amendments that would render _____ the provision acceptable to the respondent.

EVALUATION PROCESS

22. METHODOLOGY

The evaluation of proposals will be divided into two (2) phases:

Phase 1: Mandatory (Pre-qualification check)

The pre-qualification check requires verification of compliance with:

- Hurdle requirements as described in the proposal document;
- Mandatory documentation – whether all required documentation and/or certification have been included.

Note: No points are allocated to this phase; however, proposals that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

Phase 2: Evaluation of proposals based on *Functionality* and the specific goal as criteria:

This phase of the evaluation is conducted in two (2) stages – first *functionality* will be assessed and then in accordance with 80/20 preference point.

Stage 1: Evaluation of functionality

The evaluation criteria for functionality will take into account *quality, reliability, viability and durability* of all equipment as well as the Proposer's technical *capacity* and *ability* to execute and maintain a contract.

The evaluation criteria, weights, applicable values and/or minimum qualifying score for functionality will be made available to all attendees at the compulsory information session.

Note: No proposal will be considered further unless the *minimum qualifying score/percentage* for functionality has been achieved.

Stage 2: Evaluation in terms of the 80/20 preference point system

Only proposals that achieved the *minimum qualifying score/percentage* for functionality will be considered further in terms of the 80/20 preference point system.

The formulae to be utilized in calculating points scored for the preference point system will be made available to all attendees at the compulsory information session.

EVALUATION PROCESS (CONTINUED)

Step 1 will be the calculation of points for price where the lowest proposal will score 80 points for price, while proposals with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilized to calculate the points for price in respect of proposals with a Rand value below R50 000 000 (all applicable taxes included):

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

P_s = Points scored for comparative price of proposal or offer under consideration;

P_t = Comparative price of proposal or offer under consideration; and

P_{min} = Comparative price of lowest acceptable proposal or offer.

FOR specific goal EVALUATION: Kindly submit as indicated on the specific goal table.

Preferential /specific goals.	Number of points allocated (80/20 system)	Means of verification	Supplier name/firm Indicate points
Black People	6	CSD report and copy of company CIPC registration certificate	
Women	4	CSD report	
Persons with Disability	2	Original or Certified Copy of certificate/confirmation of Disability Status	
Youth	3	CSD report	
Enterprises located in Limpopo Province	5	Recent Municipal account or Local Authority Letter for confirmation of Local	

Preferential /specific goals.	Number of points allocated (80/20 system)	Means of verification	Supplier name/firm Indicate points
		Address (not older than 3 months)	
Total score	20		

EVALUATION PROCESS (CONTINUED)

23. CALCULATING THE FINAL SCORE

The points scored for *price* (step 1) will be added to the points scored for *specific goal of contribution* (step 2) to obtain the Proposer's total points scored out of 100.

- UNIVEN may request additional information, clarification or verification in respect of any information contained in or omitted from the proposal. This information will be requested in writing;
- UNIVEN may conduct a due diligence on any Supplier, which may include interviewing customer references or other activities to verify a Supplier 's or other information and capabilities (Including visiting the Supplier's various premises and/or sites to verify certain stated information) and in this instances the Supplier will be obliged to provide UNIVEN with all necessary access and assistance;
- UNIVEN may shortlist Supplier and may request presentations from short-listed Supplier;
- UNIVEN may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Proposal;
- UNIVEN will evaluate the Proposals with reference to UNIVEN set and approved evaluation criteria guided by the procurement policy as indicated. UNIVEN reserve the right to appoint a specialist/consultant to assist in performing such evaluations.

PHASE 1: PRE-QUALIFICATION / MANDATORY REQUIREMENTS

- UNIVEN has defined minimum pre-qualification/mandatory criteria listed in the table below that must be met by the Supplier in order for UNIVEN to accept an offer for evaluation.
- The pre-qualification evaluation will be carried out by UNIVEN is to determine which Proposer's responses are compliant or non-compliant with the proposal specifications/requirements issued by UNIVEN as part of the proposal process.
- Where there is failure to comply with the pre-qualification criteria and UNIVEN is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the proposal will be disqualified.

EVALUATION PROCESS (CONTINUED)

1. SERVICE PROVIDERS

PHASE 2: FUNCTIONALITY AND SPECIFIC GOAL:

Stage 1: Functionality

In Stage 1 Supplier will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards. Only Suppliers scoring 70% and more will be considered for Stage 2;

* Functionality points will be scored and allocated by UNIVEN according to table below

Functionality Assessment Criteria	Weight		
Written reference and experience The bidding company must provide written reference and experience in carrying out projects of the same scope/and or magnitude	30		
Points will be allocated as follows: <ul style="list-style-type: none"> • Four positive references are attached (six months older but not older than five years) (30 points) • Three positive references are attached (six months older but not older than five years) (20) • two positive references are attached (six months older but not older than five years) (10 points) • one positive reference are attached (six months older but not older than five years) (5 points) 			
Sourcing strategies The bidder must provide their sources of candidates	20		
Points will be allocated as follows: <ul style="list-style-type: none"> • 5 or more sources (20 points) • 3 sources (10 points) • 2 and less sources (0 points) 			
Placement of candidates The bidder must provide evidence of successful placement	30		

of candidates in the past three years			
Points will be allocated as follows: <ul style="list-style-type: none"> • Five or more placements (30 points) • 4 placements (25 points) • 3 placements (20 points) • 2 placements (15 points) • 1 placement (10 points) • 0 placement (0 points) 			
Background and reference check The bidder must indicate if they have a contract/SLA with the background check service providers	20		
Points will be allocated as follows: <ul style="list-style-type: none"> • Service level agreement/contract with background check providing company (20 points) • No agreement/contract with background check service provider (0) 			

Presentation Case Study:

The bidder must provide a detailed plan on how they source talent for different positions and how they conduct reference and background checks.

PRICING SCHEDULE:

The service provider will be paid an agreed % of the package offered to the appointee. The previous service providers were paid at 15%. No retainer fee will be paid. Below is an example.

Activity/Deliverables	Package offered to the appointee	Rate	Total cost (Vat inclusive)
Appointment of headhunted candidate			

Total Bid Price:

Description	Amount VAT inclusive
Sub-Total (1)	
Sub-Total (2)	
Sub-Total (3)	
Total bid price (VAT inclusive)	

TOTAL IN RANDS(VAT INCLUSIVE)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature Date

.....
 Position Name of bidder