



T03/01/17

**REQUEST FOR PROPOSAL TO
PROVIDE AN E-RECRUITMENT SYSTEM
INCLUDING MAINTENANCE AND
SUPPORT SERVICE.**

**BID CLOSING DATE: TUESDAY, 14
FEBRUARY 2017 AT 12:00 NOON**

TABLE OF CONTENTS

SECTION 1: GENERAL CONDITIONS OF BID	3
1. Proprietary Information	4
2. Enquiries	4
3. Bid Validity Period	4
4. Instructions on submission of Bids	4
5. Preparation of Bid Response	5
6. Supplier Performance Management	5
7. Supplier Development	5
8. IDC's Rights	6
9. Undertakings by the Bidder	6
10. Reasons for disqualification	7
11. Local Production and Content	7
12. Response Format (Returnable Schedules)	7
13. Evaluation Criteria and Weightings	9
14. Promotion of Emerging Black owned Service Providers	10
SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION	12
1. Special instructions to bidders	13
2. Background Information	13
3. Terms of Reference	13
4. Project Timelines	Error! Bookmark not defined.
5. Technical Evaluation Criteria	14
SECTION 3: PRICE PROPOSAL	24
SECTION 4: ANNEXURES	28
Annexure 1 – Acceptance of Bid Conditions and Bidder's Details	29
Annexure 2 - Supply chain management practices questionnaire	32
Annexure 3 – Declaration of Interest	34
Annexure 4 – Shareholders and Directors Information	38
Annexure 5 - Response Format for Section 2	40
Annexure 6 – BEE Commitment Plan	42

SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

2. Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name:	<u>Mandisi Ngozi</u>
Telephone Number:	<u>+27 11 269 3883</u>
Email address:	<u>mandisin@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 7 February 2017**.
- 2.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e. next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 120 days counted from the bid closing date.

4. Instructions on submission of Bids

- 4.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **T03/01/17: REQUEST FOR PROPOSAL TO PROVIDE AN E-RECRUITMENT SYSTEM INCLUDING MAINTENANCE AND SUPPORT SERVICE**. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 12:00 noon on Tuesday, **14 February 2017**.
- 4.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 4.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not**

be held responsible for any delays where bid documents are handed to the IDC Receptionist.

- 4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

5. Preparation of Bid Response

- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.

6. Supplier Performance Management

Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. Supplier Development

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

8. IDC's Rights

- 8.1 The IDC is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 8.3 The IDC reserves the right to award this bid as a whole or in part.
- 8.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

9. Undertakings by the Bidder

- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

10. Reasons for disqualification

- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit a valid and original Tax Clearance Certificate or proof of application of such as endorsed by SARS **on the closing date and time of the bid**;
 - 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
 - 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
 - 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
 - 10.1.5 bidders who do not comply with **mandatory requirements** if stipulated in the RFP document;
 - 10.1.6 bidders who fail to comply with FICA requirements;

11. Local Production and Content

The IDC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant.

12. Response Format (Returnable Schedules)

Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

- 12.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 12.2 Schedule 1:**
 - 12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
 - 12.2.2 Annexure 1 of this RFP document (duly completed and signed)
- 12.3 Schedule 2**

- 12.3.1 Original and valid Tax Clearance Certificate(s) (TCC);
- 12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.
- 12.3.3 Copy of Board Resolution, duly certified;
- 12.3.4 Originally certified copy of ID document for the Company Representative
- 12.3.5 Annexure 2 of this RFP document (duly completed and signed);
- 12.3.6 Annexure 3 of this RFP document (duly completed and signed);
- 12.3.7 Annexure 4 of this RFP document (duly completed and signed);
- 12.3.8 Latest Audited Financial Statement
- 12.3.9 Response to Annexure 6: BEE Commitment Plan
- 12.3.10 B-BBEE verification certificate indicating the contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. A Qualifying Small Enterprise (QSE) that has 51% or more black beneficiaries may obtain a sworn affidavit confirming the annual total revenue and level of black ownership. If a bidder is a Joint Venture or Consortium, the bidder must submit a consolidated B-BBEE scorecard as if they were a group structure. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (12.3.1-12.3.8) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).
- 12.3.11 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)
- 12.4 Schedule 3:**
- 12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.
- 12.4.2 Annexure 5 of this RFP document, duly completed and signed
- 12.5 Schedule 4: Price Proposal (response to Section 3 of this RFP document) (Must be submitted in a separate envelope within the sealed envelope of the bid)**
- 12.6 One (1) CD with all Schedules listed above, also included in the sealed envelope of the bid**

13. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

- 13.1 Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:
- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
 - Submission of Company Registration Forms as referenced 12.3.2 above
 - Submission of ID copy for the Company Representative as referenced in 12.3.3 above
 - BEE Status Certification as referenced in 12.3.10 above
 - Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
 - Section 3: Cost Proposal and Price Declaration Form
 - Annexure 1: Acceptance of Bid Conditions
 - Annexure 2: Supply Chain Management Questionnaire
 - Annexure 3: Declaration of Interest
 - Annexure 4: Shareholders' Information/ Group Structure
 - Annexure 5: Bidders Experience & Project Team
 - Annexure 6: BEE Commitment Plan

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

13.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

13.2.1 Mandatory Functional/ Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements may be disqualified, and may not be considered for further evaluation on the Other Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

Failure to comply with the Mandatory Functional Requirements assessed in phase 2 may lead to disqualification of bids.

13.2.2 Other Functional/ Technical Requirements

With regard to the Other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
Stage 1: Paper Evaluation	
Bidders Proposed e-Recruitment System	40
Qualifications, Skills and Experience of the Bidder's Personnel	25
Stage 2: Presentations	
Presentations on the Proposed e-Recruitment System	35
TOTAL	100%

Note: The minimum qualifying score for functionality is 70%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE.

Note: Bidders who score 45.5 points out of 65 points (70%) or more in total in the paper evaluation will be required to further provide presentation at the IDC head office in Sandton for further evaluation purposes i.e. Stage 2.

All bids that fail to achieve the minimum overall qualifying score of 70% on other functional/technical requirements including the presentation will not be considered for further evaluation on Price and BEE

13.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
B-BBEE	20
TOTAL	100 points

14. Promotion of Emerging Black owned Service Providers

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to

this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

- 1.1 Should a bidder have reason to believe that the Functional Requirements are not open / fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

2. Background Information

The IDC is an organization that has a core role and purpose of developing sustainable balanced economic growth in South Africa and the rest of the continent. In the current economic climate, this role is also linked to job creation and promotion of entrepreneurship by building industries and enterprises. For the organization to achieve this purpose it is fundamental that there is excellent talent or talent acquisition. Furthermore, in an era where there is a war for talent, talent acquisition is a key business lever, and for the corporation to attract talent, it is also important to utilize an e-recruitment system which is world class and will ensure that a compelling candidates experience, sound recruitment processes and the ability to add to business value.

Therefore we are looking for a reputable, experienced and technologically innovative service provider, which will ensure that suitable talent and talent pools is provided cost effectively and timeously. In addition, to ensure that there is value for the corporation and a seamless integration to the current talent acquisition processes and Human Capital drivers.

3. Terms of Reference

The IDC seeks to appoint a service provider to supply a web hosted e-recruitment application that has secured a network and website for the protection of confidential information.

3.1 Background Information on the Proposed E-Recruitment Solution

The bidder must provide together with their proposal following information pertaining to their e-recruitment system:

- Indication of how marketing and communication of system is conducted to ensure that the system is well known and utilised in the market i.e. details of marketing campaigns conducted and provide market and marketing research results.
- System users (companies) and registered job seekers i.e. the number of registered companies and job seekers, their profile and demographics and how this has expanded overtime.
- Site traffic and system statistics i.e the type of traffic the site obtains, provide usability and functionality statistics and research i.e how different users with different disabilities (visual, auditory, etc.) may be accommodated on the site, provide research data on how users and job seekers rate and evaluate the site user-friendliness, navigation and functionality, how the site can be accessed using social media, mobile cell-phone site and typical laptop browser, etc.

3.2 Reporting

The service provider must submit samples of the following reports that are generated from their e-recruitment system:

Report	Description	Attach sample report
Placement report		
Turn-around times report		
Other		

4. Contract Period

The appointed service provider(s) will be required to start immediately after signing the contract and provide the services for a period of three (3) years, subject to annual review of service provider's performance. The IDC reserves the right to extend the term of appointment for a longer period but not beyond five (5) years.

5. Technical Evaluation Criteria

5.1 Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

5.1.1 BIDDERS LIST OF CLIENT REFERENCES	Comply	Not Comply
<p>The bidder must provide a list of at least five (5) client references where the bidder has provided e-recruitment systems including maintenance and support services for job placements in the past three (3) years.</p> <p>Please refer to Table (a) of Annexure 5 of this document for the format in which the required information must be provided.</p>		
Substantiate / Comments		

5.2 Other Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

The bidder must demonstrate how the proposed E-recruitment system will Comply, Partially Comply or Not Comply with the following functional requirements and substantiate your response:				
1. Profile/Requisitions	Comply	Partially Comply	Not Comply	Substantiation
<p>The proposed system must provide the user with the ability to set up the job requisition and incorporate a competency based job profile consisting of accurate job descriptions that are non-discriminatory and legally compliant.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
2. Job Advertising	Comply	Partially Comply	Not Comply	Substantiation
<p>The system must have an ability to publish jobs to multiple channels including the client's own website and intranet, as well as an extended reach and exposure to leading South African websites for added exposure, ensuring that the client's brand and jobs receive maximum exposure to SA's largest pool of quality candidates.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
3.Candidate Database	Comply	Partially Comply	Not Comply	Substantiation
<p>The system must be able to generate our own company 'talent pool' and search for Resumes with advanced search tools. The Resume database will be automatically searched for candidates who match our job requisition requirements.</p>				

<p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
<p>4. Response Handling</p>	<p>Comply</p>	<p>Partially Comply</p>	<p>Not Comply</p>	<p>Substantiation</p>
<p>The system must be able to save time and increase efficiency with superior response handling tools including online screening, multiple regret, contacting tools and resume shortlist features. The response handling should contain the following functionality: Requisition, job posting, candidate management, searching, screening and short-listing, interview, selection, offer, reporting, and hiring manager information.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
<p>5. Sophisticated Integration</p>	<p>Comply</p>	<p>Partially Comply</p>	<p>Not Comply</p>	<p>Substantiation</p>
<p>The system must elegantly accommodate a flexible organizational structure that will be created and will be specifically based on the requirements of the company.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
<p>The system should be flexible to allow for multiple recruitment processes and permissions and takes into account the recruitment process per division and the corresponding approvals framework per process.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				

<p>The system should be an interactive system which sends email triggers to the relevant parties (HR and line management) to advise on actions needed to move forward in the process (Including automatic closing of adverts and status changes).</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
<p>6. Online Reference Checking</p>	<p>Comply</p>	<p>Partially Comply</p>	<p>Not Comply</p>	<p>Substantiation</p>
<p>Providing services to assist employers with verifying credit history, criminal record, academic qualifications, driver's license and professional association membership prior to offering employment.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
<p>7 Confidentiality and Security (Ensuring that information practices are secure and confidential)</p>	<p>Comply</p>	<p>Partially Comply</p>	<p>Not Comply</p>	<p>Substantiation</p>
<p>The bidder should provide proof of being registered with an organization that builds trust and confidence in the internet by promoting the use of fair information practices as well as ensuring confidentiality of information. The certification of trust/confidence should be provided thus ensuring that fair and confidential info is collected and used.</p> <p>The bidder must indicate how they meet this requirement and attach proof of certification.</p>				
<p>The system must be able to protect candidate information from unauthorized persons, should be able to use passwords, provide user activities and approvals for the</p>				

recruitment team, in addition, firewalls and antivirus. The bidder must indicate how the proposed e-recruitment system will meet this requirement.				
8. HR-XML Compliance	Comply	Partially Comply	Not Comply	Substantiation
The technology should be developed in line with international HR-XML standards allowing for the easy integration with all interfaces and systems that are HR-XML compliant. The bidder must indicate how the proposed e-recruitment system will meet this requirement.				
9. Legal compliance	Comply	Partially Comply	Not Comply	Substantiation
The bidder should provide us with proof that the e-recruitment system adheres to and is in line with all relevant legislation. The bidder must indicate how the proposed e-recruitment system will meet this requirement.				
10. Secure intranet	Comply	Partially Comply	Not Comply	Substantiation
The bidder must provide proof of confirmation to verify that they have a secure intranet that is only accessible internally prior to listing the vacancies externally. Please attach such confirmation/proof and justify how your intranet is kept secure.				
11. Report Generation	Comply	Partially Comply	Not Comply	Substantiation
The system should have the functionality to generate reports according to organisational requirements. The bidder should as part of the response attach some of the reports to				

<p>give a good picture of the “look and feel” of those reports.</p> <p>The bidder must attached sample reports that are generated from the e-recruitment system.</p>				
12. System support	Comply	Partially Comply	Not Comply	Substantiation
<p>The service provider should indicate the technical support and services that they provide as part of the e-recruitment system. The support should indicate how candidates, the organization and upgrades will be managed. In addition, they should provide how an account manager will support queries and manage the relationship.</p> <p>The bidder must indicate which and how technical and other administrative support service will be provided/handled.</p>				
13. Multiple Job Boards	Comply	Partially Comply	Not Comply	Substantiation
<p>The system must enable recruiters to post or select multiple employment sites, job boards, social media and other platforms for job advertisement. In addition, the bidder should also provide the IDC with research, information and support on the best way to source talent using this media.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet allow multiple job placements and how the bidder will provide support/advise on job placements.</p>				
14. Candidate data and search functionality	Comply	Partially Comply	Not Comply	Substantiation
<p>The bidder should provide information on how and where candidate information will be stored, managed and utilized in the system. Provide guidelines on how to manage this data in the system. An easy to use</p>				

<p>functionality should be provided to search for candidate data and store reports that can be used by the recruitment team.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
15. On line Reference Checking	Comply	Partially Comply	Not Comply	Substantiation
<p>The system must allow recruiters to do online reference checking or be linked to such a system or integrate with such a system. This will allow full system utilization and therefore value.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
16. Reporting	Comply	Partially Comply	Not Comply	Substantiation
<p>The system should enable recruitment reports from candidate activities, recruitment activities, recruiter performance management and SLA adherence, and turnaround times to fill vacancies. Although not a pre-requisite for reporting the system must also be able to provide customer feedback on each placement or placements per business area.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
17. Training	Comply	Partially Comply	Not Comply	Substantiation
<p>The service provider must provide information on the training that is used to accredit users, different types of users, and related information. In addition, training information such as materials, trainers' profile and evaluation of training conducted should ideally be shared.</p>				

The bidder must indicate how this requirement will be met.				
18. Agency Portal & Agency Performance Management	Comply	Partially Comply	Not Comply	Substantiation
<p>The e-recruitment system must provide an agency portal for all the agencies on the preferred supplier list, which allows agencies to register on the system their candidates, communication with the organization via the system and to allow the recruitment team to manage issues of which agencies' candidates. The agency portal must also have functionality for performance management, so that this helps in selecting our preferred suppliers.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
19. Candidate Types & Duplicate checks	Comply	Partially Comply	Not Comply	Substantiation
<p>The system must not allow for duplications as we have experienced issues where we do not know nor are not certain of candidates whether candidates are registered with which agency, which agencies send the candidate first and whether the same candidates is registered on our database or applied for positions before.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
20. Sharing Candidate information with line managers or system & non-system users	Comply	Partially Comply	Not Comply	Substantiation
<p>The system must have the functionality to allow recruiters to share information on different requisitions, candidates and line managers. This is process is predominantly managed manually and it is advisable to</p>				

<p>ensure that it is integrated to the e-recruitment system. In addition, the system must be able to allow e-approval or e-signing of contracts.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
21. Position Job Codes	Comply	Partially Comply	Not Comply	Substantiation
<p>The system must allow for each position to have a unique job code that links to the job description and will provide simplified reporting.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
22. Document Formatting	Comply	Partially Comply	Not Comply	Substantiation
<p>The system must allow for a document to be formatted for instance to transfer a document PDF to a word document or from html to another format.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				
23. Recruitment Types	Comply	Partially Comply	Not Comply	Substantiation
<p>The organization currently does recruitment for purposes such as permanent and contract employment, but there are also project, internship and bursaries programs, which are not linked to the current e-recruitment process. However, the provision of such functionality is a not a pre-requisite, it will be however advantageous to ensure that we have an integrated recruitment system.</p> <p>The bidder must indicate how the proposed e-recruitment system will meet this requirement.</p>				

5.2.2 THE BIDDER'S PROPOSED TEAM	Comply	Partially Comply	Not Comply
<p>The bidder must have the adequate resource capacity to provide the required services. The bidder must indicate the qualifications, skills and experience of their proposed project team including Technicians, Support Staff, etc.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties of this project and the key personnel responsible for each specialty. Please refer to Table (b) Annexure 5 of this document for the format in which the required information must be provided. • Please provide CVs of the key personnel that will be deployed to provide each of the e-recruitment services mentioned in 3.2 above; and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of this project as outlined above. 			
Substantiate / Comments			

5.3 Presentations

5.3.1 BIDDER PRESENTATIONS	Score
<p>Only shortlisted bidders will be required to deliver a presentation to the IDC evaluation team. The presentation will cover the following:</p> <ul style="list-style-type: none"> • Bidder's Experience in providing e-recruitment systems and support services to clients; • Bidders proposed e-recruitment system to address all the technical requirements as stated in paragraph 3.2 of section 2. • Bidder's proposed project team. 	35

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

1 Please indicate your total bid price here: R..... (VAT Excl.)

2 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

3 Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

4 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

5

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

6

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

7

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 01 of 2013/2014: Cost Containment Measures which took effect from 01 January 2014, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

8 COSTING MODEL

8.1 Once-off Costs

Description	Total Cost (VAT Excl.)
Initial Setup Fee	
Training Workshop: 2 x users and 1 x line manager	
Other Costs:	
Disbursements	
Sub-Total (8.1) (VAT Excl.)	

8.2 Subscription Fee

Description		Monthly Subscription Fee (VAT Excl.)	Total Cost (VAT Excl.)
Subscription Fee	Year 1		
	Year 2		
	Year 3		
	Year 4		
	Year 5		
Sub-Total (8.2) (VAT Excl.)			

Total Bid Price (8.1 + 8.2) (VAT Excl.)	
--	--

NB:

- The subscription fee must include maintenance and support Service: includes online, email, telephonic, and advice on application access, functionality, use, process guiding, billing, trouble shooting, etc. In addition, technical support will be required for upgrades, fixing bugs, programming issues, customisations and integrations, etc.
- Disbursements (incidental expenses other than professional fees e.g. travel and accommodation, printing costs, venue hire, and equipment hire etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate “No Charge / Free of Charge”. Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.
- The bidder must provide a detailed breakdown of the Disbursements as follows:

Cost Element	Cost (VAT Excl.)
Breakdown of disbursements	
Breakdown of Other Costs	
Total Disbursements	

Price Declaration Form

Dear Sir,

Having read through and examined the Request For Proposal (RFP) Document, RFP no. **T03/01/17**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide and E-recruitment System Including Maintenance and Support Service to the IDC at the following total amount:

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY NAME

Tel No

Fax No

Cell No

SECTION 4: ANNEXURES

Annexure 1 – Acceptance of Bid Conditions and Bidder’s Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:	
Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an ‘X’:	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub Contractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	

If Individual Bidder:	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

Annexure 2 - Supply chain management practices questionnaire

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Respondent: the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004? To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.3	Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date

Annexure 3 – Declaration of Interest

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²”Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by the IDC or the dti who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other company whether or not they are bidding for this contract? The IDC reserves the right to undertake further background checks on any other company where partners, shareholders or any interested party of the bidder may be involved in and to consider any findings in this regard as part of its vetting processes. **YES/NO**

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

1. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT IDC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Annexure 4 – Shareholders and Directors Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

5.1 Current Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

5.2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

5.3 Directors

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Table (b) Details of the key personnel of the bidders' proposed team:

Name	Position	Role / Duties in this Project	Relevant Project Experience	
			Project description, Client, Project period	Project Cost

Annexure 6 – BEE Commitment Plan

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.
