



T02/05/16

**APPOINTMENT OF A PANEL OF
PREFERRED SERVICE PROVIDERS FOR
TALENT ACQUISITION FOR THE IDC**

**BID CLOSING DATE: MONDAY, 30 MAY
2016 AT 12:00 NOON**

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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>Ms Shirley Mampuru</u>
Telephone Number:	<u>+27 11 269 3583</u>
Fax Number:	<u>+27 11 269 3116</u>
Email address:	<u>Shirleym@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 23 May 2016**.
- 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, **T02/05/16: Appointment of a panel of preferred service providers for talent Acquisition for the IDC**. 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 Monday, 30 May 2016.
- 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 shall be notified thereof in good time before the actual presentation date. 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.
- 9.7** The bidder warrants that the goods proposed under this RFP are new, unused, of the most recent or current models; and that they incorporate all recent improvements in design and materials unless provided otherwise in this RFP. The bidder further warrants that all goods proposed under this RFP shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the RFP's specifications) or from any act or omission of the bidder, that may develop under normal use of the proposed goods in the conditions prevailing in South Africa.

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 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. An EME that has at least 75% black beneficiaries qualifies for elevation to "Level One Contributor" and an EME that has at least 51% black beneficiaries qualifies for elevation to "Level Two Contributor". 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 (12.3.1-12.3.7) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**
- 12.3.10 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 12.3.9 & 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: Declaration Form for Local Content

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 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:

NB: The following criteria are applicable to each Service Category.

12.2.1.1 Criteria for Small and Medium Sized Entities

ELEMENT	WEIGHT
Demonstrable Relevant Experience of the Bidder/ Bidder's team	60
References	20
Value proposition	20
TOTAL	100%

Note: Only bidders who achieved a technical score of more than 70% per service category will be considered further in terms of B-BBEE.

12.2.1.2 Criteria for Large Entities

ELEMENT	WEIGHT
Demonstrable Relevant Experience of the Bidder	50
References	10
Demonstrable Relevant Experience of the Bidder's Team	20
Value proposition	15
Industry Affiliation	5
TOTAL	100%

Note: Only bidders who achieved a technical score of more than 70% per service category will be considered further in terms of B-BBEE.

13.3 Phase 3: B-BBEE

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

CRITERIA	POINTS
B-BBEE	10
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 brand or product or 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 and 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 mandate it is fundamental that the IDC is in a position to acquire requisite talent as and when required in line with the business needs. Furthermore, in an era where there is a stiff competition for talent, talent acquisition is a key business lever, and for the Corporation to attract talent, it is important to have service providers (recruitment agencies, head-hunters/search firms) that can assist us to attract and place the relevant talent in the organization as required.

Therefore, we are looking for reputable, experienced and innovative service providers, which will ensure that suitable talent and talent pools are provided cost effectively and timeously.

3. Scope of Work

The Human Capital Department plays an important role in the recruitment, selection and placement of suitable and highly skilled employees for the IDC. To be able to provide this service to the Corporation, the Human Capital department requires the assistance and services of talent acquisition service providers with the relevant experience in sourcing of the skills which the Corporation needs to deliver on its mandate. The appointed service providers should also have a regional presence to be able to source talent for our Regional Offices. The IDC has Regional Offices in each province in South Africa.

- 3.1 The purpose of the tender is to appoint a panel of preferred talent acquisition service providers to provide the following services to the IDC on a need basis:
 - Permanent placements;
 - Temporary placements;
 - Targeted placement of people with disabilities (across all levels)

- Search and Headhunting of key leadership, managerial, or specialist positions

3.1.1 Placing of permanent staff at the IDC, the main fields in which staff are required include, but not limited to, the following: The bidders are required to clearly indicate (by a tick in the relevant box) the area (field) the bidder is applying for:

Area of Specialisation	Tick ✓
Industry/Sector Development specialists	
Project Development specialists	
Development Finance and Banking	
Risk Management	
Legal Services	
Post Investment specialists	
Economics and Research specialists	
IT Specialists	
Engineers	
Finance specialists	
Human Resources specialists	
Procurement specialists	
Marketing specialists	
Internal Audit specialists	
Travel service specialists	
Corporate Secretariat	
Corporate Strategy	
Secretaries	
Executive Secretaries	
Legal Secretaries	
Receptionists	
Call Centre Operators	
Switchboard Operators	
Building management/maintenance Handyman	
People with disabilities	

3.1.2 Placing of temporary staff at the IDC, the main fields in which staff are required include, but are not limited to, the following: The bidders are required to clearly indicate (by a tick in the relevant box) the area (field) the bidder is applying for:

Area of Specialisation	Tick ✓
Finance Administrators	

Area of Specialisation	Tick ✓
Secretaries	
Executive Secretaries	
Administrators	
Legal Secretaries	
Receptionists	
Switchboard Operators	
General Workers and handyman	
Call Centre Operators	
IT Staff (helpdesk ,network administrators)	
People with disabilities	

4. Tender Response

- 4.1 The bidders are required to clearly indicate (by a tick in the relevant box) a province the bidder is applying for:

Province	Tick ✓	Physical Address
Eastern Cape		
Free State		
Gauteng		
KwaZulu-Natal		
Limpopo		
Mpumalanga		
North West		
Northern Cape		
Western Cape		

Note: The bidder without existing and fully operational office in a province it has tendered for will not be considered.

- 4.2 The bidder must indicate (by a tick in the relevant box) the area of **service category/ speciality** they are bidding for:

Service Category/ Specialty	PLEASE TICK (✓)
Permanent Placements	
Temporary Placements	
Headhunting/ Search specialists of key leadership, managerial or specialist positions	

Note: Bidders must submit a separate bid for each category.

5. Specific objective of tender

The IDC would also like to promote broad based transformation and development of small and medium entities which provide the required services across different sectors; and as such will appoint bidders in the following categories. The bidder must indicate, in the table below, with a **tick (✓)** the relevant category:

Entity Categories	Definition	PLEASE TICK (✓)
Category 1: Small Entities	Entity with an annual turnover of not more than R10 million	
Category 2: Medium Entities	Entity with an annual turnover greater than R10 million but below R50 million	
Category 3: Large Entities	Entity with an annual turnover greater than R50 million	

Note: The bidder must submit their latest Financial Statements as proof of their annual turnover as confirmed by an independent accountant. Small businesses with no financial history, must submit a letter from their independent accounting firm confirming their financial status and / or projections.

It is for this purpose that the IDC will be using different evaluation criteria for the small and medium sized entities as depicted in Section 2 (A) of this document and a different set of evaluation criteria applicable to large entities as depicted in Section 2(B) of this document.

6. Contract Duration

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.

7. Other Technical Requirements (Small and Medium Sized Entities)

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.

Note: The IDC will consider bids which best meet its technical requirements and bidders are required to provide relevant and comprehensive information to indicate its compliance with the stated technical requirements.

The bidder must provide the required information for each service category that the bidder is bidding for.

7.1 BIDDER'S / TEAM'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder or consultants in its current employ must have demonstrable experience in providing talent acquisition services in the service category(s)/ specialty(s) that the bidder is bidding for. The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • Detailed references for assignments the bidder has worked on in the past two (02) years for each service category. The IDC reserves the right to consider experiences of service providers that have done work for the IDC in the past. Please refer to Table (a) of Annexure 5 of this document for the format in which the required information must be provided; or • List of consultant in the current bidder's employ. Please refer to Table (b) Annexure 5 of this document for the format in which the required information must be provided. • CVs of the consultants including a CV of the Account Manager that will handle the IDC account and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the service category(s) the bidder is bidding for. 			
Substantiate / Comments			

7.2 RECOMMENDATION/ REFERENCE LETTERS	Comply	Partially Comply	Not Comply
<p>The bidder must provide reference/ recommendation letter(s) from the client(s) where the bidder recently provided each service category the bidder is bidding for.</p> <p>The bidder must also furnish the IDC with relevant contact details of its key clients for reference check purposes.</p>			
Substantiate / Comments			

7.3 VALUE PROPOSITION	Comply	Partially Comply	Not Comply
<p>Please indicate your entity's unique service offering to the IDC and indicate what sets you apart in each service category you are bidding for. The following and other aspects of the value proposition must be covered:</p> <ul style="list-style-type: none"> • Matters concerning management and quality control procedures; • Matters concerning effective and efficient communication with the client; • Systems/ Tools used to conduct comprehensive employment background screening and elements that are covered when conducting employment screening. 			
Substantiate / Comments			

8. Other Technical Requirements (Large Entities)

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.

Note: The IDC will consider bids which best meet its technical requirements and bidders are required to provide relevant and comprehensive information to indicate its compliance with the stated technical requirements.

The bidder must provide the required information for each service category that the bidder is bidding for.

8.1 BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must have relevant experience in providing talent acquisition services in the service category(s)/ speciality(s) that the bidder is bidding for.</p> <p>The bidder must provide details of references for assignments the bidder has worked on in the past two (02) years for each service category the bidder is bidding for. The IDC reserves the right to consider experiences of service providers that have done work for the IDC in the past. 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			

8.2 RECOMMENDATION/ REFERENCE LETTERS	Comply	Partially Comply	Not Comply
<p>The bidder must provide reference/ recommendation letter(s) from the client(s) where the bidder recently provided each service category the bidder is bidding for.</p> <p>The bidder must also furnish the IDC with relevant contact details of its key clients for reference check purposes.</p>			
Substantiate / Comments			

8.3 CAPACITY OF CONSULTANT	Comply	Partially Comply	Not Comply
<p>The bidder must have in its current employ consultants that have experience in providing talent acquisition services in the service category(s) that the bidder is bidding for.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • Breakdown of the skills, experience and qualifications of the Account Manager and the support team that will handle the IDC account. • List of consultants in the bidder's current employ. Please refer to Table (b) Annexure 5 of this document for the format in which the required information must be provided. • CVs of the consultants including a CV of the Account Manager that will handle the IDC account and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the service category(s) the bidder is bidding for. 			
Substantiate / Comments			

8.4 VALUE PROPOSITION	Comply	Partially Comply	Not Comply
<p>Please indicate your entity's unique service offering to the IDC and indicate what sets you apart in each service category you are bidding for. The following and other aspects of the value proposition must be covered:</p> <ul style="list-style-type: none"> • Matters concerning management and quality control procedures; • Matters concerning effective and efficient communication with the client; • Systems/ Tools used to conduct comprehensive employment background screening and elements that are covered when conducting employment screening. 			
Substantiate / Comments			

8.5 Registration with Industry Associations	Comply	Not Comply
<p>The bidder must be a member of the relevant industry associations/ bodies. The bidder must provide documentary proof of registration with the relevant industry associations/ bodies. The bidder must further indicate how such affiliation will benefit the IDC.</p>		
Substantiate / Comments		

SECTION 2 (C) ADDITIONAL INFORMATION (APPLICABLE TO ALL ENTITY'S

The bidder must provide the following information:

<p>The Recruitment Company must indicate their ability to do the following and to substantiate as required:</p>	<p align="center">Information</p>
<p>Strategy: Describe the strategy you use to source talent.</p>	
<p>Selection Criteria: Describe the selection criteria that you follow prior to forwarding candidates to clients. (Please provide your talent selection policy)</p>	
<p>Database for potential candidates: Please provide details of your database of potential candidates i.e. how many permanent candidates and/ or how many temporary candidates do you have on your database in all regions, the age of this database (how current is it) and what percentage are employment equity and/or disabled candidates?</p>	
<p>Turnaround time: What is your turnaround time from the receiving of the request to submitting the candidate to the client as per your area of specialty?</p>	
<p>Guarantee period: What is your guarantee period per area of specialty?</p>	
<p>Please forward a sample of a CV that you place on your database.</p>	
<p>Surveys: Do you conduct the post appointment evaluations/ surveys for appointed candidates?</p>	
<p>Company Guidelines: What are your company's guidelines on "cooling off periods" of your placements? How are these guidelines applied in practice?</p>	
<p>Assessment Services. Do you provide assessment services? If so, What assessment do you conduct? Kindly provide proof of these assessments.</p>	
<p>Checks: Describe any checks that you conduct on the candidate i.e. criminal checks? Do you conduct these checks upfront and how do you conduct them?</p>	
<p>Market Research: Describe how you conduct your market research on recruitment and search using social media platforms?</p>	
<p>Advertising: Are you able to advertise on LinkedIn and/or other platforms on behalf of IDC?</p>	

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

The bidder must provide their proposed fees as follows:

1 Permanent Placements

Description	Fee %
Placement Fee	

Note: The proposed Fee % (as a % of Annual Package) should be the same across salary packages and positions.

2 Conversion Fee (From temp – to perm)

Temping Period	Placement Fee (%)
Less than 3 months	
Greater than 3months but less than 6 months	
Greater than 6 months but less than 12 months	
12 months and above	

3 Headhunting of key leadership, managerial, or specialist positions

Description	Fee %
Placement Fee	

Note: The proposed Fee % (as a % of Annual Package) should be the same across salary packages and positions.

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	

If Individual Bidder:	
Fax Number	
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	<p>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?</p> <p>(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).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.2	<p>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?</p> <p>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.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.3	<p>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?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <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 presently employed by the state? **YES / NO**

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 the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

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

(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 **YES / NO**

business with the state in the previous twelve months?

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

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 bidder's current consultants (please refer to par 7.1 and 8.3 of Section 2 of this RFP document):

Name	Position/Designation	Duties/Responsibilities	Qualifications	Years of experience