**Tender Number: T46/10/19**  
**Tender description: Appointment of a Panel of Preferred Service Providers for the Provision of Temporary Staff for the IDC**

**Question and Answers Version 1**

<table>
<thead>
<tr>
<th>No.</th>
<th>Question</th>
<th>Type</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Please confirm should we provide a list of candidates and submit CV’s for each category I nationally and INCLUDE this in the tender or JUST provide pricing per category?</td>
<td>Technical</td>
<td>Pricing per category and snap shot of database - NOT list of candidates and their CV’s</td>
</tr>
<tr>
<td>2</td>
<td>Advise if these resources will be on IDC Payroll or OUR Payroll?</td>
<td>Technical</td>
<td>Provider payroll not IDC</td>
</tr>
<tr>
<td>3</td>
<td>Can you give an indication of minimum and maximum salaries per hour or per month for each role below at this stage?</td>
<td>Technical</td>
<td>See below</td>
</tr>
</tbody>
</table>
| 4  | Can you give an indication of minimum and maximum salaries per hour or per month for each role below at this stage?  
• Finance Administrators  
• Secretaries  
• Executive Secretaries  
• Administrators  
• Legal Secretaries  
• Receptionists  
• Switchboard Operators  
• General Workers and handyman  
• Call Centre Operators  
• IT Staff (helpdesk, network administrators)  
• Marketing and Events Management  
• Crèche Teachers  
• Any other temporary staff that may be required from time to time | Technical | The following was used previously as an indicative guideline however we are specifically asking for detailed costings as we want to ensure rates paid are market related, fair and in line with the industry |
| 5  | Costing Model: Is the requirement pointing to the fact that we have to suggest/determine the actual hourly rates that will be paid the temp workers, apart from our fees? | Technical | Yes - clearly indicate hourly rates apart from fees. This is to ensure that temp staff are paid fairly per position and we clearly want to understand what is included in the fees payable to the supplier |
| 6  | What would the duration of the majority contracts for the temp staff be? | Technical | Varies from 3 days to 3 months - only exceptions will be for a longer duration to accommodate for employees on maternity leave or project specific work that may take longer to conclude. In instances of project specific assignments longer than 3 months such rates will be agreed to separately on a needs basis |