



<b>RFP NUMBER:</b>	RFP/SASSETA/222311102
<b>DESCRIPTION:</b>	Procurement for a panel of four (4) Recruitment Agencies from the date of appointment until 31st March 2026
<b>PUBLISH DATE:</b>	30 August 2022
<b>CLOSING DATE:</b>	23 September 2022
<b>CLOSING TIME:</b>	11h00
<b>VALIDITY PERIOD:</b>	120 Days from the closing date
<b>PREFERENCE POINT SYSTEM</b>	80/20
<b>BID RESPONSES MUST BE HAND DELIVERED/ COURIERED TO:</b>	Proposals to be submitted electronically via email to <b>recruitmentagencies@sasseta.org.za</b> or be couriered, posted or hand delivered to SASSETA Offices at Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the the attention of Ms. Lebo Hlombe, Quoting the reference (RFP/SASSETA/222311102)
<b>ATTENTION:</b>	Ms. Lebo Hlombe
<p><b>NB: Bidders must ensure that they sign the tender register at the reception when delivering their bids. Bidders who will use Courier companies are to ensure that the Courier company writes the name of the bidding company on the tender register. Submissions not registered on the tender register will be disqualified from further evaluation.</b></p> <p>The email address (recruitmentagencies@sasseta.org.za) is for submission of tender proposals only and will only be accessed after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to <a href="mailto:scm04@sasseta.org.za">scm04@sasseta.org.za</a></p>	

**The SASSETA logo should not be displayed in any shape or form on proposals sent to SASSETA for consideration.**

***If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.***

### **DOCUMENTS IN THIS BID DOCUMENT PACK**

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

#### **SECTION A**

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

#### **SECTION B**

1. Special Conditions of Bid and Contract
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.3)
4. Declaration of Interest (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2017 (SBD 6.1). Bidders are to submit a certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
6. Submission Checklist
7. General Conditions of Contract (Annexure A)
8. Map to SASSETA offices (Annexure B)

**NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.**

## 1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

### 1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

### 1.2 BRIEFING SESSION

- 1.2.1 There is no briefing session for this Request for Proposal.

### 1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from Ms. Lebo Hlombe at [scm04@sasseta.org.za](mailto:scm04@sasseta.org.za) by **Friday 16<sup>th</sup> September 2022 at 12h00**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted**. If clarifying information will be made available to all bidders by e-mail only.

### 1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically via email to [recruitmentagencies@sasseta.org.za](mailto:recruitmentagencies@sasseta.org.za), up to a maximum of 30 MB.

**OR**

Hard-copy document to be couriered, posted hand-delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Ms. Lebo Hlombe, Quoting the reference (RFP/SASSETA/222311102)

❖ Closing date and time: **Friday 23 September 2022 @ 11h00**

### 1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11H00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00)

### 1.6 DIRECTIONS TO SASSETA OFFICE FOR DELIVERY OF BIDS

- 1.6.1 Directions to SASSETA offices are attached as **Annexure B** to this document.
- 1.6.2 **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

## 1.7 FORMAT OF BIDS

1.7.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English, and simply presented.

1.7.2 Bidders are to set out their bid in the following format:

### **Part 1: Invitation to Bid (SBD 1)**

Bidders are to complete and submit the Invitation to Bid document.

### **Part 2: Pricing (SBD 3.3)**

Bidders are to complete SBD 3.3 as attached to this request in full and also to submit their own detailed quotation on their Company letterhead inclusive of VAT and any other costs as per the requirements of the Terms of Reference.

**The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.**

### **Part 3: Declaration of Interest (SBD 4)**

Each party to the bid to complete and submit the Declaration of Interest.

### **Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1)**

Bidders to complete and submit the Preference Points Claim Form.

A trust, consortium or joint venture:

- ❖ will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate OR a Letter from a registered Accounting Officer/ Auditor OR a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.
- ❖ will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

### **Part 5: Broad-Based Black Economic Empowerment Certificate/affidavit**

Bidders are to submit an Original/Certified copy of a valid BBEE Certificate/affidavit.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. or a letter from an Accounting Officer/ Auditor or a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.

## **Part 6: General Conditions of Contract**

Bidders to initial each page of the General Conditions of Contract and submit with their bid document.

## **Part 7: Bidders National Treasury CSD registration report**

Bidders to submit their CSD report indicating the validity of the bidder's registration.

## **Part 8: Technical approach**

Bidder must at least:

Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. Bidders are required to have the basic office equipment and the resource/s (which must include, laptop, 3G connection, landline, own office with the basic office equipment) will be located within the region where the work will be done. They should identify any possible problems that might hinder delivery and indicate how they will avoid, or overcome such problems.

Describe how the work will be managed. Provide an organisation chart clearly indicating:

- ❖ The lines of reporting and supervision within the bidder's team.
- ❖ The lines of reporting between the bidder and SASSETA.

Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.

Describe the tasks, duties or functions to be performed by staff in these positions.

Indicate the number of hours required to complete each task and the number of hours to be provided by each team member. The bidder must be able to work within strict time lines and have the capacity to do so.

Provide information on any additional value added services for consideration by SASSETA, and which will form part of the overall proposed solution. Please note that the additional value ads must be priced separately in the space provided for in the pricing schedule.

Bidders are to present such information in a matrix. The following is provided merely as guidance. Bidders are free to elaborate as they see fit.

<b>Outcome/ output</b>	<b>Activity</b>	<b>Team member(s) involved (name and position)</b>	<b>Person days for each team member</b>	<b>Total person days</b>

Provide a work plan of activities. In addition to providing details of the estimated number of workdays for each activity, bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.

Please note that part 8 should be no longer than 10 single-sided A4 pages in Arial 11 (font size).

### **Part 9: Experience in this field**

It is essential that the service provider display:

- ❖ Experience as set out in the terms of reference
- ❖ The Bidder to provide signed reference letters on company letterheads of previous clients where the Bidder provided similar services.
- ❖ The Bidder to provide the CV of the team leader and the additional team member

## **1.8 NEGOTIATION**

- 1.8.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.8.2 SASSETA shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.8.3 SASSETA issues this bid invitation in good faith; however, it reserves the right to:
- ❖ Cancel or delay the selection process at any time, without explanation,
  - ❖ Not to select any of the respondents to this bid invitation, without explanation,
  - ❖ Exclude certain services, without explanation.
- 1.8.4 All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

## **1.9 REASONS FOR REJECTION**

- 1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.9.2 SASSETA may disregard the bid of any bidder if that bidder, or any of its directors:
- 1.9.2.1 have abused the Supply Chain Management systems of SASSETA.
  - 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
  - 1.9.2.3 have failed to perform on any previous contract and the proof exists.
- 1.9.3 Such actions shall be communicated to the National Treasury.

## 2. TERMS OF REFERENCE

### 2.1. INTRODUCTION AND BACKGROUND

SASSETA was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31 March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training (DHET).

### 2.2. PURPOSE

The purpose of this procurement is to source a panel of four (4) suitable and experienced Recruitment Agencies (Agencies) from 1 April 2023 to 30 September 2026.

### 2.3. SCOPE OF WORK

The panel of Recruitment Agencies will be required to provide professional recruitment services to SASSETA for all occupational levels (from Executives to General worker) as and when required.

SASSETA will be recruiting in the following categories:

- (a) Temporary employees – employees who are appointed for a period not exceeding three (3) months
- (b) Fixed-term contract employees – employees who are appointed for a period that is less than the duration of staff employment contracts as approved by the SASSETA Board
- (c) Long-term contract employees – all employees whose employment contracts' duration is determined by the SASSETA Board.

**NB.:** As and when SASSETA recruits temporary and fixed-term contracts', SASSETA will pay the placement fee to the Agency and the candidate will be on the SASSETA's payroll for the term of the contract.

SASSETA has a various business units and will be recruiting across all the departments and disciplines including, but not limited to, the following:

- (a) Executive level:
  - CEO
  - CFO
  - Corporate Services
  - Learning Programmes;
  - Skills Planning, Research, monitoring, evaluation and reporting
- (b) Board Secretariat
- (c) Legal
- (d) Supply Chain Management
- (e) Finance
- (f) Human Resources Management
- (g) Auxiliary
- (h) Information Communication Technology
- (i) Marketing and Communications
- (j) Learning Programmes
- (k) Projects and Grant Management
- (l) Education and Training Quality Assurance
- (m) Monitoring, Evaluation and Reporting

- (n) Skills Planning and Research
- (o) Governance, Risk and Compliance

**NB.:** It is an expectation that the panel of the four Agencies will be able to recruit across all these areas mentioned above.

The activities envisaged for the panel is as follows:

**A. Temporary staff and Fixed term contracts processes:**

- Job specifications will be provided by SASSETA.
- Agency to source applications meeting the SASSETA specification.
- Agency to submit the applications on an Excel spreadsheet format together with the CVs, shortlisting summary report, and any other documents and/or attachments as required by SASSETA.
- SASSETA will manage the shortlisting process
- Agency to coordinate all logistical arrangements pertaining to the interviews
- SASSETA to conduct interviews and inform the Agency of the recommended candidate(s)
- Agency to communicate the requirement of conducting reference checks to the shortlisted candidate(s). Reference checks will be conducted by SASSETA through an independent service provider. These include verification of identity, qualifications, criminal checks, security clearance, credit records, driver's license, and employment history.
- Upon completion of reference checks, suitable candidate(s) are appointed. The Agency to communicate the results to the successful candidate(s)

**B. Long term contracts:**

- Long term contracts shall under normal circumstances be undertaken by SASSETA in terms of its recruitment and selection policy. Should the need arise, SASSETA will utilise the services of an Agency which may include the following:
  - ✓ Job specifications and advert will be provided by SASSETA.
  - ✓ Agency to place the advert with the selected advertising media
  - ✓ Agency to receive all applications and submit the applications on an Excel spreadsheet format together with the CVs, shortlisting summary report, and any other documents and/or attachments as required by SASSETA
  - ✓ Agency will coordinate the screening and shortlisting process in consultation with SASSETA
  - ✓ Agency to coordinate all logistical arrangements pertaining to the interviews.
  - ✓ SASSETA to conduct interviews and inform the Agency on the recommended candidate(s). At SASSETA's discretion, Agency may form part of the interview panel.
  - ✓ Agency to communicate the requirement of conducting reference checks to the recommended candidate(s). Reference checks will be conducted by SASSETA through an independent service provider. These include verification of identity, qualifications, criminal checks, security clearance, credit records, driver's license, and employment history.
  - ✓ For management and higher level positions, competency assessments will be undertaken by SASSETA through an independent service provider on all recommended candidates.
  - ✓ Upon completion of reference checks, suitable candidate(s) are appointed. The Agency to communicate the results to the successful candidate(s).



## 2.4. REQUIRED DELIVERABLES

The service provider will be required to perform the following tasks:

- Fast-tracking appointments in critical positions and the time factor is of essence;
- Recruiting in specialised areas (scarce skills areas);
- Temporary appointment where a special and/or professional skill is required;
- Capturing all job applications, conduct pre-screening and preparing a list of top candidates as determined by SASSETA from time to time; and
- Recruiting temporary staff for specific assignments as and when required

## 2.5. SKILLS AND EXPERIENCE OF THE BIDDING COMPANY AND THE TEAM MEMBERS PROPOSED FOR THE ASSIGNMENT

The service provider to have:

- completed three (3) or more assignments in rendering recruitment services for the Executive level to the full satisfaction of different clients. Reference letters on official letterheads from different clients to be attached on the successful recruitment of the Executive level.
- completed three (3) or more assignments in rendering recruitment services for the Senior Management/Management level to the full satisfaction of different clients. Reference letters on official letterheads from different clients to be attached on the successful recruitment of the Senior Management/Management level
- completed three (3) or more assignments in rendering recruitment services for Specialist/Officer/Supervisor/Practitioner level to the full satisfaction of different clients. Reference letters on official letterheads from different clients to be attached on the successful recruitment services of the Specialist/Officer/Supervisor/Practitioner.
- a Team leader with a minimum of 5 or more years' recruitment experience, CV to be attached.
- sufficient capacity to deliver as per the scope of work. One (1) additional team member with a minimum of three (3) or more years of recruitment experience, CV to be attached.

## 2.6. TIMEFRAMES FOR DELIVERY OF THE WORK

The agreement shall be from 1 April 2023 to 30 September 2026.

- Services shall be used as and when required and payment shall be as per services rendered.
- Performance of each Agency will be reviewed on a quarterly basis to determine the continuance the of contract.

## 2.7. PRICING

Service providers are requested to cost once-off percentage rates for different levels, as follows:

### A Temporary and Fixed-term staff

NO.	RECRUITMENT LEVEL	PROJECTED SALARY
1.	Executive	R1 691 310 and above
2.	Senior Management	R1 494 884 – R1 690 000

3.	Management	R1 274 279 – R1 493 000
4.	Specialist / Practitioner	R712 727 – R1 116 952
5.	Supervisor/Officer/ Coordinator	R485 629 – R701 106
6.	Administration	R185 590 – R481 204
7.	General worker	R72 820 – R184 479

### **B Long-term contracts as per Board determination**

<b>NO.</b>	<b>RECRUITMENT LEVEL</b>	<b>PROJECTED SALARY</b>
1.	Executive	R1 691 310 and above
2.	Senior Management	R1 494 884 – R1 690 000
3.	Management	R1 274 279 – R1 493 000
4.	Specialist / Practitioner	R712 727 – R1 116 952
5.	Supervisor/Officer/ Coordinator	R485 629 – R701 106
6.	Administration	R185 590 – R481 204
7.	General worker	R72 820 – R184 479

### **Adhoc requirements**

<b>NO</b>	<b>DESCRIPTION</b>	<b>COST (INCL VAT)</b>
1	Percentage advert placement fee (national paper)	
2	Percentage advert placement fee (regional paper)	
3	Percentage advert placement fee (community/local paper)	
4	Hourly rates to attend interviews (when required) (Team leader)	
5	Hourly rate to attend interviews (when required) (each support staff)	

### **Inflationary increases/adjustment**

Annual inflationary adjustments will be at Consumer Price Index (CPIX) + 2% for all ensuing years on all costs within this contract.

Rate Negotiations will be undertaken with the recommended Agencies before the award in order to reach an average cost. Recruitment assignments will be allocated on a rotational basis.

Bidders are reminded that the SASSETA will award the bid based on a bidder's percentage rates per recruitment levels and categories.

## **2.8. ACCOUNTABILITY AND REPORTING**

The service provider will report directly to the Human Resources Manager for the duration of the assignment.

## **2.9. INTELLECTUAL PROPERTY**

The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

### 3. PROPOSED SELECTION CRITERIA

#### 3.1. Compliance with minimum requirements

- 3.1.1. All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

#### 3.2. Conditions for selection/short listing

- 3.2.1. All submissions will be evaluated as follows:

##### 3.2.1.1. Phase 1 – Requirements items, Service Providers to:

- Submit their proposal by the closing date and time. **Submission after the closing date will lead to automatic disqualification.**
- Register their submission in the tender register at SASSETA reception. **Submissions not registered on the tender register will be disqualified from further evaluation.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3, SBD4, and SBD 6.1.
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with your proposal.

##### 3.2.1.2. Phase 2 – Functionality evaluation

- Bidders who meet the requirements of the mandatory items above will be evaluated on functionality requirements as per the table below:

#### **Functionality Evaluation**

All proposals will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 2.

0: Unacceptable, does not meet set criteria

1: In satisfactory, not adequate for the stated element

2: Exceptional mastery of the requirement should ensure extremely effective performance.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Suitability of the proposed team:	Rating out of 2	Evaluation criteria		
<p>The service provider to have completed three (3) or more assignments in rendering recruitment services for the <u>Executive level</u> to the full satisfaction of different clients. Reference letters on official letterheads from different clients to be attached on the successful recruitment of the Executive level. <b>(30 points)</b></p>	0	Agency has not undertaken assignments in recruitment of <u>Executive Level positions</u> / Agency has submitted less than two (2) signed reference letters on clients' letterhead.	30%	
	1	Agency has undertaken two (2) assignments in recruitment of <u>Executive Level positions</u> and has submitted two (2) signed reference letters on clients' letterhead.		
	2	Agency has undertaken three (3) or more assignments in recruitment of <u>Executive Level positions</u> and has submitted three (3) signed reference letters on clients' letterhead.		
<p>The service provider to have completed three (3) or more assignments in rendering recruitment services for <u>Senior Management/Management level</u> to the full satisfaction of different clients. Reference letters on official letterheads from different clients to be attached on the successful recruitment of the Senior Management/Management level. <b>(25 points)</b></p>	0	Agency has not undertaken assignments in recruitment of <u>Management level positions</u> / Agency has submitted less than two (2) signed reference letters on clients' letterhead.	25%	
	1	Agency has undertaken two (2) assignments in recruitment of <u>Management Level positions</u> and has submitted two (2) signed reference letters on clients' letterhead.		
	2	Agency has undertaken three (3) or more assignments in recruitment of <u>Management Level positions</u> and has submitted three (3) signed reference letters on clients' letterhead.		
<p>The service provider to have completed three (3) or more assignments in rendering recruitment services for <u>Specialist/Officer/Supervisor/Practitioner</u> level to the full satisfaction of different clients. Reference letters on official letterheads from different clients to be attached on the successful recruitment services of the Specialist/Officer/Supervisor/Practitioner. <b>(10 points)</b></p>	0	Agency has not undertaken assignments in recruitment of <u>Specialist/Officer/Supervisor/Practitioner</u> . Agency has submitted less than two (2) signed reference letters on clients' letterhead.	10%	
	1	Agency has undertaken two (2) assignments in recruitment of <b>Specialist/Officer/Supervisor/Practitioner</b> positions and has submitted two (2) signed reference letters on clients' letterhead.		
	2	Agency has undertaken three (3) or more assignments in recruitment of <u>Specialist/Officer/Supervisor/Practitioner</u> positions and has submitted three (3) signed reference letters on clients' letterhead.		

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Team leader to have 5 years' or more recruitment experience, CV to be attached. <b>(25 points)</b>	0	Agency has not submitted a CV of a Team leader/CV of the team leader submitted and has less than four (4) years' recruitment experience.	<b>25%</b>	
	1	CV of the team leader submitted and has four (4) years' recruitment experience		
	2	CV of the team leader submitted and has five (5) or more years' recruitment experience		
The service provider has sufficient capacity to deliver as per the scope of work. One (1) additional team member has three (3) years' recruitment experience (their CV to be attached). <b>(10 points)</b>	0	CV of the additional team member not submitted/ CV of the additional member submitted with less than two (2) years' recruitment experience.	<b>10%</b>	
	1	CV of the additional member submitted with two (2) years' recruitment experience.		
	2	CV of the additional member submitted with three (3) or more years' recruitment experience.		
<b>TOTAL POINTS</b>			<b>100</b>	

**N/B: Bidders need to obtain a minimum of 70% for functionality for them to be evaluated further on the 80/20 preference point system**

#### **Phase 4 – Price and B-BBEE**

**The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Broad-Based Black Economic Empowerment (B-BBEE) as follows:**

<b>Evaluation Criterion on Price and BBEE</b>	
Relative competitiveness of proposed price	80
B-BBEE Status Level of Contribution	20
<b>TOTAL FOR PRICE AND PREFERENCE</b>	<b>100</b>

#### **OBJECTIVE CRITERIA FOR RECOMMENDATION:**

The Bid Evaluation Committee will implement the following objective criteria for final recommendation to the Bid Adjudication Committee:

- SASSETA reserves the right not to award this tender to the lowest bidder. Where the price of the lowest bidder is far below the estimated price as, SASSETA will interrogate the pricing
- SASSETA will further request clarity from lowest bidder and may seek written confirmation that the bidder will be able to perform the work at the quoted prices with the expected quality.
- Where such confirmation is not provided, SASSETA may then award to the bidder who can provide such confirmation as envisaged above, and whose price may be in line with the estimated pricing.
- During the process of confirming the price, the bidder will not be allowed to change their pricing, only initial pricing quoted at the closing of the tender will be considered.

### **3.3. ADJUDICATION OF BID**

- 3.1.1 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

## PART A - INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFP/SASSETA/222311102	CLOSING DATE:	23 September 2022	CLOSING TIME:	11h00
DESCRIPTION	Procurement for a Panel of four Recruitment Agencies from the date of appointment until 31st March 2026.				
<b>BID RESPONSE DOCUMENTS MAY BE DELIVERED AT:</b>					
<b>SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms. Lebo Hlombe		CONTACT PERSON	Ms. Lebo Hlombe	
E-MAIL ADDRESS	<a href="mailto:scm04@sasseta.org.za">scm04@sasseta.org.za</a>		E-MAIL ADDRESS	<a href="mailto:Scm04@sasseta.org.za">Scm04@sasseta.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					



**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**NAME OF SIGNATORY** .....

**SIGNATURE OF BIDDER:** .....

**N/B.:** If a Company has one director as listed on CSD, the one Director MUST sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director

**N/B.:** If the Company has more than one Director as listed on CSD, a signed Company Resolution must be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....  
(Proof of authority must be submitted e.g. company resolution)

**DATE:** .....

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO.: <b>RFP/SASSETA/201920122</b>
CLOSING TIME: <b>11: 00</b>	CLOSING DATE: <b>23 September 2022</b>

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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Service providers are requested to cost a once-off percentage rates for different levels, as follows:

**A Temporary and Fixed-term staff**

NO.	RECRUITMENT LEVEL	PROJECTED SALARY	AGENCY'S % RATE (INCL. VAT)
1.	Executive	R1 691 310 and above	
2.	Senior manager	R1 494 884 – R1 690 000	
3.	Management	R1 274 279 – R1 493 000	
4.	Specialist / Practitioner	R712 727 – R1 116 952	
5.	Supervisor/Officer/ Coordinator	R485 629 – R701 106	
6.	Administration	R185 590 – R481 204	
7.	General worker	R72 820 – R184 479	

**NB.:** As and when SASSETA recruits temporary and fixed term staff, SASSETA will pay the once-off placement fee to the Agency and the candidate will be on the SASSETA's payroll for the term of the contract.

**B Long term contracts – for couple of years**

NO.	RECRUITMENT LEVEL	PROJECTED SALARY	AGENCY'S % RATE (INCL. VAT)
1.	Executive	R1 691 310 and above	
2.	Senior manager	R1 494 884 – R1 690 000	
3.	Management	R1 274 279 – R1 493 000	
4.	Specialist / Practitioner	R712 727 – R1 116 952	
5.	Supervisor/Officer/ Coordinator	R485 629 – R701 106	
6.	Administration	R185 590 – R481 204	

7.	General worker	R72 820 – R184 479	
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**Adhoc requirements**

NO	DESCRIPTION	COST INCL VAT
1	Percentage advert placement fee (national paper)	
2	Percentage advert placement fee (regional paper)	
3	Percentage advert placement fee (community/local paper)	
4	Hourly rates to attend interviews (when required) (Team leader)	
5	Hourly rate to attend interviews (when required) (each support staff)	

**Inflationary increases/adjustment**

Annual inflationary adjustments will be at Consumer Price Index (CPIX) + 2% for all ensuing years on all costs within this contract.

SASSETA will appoint four (4) recruitment agencies on this panel. Rate Negotiations will be undertaken with the recommended recruitment agencies before the award in order to reach an average cost. Recruitment assignments will be allocated on a rotational basis.

Bidders are reminded that the SASSETA will award the bid based on a bidder's percentage rates per recruitment levels and categories.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

**(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state, 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 an advertised competitive bid, a limited bid, a bid or written price quotation). 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 authorized representatives 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 representatives: .....

2.2 Identity Number: .....

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

.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors/trustees/shareholders/members, their individually Identity numbers, tax reference numbers and, if applicable, employee/PERSAL number must be indicated in paragraph 3 below.

1“state means-

- (a) any national or provincial department, national or provincial public entity or constitutional 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 /trustees /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/N/A**

**NB: (Please tick NO or N/A if your answer was NO on 2.7. above)**

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

**NB: (Please tick NO or N/A if your answer was NO on 2.7. above)**

**(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 spouse conduct business with the state in the previous twelve months? **YES/NO**

2.8.1 If so, furnish particulars:

.....  
.....

**NB.: (If a bidder has had a contract with any government department, /municipality/entity/parastatal/SOE, etc. please tick YES on 2.8 above and name the institutions worked for)**

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, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state 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 related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

.....  
 .....

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number/ Persal Number
<b>Directors listed here to be the same as those listed on CSD.</b>			

**N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information on all their directors/trustees/members/shareholders**

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....  
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVES TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this RFP is estimated **not to exceed R50 000 000, therefore the 80/20 reference point system shall be applicable.**

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
<b>Non-compliant contributor</b>	<b>0</b>



5. **BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: = Level .....  
*(Bidder to state their B-BBEE level from level 1 to level 8)*

6.2 Number of points claimed = ..... (maximum of 20 points)  
*(Bidder to state the number of points claimed from 20 to 0)*

(Points claimed in respect of paragraph 6.1 and 6.2 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor

7. **SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted?.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

8.6 **COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

**(Both witnesses are required to sign this document)**

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

***If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.***

**10. BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:**

N O.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) <b>• To be signed by a duly Authorised Delegate.</b>	
2.	Part 2: Completed and signed the Pricing schedule (SBD 3.3) <b>• To be signed by a duly Authorised Delegate.</b>	
3.	Part 3: Completed and signed the declaration of interest document (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <b>must</b> complete and sign the declaration of interest document)</i> <b>• To be signed by a duly Authorised Delegate.</b>	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1) <b>• To be signed by a duly Authorised Delegate.</b> <b>• Not claiming points as per bullet 6.1 and 6.2 on SBD 6.1 will lead to B-BBEE points not awarded</b>	
5.	Part 5: Submitted an original/ certified copy of a valid BBEE Certificate/Sworn Affidavit signed by a Commissioner of Oath. <i>(In case of a trust, consortium or joint venture, bidders will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity <b>submits their consolidated B-BBEE scorecard</b> as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</i> <b>• Non submission of a valid B-BBEE Certificate/sworn affidavit will lead to zero points awarded</b>	
6.	Part 6: Submitted the General Conditions of Contract (initialled each page)	
7.	Part 7: Bidders to submit their CSD report indicating the validity of the bidder's registration.	
8.	Part 8: The service provider to have completed three (3) or more assignments in rendering recruitment services for the <u>Executive level</u> to the full satisfaction of different clients. Reference letters on official letterheads from different clients to be attached on the successful recruitment of the Executive level	
9.	Part 9: The service provider to have completed three (3) or more assignments in rendering recruitment services for <u>Senior Management/Management level</u> to the full satisfaction of different clients. Reference letters on official letterheads from different clients to be attached on the successful recruitment of the Senior Management/Management level	
10.	Part 10: The service provider to have completed three (3) or more assignments in rendering recruitment services for <u>Specialist/Officer/Supervisor/Practitioner level</u> to the full satisfaction of different clients. Reference letters on official letterheads from different clients to be attached on the successful recruitment services of the Specialist/Officer/Supervisor/Practitioner.	
11.	Part 11: Team leader to have 5 or more years of recruitment experience, CV to be attached	
12.	Part 12: The service provider has sufficient capacity to deliver as per the scope of work. One (1) additional team member has three (3) years' or more recruitment experience (their CV to be attached).	
13.	Part 13: Bidder's quotation on the Company letterhead inclusive of VAT and any other applicable costs	

**NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.**