

REQUEST FOR QUOTATIONS

02 FEBRUARY 2024

REQUEST FOR QUOTATIONS FOR RECRUITMENT SERVICES

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider to assist with recruitment of CEO.

2. Considerations/background

- 2.1 This serves as a request to procure a reputable recognised Recruitment Agency to assist with the headhunting process for the position of Chief Executive Officer. The Recruitment Agency is expected to conduct a headhunting process and source at least 7 suitable candidates to be interviewed by the Board. The service provider will be responsible for the end-to-end headhunting process. **The process is to be completed by end of March 2024.**

3. Scope of work / Specification

Specifications are as follows:

- 3.1 Provide professional recruitment management services to include but not limited to:
- Identifying and sourcing of 7-8 candidates that meet the requirements for the role as articulated in the approved job profile. Conduct preliminary screening and assessments on the identified candidates to determine suitability and fit before formal interviewing by the Board of Directors.
 - Background and qualification checks.
 - Drafting and finalising the interview questions.
 - Conduct Competency assessment and present outcome reports to the interview panel/ Board for 3 recommended candidates.

- Presentation to the interview panel of the candidates that met the requirements.
 - Provide support in the preparation of the appointment submission to the Board and the Minister of Transport.
 - Miscellaneous hours (40 hours) for additional work that may arise during the process.
- 3.2 The service Provider must provide written record that they have conducted a placement and or headhunting for an executive role or a Chief Executive Officer in any State-Owned Enterprise in the last five (5) years.
- 3.3 Provide the company profile including the establishment of the company.
- 3.4 Provide the methodology and project plan for the headhunting process.
- 3.5 Attach CV of proposed Project lead with relevant and proven experience on the brief and assignment.

4. Administrative / Compliance Requirements

- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

5. Functionality Evaluation Criteria – N/A

5.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

NO	CRITERIA	POINTS
1	Methodology and project plan Comprehensive Proposal on the approach and process to follow on the headhunting in line with best practices implement the requirements listed in the specification as well as a project plan to ensure that the headhunting is concluded on 31 March 2024. Fully Meets requirements =35. Moderately meets requirements =20. Poorly meets requirements =10 Does not meet requirements = 0	35
2	Company Experience Provide the company profile including the establishment of the company. More than 10 years' experience= 15 8 to below 10 years' experience= 10 4 to below 8 years' experience=7 1 to below 4 years' experience=05	15

3	CV of proposed Project Lead CV of lead with relevant experience in recruitment process. Above 15 years = 30 points From 13 to below 15 years = 20 points From 10 to below 13 years = 15 points From 7 to below 10 years = 10 points Less than 7 years = 0 points	30
4.	Reference Letters Proven written record (reference letter) of placement and or headhunting of a CEO or and Executive in any state-owned enterprise in the last 5 years. 4 letters = 20 points 3 letters = 15 points 2 letters = 10 points 1 letter = 05 points No letter submitted = 0 points	20

Service Providers must attain a minimum threshold of **70 points** or more to be considered for evaluation on the 80/20 Preference Point System.

Failure to attain the set minimum threshold will result in a disqualification.

6. Evaluation 80/20 Preference Point System

- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**

6.2. A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.

6.3. Points for the specific goal will be awarded as specified on the table below:

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <i>at least 51% owned by black people</i>	10	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by
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			Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by person(s) with disabilities	2	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate
			• Valid South African Social Security Agency (SASSA) registration • Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)

6.4. **For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.**

7. Technical Enquiries

7.1. SCM

Doris Letsholo

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7.1 Project Manager

Zitha Maisenyane

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8. Closing Date and Time for responses to this request for quotation

8.1. The request will be **closed on the 12 February at 12h00 pm**. Responses may be emailed to doris.letsholo@rsr.org.za