

APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF E-RECRUITMENT TOOL AND SUPPORT OVER A PERIOD OF TWELVE (12) MONTHS

1. INTRODUCTION

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Energy (DoE). For more information on the company, you can visit our current website: www.cefgroup.co.za

2. SCOPE OF WORK

CEF SOC Ltd invites proposals from suitably qualified service provider for implementation of e-recruitment software and support over a period of twelve (12) months.

The purpose of e-recruitment is to make recruiting processes more efficient through the elimination of manual labour and less expensive. And, by using e-recruitment, HR managers can reach a larger pool of potential employees and further improve on the recruitment turn-around times.

Requirements:

The winning bidder's tool/solution must offer the following:

1. Ability to create job requisition and submit to appropriate channels for approval.
2. Ability to conduct job brief.
3. Ability to advertise jobs through systems integration to external job portals including social platforms such as LinkedIn and company website/intranet.
4. Allow applicants to create their own profiles online.
5. Allow applicants to apply and upload their CV's online and be able to track the application.
6. Ability to capture screening evaluation criteria.
7. Conduct pre-screening activities;
 - o Profiling the ideal candidate,
 - o Identifying the best candidates.
 - o Slim down the candidate pool, submitting the most qualified and relevant candidates to be reviewed by hiring manager.
8. Ability to schedule and book interviews through outlook integration and use 2-way video app plugins like Teams for virtual interviews.
9. Ability to generate excel reports with segregated data such as qualifications, experience, gender, race, etc in respect of all applicants applied for the advertised role
10. Ability to weigh and grade applicants.
11. Capability to perform background and credential verification checks.
12. Unlimited users.
13. Proposed solution should Integrate seamlessly with Sage 300 People.
14. Ability to extract Monthly, quarterly, and annual reporting on all the e-recruitment activities.

15. Workflow Capabilities.

General Requirements:

- The service provider must provide support and maintenance on a “time and material basis”. The proposal/quotation must include support rate per hour in the bid response.
- Provide user training.
- The quotation must show a clear cost breakdown (i.e., Separate license costs and support fee).
- The bidder must provide a quick, dedicated, and focused response to business-critical incidents.
- The bidder must submit a Service level agreement with response times for each priority level.
- Adherence to SLA targets.
- Escalation process.

3. EVALUATION CRITERIA

3.1 Phase 1: Administrative Evaluation Criteria

Initial Screening Process: At this phase bidder’s responses are reviewed to check if bidders have responded according to CEF (SOC) Ltd RFQ document.

3.2 Phase: Mandatory Requirements

Bidder must be an owner or certified business partner for the proposed solution.

3.2.1 <u>CERTIFIED OWNERSHIP/PARTNERSHIP LETTER</u>	Comply	Not Comply
Bidder must be an owner or a certified business partner for the proposed solution. Bidder must submit: <ul style="list-style-type: none"> • a copy of a valid ownership or • partnership letter signed by both partners 		
Substantiate / Comments		

3.3 Phase 3: Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

3.3.1 EXPERIENCE OF THE COMPANY

The company must have experience implementing and supporting e-recruitment software, supported by reference letters from clients that are not older than 3 years.

Please provide reference letters as proof for similar services or work done in the past 3 years.

The reference letter signed by the client must be on client's letterhead and include the company name, contact person, contact details (telephone number) and it should indicate when the service was done.

Evaluation Criteria	Document as Evidence	Score	Weighting %
5 Reference letters and more	Reference letters	5	20%
4 Reference letters		4	
3 Reference letters		3	
2 Reference letters		2	
1 Reference letters		1	
No Reference letter(s) provided		0	

3.3.2 E-RECRUITMENT FUNCTIONALITY

1. Ability to create job requisition and submit to appropriate channels for approval.
2. Ability to conduct job brief
3. Ability to advertised jobs through systems integration to external job portals and company website/intranet.
4. Allow applicants to create their own profiles online.
5. Allow applicants to apply and upload their CV's online and be able to track the application.
6. Ability to capture screening evaluation criteria.
7. Profiling the ideal candidate,
8. Identifying the best candidates.
9. Slim down the candidate pool, submitting the most qualified and relevant candidates to be reviewed by hiring manager.
10. Ability to schedule and book interviews through outlook integration and use 2-way video app plugins like Teams for virtual interviews.
11. Ability to weigh and grade applicants.
12. Capability to perform background and credential verification checks.

Provide product brochure with the list of required system capabilities

Evaluation Criteria	Document as Evidence	Score	Weighting %
Solution meets all 12 requirements	Provide product brochure with the list of required	5	30%
Solution meets 9 to 11 requirements		4	
Solution meets 8 requirements			

	system capabilities	3	
Solution meets 6 to 7 requirements		2	
Solution meets 4 to 5 requirements		1	
< Solution meets less than 4 requirements		0	

3.3.3 GENERAL FUNCTIONALITY

1. Workflow Capabilities.
2. Proposed solution should integrate seamlessly with Sage 300 People.
3. Ability to extract Monthly, quarterly, and annual reporting with segregated data such as qualifications, experience, race, gender, etc on all the e-recruitment activities.
4. The system must be able to have guaranteed up-time of 99.5%.

Provide product brochure with the list of required system capabilities.

Evaluation Criteria	Document as Evidence	Score	Weighting %
Solution meets all 4 requirements	Provide product brochure with the list of required system capabilities	5	20%
Solution meets 2-3 requirements		3	
Solution meets 1 requirement		1	
Solution do not meet requirements		0	

3.3.4 TEAM EXPERIENCE

On average, the project team that will be assigned to CEF must have a minimum of three (3) years' experience implementing and supporting the proposed e-recruitment software.

Provide a C.V. for each of the personnel that will be part of the team, clearly indicating their educational qualifications, roles, number of years of experience and responsibilities.

Evaluation Criteria	Document as Evidence	Score	Weighting %
5 and more years of experience	CV of the Proposed team clearly listing the name of clients and work done	5	20%
> 3 years of experience but < 5 years of experience		4	
3 years of experience		3	

< 3 years of experience		0	
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3.3.5 SERVICE LEVEL AGREEMENT All service providers must provide a draft copy of the Service Level Agreement (SLA) in their response. The draft Service Level Agreement (SLA) must include the following requirements:			
Evaluation Criteria	Document as Evidence	Score	Weighting %
Turnaround time for restoring system when it is not accessible:	Draft SLA		2.5%
Less than 2 hours		5	
2 Hours		3	
More than 2 hours		0	
Evaluation Criteria	Document as Evidence	Score	Weighting %
Turnaround time for restoring critical fault: a major function or component of system is not functioning	Draft SLA		2.5%
Less than 4 hours		5	
4 Hours		3	
More than 4 hours		0	
Evaluation Criteria	Document as Evidence	Score	Weighting %
Turnaround time for restoring non-critical system service that is down:	Draft SLA		2.5%
Less than 24 hours		5	
24 Hours		3	
More than 24 hours		0	
Evaluation Criteria	Document as Evidence	Score	Weighting %
Turnaround time for implementing enhancements and reporting requests	Draft SLA		2.5%
Less than 72 hours		5	

72 Hours		3	
More than 72 hours		0	

3.4 Phase 4 : Proof of concept/Solution Demonstration

Bidders who met the minimum 70% threshold in phase 3 will be required to demonstrate a prototype of the proposed solution to CEF. The prototype should meet CEF SOC Ltd's minimum requirements. Please note that Phase 4 is only for demonstration purposes and will not be evaluated.

3.5 Phase 5: Commercial Evaluation

Bidders also will be evaluated on Price and Specific goals

Evaluation Criteria	Final Weighted Scores
Price	80
B-BBEE - Scorecard	20
TOTAL SCORE:	100

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFO as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
Total	20

Tenders must submit their B_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.

- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific

goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.