



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF THREE (3) YEARS, AS AND WHEN REQUIRED TO PROVIDE SERVICE/S:**

- ADVERTISING POSITIONS - **HCP1**
- HEADHUNTING OF GENERAL SKILLS - **HCP2**
- HEADHUNTING OF ICT SKILLS - **HCP3**
- HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

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## **GLOSSARY**

<b>TERM</b>	<b>DEFINITION</b>
<b>SASSA/Agency Region</b>	<b>South African Social Security Agency</b>
<b>Head Office (Pretoria);</b>	<b>Principal office of the organisation</b>
<b>Regional Offices (All nine Provinces);</b>	<b>A branch of a SASSA (Head Office) located in the nine regions.</b>
<b>District Offices</b>	<b>Offices situated in various areas resorting under the regional office.</b>
<b>Local Offices</b>	<b>Offices situated in various areas resorting under district offices.</b>
<b>HCP (1,2,3,4)</b>	<b>Refers to the reference number used for a particular service.</b>
<b>HCM</b>	<b>Human Capital Management</b>
<b>SLA</b>	<b>Service Level Agreement</b>
<b>SCM</b>	<b>Supply Chain Management</b>
<b>PWD</b>	<b>Persons with Disabilities</b>
<b>ICT</b>	<b>Information, Communication and Technology</b>
<b>General Skill</b>	<b>Administrator, supervisory and managerial skills and/or versatile competencies applicable across the Agency</b>
<b>EE</b>	<b>Employment Equity</b>
<b>CV</b>	<b>Curriculum Vitae</b>
<b>SARS</b>	<b>South African Revenue Service</b>

**PEA  
CSD**

**Private Employment Agency  
Central Supplier Database**

## **1. BACKGROUND**

1.1 The South African Social Security Agency (SASSA) has been established in terms of the South African Social Security Agency Act, 2004 (Act No.9 of 2004). SASSA is a schedule 3A Public Entity in terms of the Public Finance Management Act 1999 (Act No. 1 of 1999, as amended), and is responsible for the management, administration and payment of social assistance.

1.2 SASSA is an organisation with a total workforce of 7650.

1.3 SASSA is currently structured as follows:

- 1.3.1 Head Office (Pretoria);
- 1.3.2 Regional Offices (All nine Provinces);
- 1.3.3 District Offices; and
- 1.3.4 Local Offices.

1.4 SASSA has experienced challenges in sourcing talented candidates to fill critical vacancies within the Agency. In order to timeously find qualified candidates, the standard hiring procedure of posting job openings on the SASSA websites and in newspapers did not produce positive results. As recruitment agencies have candidates in their database and are experts in the field, they can help close the talent gap and locate top candidates in the job market. SASSA requires additional means of acquiring talent.

1.4.1 ICT Skill – Technology has helped SASSA improve its operations by reducing administrative burdens, improving payment accuracy, and enhancing overall service delivery to beneficiaries. In view of the technical elements associated with this function the skill becomes in demand, expensive and thus it is deemed a scarce skill, making it challenging for the Agency to recruit. The appointment of service providers will assist the Agency to timeously recruit candidates who possess the skill.

1.4.2 PWD's - The target for the whole Agency to appoint PWD's is 2%, to date the percentage on appointment of PWD's is 2,9% which is above the targeted percentage. Even though SASSA have exceeded the 2% national target it still experience problems when replacing PWD's who exit the Agency. Hence the need to appoint recruitment agencies who specialises in appointment of PWD's in order to tap into a vast network of qualified candidates with disabilities who may not be actively seeking employment or may have been overlooked by traditional recruitment methods.

1.4.3 General Skills – Employment Equity makes it more difficult to attract a particular target group, mostly in areas where a particular racial group predominates. The Agency needs to appoint service provider/s who understands the South African demographics.

**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:**  
ADVERTISING POSITIONS - **HCP1**, HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**,  
HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

1.5 SASSA has various business units and will be recruiting across all Regions, Branches and salary levels.

1.6 SASSA will utilise the services of the service provider/s as and when required.

## **2. OBJECTIVE**

2.1 To appoint the panel of service providers for the period of three (3) years, as and when required, for the following services

<b>SERVICES</b>	<b>REFERENCE NUMBER</b>
2.1.1 Advertising positions	HCP1
2.1.2 Headhunting of General Skills	HCP2
2.1.3 Headhunting of ICT Skills	HCP3
2.1.4 Headhunting of Persons with Disability	HCP4

## **3. BID RESPONSE REQUIREMENTS**

3.1 Service provider/s must submit proposal for each service/s (using reference numbers) for services they are bidding for as per paragraph 2.1 above.

3.2 All sections/requirements are critical to the evaluations process of this Bid including separations of proposed functionality for each service

## **4. SCOPE OF WORK**

4.1 The successful Service Provider/s will be expected to provide recruitment services in all Nine (9) SASSA Regions (Provinces) including Head Office.

4.2 The experienced Service Provider/s will be required to provide professional recruitment services to SASSA for the Advertising, Headhunting of General Skills, ICT Skills and Persons with Disabilities for a period of 3 years (at all levels), as and when required.

4.3 The Service Provider/s should provide SASSA with a Project methodology that is not limited to Project Plan, Implementation Plan, Turnaround times and Reporting Plan.

4.4 The Service Provider/s should demonstrate their proficiency and track record in conducting projects of similar nature.

**4.5 Service Provider/s who are appointed for the advertisement of SASSA vacancy for a period of three (3) years, as and when required, will be responsible for the following**

- (a) advertising posts in the Media as when requested
- (b) advertising posts as per SASSA instruction
- (c) finalise the adverts as per SASSA instruction
- (d) must sent the final advert to HCM Practitioner before publishing in the newspaper, to endorse the advert

- (e) assist with the advertising of SASSA position in the Print Media (Size: 10cm x 3 columns)
  - Advert placement (National Newspaper)
  - Advert placement (Regional/ Provincial Newspaper)
  - Advert placement (Community/Local paper)
  - Advert placement (Non-Governmental Organizations (NGO's))
- (f) Assist with Advert placement on online platform
- (g) Send usage report and invoices to SASSA.

**4.6 Service Provider/s who are appointed for Headhunting of General Skills for a period of three (3) years, as and when required, will be responsible for the following**

- a) assist with sourcing of candidates for all types of employment within the Agency as per job specification provided;
- b) provide feedback in line with predetermined timeframe to the responsible HCM official when unable to find the suitable candidates;
- c) conduct preliminary shortlist in compliance with the job specification and develop a longlist in excel format;
- d) pre-screening of all potential candidates prior to referring CV's to SASSA and any other documents and/or attachments as required;
- e) provide summary of candidates and provide detailed CV's.
- f) advice SASSA on reasonable accommodation required for interview and appointment purposes;
- g) conduct Reference Check for the recommended candidates;
- h) Send offer letter and acceptance letter to candidates;
- i) send acceptance/declination letters to SASSA;
- j) send regret letters to unsuccessful candidates;
- k) negotiate salaries on behalf of candidates in line with SASSA Policies; and
- l) send usage report and invoices to SASSA.

**4.7 Service Provider/s who are appointed for recruitment services of ICT Skills for a period of three (3) years, as and when required, will be responsible for the following**

- a) assist with sourcing of ICT candidates for all types of employment within the Agency as per job specification provided;
- b) provide feedback in line with predetermined timeframe to the responsible HCM official when unable to find the suitable candidates;
- c) conduct preliminary shortlist in compliance with the job specification and develop a longlist in excel format;
- d) pre-screening of all potential candidates prior to referring CV's to SASSA and any other documents and/or attachments as required;
- e) provide summary of candidates and provide detailed CV's;
- f) advice SASSA on reasonable accommodation required for interview and appointment purposes;
- g) conduct Reference Check for the recommended candidates;
- h) send offer letter and acceptance letter to candidates;
- i) send acceptance/declination letters to SASSA;
- j) negotiate salaries on behalf of candidates in line with SASSA Policies; and
- k) send usage report and invoices to SASSA.

**4.8 Service Provider/s who are appointed for recruitment services of PWD's for a period of three (3) years, as and when required, will be responsible for the following**

- a) assist with sourcing of PWD's for all types of employment within the Agency as per job specification provided;
- b) provide feedback in line with predetermined timeframe to the responsible HCM official when unable to find the suitable candidates;
- c) conduct preliminary shortlist in compliance with the job specification and develop a longlist in excel format;
- d) pre-screening of all potential candidates prior to referring CV's to SASSA and any other documents and/or attachments as required provide summary of candidates and provide detailed CV's;
- e) advice SASSA on reasonable accommodation required for interview and appointment purposes;
- f) the appointed service provider/s must assist with necessary tools to enable us to reach PWD's i.e. convert SASSA adverts to braille;
- g) conduct Reference Check for the recommended candidates;
- h) send offer letter and acceptance letter to candidates;
- i) send acceptance/declination letters to SASSA;
- j) send regret letters to unsuccessful candidates;
- k) negotiate salaries on behalf of candidates in line with SASSA Policies; and
- l) send usage report and invoices to SASSA.

## **5. SASSA's RESPONSIBILITIES**

- a) provide job specifications to the Service Provider/s;
- b) conduct final shortlisting;
- c) coordinate all logistical arrangements pertaining to the interviews;
- d) conduct interviews as per the approved shortlisted candidates;
- e) conduct verification for qualification, citizenship, driver's license and criminal records;
- f) credit checks will be conducted for the recommended candidates where necessary;
- g) communicate the outcomes of the interview process (recommended candidates) to the Service Provider;
- h) send offer letter and acceptance letter to the Service Provider/s;
- i) send regret letters to these Service Provider/s to be able to communicate with unsuccessful candidates and
- j) inform the service provider after the candidate assumed duty to send invoice for the payment process after assumption of duty.

**NB: As and when SASSA appoint/ recruit candidates from Recruitment Agency, SASSA will pay the placement fee and the candidate will be on SASSA's payroll for the period of employment.**

**SASSA reserve the right to facilitate the process of advertising posts at any media platforms.**

## **6. EXPECTED DELIVERABLES**

6.1 Expected deliverables are attached at Annexure D.

## **7. SERVICE PROVIDER'S OBLIGATIONS**

- 7.1 Conduct business in an ethical, courteous and professional manner.
- 7.2 Ensure that there is always a dedicated official such as project manager/consultant/s with expertise available in case of inquiries from SASSA.
- 7.3 Comply with the Contract and/ Service Level Agreement (SLA).
- 7.4 Provide their headquarters physical addresses and contact details.
- 7.5 Render recruitment services in all 9 Regional Office and Head Office as and when required.
- 7.6 The Service Provider/s must be able to provide invoice/s and a statement/s for service/s rendered and usage report/s per Region and Head Office, and consolidate such into one (1) monthly account to be submitted to Head Office for payment
- 7.7 Ensure that all products and data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSA. All information and documents, received from SASSA, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSA. To this end, the Service Provider/s will be required to sign a confidentiality agreement within the Contract.

## **8. SASSA'S OBLIGATIONS**

- 8.1 Manage the contract in an effective and efficient manner.
- 8.2 Provide appropriate information as and when required and only in situations where it is required by the Service Provider to fulfil their duties.
- 8.3 Not accept any responsibility for accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- 8.4 Conduct a compulsory vetting and/or screening process for the recommended Service Provider/s.
- 8.5 The names of SASSA HR Users as well as their contact details for each SASSA Office will be provided to the successful Service Provider/s for management of the account.
- 8.6 SASSA will only make monthly payments upon receipt and verification of the usage report and invoice from the Service Provider.

## **9. MONITORING, EVALUATION AND REPORTING**

- 9.1 Monitoring and evaluation of this service will be undertaken by the Unit: Human Operations Management (Head Office) as well as by the Service Provider, monthly.
- 9.2 Meetings (virtual or face-to-face) will be held twice a year for the possible contract review. The service level agreement may be reviewed as and when the need arises.

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HEADHUNTING OF PERSONS WITH DISABILITY - HCP4

9.3 The monthly usage report for each Region must be sent to SASSA Head Office.

9.4 The Agency reserves the right to effect penalties for any breach of contract or contravention(s) per incident on a sliding scale as determined by the approved guidelines that will be specified in the service level agreement.

## **10. ENQUIRIES**

10.1 All Service Provider/s to send any enquiries to [recruitment@sassa.gov.za](mailto:recruitment@sassa.gov.za) within 5 days of the advertisement of the bid.

10.2 SASSA will respond to all enquiries within 7 working days of the advertisement.

10.3 SASSA will publish questions and answers on <https://www.sassa.gov.za> and or <http://www.etenders.gov.za/>.

## **11. BID EVALUATION CRITERIA**

The evaluation process will be carried out in terms of the following two (2) Stages:

The bid proposals shall be evaluated in accordance with the 80/20 principle. The evaluation shall be conducted as follows:

### **HEADHUNTING SERVICES (GENERAL SKILLS, ICT SKILLS AND PEOPLE WITH DISABILITIES)**

#### **STAGE 1**

- ✓ Gate A: Special Conditions for Headhunting
- ✓ Gate B: Administrative Compliance
- ✓ Gate C: Functionality Evaluation

### **ADVERTISING SERVICES**

#### **STAGE 1**

- ✓ Gate B: Administrative Compliance
- ✓ Gate C: Functionality Evaluation

#### **STAGE 2: Price & Specific goals (Advertising, Headhunting for General Skills, ICT Skills and People with Disabilities)**

- ✓ Phase One: Price and Preference Points

### **11.1 STAGE 1 - GATE A: SPECIAL CONDITIONS**

- 11.1.1** The service provider must be registered with Department of Labour and provide a valid Private Employment Agency (PEA) Certificate.



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**NB: Failure to comply with the above requirement will invalidate the BID and SASSA will verify information provided.**

## 11.2 STAGE 1- GATE B: Administrative Compliance

**Service Providers to submit the following:**

- Tax (SARS) Status Verification Pin.
- Central Supplier database (CSD) Report.
- Fully completed and signed Standard Bidding Documents (SBD's).

**NB: Failure to submit the above required documentation may result in your proposal being disqualified**

## 11.3 STAGE 1 – GATE C: Functionality Evaluation

Service Provider/s are required to submit separate proposals per service required to enable independent functional evaluation process as per below services:

SERVICES
2.1.1 Advertising positions - HCP1
2.1.2 Headhunting of General Skills - HCP2
2.1.3 Headhunting of ICT Skills HCP3
2.1.4 Headhunting of Persons with Disability HCP4

The Service Provider/s that scores less than 70 points out of 100 in respect of functionality per service category will be regarded as submitting a non-responsive proposal and will be disqualified.

**The functional criteria will be evaluated as per the following values:**

**1=Poor, 2=Average, 3=Good, 4=Very Good, 5=Excellent**

CRITERIA	WEIGHT
<b>ADVERTISING - HCP1</b>	
<p><b><u>Service Provider experience and skills required</u></b></p> <p>The service provider/s are required to provide a contactable reference letter that they were contracted and successfully advertised in the print media (national and/or regional and/or local/community).</p> <p><b>Conditions:</b> Reference letter to reflect the following:</p> <ul style="list-style-type: none"> <li>• Company Letter Head</li> <li>• Contact details</li> </ul>	30

<ul style="list-style-type: none"> <li>• Contract Period (start date and end date)</li> <li>• successfully completed / unsuccessful</li> <li>• Signature by Projects/Programme Manager or equivalent</li> </ul> <p><b>NB: Service provider to comply with the conditions listed above to claim points as per the following:</b></p> <p><b>Less than a year or submission of incomplete or irrelevant information in the letter/s = 1</b>  <b>1-2 years = 2</b>  <b>3-4 years = 3</b>  <b>5-6 years = 4</b>  <b>Above 6 years = 5</b></p>	
<p><b><u>Project Manager Experience</u></b></p> <p>Project Manager/Consultant or equivalent allocated for advertising must demonstrate experience in their respective field as follows:</p> <p><b>Less than a year or submission of incomplete CV = 1</b>  <b>1-2 years = 2</b>  <b>3-4 years = 3</b>  <b>5-6 years = 4</b>  <b>Above 6 years = 5</b></p> <p><b>Service provider to submit CV' to be utilised to assess experience as per above.</b></p> <p><b>The CV to include the following:</b></p> <ul style="list-style-type: none"> <li>• Years of experience (e.g. specify Number and Dates: From-To)</li> <li>• Organizations successfully serviced previously</li> <li>• References from organizations (contact, Name of the Projects Manager/Consultant or equivalent, contactable details)</li> </ul>	<p><b>25</b></p>
<p><b><u>Methodology and approach to the project</u></b></p> <p>Provide a detailed approach and methodology to meet the organisation's recruitment requirements for advertising.</p> <p>The proposed project plan must include but not limited to the following:</p> <p>1) Pre-project implementation plan.</p>	<p><b>45</b></p> <p><b>(05)</b></p>

2)	During project implementation plan.	(20)
3)	Turnaround times of the activities to be executed.	(05)
4)	Proposed reporting plan.	(05)
5)	Demonstrate the infrastructure not limited to systems, capabilities, resources and tools needed for the efficiency and effective delivery of the service.	(10)
<b>Bidders will evaluate as per the below:</b> <ul style="list-style-type: none"> <li>Proposals not addressing all elements or with irrelevant information = <b>1 point</b></li> <li>1 element addressed in line with the bid requirements = <b>2 points</b></li> <li>2 elements addressed in line with the bid requirements = <b>3 points</b></li> <li>3 elements addressed in line with the bid requirements = <b>4 points</b></li> <li>4 elements and above addressed in line with the bid requirements = <b>5points</b></li> </ul>		
<b>TOTAL</b>		<b>100</b>
<b><u>HEADHUNTING FOR GENERAL SKILLS - HCP2</u></b>		
<b><u>Service Provider experience and skills required</u></b>		<b>30</b>
<p>The service providers are required to provide proof (reference letter) that they were contracted and successfully facilitated or performed similar projects.</p> <p><b>Conditions:</b> Reference letter to reflect the following:</p> <ul style="list-style-type: none"> <li>Company Letter Head</li> <li>Contact details</li> <li>Contract Period (start date and end date)</li> <li>successfully completed / unsuccessful</li> <li>Signature by Projects Manager/ Consultant or equivalent</li> <li>Provide number of assignments concluded or completed</li> </ul> <p><b>0-5 assignments per year or submission of incomplete reference Letter/s = 1</b>  <b>6-10 assignments per year = 2</b>  <b>11-15 assignments per year = 3</b></p>		

<p><b>16-20 assignments per year = 4</b>  <b>Above 20 assignments per year = 5</b></p> <p><b>NB: Service provider to comply with the conditions listed above</b></p>	
<p><b><u>Project Manager/ Consultant or equivalent</u></b></p> <p>Project Manager/ Consultant or equivalent allocated for headhunting of General Skills must demonstrate relevant experience as follows:</p> <p><b>0-2 assignment/s per year or submission of incomplete CV = 1</b>  <b>3-4 assignments per year = 2</b>  <b>5-6 assignments per year = 3</b>  <b>7-8 assignments per year = 4</b>  <b>Above 8 assignments per year = 5</b></p> <p><b>Service provider to submit CV' to be utilised to assess experience as per above.</b></p> <p><b>The CV to include the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Years of experience (e.g. specify Number and Dates: From-To)</b></li> <li>• <b>Organizations successfully serviced previously</b></li> <li>• <b>References from organizations (contact, Name of the Projects Manager or equivalent, contactable details)</b></li> </ul>	<p><b>25</b></p>
<p><b><u>Methodology and approach to the project (Temporary/Permanent Staff).</u></b></p> <p>Provide a detailed approach and methodology to meet the organisation's recruitment requirements for advertising.</p> <p>The proposed project plan must include but not limited to the following:</p> <ol style="list-style-type: none"> <li>1) Pre-project implementation plan.</li> <li>2) During project implementation plan.</li> <li>3) Turnaround times of the activities to be executed.</li> <li>4) Proposed reporting plan.</li> </ol>	<p><b>45</b></p> <p><b>(05)</b></p> <p><b>(20)</b></p> <p><b>(05)</b></p> <p><b>(05)</b></p>

<p>5) Demonstrate the infrastructure not limited to systems, capabilities, resources and tools needed for the efficiency and effective delivery of the service.</p> <p><b>Bidders will evaluate as per the below:</b></p> <ul style="list-style-type: none"> <li>Proposals not addressing all elements or with irrelevant information =<b>1 point</b></li> <li>1 element addressed in line with the bid requirements =<b>2 points</b></li> <li>2 elements addressed in line with the bid requirements =<b>3 points</b></li> <li>3 elements addressed in line with the bid requirements =<b>4 points</b></li> <li>4 elements and above addressed in line with the bid requirements =<b>5points</b></li> </ul>	<p><b>(10)</b></p>
<b>TOTAL</b>	<b>100</b>
<b>HEADHUNTING FOR ICT SKILLS - HCP3</b>	
<p><b><u>Service Provider experience and skills required</u></b></p> <p>The service providers are required to provide proof (reference letter) that they were contracted and successfully facilitated or performed similar projects.</p> <p><b>Conditions:</b> Reference letter to reflect the following:</p> <ul style="list-style-type: none"> <li>Company Letter Head</li> <li>Contact details</li> <li>Contract Period (start date and end date)</li> <li>successfully completed / unsuccessful</li> <li>Signature by Projects Manager/Consultant or equivalent</li> <li>Provide number of assignments concluded or completed</li> </ul> <p><b>0-5 assignments or submission of incomplete reference Letter/s = 1</b>  <b>6-10 assignments per year = 2</b>  <b>11-15 assignments per year = 3</b>  <b>16-20 assignments per year = 4</b>  <b>Above 20 assignments per year = 5</b></p>	<p><b>30</b></p>

<p><b>NB: Service provider to comply with the conditions listed above</b></p>	
<p><b><u>Project Manager/ Consultant or equivalent Experience</u></b></p> <p>Project Manager/ Consultant or equivalent allocated for headhunting of General Skills must demonstrate relevant experience as follows:</p> <p><b>0-2 assignment/s per year or submission of incomplete CV = 1</b>  <b>3-4 assignments per years = 2</b>  <b>5-6 assignments per years = 3</b>  <b>7-8 assignments per years = 4</b>  <b>Above 8 assignments per years = 5</b></p> <p><b>Service provider to submit CV' to be utilised to assess experience as per above.</b></p> <p><b>The CV to include the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Years of experience (e.g. specify Number and Dates: From-To)</b></li> <li>• <b>Organizations successfully serviced previously</b></li> <li>• <b>References from organizations (contact, Name of the Projects Manager or equivalent, contactable details)</b></li> </ul>	<p><b>25</b></p>
<p><b><u>Methodology and approach to the project (Temporary and Permanent Staff).</u></b></p> <p>Provide a detailed approach and methodology to meet the organisation's recruitment requirements for advertising.</p> <p>The proposed project plan must include but not limited to the following:</p> <ol style="list-style-type: none"> <li>1) Pre-project implementation plan.</li> <li>2) During project implementation plan.</li> <li>3) Turnaround times of the activities to be executed.</li> <li>4) Proposed reporting plan.</li> </ol>	<p><b>45</b></p> <p><b>(05)</b></p> <p><b>(20)</b></p> <p><b>(05)</b></p>

<p>5) Demonstrate the infrastructure not limited to systems, capabilities, resources and tools needed for the efficiency and effective delivery of the service.</p> <p><b>Bidders will evaluate as per the below:</b></p> <ul style="list-style-type: none"> <li>Proposals not addressing all elements or with irrelevant information = <b>1 point</b></li> <li>1 element addressed in line with the bid requirements = <b>2 points</b></li> <li>2 elements addressed in line with the bid requirements = <b>3 points</b></li> <li>3 elements addressed in line with the bid requirements = <b>4 points</b></li> <li>4 elements and above addressed in line with the bid requirements = <b>5points</b></li> </ul>	<p><b>(05)</b></p> <p><b>(10)</b></p>
<p><b>TOTAL</b></p>	<p><b>100</b></p>
<p><b>HEADHUNTING FOR PERSONS WITH DISABILITY – HCP4</b></p>	
<p><b><u>Service Provider experience and skills required</u></b></p> <p>The service providers are required to provide proof (reference letter) that they were contracted and successfully facilitated or performed similar projects.</p> <p><b>Conditions:</b> Reference letter to reflect the following:</p> <ul style="list-style-type: none"> <li>Company Letter Head</li> <li>Contact details</li> <li>Contract Period (start date and end date)</li> <li>successfully completed / unsuccessful</li> <li>Signature by Projects Manager/ Consultant or equivalent</li> <li>Provide number of assignments concluded or completed</li> </ul> <p><b>0-5 assignments per year or submission of incomplete reference Letter/s = 1</b>  <b>6-10 assignments per year = 2</b>  <b>11-15 assignments per year = 3</b>  <b>16-20 assignments per year = 4</b>  <b>Above 20 assignments per year = 5</b></p> <p><b>NB: Service provider to comply with the conditions listed above</b></p>	<p><b>30</b></p>

<p><b><u>Project Manager/ Consultant or Equivalent Experience</u></b></p> <p>Project Manager/ Consultant or equivalent allocated for headhunting of General Skills must demonstrate relevant experience as follows:</p> <p><b>0-2 assignment/s per year or submission of incomplete CV = 1</b>  <b>3-4 assignments per year = 2</b>  <b>5-6 assignments per year = 3</b>  <b>7-8 assignments per year = 4</b>  <b>Above 8 assignments per year = 5</b></p> <p><b>Service provider to submit CV' to be utilised to assess experience as per above.</b></p> <p><b>The CV to include the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Years of experience (e.g. specify Number and Dates: From-To)</b></li> <li>• <b>Organizations successfully serviced previously</b></li> <li>• <b>References from organizations (contact, Name of the Projects Manager or equivalent, contactable details).</b></li> </ul>	<p><b>25</b></p>
<p><b><u>Methodology and approach to project (Temporary and Permanent Staff).</u></b></p> <p>Provide a detailed approach and methodology to meet the organisation's recruitment requirements for advertising or/ and General Skills or/and ICT Skill or /and Person/s with Disabilities.</p> <p>The proposed project plan must include but not limited to the following:</p> <ol style="list-style-type: none"> <li>1) Pre-project implementation plan.</li> <li>2) During project implementation plan.</li> <li>3) Turnaround times of the activities to be executed.</li> <li>4) Proposed reporting plan.</li> <li>5) Demonstrate the infrastructure not limited to systems, capabilities, resources and tools needed for the efficiency and effective delivery of the service.</li> </ol> <p><b>Bidders will evaluate as per the below:</b></p>	<p><b>45</b></p> <p><b>(05)</b></p> <p><b>(20)</b></p> <p><b>(05)</b></p> <p><b>(05)</b></p> <p><b>(10)</b></p>



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<ul style="list-style-type: none"> <li>Proposals not addressing all elements or with irrelevant information =<b>1 point</b></li> <li>1 element addressed in line with the bid requirements =<b>2 points</b></li> <li>2 elements addressed in line with the bid requirements =<b>3 points</b></li> <li>3 elements addressed in line with the bid requirements =<b>4 points</b></li> <li>4 elements and above addressed in line with the bid requirements =<b>5points</b></li> </ul>	
<b>TOTAL</b>	<b>100</b>

#### **11.4 STAGE 2: Price & Specific goals**

In accordance with The Preferential Procurement Policy Framework Act, Act No. 05 of 2000, Service Provider/s proposals will be evaluated and adjudicated in terms of 80/20 points system.

**N/B Prices for headhunting services will be based on yearly salary adjustment by DPSA. Headhunting services percentage quoted by the service providers must be fixed for the duration of the contract.**

##### **11.4.1 Illustration**

<b>Price and Specific Goals</b>	<b>100</b>
<b>Price</b>	<b>80</b>
<b>Specific Goals</b>	<b>20</b>

Bidder should note that 80 points will be for price and the 20 points will be for specific goals:

#### **Price**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

**Cost for Headhunting (General Skills, ICT Skills and People with Disabilities) to include the following:**

Prospective Service Provider/s must clearly provide placement fee per candidate per SASSA's salary level, attached at **Annexure B**.

The onus is upon the prospective Service Provider/s to take into account all costs for the duration of the contract period and to CLEARLY indicate it in the proposed rate.

The proposed rate by the prospective Service Provider/s should be firm for the duration of the contract and inclusive of Value Added Tax (VAT) and only registered VAT Vendors must include VAT in their proposed rate.

**Cost for advertisement to include the following:**

Prospective service provider/s must clearly provide advert placement fee per attached **Annexure A**.

- The onus is upon the prospective Service Provider/s to take into account all costs for the duration of the contract period and to CLEARLY indicate it in the proposed rate.
- The proposed rate by the prospective service provider/s should be firm for the duration of the contract including all applicable taxes.

**Specific Goals**

Preference points will be awarded to a bidder for attaining the specific goals in accordance with the table below:

Specific Goals	Number of points (80/20)	Bidders must submit the following to claim number of points for Specific Goals
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20	1. Bidders must submit the following to claim number

B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18	<p>of points a B-BBEE verification certificate from a verification agency accredited by the South African National Accreditation System (SANAS) and/or a sworn affidavit indicating the percentage of ownership of all shareholders and/or owners and also signed by the commissioner of oaths.</p> <p>2. Bidder to Submit Central Supplier Database Report / CSD MAAA number</p> <p>3. A sworn affidavit should be submitted over and above the B-BBEE verification certificate or CSD MAAA number to claim for the below contributor level points:</p> <ul style="list-style-type: none"> <li>• B-BBEE Status Level 3-4 contributor with at least 51% women ownership</li> <li>• B-BBEE Status Level 3-8 contributor with at least 51% youth or disabled ownership</li> </ul>
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16	
B-BBEE Status Level 1 - 2 contributor	14	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	
B-BBEE Status Level 5 - 8 contributor	4	
Others (non-compliant)	0	
<p><b>Note:</b></p> <p>In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.</p> <p>Failure to submit the required documents shall be interpreted to mean that preference points for specific goals are not claimed.</p>		

## 12. BID CONDITIONS

12.1 Bids will be subjected to the following conditions listed hereunder:

- 12.1.1 The successful Service Provider/s must strictly adhere to all Acts and Regulations relating to the employment services.
- 12.1.2 Submission of the personal information by the bidder serves as a consent to process submitted information, publishing or disclosing information in line with applicable SCM legislation, prescripts and Protection of Personal Information Act (POPIA).

12.2 The successful Service Provider/s must ensure that the information provided by SASSA during and after the contract period is not transferred /copied/corrupted/amended in whole or in part by or on behalf of another party.

12.3 SASSA reserve the right to negotiate rate quoted with the preferred Service Provider/s.

### **13 DURATION OF CONTRACT**

13.1 The duration of the contract will be for a period of three (3) years.

### **14 CONTRACT TERMS**

14.1 The appointment of the Service Provider/s and it's personnel will be subjected to the positive outcome of the indicated vetting and screening. Should the Agency receive negative or contradictory results, your appointment within the Agency will be terminated.

14.2 Specification will be sent to relevant appointed Service Provider/s to source for candidates, the placement fee will only be paid to the Service Provider whose candidate has been appointed by SASSA.

14.3 The successful Service Provider/s will be required to sign a declaration of secrecy with SASSA.

14.4 The successful Service Provider/s will be required to sign a service level agreement with SASSA prior the commencement of the contract.

### **15 BID RESPONSE REQUIREMENTS**

15.1 Prospective Service Providers to submit proposal as follows:

15.1.1 Separate proposal for each services as per paragraph 2.1 above.

15.1.2 Printed copy of the Bid proposal/s.

15.1.3 All proposals should be well structured, accurate and unambiguous in their response to the requirements stipulated in the bid document.

15.1.4 All responses must be prepared as per instructions set out in this bid document

15.1.5 All sections of the bid are critical to the satisfaction of all the requirements and must be responded to fully.

15.1.6 The bidders are required to submit proposals and fully complete the prescribed corresponding Annexures **i.e. Annexure A, B and C**

15.1.7 Any further supporting information that cannot be accommodated on the response Annexure must be included as an attachment in the response and clearly referenced both in the response annexure, and on the attachment itself.

## 16 DELIVERY OF BID DOCUMENT

- 16.1 It is the responsibility of the Service Provider/s to ensure that his/her proposal(s) are submitted in the bid box before the closing date and time of the bid as stipulated in the bid document.

## 17 ANTI BRIBERY AND CORRUPTION CLAUSES

- 17.1 Each Party represents that it is familiar with (i) the South African Prevention and Combatting of Corrupt Activities Act, Act 12 of 2004, and (ii) other public and commercial anti-bribery laws which may apply ("**Anti-Bribery Laws**").
- 17.2 Each Party represents that performance under this Agreement/contract will be made in compliance with the Anti-Bribery Laws.
- 17.3 Each Party warrants that it and its affiliates have not made, offered, or authorised and will not make, offer or authorise with respect to the matters which are the subject of this Agreement/contract. Any payment, gift, promise or other advantage, whether directly or through any other person or entity, to or for the use or benefit of any officer or employee of the other Party or any public (i.e. any person holding a legislative, administrative or judicial enterprise) office, including any person employed by or acting on behalf of a public agency, or a public or any political party or political party official or candidate for office, where such payment, gift, promise or advantage would violate the applicable Anti-Bribery Laws.
- 17.4 Neither Party shall make any payment (facilitate payment) to any employee of SASSA nor any government employee to solicit a pre –determined outcome on a procurement matter or to speed up an administration process in the realisation of a pre-determined outcome.
- 17.5 Each Party agrees to maintain adequate internal controls and to keep accurate and complete records that support the payments due and all transactions under this Agreement/contract.
- 17.6 Each Party represents that, to the best of its knowledge and belief, and save as disclosed to the other Party, neither it nor any of its personnel have been investigated (or is being investigated or is subject to a pending or threatened investigation) or is involved in an investigation (as a witness or suspect) in relation to any breach of the Anti-Bribery Laws by any law enforcement, regulatory or other government agency or any customer or supplier; or has admitted to; or been found by a court in any jurisdiction to have engaged in, any breach of the Anti-Bribery Laws, or been debarred from bidding for any contract or business; or are public officials or persons who might otherwise reasonably be considered likely to assert a corrupt or illegal influence on behalf of the company. Each Party agrees that if, at any time, it becomes aware that any of the representations set out in this clause are no longer correct, it will notify the other Party of this immediately in writing.
- 17.7 Each Party (the "Indemnifying Party") shall be liable for and shall indemnify, defend and hold the other ("Indemnified Party") harmless to the maximum extent provided in law from and against any claims, losses, costs, fees, payment of interest, fines or other liabilities incurred in connection with or arising from the investigation of, or defence against, any litigation or other judicial, administrative, or other legal proceedings brought against the Indemnified Party by a regulator or governmental enforcement agency as a result of acts or omissions by the Indemnifying Party or

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its affiliates, subcontractors or agents in violation of, or alleged to be in violation of, the Anti-Bribery Laws.

- 17.8 Any breach of or failure to comply with the provisions of this clause shall be deemed material and shall entitle the non-breaching Party to terminate the Agreement forthwith and to where appropriate report the conduct of the breaching Party to the law enforcement agencies.

## **ANNEXURE A**

Service providers are requested to cost placement of advert as per size, newspaper (National, provincial and local) and online platforms, as follows:

Print Media: size: 10cm x 3 columns						
	NATIONAL NEWSPAPER	AMOUNT (NATIONAL NEWSPAPER)	PROVINCIAL NEWSPAPER	AMOUNT (PROVINCIAL NEWSPAPER)	LOCAL/ COMMUNITY/ REGIONAL NEWSPAPER	AMOUNT (LOCAL NEWSPAPER)
No			Mpumalanga		Limpopo	
1	Business Day	R	Bulletin	R	Bonus Review	R
2	City Press	R	DAILY SUN	R	Capricorn Voice	R
3	Daily Sun	R	Ermelo Insight/Ermelo Insig	R	Daller	R
4	KwelaXpress	R	Excelsior News	R	Die Bosvelder	R
5	Mail & Guardian	R	Highvelder	R	Die Pos	R
6	News Everyday	R	Kasi Express Community Newspaper	R	Die Zoutpansberger	R
7	Naweek Beeld	R	News Everyday	R	Far North Bulletin	R
8	The New Age	R	Ridge Times	R	Hoedspruit Herald	R
9	Rapport	R	Standerton Advertiser	R	Letaba Herald	R
10	Soccer Laduma[5][6]	R	Witbank News	R	Mopani Herald	R
11	Sondag (in 6 of 9 provinces)	R	Ziwaphi	R	Phalaborwa Herald	R

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12	The Sowetan	R	013NEWS	R	Polokwane Review	R
13	Sunday Independent	R	Gauteng	R	The Review	R
14	Sunday Sun	R	The Rising Sun Community Newspapers - Lenasia	R	Mpumalanga	R
15	Sunday Times	R	City Mag	R	Echo/Ridge Times	R
16	Sunday World	R	The Citizen	R	Ermelo Insig	R
17	The Teacher	R	The Fordsburg Independent Newspaper	R	Highlands Herald	R
18	Townpress	R	The Joburg Times	R	Highvelder	R
19	Vuk'uzenzele	R	Rekord	R	Lowvelder	R
20	The Zimbabwean	R	Mapepeza Community Newspaper (multilingual black-owned press)	R	Middelburg Observer	R
21	The Life News (South African Digital Newspaper)	R	The Jozi Chronicle	R	Mpumalanga News	R
22	Beeld[4] (in 5 of 9 provinces)	R	The Laudium Sun	R	Standerton Advertiser	R
23	The Star	R	The Lenasia Sun	R	Steelburger	R
24			Pretoria News	R	White River Post	R
25			Pretoria News Weekend	R	Witbank News	R
26			The Saturday Star	R	North West	R
27			Sowetan	R	Brits Pos	R
28			Spotlight News (Gauteng Provincial monthly newspaper)[8]	R	Klerksdorp Record	R
29			The Star[4]	R	Noordwester	R



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30			Super Citizen[5][9] Saturday	R	Platinum Weekblad	R
31			tame TIMES	R	Rustenburg Herald	R
32			The Times	R	Witbank News	R
33			Townpress Newspaper[10]	R	Gauteng	R
34			KwaZulu-Natal	R	Alberton Record	R
35			The Daily News	R	Alex News	R
36			Ilanga	R	Bedford and Edenvale News	R
37			Ilanga IangeSonto	R	Benoni City Times	R
38			The Independent on Saturday	R	Boksburg Advertiser	R
39			Isolezwe	R	Brakpan Herald	R
40			Isolezwe ngeSonto	R	Cosmos Gazette	R
41			Isolezwe ngoMgqibelo	R	Fourways Review	R
42			The Mercury	R	Germiston City News	R
43			Post	R	Kempton Express	R
44			The Rising Sun Community Newspapers - Chatsworth	R	Krugersdorp News	R
45			The Rising Sun Community Newspapers - Overport	R	Leisure Options	R
46			The Rising Sun Community Newspapers - North Coast	R	Lenasia Times	R
47			The Rising Sun Community Newspapers - Merebank	R	Midrand Reporter	R
48			The Rising Sun Community Newspapers - Mid South Coast	R	North Eastern Tribune	R
49			Sunday Tribune	R	Northcliff Melville Times	R

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50			Tabloid Media	R	Randburg Sun	R
51			UmAfrika	R	Randfontein Herald	R
52			Weekend Witness	R	Rekord Central	R
53			The Witness	R	Rekord Centurion	R
54			The Zululand Observer	R	Rekord East	R
55			Isambane News	R	Rekord Far East	R
56			Free State	R	Rekord Mamelodi	R
57			Arts Ya Rona	R	Rekord Moot	R
58			Free State Central News	R	Rekord North	R
59			DumelangNews[11]	R	Rekord Noweto	R
60			Express	R	Rekord West	R
61			Free State News	R	Rising Sun Lenasia	R
62			Free State Sun	R	Roodepoort Northsider	R
63			Free State Times	R	Roodepoort Record	R
64			Indigo mag	R	Rosebank Killarney Gazette	R
65			Issue	R	Sandton Chronicle	R
66			The Media News	R	Southern Courier	R
67			Saterdag Volksblad[5]	R	Southern Echo Lenasia	R
68			The Sports Eye[12]	R	Streeknuus	R
69			Volksblad	R	tame TIMES	R
70			Vista	R	Tembisan	R
71			The Weekly	R	West Rand Window	R
72			Eastern Cape	R	KwaZulu-Natal	R
73			Daily Dispatch and the Saturday Dispatch	R	Berea Mail	R

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74			Go! & Express[13]	R	Estcourt & Midlands News	R
75			Grocott's Mail	R	Highway Mail	R
76			I'solezwe lesiXhosa	R	Ladysmith Gazette	R
77			The Herald	R	Mid South Coast Mail/Mid South Coast Rising Sun	R
78			UD Newspaper	R	Midlands Herald	R
79			Weekend Post[14]	R	Newcastle Advertiser	R
80			Graaff-Reinet Advertiser [15]	R	Newcastle Sun	R
81			Western Cape	R	Northglen News	R
82			Breederivier Gazette	R	Rising Sun Chatsworth	R
83			Die Burger	R	South Coast Herald	R
84			Die Burger Saterdag[5]	R	South Coast Sun	R
85			Cape Argus	R	Thisability	R
86			Cape Times	R	uMlozi Wezindaba	R
87			Daily Voice	R	Village Talk	R
88			District Mail	R	Vryheid Herald	R
89			Drakenstein Gazette	R	Zululand Observer	R
90			Eikestadnuus	R	Free State	R
91			Helderberg Gazette	R	Bloemnuus	R
92			Hermanus Times	R	Bloemfontein Courant	R
93			Paarl Post	R	Kasi News	R
94			Die Son	R	Kroonnuus	R
95			Son op Sondag[5]	R	Maluti	R

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96			Stellenbosch Gazette	R	Masilonyana News	R
97			Swartland Gazette	R	Ons Stad	R
98			Theewaterskloof Gazette	R	Vista	R
99			Vukani	R	Vrystaat	R
100			Weekend Argus (Saturday edition)[5]	R	Northern Cape	R
101			Weekend Argus (Sunday edition)[5]	R	Gemsbok	R
102			Weskusnuus	R	Kuruman Bulletin	R
103			Weslander	R	Noordkaap	R
104			Worcester Standard	R	Eastern Cape[edit]	R
105			Northern Cape	R	Aliwal News/Nuus	R
106			Diamond Fields Advertiser (DFA)	R	Barkly East Reporter	R
107			Postmasburg Register	R	Grocott's Mail	R
108			FiND iT in Kimberley (FiND iT)	R	Western Cape	R
109					Atlantic Sun	R
110					Bolander	R
111					Breederivier Gazette	R
112					City Vision	R
113					Constantiaberg Bulletin	R
114					CXpress	R
115					Die Courant	R
116					Die Hoorn	R
117					DistrictMail	R
118					Eikestad Nuus	R

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<b>119</b>					<b>George Herald</b>	<b>R</b>
<b>120</b>					<b>Helderberg Gazette</b>	<b>R</b>
<b>121</b>					<b>Hermanus Times</b>	<b>R</b>
<b>122</b>					<b>Idinga</b>	<b>R</b>
<b>123</b>					<b>Knysna-Plett Herald</b>	<b>R</b>
<b>124</b>					<b>Mossell Bay Advertiser</b>	<b>R</b>
<b>125</b>					<b>Oudtshoorn Courant</b>	<b>R</b>
<b>126</b>					<b>Overberg Venster</b>	<b>R</b>
<b>127</b>					<b>Paarl Post</b>	<b>R</b>
<b>128</b>					<b>People's Post</b>	<b>R</b>
<b>129</b>					<b>Southern Suburbs Tatler</b>	<b>R</b>
<b>130</b>					<b>Suid-Kaap Forum</b>	<b>R</b>
<b>131</b>					<b>Swartland Gazette</b>	<b>R</b>
<b>132</b>					<b>The Edge</b>	<b>R</b>
<b>133</b>					<b>TygerBurger[30]</b>	<b>R</b>
<b>134</b>					<b>Tygertalk[31]</b>	<b>R</b>
<b>135</b>					<b>Village News</b>	<b>R</b>
<b>136</b>					<b>Weslander</b>	<b>R</b>
<b>Total</b>		<b>R</b>	<b>-</b>	<b>R</b> <b>-</b>		<b>R</b> <b>-</b>
<b>Vat (%)</b>		<b>R</b>	<b>-</b>	<b>R</b> <b>-</b>		<b>R</b> <b>-</b>
<b>Grant Total</b>		<b>R</b>	<b>-</b>	<b>R</b> <b>-</b>		<b>R</b> <b>-</b>

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## **ANNEXURE B**

**Service providers are required to fully complete and provide the costing template for each service aligned to Annexure C (HCP 2 and/or HCP 3 and/or HCP 4)**

The following salary adjustment structure was issued by the DPSA for 2024/2025 financial year and it may be subject to changes on yearly basis. Service providers are requested to cost including a once-off percentage rates for all levels, as follows:

Appendix A to DPSA Circular 11 of 2024				
PUBLIC SERVICE ACT APPOINTEES NOT COVERED BY OSDs (Non-OSD) Salary Level 1 to 12: <u>1 APRIL 2024</u>				
Salary Level	Salary Notch	Salary notch/TCE package: 1 April 2024 to 31 March 2025		Total Amount Excl Vat e.g (R122958X4%) = R4918.32
		Full-time notch	Percentage per Notch	
1	1	122 958		
	2	124 800		
	3	126 672		
	4	128 574		
	5	130 503		
2	1	131 265		
	2	133 236		
	3	135 234		
	4	137 262		
	5	139 323		

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	6	141 411		
	7	143 532		
	8	145 683		
	9	147 870		
	10	150 087		
	11	152 340		
	12	154 626		
3	1	155 148		
	2	157 476		
	3	159 840		
	4	162 237		
	5	164 670		
	6	167 139		
	7	169 644		
	8	172 191		
	9	174 771		
	10	177 393		
	11	180 054		
	12	182 757		
4	1	183 279		
	2	186 030		
	3	188 817		
	4	191 652		
	5	194 526		
	6	197 442		
	7	200 406		
	8	203 412		

**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**,  
 HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

	9	206 460		
	10	209 559		
	11	212 703		
	12	215 892		
5	1	216 417		
	2	219 663		
	3	222 957		
	4	226 302		
	5	229 698		
	6	233 145		
	7	236 640		
	8	240 189		
	9	243 792		
	10	247 449		
	11	251 160		
	12	254 928		
6	1	255 450		
	2	259 284		
	3	263 172		
	4	267 120		
	5	271 128		
	6	275 196		
	7	279 324		
	8	283 512		
	9	287 766		
	10	292 083		
	11	296 463		



**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**,  
HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

	12	300 912		
7	1	308 154		
	2	312 777		
	3	317 469		
	4	322 233		
	5	327 066		
	6	331 971		
	7	336 951		
	8	342 006		
	9	347 133		
	10	352 341		
	11	357 627		
	12	362 994		
8	1	376 413		
	2	382 062		
	3	387 795		
	4	393 612		
	5	399 516		
	6	405 510		
	7	411 594		
	8	417 768		
	9	424 035		
	10	430 395		
	11	436 851		
	12	443 403		
9	1	444 036		

**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**,  
HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

	2	450 699		
	3	457 458		
	4	464 322		
	5	471 285		
	6	478 356		
	7	485 529		
	8	492 813		
	9	500 205		
	10	507 708		
	11	515 325		
	12	523 056		
	P	532 602		
10	1	552 081		
	2	560 361		
	3	568 767		
	4	577 296		
	5	585 957		
	6	594 744		
	7	603 666		
	8	612 720		
	9	621 912		
	10	631 239		
	11	640 710		
	12	650 322		
11	1	849 702		
	2	862 449		
	3	875 388		

**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**,  
 HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

	4	888 516		
	5	901 845		
	6	915 372		
	7	929 103		
	8	943 038		
	9	957 186		
	10	971 544		
	11	986 118		
	12	1 000 908		
12	1	1 003 890		
	2	1 018 947		
	3	1 034 232		
	4	1 049 745		
	5	1 065 489		
	6	1 081 470		
	7	1 097 694		
	8	1 114 161		
	9	1 130 874		
	10	1 147 839		
	11	1 165 056		
	12	1 182 534		
<b>Vat (%)</b>				
<b>Total</b>				

**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**, HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

Occupational Specific Dispensation (OSD)				
Legal Administration Officer				
SALARY LEVEL	SALARY NOTCH	SALARY NOTCH/TCE PACKAGE: 1 April 2024		
		FULL-TIME NOTCH	Percentage per Notch	Total Amount Excl Vat e.g (R122958X4%) = R4918.32
Legal Administration Officer Gr 1	1	239,673		
Legal Administration Officer Gr 2	1	277,341		
Legal Administration Officer Gr 3	1	307,659		
	2	312,273		
	3	316,956		
	4	321,711		
	5	326,535		
	6	331,431		
	7	336,405		
	8	341,451		
	9	346,575		
	10	351,774		
Legal Administration Officer Gr 4	1	368,145		
	2	373,665		
	3	379,269		
	4	384,957		
	5	390,732		
	6	396,591		
	7	402,540		
	8	408,579		

**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**,  
 HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

Legal Administration Officer Gr 5	9	414,705		
	10	420,924		
	1	440,412		
	2	447,018		
	3	453,723		
	4	460,530		
	5	467,436		
	6	474,447		
	7	479,847		
	8	487,047		
	9	494,352		
	10	501,768		
	11	509,295		
	12	516,933		
	13	524,688		
	14	532,560		
	15	540,546		
	16	548,655		
	17	556,356		
	18	564,702		
	19	573,174		
	20	581,769		
	21	590,496		
	22	597,753		
	23	606,723		
	24	615,822		
	25	625,059		
	TCE PACKAGE			
	26	884,268		

**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**,  
HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

	27	897,531		
	28	910,995		
	29	924,657		
	30	938,529		
	31	952,605		
	32	966,894		
	34	993,747		
	35	1,008,654		
	36	1,023,783		
	37	1,037,820		
	38	1,053,387		
Senior Legal Administration Officer, (MR 6)	1	556,356		
	2	564,702		
	3	573,174		
	4	581,769		
	5	590,496		
	6	597,753		
	7	606,723		
	8	615,822		
	9	625,059		
	TCE PACKAGE			
	10	884,268		
	11	897,531		
	12	910,995		
	13	924,657		
	14	938,529		
	15	952,605		

**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**,  
 HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

	16	966,894		
	17	979,059		
	18	993,747		
	19	1,008,654		
	20	1,023,783		
	21	1,037,820		
	22	1,053,387		
	23	1,069,191		
	24	1,085,229		
	25	1,101,507		
	26	1,118,031		
	27	1,132,806		
	28	1,149,798		
	29	1,167,045		
	30	1,184,550		
	31	1,202,319		
	32	1,220,355		
	33	1,238,661		
	34	1,257,240		
	35	1,276,098		
	36	1,295,238		
	37	1,314,666		
<b>Vat (%)</b>				
<b>Total</b>				

**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**,  
HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

Appendix A to DPSA Circular – 27 of 2024				
SMS REMUNERATION SCALES WITH EFFECT FROM 1 APRIL 2024: SMS MEMBERS EMPLOYED IN TERMS OF THE PUBLIC SERVICE ACT, 1994				
Salary Level	Salary Notch	Salary notch/TCE package: As of 1 April 2024 to 31 March 2025		Total Amount Excl Vat e.g (R122958X4%) = R4918.32
		Full-Time Notch	Percentage per Notch	
Director (SMS Level 13)	1	1 216 824		
	2	1 235 076		
	3	1 253 601		
	4	1 272 405		
	5	1 291 491		
	6	1 310 865		
	7	1 330 527		
	8	1 350 486		
	9	1 370 742		
	10	1 391 304		
	11	1 412 172		
	12	1 433 355		
Chief Director (SMS Level 14)	1	1 436 022		
	2	1 457 562		



**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**,  
HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

	3	1 479 426		
	4	1 501 617		
	5	1 524 141		
	6	1 547 004		
	7	1 570 209		
	8	1 593 762		
	9	1 617 666		
	10	1 641 933		
	11	1 666 560		
	12	1 691 559		
	13	1 716 933		
Deputy Director- General (SMS Level 15)	1	1 741 770		
	2	1 767 897		
	3	1 794 414		
	4	1 821 330		
	5	1 848 651		
	6	1 876 380		
	7	1 904 526		
	8	1 933 095		
	9	1 962 090		

**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**,  
 HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

Director-General (SMS Level 16)	1	2 259 984		
	2	2 293 884		
	3	2 328 291		
	4	2 363 217		
	5	2 398 665		
	6	2 434 644		
	7	2 471 163		
	8	2 508 231		
	9	2 545 854		
Vat (%)				
Total				

**Grand total = Non-OSD (Level 1 to 12) + OSD members and SMS members.**

<b>GRAND TOTAL</b>	<b>R</b>
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**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**,  
HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

## **ANNEXURE C**

### **SPECIFY SERVICES TO BE OFFERED**

**NAME OF SERVICE PROVIDER:** ..... **BID NO.:** .....

**CLOSING DATE:** .....

**CLOSING TIME:** .....

<b>SERVICES</b>	<b>INDICATOR (YES/ NO)</b>
2.1.1 Advertising positions - HCP1	
2.1.2 Headhunting of General Skills - HCP2	
2.1.3 Headhunting of ICT Skills - HCP3	
2.1.4 Headhunting of Persons with Disability - HCP4	

## **ANNEXURE D**

### **EXPECTED DELIVERABLES**

The successful Service Provider/s will be expected to perform the following tasks at the above-mentioned SASSA offices:

<b>ITEMS</b>	<b>SERVICES FOR ALL TYPES OF EMPLOYMENT</b>	<b>TURNAROUND TIMES FOR <u>ADVERTISEMENT</u></b>	<b>TURNAROUND TIMES FOR HEADHUNTING (<u>GENERAL SKILLS, ICT SKILLS AND PERSONS WITH DISABILITY</u>)</b>
<b>1.</b>	Advertising/Headhunting of candidates as per job specification provided	<b>Within 2 weeks of the running of the advertisement period</b>	<b>Within 1 week of the running of the Headhunting period</b>
<b>2.</b>	Provide feedback to the responsible HCM official when unable to find the suitable candidates.	<b>Not Applicable</b>	<b>Within 2 working days after the closing date of the advert</b>
<b>3.</b>	Conduct preliminary shortlist in compliance with the job specification and develop a longlist.	<b>Not Applicable</b>	<b>Within 2 working days after the closing date of the advert</b>
<b>4.</b>	Pre-screening of all potential candidates.	<b>Not Applicable</b>	<b>3 working days after the closing date of the advert</b>

**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**, HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

<b>5.</b>	Provide summary of candidates and provide detailed CV's.	<b>Not Applicable</b>	<b>7 working days after the closing date of the advert</b>
<b>6.</b>	Advice SASSA on reasonable accommodation required for interview and appointment purposes.	<b>Not Applicable</b>	<b>7 working days after the closing date of the advert</b>
<b>7.</b>	Send offer letter and acceptance letter to the candidates.	<b>Not Applicable</b>	<b>same day that SASSA has issued the offer letter</b>
<b>8.</b>	Send acceptance letter/ declination letter to SASSA.	<b>Not Applicable</b>	<b>Within 5 working days after the issuing of offer letter</b>
<b>9.</b>	Salary negotiations.	<b>Not Applicable</b>	<b>Before the acceptance of offer</b>
<b>10.</b>	Send regret letters to unsuccessful candidates.	<b>Not Applicable</b>	<b>Within 2 days after the assumption of duty (to be confirmed on the policy)</b>
<b>11.</b>	Send usage report and invoices to SASSA.	<b>Monthly (only when service rendered)</b>	<b>Monthly (only when service rendered)</b>
<b>12</b>	Send tearsheet to SASSA	<b>1 day after advert have been published in the media</b>	<b>Not Applicable</b>

6.1 The Service Provider/s will be expected to perform the following tasks to the following SASSA offices:

**TOR FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR A PERIOD OF 3 YEARS, AS AND WHEN REQUIRED TO PROVIDE:** ADVERTISING POSITIONS - **HCP1**, HEADHUNTING OF GENERAL SKILLS - **HCP2**, HEADHUNTING OF ICT SKILLS - **HCP3**, HEADHUNTING OF PERSONS WITH DISABILITY - **HCP4**

- 6.1.1 Head Office (Pretoria);
- 6.1.2 Regional Offices (All nine Regions);
- 6.1.3 District Offices; and
- 6.1.4 Local Offices.

- 6.2 The Service Provider/s will be expected to report challenges to SASSA HCM team on the services rendered as agreed by the two parties.
- 6.3 The Service Provider/s should at all-time commit and is/are expected to provide services as per the turnaround times.
- 6.4 The tearsheet should be sent to the respective official in the Region/Head Office after the advert