

Evaluation Criteria

Bidders must submit the following mandatory document. Failure to comply will result in the disqualification of the bidder:

1. Phase 1: Gate Keeping Criteria

Failure to comply with the following will result in disqualification of bid:

- 1.1 Complete pricing schedule **Annexure F** in the format provided in the bid document

2 Phase 2: Bid Conditions

2.1 Service providers need to comply with the following Bid Conditions:

- 2.1.1 Bidders must complete **Annexure K** (Statement of Work Completed)

2.1.1.1 It is **compulsory** that the bidder complete the Annexure K as follows:

- Successful Executive placements made in the last 24 months (1 March 2019 to 31st March 2021) by listing the position, the companies where employees for listed positions were placed at

- 2.1.2 Provide at least **2 signed reference letters** (contactable) from clients listed in Annexure K indicating the companies where the bidder has illustrated their experience and expertise in this area in the last 24 months. (between 1 March 2019 to 31st March 2021)

It is **compulsory** that the following information **must** be stipulated on the **Client's Reference Letter**:

- 2.1.2.1 The number of Executives placed as well as the year they were placed
- 2.1.2.2 The average time it took (in days/ weeks/ months)from initiating the search to final recommendation of the candidate
- 2.1.2.3 The quality standard of the work delivered

E.g. 7 x Executive Placements - placements done in 2019 – average time was 5 months – Service provider is: Recommendable/excellent/ poor service

- 2.1.3 Submission of **proof of current HPCSA registration** in appropriate specialisation for accredited individuals working with assessments
- 2.1.4 Submission of **proof** that the organisation is a **member of the Association of Personnel Service Organisations (APSO) or Association of Executive Search and Leadership Consultants (AESC)**.
- 2.1.5 Bidder to confirm all Directors and employees years of experience in executive search as per the attached **Annexure M**.

- 2.1.6 Bidders must complete **Annexure P** for *Fit and Proper Evaluation*. Directors will be subjected to a fit and proper evaluation and should one or more Directors fail the evaluation, the Company will be disqualified from this process (see Due Diligence, par. 5.4). **Annexure P must be completed by each Director. This annexure need to be placed in a sealed envelope and be attached to this bid.**

2.2 CSD Registration:

Bidders must be registered on the National Treasury Central Supplier Database. If the bidders are not registered, the bidder can register online at the following website www.csd.gov.za to upload mandatory information as required. Bidders must provide proof of registration, by means of submitting a printed copy of their CSD Registration Summary Report.

2.3 Tax compliance requirements

Bidders must ensure compliance with the tax obligations.

Bidders must submit an original valid Tax Clearance Certificate. The Tax Clearance Certificate must be valid upon closing of the bid and throughout the duration of the contract or the bidding company may submit their unique personal identification number (pin) issued by SARS to enable the procuring entity to view the taxpayer's profile and tax status.

Application for tax compliance status (TCS) or pin may also be made via e-filing in order to use this provision; taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za

2.4 B-BBEE Compliance requirements

Bidders must submit proof of B-BBEE status level of contributor

- a) Tenderers who qualify as Exempted Micro Enterprise(EME's) must submit the following
- Sworn affidavit signed by the EME representative and attested by a Commissioner of Oaths.
 - B-BBEE certificate issued by the Companies and intellectual Property Commission.
- b) Tenderers other than Exempted Micro Enterprise(EME's) must submit the following
- B-BBEE certificate issued by a verification agency accredited by SANAS.
 - The proof includes valid B-BBEE status level Verification Certificates together with their tenders to substantiate their B-BBEE rating claims
 - A consortium or joint venture (including unincorporated consortia and joint venture) must submit a consolidated B-BBEE status level verification certificates for every separate tender

- Public entities and tertiary institutions must also submit B-BBEE status level verification certificates together with their tenders

Note: Tenderers who do not submit B-BBEE status level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the tendering process. They will score point out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.

3 Phase 3: Functionality – only bidders scoring 70% and above on functionality will be requested to provide presentation and evaluated on phase 4.

Criteria	Score	Sub-criteria	Weight
<u>Executive Search/ Headhunting</u>			100
Service provider's delivery on timeline (in days / weeks/ months) to execute an executive search / head hunting assignment from initiation to final recommendation of candidate <i>(Refer to Annexure K and Client reference letters)</i>	5	< 3 months to execute from initiation to final recommendation of candidate	40
	3.5	3 - 4 months to execute from initiation to final recommendation of candidate	
	1	> 4 months to execute from initiation to final recommendation of candidate	
<u>Number of successful executive placements</u> Successful placements for a 24 month period at executive level in medium to large organisations (1 March 2016 to 31 st March 2018) <i>(Refer to Annexure K)</i>	5	> 10 placements	30
	3.5	10 placements	
	1	< 10 placements	
<u>Company competence to do executive search</u> Years of experience in executive search of all Directors and senior employees collectively as per attached Annexure M .	5	> 10 years of experience	40
	3.5	10 years of experience	
	1	< 10 years of experience	

5.4 Phase 4: Due Diligence

- Capability to execute the end-to-end process (i.e. sourcing, selection, assessments, vetting, contracting), **100% Compliance is required**
- **Examples of the below documents/ processes or systems will be requested to do due diligence at the premises of the service provider.**

Measurement	Portfolio of Evidence	Scoring	
		Yes	No
1.0 Initiation Phase (Engagement with Client)	Recruitment Project Plan indicating milestones and time lines		
2.0 Sourcing	<ul style="list-style-type: none"> • Proof of research • Sourcing methodology (Channels, network and media) 		
3.0 Selection	<ul style="list-style-type: none"> • Long list/ Short list format • Report of pre-selection interviews • Example of competency based interview guide • Management of interviews (venue administration and logistical arrangements) 		
4.0 Assessments (Internal assessment capability)	<ul style="list-style-type: none"> • The assessment battery should include but not limited to the following: <ul style="list-style-type: none"> ○ Strategic leadership ability (CPP) ○ Personality (15FQ+) ○ Emotional Intelligence (secondary report from 15FQ+) ○ Cognitive ability (CRTB2) ○ Practical management and leadership evaluation through case study/ in-basket or leadership inventory 		
5.0 Vetting	<ul style="list-style-type: none"> • Integrated vetting report indicating: <ul style="list-style-type: none"> ○ ID ○ Criminal ○ Credit ○ Qualification ○ Professional registration ○ Directorship ○ References and Experience 		

6.0 Reporting	<ul style="list-style-type: none"> • Bi-weekly progress reports against recruitment plan • Integrated selection report (interview results, assessment, vetting and references) • Close-out report 		
7.0 Applicant Feedback	<ul style="list-style-type: none"> • Acknowledgement of applications • Example of regret letter 		
1 00% compliance is required (must meet all the above requirements)			

5.5 Phase 5: Fit and Proper Evaluation

- 100% compliance is required and is equal to negative (No) responses on all statements below.
- Every director will be subjected to the fit and proper evaluation and should one or more Directors fail the evaluation, the Company will be disqualified from this process.

Declaration Statement	Yes	No
1. Do you hold or have you ever held or applied for a license or equivalent authorization to conduct any business activity in the Republic of South Africa or elsewhere where any such application was refused after it was made or if any authorization was revoked.		
2. Have you at any time been convicted of any offense, excluding : <ul style="list-style-type: none"> a. Any offence committed when you were under 18 years, unless the same offence was committed within the last 10 years b. Any road traffic offence; or c. Any political offence? 		
3. Have you, in the Republic or elsewhere, been censured, and disciplined as to future conduct, or made the subject of a court order at the instigation of any regulatory authority or any professional body to which you belong or belonged, or have you ever held a practicing certificate subject to conditions?		
4. Have you, or has any body corporate, partnership or unincorporated institution with which you are, or have been, associated as a director or executive officer, been the subject of an investigation, in the Republic or elsewhere, by or at the instigation of a government department or agency, or professional association or other regulatory body?		
5. Have you, in the Republic or elsewhere, been dismissed from any office or		

employment or been barred from entry to any profession or occupation?		
6. Have you failed to satisfy any debt adjudged due and payable by you, as a judgement-debtor under an order of a court in the Republic or elsewhere, or made any compromise arrangement with your creditors within the past 10 years?		
7. Are you currently in the process of being declared insolvent (either provincially or finally) by a court in the Republic or elsewhere, or has a bankruptcy petition ever been served on you in the last 5 years?		
8. Have you, in connection with the formation or management of anybody corporate, partnership or unincorporated institution, been adjudged by a court in the Republic or elsewhere civilly liable for any fraud, misfeasance or other misconduct by you towards such a body or company or towards any members thereof?		
9. Have you in the last 5 years, been concerned with the management or conduct of the affairs of any institution that, by reason of any matter relating to a time when you were so concerned, has been censured, warned as to future conduct, disciplined or made the subject of a court order at the instigation of any regulatory authority in the Republic or elsewhere?		
10. Are you currently, or do you, other than in a professional capacity, expect to be, engaged in litigation in the Republic, or elsewhere?		

5.6 Phase 6: Commercial - Price (80) and BBBEE (20) or Price (90) and BBBEE (10).

The lowest acceptable tender will be used to determine the applicable preference point system

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to BBBEE	20/100	Points will be awarded to bidders according to their BBBEE status level of contributor as indicated in the BBBEE accreditation certification as indicated below
BBBEE LEVELS		SCORES
Level 1		20
Level 2		18

Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non- compliant Contributor	0

OR

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to BBBEE	10/100	Points will be awarded to bidders according to their BBBEE status level of contributor as indicated in the BBBEE accreditation certification as indicated below
BBBEE LEVELS		SCORES
Level 1		10
Level 2		9
Level 3		6
Level 4		5
Level 5		4
Level 6		3
Level 7		2
Level 8		1
Non- compliant Contributor		0

6. Experience

Experience in Executive Search of all Executives, Directors and Senior Employees

[illegible]