

REQUEST FOR QUOTATIONS

30 JULY 2026

**REQUEST FOR QUOTATIONS FOR RFQ FOR
RECRUITMENT AGENCY TO PROVIDE HR SPECIALIST FOR A PERIOD OF 8 MONTHS**

1. Purpose

- 1.1. To invite service providers to send quotations for RFQ for Recruitment Agency to Provide an HR Specialist for a period of 8 Months

2. Considerations/background

- 2.1. The RSR requires the services of a reputable recognized Recruitment Agency, to assist the RSR with the provision of the following:

- 1 x Human Resources Specialist for a period of 8 months to be based at Railway Safety Regulator Head Office. **Address: Building 4, Waterfall Point Office Park Corner Waterfall and, Woodmead Dr, Midrand, 1685**

- 2.2. The Railway Safety Regulator requires a Recruitment Agency that is capable with a good track record experience of successful providing temporary resources.

3. Scope of work / Specification

Specifications are as follows: RFQ for Recruitment Agency to Provide an HR Specialist for a period of 8 Months

3.1. Job Title: Human Resources Specialist

- 3.1.1. Purpose: The position is responsible for achieving the specialized service objectives, engaging, and collaborating with line management to implement specialized priorities into Human Resource activities. The incumbent is required to collaborate proactively with Line

Management and HR colleagues to ensure specialized services objectives are delivered effectively and consistently to a high-quality standard.

3.1.2. The minimum requirements of the positions are:

- NQF 7 qualification in Industrial Psychology/Personnel Management/Humanities
- 5 Years' experience as an HR Practitioner or similar role
- Knowledge of specialized Human Resource Management and development solutions

3.1.3. The KRA's of the position are as follows: (Detailed Job Profile is attached)

- KPA 1: Optimize specialized offerings
- KPA 2: Design solutions
- KPA 3: Facilitate/Source Interventions
- KPA 4: Manage Projects
- KPA 5: Provide Specialist Support

3.1.4. Work Environment:

- The ideal resource to be allocated to the Railway Safety Regulator must have a proven track record as an Human Resources Generalist or Human Resources Practitioner.
- The resource should be competent in MS Office and report writing.
- Ability to work in the RSR offices weekly (Monday to Friday) within Railway Safety Regulator business working hours 08:00 -16:30pm and beyond the business hours as and when required
- Must be available to travel within the borders of South Africa.

- Must have a valid driver's license.
- The resource will report directly to the Senior Manager: Specialist Services
- The resource should commence duty on 01 September 2026 to 30 April 2027.

4. SCOPE

4.1. Provide professional Response Handling to include but not limited to:

- Identifying, sourcing and shortlisting of suitably qualified persons
- Conduct screening, shortlisting, interviews on the identified candidates to determine suitability and fit.
- Background and qualification checks

5. **FINANCIAL IMPLICATIONS/PRICNG SCHEDULE** (Service Providers are requested to complete the pricing schedule below and submit it on the company's official letterhead as their quotation. NB: Ensure that the pricing schedule is professionally typed and not completed by hand or written with a pen)

5.1. In line with the current RSR salary scales, the position of HR Specialist is graded at salary band D2, with a monthly remuneration of R95 675 x 8 months to be quoted as follows:

No.	SERVICE	AMOUNT
1.	Response Handling: • Identifying, sourcing and shortlisting of	R

	suitably qualified persons • Conduct screening, shortlisting, interviews on the identified candidates to determine suitability and fit • Background and qualification checks	
2.	Processing of monthly salary	$R95\ 675 \times 8 = R765\ 400$
3.	Monthly Administration Fees	R per month X 8 months Total = R

6. ADDITIONAL INFORMATION

- 6.1. The recruitment agency's quote to include monthly salary + placement and admin fees.
- 6.2. The placed resource's salary to be processed by the recruitment agency as the Railway Safety Regulator **will not include** the resource (HR Specialist) on its payroll.
- 6.3. The Basic Conditions of Employment should apply to the resources.

7. Administrative / Compliance Requirements

- 7.1. Registration on National Treasury CSD report
- 7.2. Comprehensive quotation (prices must be VAT Inclusive)
- 7.3. Tax Pin & Tax clearance certificate
- 7.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 7.5. 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)

- 7.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 7.7. A Copy of the identity document of the company owner(s)
- 7.8. Valid Medical Certificate
- 7.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 7.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

Failure to submit valid documents listed above (No - 7.5, 7.6, 7.7, 7.8, 7.9, 7.10) 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.

8. Functionality Evaluation Criteria

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

No.	ELEMENT TO BE EVALUATED	EVALUATION CRITERIA	SCORING CRITERIA	MAX POINTS
1.	Company experience	Reference letters of temporary or permanent placement in any Public and Private companies in the last 5 years (on	• 5 Letters = 40 Points • 4 Letters = 30 Points • 3 Letters = 20 Points • 2 Letters = 10 Points	40

		referee letterhead, signed dated with contacts)	1 Letters = 0 Points	
2.	Project Plan	Well defined project plan including timelines for the sourcing, response handling and recruitment approach that will be employed to identify the suitable candidate.	- A well-defined project plan addressing the scope of work = 30 Points - A moderately defined project plan addressing the scope of work = 20 Points - Poorly defined project plan addressing the scope of work = 10 Points - No project plan = 0 Points	30
3.	CV of the proposed Project Leader	CV of lead with relevant experience in Recruitment and temporary placement (with specific date/period of experience)	15 years and above= 30 Points - Above 10 to 14 years = 25 Points - Above 8 to 10 years = 20 Points	30

			• From 7 to 8 years = 10 Points • Less than 7 years = 0 Points	
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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.

9. Evaluation 80/20 Preference Point System

- 9.1. 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).**
- 9.2. **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.**
- 9.3. **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 at least 51% owned by black people	10	• 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)
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 BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by 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 BBEE 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 (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)
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9.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

10. Technical Enquiries

10.1. SCM Enquiries

Mr. Siphamandla Mbatha

siphamandla.mbatha@rsr.org.za

10.2. Project Manager Enquiries

Mr. Cheryl Walters

cherylw@rsr.org.za

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

11.1. The request will be **closed on 06 August 2026 at 09h00**. Responses may be emailed to Mr. Siphamandla Mbatha siphamandla.mbatha@rsr.org.za