

## TENDER DATA

|                       |                                                                                                                                                                                                                                                               |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project title:</b> | <b>Appointment of panel of service providers to assist with Headhunting and Executive search for C-Suite, Executives (Category A) and also recruitment for Technical and Support staff (Category B) as and when required for a period of three (3) years.</b> |
| <b>Bid no:</b>        | <b>SENT-066-2023-24</b>                                                                                                                                                                                                                                       |

### 1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Sentech is embarking on recruitment drive to appoint a panel of recruitment agencies that will assist Human Resource on vacant positions of Executives (**Category A**) Technical and support staff (**Category B**) in the organisation for a period of **three (3) years**.

### 2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

**Envelope One** "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

**No Financial Information must be included in Envelope 1.**

**Envelope Two** "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO:** ###
- **TECHNICAL AND FINANCIAL PROPOSALS**

- **INSERT CLOSING DATE .....AND TIME**
- **BIDDER'S NAME AND ADDRESS**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

### **3. SIGN AND INITIAL**

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

### **4. COMPLETION OF BID DOCUMENTS**

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

### **5. COSTS OF PREPARING THE BID SUBMISSION**

Bidders shall bare all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

### **6. ADMINISTRATIVE RESPONSIVENESS CRITERIA**

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

### **7. BBBEE CODES AT SENTECH**

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

## 8. SUBCONTRACTING AS A CONDITION OF BID

The successful Bidder must subcontract a minimum of \_\_\_\_N/A\_\_\_\_% of the value of the contract to \_\_\_\_N/A\_\_\_\_ (specify the designated group targeted).

## 9. TRANSFORMATION PLAN

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

## 10. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

|                                                                                  |  |    |
|----------------------------------------------------------------------------------|--|----|
| Does this requirement fall under any designated sector as prescribed by the DTI? |  | No |
| If yes, specify the sector                                                       |  |    |
| Specify minimum threshold applicable                                             |  |    |

\*Bidders must fill in the SBD6.2 for Local Content and Production

## 11. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

## 12. AWARD OF BID/S

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

## 13. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

#### 14. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

#### 15. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ol style="list-style-type: none"> <li>1. <b>Stage 1 – Administrative Responsiveness Evaluation</b><br/>All the Technical Proposals will be evaluated against the <b>administrative responsiveness requirements</b> as set out in the list of returnable documents.</li> <li>2. <b>Stage 2 – Technical Evaluation</b><br/>Proposals will be evaluated against Mandatory criteria and only proposals that meet the mandatory criteria will be evaluated further. Proposals will also be evaluated against functional criteria and only success proposals that meet the minimum qualifying functional score of 80 points of the functional criteria will be evaluated further.</li> <li>3. <b>Stage 3 – Transformation Plan Demo (Not Applicable)</b><br/>The proposals meeting mandatory and functional criteria will be evaluated further against transformation journey map demo and successfully proposals will be evaluated further.</li> <li>4. <b>Stage 4 - Risk Assessment</b><br/>The successful proposals meeting Mandatory and Functional criteria will be subject to risk assessment. The risk assessment will include security vetting and site and customer visits to validate and or mitigate risks identified from proposals in respect of but not limited to, the solutions, customers, references, capabilities and operational capacity to deliver. Bidders that qualify based on the risk assessment will qualify for further evaluation.</li> <li>5. <b>Stage 5 – Price and Preference (This stage won't be evaluated)</b><br/>Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder's financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest.</li> </ol> |
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#### 16. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.

- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6, 1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders MUST separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

## 16.1 AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

## 17. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Functional / Technical Criteria

## 18. TECHNICAL EVALUATION CRITERIA

**18.1 Mandatory Eligibility Criteria** The follow in criteria are mandatory to ALL BIDDERS:

The tender submission is divided into two (2) separate sections (NB: bidders to choose only one section to participate on, as per their section of speciality).

**SECTIONS A-** Provision of Executive search, and headhunting for C-Suite and Executive management vacancies.

or

**SECTIONS B-** Provision of recruitment services for Support and Technical vacancies

| SECTION IDENTIFICATION | STATED PREFERENCE<br>(Executive search or Support and Technical search) | COMPANY NAME | NAME OF PERSON COMPLETING THIS DOCUMENT |
|------------------------|-------------------------------------------------------------------------|--------------|-----------------------------------------|
| SECTION A              |                                                                         |              |                                         |
| SECTION B              |                                                                         |              |                                         |

**NB: BIDDERS MUST CLEARLY INDICATE IN THE ABOVE TABLE THE SECTION CHOSEN; ONLY ONE SECTION TO BE CHOSEN.**

**NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.**

**18.2 Functional Criteria**

**Category A – Executive Search**





## 19. Evaluation of Price and Preference

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

## 20. Preference Point allocation – 80/20

| Price / Preference | Weighting percentage |
|--------------------|----------------------|
| Preference:        | 20%                  |
| Price:             | 80 %                 |
| Total must equal:  | 100%                 |

## 21. Price Calculation 80/20

The following formula will be used to calculate the points for price.

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

Where:

|           |   |                                                    |
|-----------|---|----------------------------------------------------|
| $P_s$     | = | Points scored for price of bid under consideration |
| $P_t$     | = | Rand value of bid under consideration              |
| $P_{min}$ | = | Rand value of lowest acceptable bid                |

Sentech will award preference points as follows:

| Goal                                                                               | Points | Evidence required                                                     |
|------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------|
| Historically disadvantaged by unfair discrimination on the basis of Race           | 10     | A valid BBBEE Certificate showing at least 51% black ownership        |
|                                                                                    | 5      | A valid BBBEE Certificate showing at least 25.1 – 50% black ownership |
|                                                                                    | 3      | Black owned company showing at least 5 – 25% black ownership          |
|                                                                                    | 0      | Below 5%                                                              |
| Historically disadvantaged by unfair discrimination on the basis of Gender (women) | 8      | A valid BBBEE Certificate showing at least 51% women ownership        |
|                                                                                    | 4      | A valid BBBEE Certificate showing at least 25.1 – 50% women ownership |

|                                                                                |           |                                                                   |
|--------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------|
|                                                                                | 2         | A valid BBBEE Certificate showing at least 5-25% women ownership  |
|                                                                                | 0         | A valid BBBEE Certificate showing at less than 5% women ownership |
| Historically disadvantaged by unfair discrimination on the basis of disability | 2         | A doctor's note confirming disability                             |
| <b>Total Points</b>                                                            | <b>20</b> |                                                                   |

**22. Declaration of Authority**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

|                |           |      |             |
|----------------|-----------|------|-------------|
|                |           |      |             |
| Name of Bidder | Signature | Date | Designation |

**TABLE 1: REFERENCES**

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

| Customer |  | Service Provided | Contact Person | Contact no. | tel. | Contractual commencement date | Contractual completion date |
|----------|--|------------------|----------------|-------------|------|-------------------------------|-----------------------------|
| 1        |  |                  |                |             |      |                               |                             |
| 2        |  |                  |                |             |      |                               |                             |
| 3        |  |                  |                |             |      |                               |                             |
| 4        |  |                  |                |             |      |                               |                             |

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| 5 |  |  |  |  |  |  |
|---|--|--|--|--|--|--|

|                  |           |      |
|------------------|-----------|------|
|                  |           |      |
| Name of Tenderer | Signature | Date |