



NAME OF BID	PANEL FOR PROVISION OF RECRUITMENT SERVICES
BID NO.	FSCA2026/27-T008
ADVERT DATE	24 June 2026
CLOSING DATE	30 July 2026 EXTENDED TO 11 August 2026
CLOSING TIME	11h00 (South African Standard Time, obtained from Telkom SA SOC Limited by dialling 1026)

BIDDER NAME	
ID/REGISTRATION NUMBER	
CSD NUMBER	
CONTACT PERSON	
EMAIL ADDRESS	
TELEPHONE NUMBER	

Riverwalk Office Park, Block B; 41 Matroosberg Road
(Corner Garsfontein and Matroosberg Roads)
Ashlea Gardens, Extension 6
Menlo Park; Pretoria; South Africa; 0081

P.O. Box 35655; Menlo Park; 0102

Switchboard: +27 12 428 8000

Website: www.fsca.co.za



Executive Committee:

Commissioner: U. Kamlana | Deputy Commissioners: I K. Gibson | F. Badat

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A. INTRODUCTION TO BID

1. Introduction

- 1.1 The Financial Sector Conduct Authority (FSCA) was established in terms of the Financial Sector Regulation Act No. 9 of 2017. It is responsible for market conduct regulation and supervision of the financial services industry. The objectives of the FSCA are to enhance and support the efficiency and integrity of financial markets, to protect financial customers by promoting their fair treatment by financial institutions, as well as providing financial customers with financial education. The FSCA is a Schedule 3A Public Entity, in terms of the Public Finance Management Act (PFMA).
- 1.2 The vision of the FSCA is to ensure an efficient financial sector where customers are informed and treated fairly and its mission is to ensure a fair and stable financial market, where consumers are informed and protected, and where those that jeopardize the financial well-being of consumers are held accountable. Visit the FSCA website, www.fsc.co.za for further information about the FSCA.
- 1.3 The FSCA operates from offices in Pretoria at Riverwalk Office Park; 41 Matroosberg Road; Ashlea Gardens Extension 6; Menlo Park; Pretoria.
- 1.4 All information, including personal information collected during this process will be treated as confidential, and processed in line with the FSCA Privacy Policy. For more information on how your personal information is processed and how you can exercise your rights in term of applicable information privacy laws, please visit the Privacy Policy on www.fsc.co.za.
- 1.5 Bidders are hereby invited for appointment of service providers to a panel for provision of recruitment services to the FSCA, as and when required. The contract will commence on 1 October 2026 or earlier.
- 1.6 This bid is subject to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations, 2022, Broad-Based Black Economic Empowerment Act, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Where, however, the special conditions of contract conflict with the general conditions of contract, the special conditions of contract prevail.

2. Briefing session

- 2.1 A **non-compulsory briefing** session will be held on **07 July 2026** at **11H00** for a maximum of 1 hour on Microsoft Teams. A link will be provided on the FSCA's website.

2.2 **THE FSCA WILL NOT BE COMPELLED TO REPEAT ANY ISSUES ALREADY COVERED TO LATECOMERS, ONCE THE SESSION IS CONCLUDED.**

3. Bid enquiries and questions

3.1 Enquiries relating to minor administrative issues with reference to the bid may be directed to:

Nobusi Mazwai
Supply Chain Management Department
Tel no.: (012) 367 7847
E-mail: tenders@fsc.co.za

3.2 All questions relating to the contents of the bid (conditions, rules, terms of reference etc.) must be forwarded in writing via email to tenders@fsc.co.za by not later than **10 July 2026**. Questions received after this date will not be entertained.

3.3 All questions must reference specific paragraph numbers, where applicable.

3.4 All enquiries (received on or before the closing date for enquiries) will be consolidated and the FSCA will publish one response document on the FSCA website (www.fsc.co.za) within three (3) working days after the date in indicated in paragraph 3.2.

3.5 No requests for information shall be made to any other person or place and in particular not to the existing provider of this service.

4. Bid submission

4.1 Bid documents may either be placed in the bid box or couriered to the physical address. Bids submitted by means of e-mail, telex facsimile, electronic or similar means shall not be considered.

4.2 Complete documents with supporting annexures shall be packaged, sealed, clearly marked and submitted strictly as follows:

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4.3 The FSCA requires two (2) printed copies, one (1) original and one (1) copy and one electronic copy (in electronic storage media, preferably a CD or flash drive/memory stick) in PDF format all bound in a sealed envelope marked as stated in paragraph 4.2.

- 4.4 Bids must be properly packaged and deposited on or before the closing date and before the closing time in the bid box situated at the reception area of the FSCA. The physical address of the FSCA is as follows:

Financial Sector Conduct Authority
Riverwalk Office Park, Block B
41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)
Ashlea Gardens, Extension 6
Menlo Park
Pretoria, 0081

GPS Coordinates	
Latitude	-25.7843344
Longitude	28.268365

- 4.5 Bid documents will only be considered if received by the FSCA on or before the closing date and time, regardless of the method used to send or deliver such documents to the FSCA.

- 4.6 **Late submissions will not be accepted.**

- 4.7 Bidders must initial each page of the bid document on the bottom right-hand corner.

5. Pricing schedule

- 5.1 This is a rate-based tender.

- 5.2 The FSCA will remunerate panelists within the tariff ranges per hour as stated in Annexure A attached to this tender.

B. DEFINITIONS

6. Definitions

- 6.1 Unless inconsistent with or expressly indicated otherwise by the context.
- 6.1.1 **FSCA** shall mean the Financial Sector Conduct Authority or any successor in title.
- 6.1.2 **Contractor** shall mean the successful bidder whose bid has been accepted by the FSCA and shall include the bidder's personal representatives.
- 6.1.3 **Contract** shall include the General Conditions of Contract and Special Conditions of Contract, the specifications including any schedules attached to the specifications, and any agreement entered into in terms of these Special Conditions of Contract.
- 6.1.4 **Service** shall mean the provision of recruitment services for a period of five (5) years.
- 6.1.5 **Person** includes any company incorporated or registered as such under any law, any body of persons corporate or unincorporated, any trust. Person, firm or company shall include an authorised employee or agent of such person.
- 6.2 Except where the context indicate otherwise, in this document the singular includes the plural, and with reference to gender, the one includes the other.

C. BID RULES

7. Capabilities and experience of bidders

- 7.1 Bidders are required to provide all information as necessary to demonstrate their capabilities and experience with regard to the requested services.

8. Form of bid

- 8.1 The bid shall be signed and witnessed on the form of bid incorporated herein. The schedule of services shall be fully priced in South African Rand to show the total amount of the bid and shall be signed. The certificates, schedules and forms contained in this document shall be completed and signed by the bidder in blue or black ink.
- 8.2 **Please note:** No correction fluid such as Tippex or similar product is allowed. All changes must be scratched out and a signature next to each change
- 8.3 Where the space provided in the bound document is insufficient, separate schedules may be drawn up in accordance with the prescribed formats. These schedules shall be bound with a suitable contents page and submitted with the bid documents.

9. Signing of bid

- 9.1 The bid must be signed by a person who is duly authorised to do so.

10. Bid all inclusive

- 10.1 The bidder must provide an all-inclusive fee statement in the bid.

11. Alterations to bid documents

- 11.1 No unauthorised alteration or addition shall be made to the form of bid, to the schedule of quantities of services to be rendered or to any other part of the bid documents. If any such alteration or addition is made or if the schedule of quantities of services to be rendered, or other schedules or certificates are not properly completed, such submission may be disqualified.

12. Qualifications on bid

- 12.1 Bids submitted in accordance with this bid document shall be without any qualifications.

13. FSCA'S rights

- 13.1 The FSCA is entitled to amend any bid conditions, bid validity period, bid specifications, or extend the bid's closing date, all before the bid closing date.

The FSCA reserves the right to extend the bid validity period before its expiry period. All bidders, to whom the bid documents have been issued and where the FSCA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the FSCA's website under the relevant bid information. All prospective bidders should, therefore, ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

- 13.2 The FSCA reserves the right not to accept the lowest priced bid or any bid in part or in whole.
- 13.3 The FSCA reserves the right to award this bid as a whole or in part.
- 13.4 The FSCA reserves the right to conduct site visits at bidder's corporate offices and/or at client sites if so required.
- 13.5 The FSCA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction Note 03 of 2017/2018: Cost Containment Measures, where relevant.
- 13.6 The FSCA reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the FSCA to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

14. Undertaking by bidder

- 14.1 By submitting a bid in response to this bid, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the FSCA on the terms and conditions and in accordance with the specifications stipulated in this bid document.
- 14.2 The bidder shall prepare for a possible presentation should the FSCA require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this bid.
- 14.3 The bidder agrees that the offer contained in its bid shall remain binding upon him and be receptive for acceptance by the FSCA during the bid validity period indicated in this document and calculated from the bid closing date. Its acceptance shall be subject to the terms and conditions contained in this bid document read with the bid.
- 14.4 The bidder furthermore confirms that they have satisfied themselves as to the correctness and validity of their bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all their obligations under a resulting contract

for the services contemplated in this bid; and that they accepts that any mistakes regarding price(s) and calculations will be at their risk.

14.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on them under the supply agreement and Service Level Agreement (SLA) to be concluded with the FSCA, as the principal(s) liable for the due fulfilment of such contract.

14.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with this bid will become FSCA property unless otherwise stated by the bidder/s at the time of submission.

15. Central supplier database

15.1 The FSCA will not award any bid to a supplier who is not registered as a prospective supplier on the Central Supplier Database (CSD) as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 4A of 2016/2017.

15.2 The supplier is responsible to continuously update their information, including personal information on the CSD to ensure that it is complete, accurate and not misleading.

16. Supplier performance management

16.1 Supplier Performance Management is viewed by the FSCA as a critical component in ensuring it acquires value for money and maintains good supplier relations between the FSCA and all its suppliers.

16.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude an SLA with the FSCA (where applicable), which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to the FSCA's business.

16.3 The successful bidder will be required to comply with the above conditions, and also provide a scorecard on how their product/service offering is being measured to achieve the objectives of this condition.

17. Cancellation of contract

17.1 If the FSCA becomes aware or is satisfied that any person (including an employee, partner, director or shareholder of the bidder or a person acting on behalf of or with the knowledge of the bidder), firm or company; amongst others:

17.1.1 is executing a contract with the FSCA unsatisfactorily,

- 17.1.2 has in any manner been involved in a corrupt act or provided a gift or remuneration in relation to any officer or employee of the FSCA, in connection with obtaining or executing a contract,
- 17.1.3 has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract,
- 17.1.4 has in any manner influenced or attempted to influence the awarding of an FSCA's bid,
- 17.1.5 has when advised that his bid has been accepted, given notice of his inability to execute or sign the contract or to furnish any security required,
- 17.1.6 has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from bidding for this contract, or relating to the bid price to be submitted by either party,
- 17.1.7 has disclosed to any other person, any information relating to this bid, except where disclosure, in confidence, was necessary to obtain quotations required for the preparation of the bid,

the FSCA may, in addition to any other legal recourse, which it may have, cancel the contract between the FSCA and such a person, firm or company and/or resolve that no bid from such a person will be favourably considered for a period, as prescribed by the National Treasury.

- 17.2 Any restriction imposed upon any person shall apply to any other person with which such a person is actively associated.

18. Applicable laws

- 18.1 The laws of the Republic of South Africa shall be applicable to each contract created by the acceptance of a bid and each bidder shall indicate an address in the Republic and specify it in the bid as his *domicilium citandi et executandi* where any legal process may be served on him.
- 18.2 Each bidder shall accept the jurisdiction of the courts of the Republic of South Africa.

19. Reasons for disqualification of bid

- 19.1 The FSCA reserves the right to disqualify any unacceptable bid as defined in the PPPFA Act and such disqualification may take place without prior notice to the offending bidder. The grounds for disqualification amongst others could include the following:

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- 19.1.1 bidders who submit incomplete information and documentation as specified in the requirements of this bid document;
- 19.1.2 bidders who submit information that is fraudulent, factually untrue or inaccurate;
- 19.1.3 bidders who receive information not available to other potential bidders through any means;
- 19.1.4 bidders who do not comply with mandatory requirements, if stipulated in the bid document;
- 19.1.5 bidders who fail to attend a compulsory briefing session and sign bid register, if stipulated in the bid advert and/ or in this bid document; and/or
- 19.1.6 bidders who fail to comply with FICA (Financial Intelligence Centre Act) requirements (where applicable).

20. Delegation of authority

- 20.1 The FSCA may delegate any power vested in it by virtue of these Terms of Reference to an officer or employee of the FSCA.

21. Bid rules are binding

- 21.1 The bid rules as well as the instructions given in the official bid notice shall be binding on all bidders submitting bid applications for the service or services set out in the bid document.

22. Language of contract

- 22.1 The bid documents are drafted in English and any contract, which originates from the acceptance of the bid, will be interpreted and construed in English.

D. TERMS OF REFERENCE

23. Objectives

23.1 The broad objectives of this bid include:

23.1.1 To provide bidders with adequate information to understand and respond to the FSCA's requirements to appoint a panel of recruitment service provider for a period of five (5) years.

23.1.2 To ensure uniformity in the responses received from each prospective service provider.

23.1.3 To provide a structured framework for the evaluation of proposals.

24. Pre-Qualification Criteria

24.1 Bidders must be valid members of a professional body such as the Federation of African Professional Staffing Organisations (APSO) or equivalent. For ease of reference, bidders may submit proof of registration. Then FSCA reserves the right to verify the validity of membership with the specified body.

24.2 Bidders who do not meet the pre-qualification criteria stipulated above will be eliminated from further evaluation.

25. Background

25.1 The Human Resources Department of the FSCA is responsible for provision recruitment services to the organisation. The services are required as and when requested by various divisions.

25.2 The department continuously appoints professional and skilled employees in various divisions such as Enforcement, ICT, Corporate Services, Office of the Commissioner, Divisional Executive: GRA, Divisional Executive OGC, Strategy and PMU, Retirement Fund Supervision, Market Integrity and Decision, Sciences, Licensing, Regulatory Policy, Conduct of Business Supervision and any other function which might be established during the five-year tenure.

25.3 In order to meet its requirements, the FSCA intends to appoint various service providers to its panel for provision of recruitment services under various categories as indicated above.

25.4 Bidders are required to submit their technical profiles under any/or all of the categories listed in paragraph 26. Bidders must submit proposals for each area of recruitment and service they are bidding for, as the FSCA will evaluate each area for functionality separately.

25.5 For clarity purposes, it should be noted that an appointment to the panel does not guarantee assignment of work to any panel member. Panel members may be assigned work as and when required.

25.6 Provide a plan of how the bidder will ensure that the FSCA stays up to date with developments in the recruitment industry.

26. Purpose of the request for bid

26.1 The purpose of this bid this bid is to appoint a panel of recruitment service providers to provide recruitment services to the FSCA for a period of five (5) years.

27. Scope of work

27.1 Bidders appointed to the panel will render services in one or more of the following areas and categories of recruitment:

27.1.1 Recruitment advertising including print media.

27.1.2 Temporary recruitment and placement.

27.1.3 Response handling.

27.1.4 Sourcing of candidates.

27.1.5 Headhunting/specialist search.

27.1.6 Produce industry analysis/trends reports as and when required.

27.1.7 Specialist recruitment in areas such as Actuarial Sciences, Data Sciences, Fintech and any other specialised area, the services must cover the following:

27.1.7.1 Recruitment advertising including print media.

27.1.7.2 Temporary recruitment and placement.

27.1.7.3 Response handling.

27.1.7.4 Sourcing of candidates.

27.1.7.5 Headhunting/specialist search.

27.1.7.6 Produce industry analysis/trends reports as and when required.

28. Contract conditions

28.1 The following contract conditions are applicable to this bid:

- 28.1.1 The bidder must declare any possible conflict of interest with the FSCA in the pursuance of the proposed assignment. In the event that any conflict of interest is discovered during an assignment, the FSCA reserves the right to summarily cancel the assignment and demand that all information, documents, and property of the FSCA be returned forthwith.
- 28.1.2 The successful bidder is expected to adhere and abide to specific timelines that will be agree to, failure to adhere to the timelines may result in the cancelation of the contract.

29. Bid evaluation

29.1 The proposals will be evaluated as follows.

29.1.1 Evaluation Stage One: Compliance

Compliance with administrative requirements stated in the Standard Bidding Documents and the mandatory requirements as listed in paragraph 34 below. In this evaluation stage, all bidders that fail to provide the required information and documentation, will be disqualified from further evaluation.

29.1.2 Evaluation Stage Two: Functional evaluation (Desktop evaluation)

In this evaluation stage, bidders are expected to obtain a minimum of 80 out of 100 points to proceed to the next evaluation stage. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to the next evaluation stage.

29.1.3 Evaluation Stage Three: Preference Point System

The 80/20 preference point system shall be applicable to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents specific goals. Points will be awarded to a bidder for attaining the specific goal points in accordance with the table as listed in the bid documentation.

29.1.4 Evaluation Stage Four: Site Inspection

At the FSCA's discretion, a site inspection may be conducted at this stage. The FSCA will visit the selected bidders' premises with the objective of verifying information as contained in their respective bid documents. Should it be discovered during a site inspection or presentation that the information submitted by the bidder is inconsistent with what is on their current premises of business, such bidders will be disqualified.

30. Functional Evaluation Criteria (Desktop)

30.1 CATEGORY A: GENERAL RECRUITMENT ADVERTISING (PRINT AND ONLINE MEDIA)

30.1.1 The functionality criteria are listed below, and will be rated as follows:

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
A. Track record	A.1. The bidder must submit contactable reference letters indicating that a similar project was conducted prior to. Or if you are a startup company, provide proof that the Directors or Specialists to be appointed to perform the function have done a similar job prior to.	A.1.1. The bidder did not submit reference letters.	0	30	30
		A.1.2. The bidder submitted less than three (3) reference letters which meet the requirements.	1-3		
		A.1.3. The bidder submitted three (3) or more contactable reference letters which meet the requirements.	4-5		
B. Examples of advertisements	B.1. The bidder must submit examples of advertisements previously placed in print or online media. The copies of the examples of the adverts must reflect the bidder's	B.1.1. The bidder did not submit examples of previous advertisements.	0	20	20
		B.1.2. The bidder submitted less than three (3)	1-3		

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	name and the advertising print media.	examples of the advertisement.			
		B.1.3. The bidder submitted three (3) or more examples of previous advertisements which meet or exceed the requirements.	4-5		
C. Knowledge and expertise	C.1. The bidder must submit comprehensive CVs of the sourcing specialist and/or recruitment specialist (depending on the category selected) that contain relevant qualifications, and years of experience of the person/s who will be responsible for the assignment. The responsibilities should be aligned with the scope of work with demonstrated experience.	C.1.1. The bidder did not submit CVs.	0	30	30
		C.1.2. The bidder submitted a CV of one sourcing specialist/ recruitment specialist with less than eight (8) years' experience.	1-3		
		C.1.3. The bidder submitted CVs of two or more sourcing specialist/ recruitment specialist as requested with eight (8) or more years' experience.	4-5		

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
D. Business profile (capacity)	D.1. The bidder must submit a detailed business profile and highlighting the years of experience in the provision of recruitment services (in an instance that the bidder is a startup, provide proof of the experience of the directors), such profile must also include the following: a) Business address and contact details. b) Organogram of the business. c) Core business.	D.1.1. The bidder did not submit business profile.	0	10	20
		D.1.2. The bidder submitted business profile with less than five (5) years' experience in providing recruitment services.	1-3		
		D.1.3. The bidder submitted business profile with five (5) or more years' experience in providing recruitment services.	4-5		
	D.2. The bidder must submit proof of account(s) with established media platforms, whose publications are published nationally	D.2.1. The bidder did not submit proof of accounts with established media platforms.	0	10	
		D.2.2. The bidder submitted less than three (3) proof of accounts with established media platforms as required.	1-3		

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
		D.2.3. The bidder submitted three (3) or more proof of accounts with established media platforms as required.	4-5		
TOTAL					100

30.2 CATEGORY B: TEMPORARY RECRUITMENT AND PLACEMENT

30.2.1 The functionality criteria are listed below, and will be rated as follows:

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
A. Track record	A.1. The bidder must submit contactable reference letters indicating that a similar project was conducted prior to. Or if you are a startup company, provide proof that the Directors or Specialists to be appointed to perform the function have done a similar job prior to.	A.1.1. The bidder did not submit reference letters.	0	35	35
		A.1.2. The bidder submitted less than three (3) reference letters which meet the requirements.	1-3		
		A.1.3. The bidder submitted three (3) or more contactable reference letters which meet the requirements.	4-5		
B. Knowledge and expertise	B.1. The bidder must submit comprehensive CVs of the sourcing specialist and/or recruitment specialist (depending on the category selected) that contain relevant qualifications, and years of experience of the person/s who will be responsible for the assignment. The responsibilities should be	B.1.1. The bidder did not submit CVs.	0	35	35
		B.1.2. The bidder submitted a CV of one sourcing specialist/ recruitment specialist with less than eight (8) years' experience.	1-3		
		B.1.3. The bidder submitted CVs of two or more sourcing specialist/	4-5		

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	aligned with the scope of work with demonstrated experience.	recruitment specialist as requested with eight (8) or more years' experience.			
C. Business profile (capacity)	C.1. The bidder must submit a detailed business profile and highlighting the years of experience in the provision of recruitment services (in an instance that the bidder is a startup, provide proof of the experience of the directors), such profile must also include the following: a) Business address and contact details. b) Organogram of the business. c) Core business.	C.1.1. The bidder did not submit business profile.	0	30	30
		C.1.2. The bidder submitted business profile with less than five (5) years' experience in providing recruitment services.	1-3		
		C.1.3. The bidder submitted business profile with five (5) or more years' experience in providing recruitment services.	4-5		
		TOTAL			

30.3 CATEGORY C: RESPONSE HANDLING

30.3.1 The functionality criteria are listed below, and will be rated as follows:

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
A. Track record	A.1. The bidder must submit contactable reference letters indicating that a similar project was conducted prior to. Or if you are a startup company, provide proof that the Directors or Specialists to be appointed to perform the function have done a similar job prior to.	A.1.1. The bidder did not submit reference letters.	0	35	35
		A.1.2. The bidder submitted less than three (3) reference letters which meet the requirements.	1-3		
		A.1.3. The bidder submitted three (3) or more contactable reference letters which meet the requirements.	4-5		
B. Knowledge and expertise	B.1. The bidder must submit comprehensive CVs of the sourcing specialist and/or recruitment specialist (depending on the category selected) that contain relevant qualifications, and	B.1.1. The bidder did not submit CVs.	0	35	35
		B.1.2. The bidder submitted a CV of one sourcing specialist/ recruitment specialist with less	1-3		

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	years of experience of the person/s who will be responsible for the assignment. The responsibilities should be aligned with the scope of work with demonstrated experience.	than eight (8) years' experience.			
		B.1.3. The bidder submitted CVs of two or more sourcing specialist/recruitment specialist as requested with eight (8) or more years' experience.	4-5		
C. Business profile (capacity)	C.1. The bidder must submit a detailed business profile and highlighting the years of experience in the provision of recruitment services (in an instance that the bidder is a startup, provide proof of the experience of the directors), such profile must also include the following: a) Business address and contact details. b) Organogram of the business. c) Core business.	C.1.1. The bidder did not submit business profile.	0	30	30
		C.1.2. The bidder submitted business profile with less than five (5) years' experience in providing recruitment services.	1-3		
		C.1.3. The bidder submitted business profile with five (5) or more years' experience in providing recruitment services.	4-5		
TOTAL					100

CATEGORY D: SOURCING OF CANDIDATES

30.3.2 The functionality criteria are listed below, and will be rated as follows:

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
A. Track record	A.1. The bidder must submit contactable reference letters indicating that a similar project was conducted prior to. Or if you are a startup company, provide proof that the Directors or Specialists to be appointed to perform the function have done a similar job prior to.	A.1.1. The bidder did not submit reference letters.	0	35	35
		A.1.2. The bidder submitted less than three (3) reference letters which meet the requirements.	1-3		
		A.1.3. The bidder submitted three (3) or more contactable reference letters which meet the requirements.	4-5		
B. Knowledge and expertise	B.1. The bidder must submit comprehensive CVs of the sourcing specialist and/or recruitment specialist (depending on the category selected) that contain relevant qualifications, and years of experience of the person/s who will be	B.1.1. The bidder did not submit CVs.	0	35	35
		B.1.2. The bidder submitted a CV of one sourcing specialist/ recruitment specialist with less than eight (8) years' experience.	1-3		

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	responsible for the assignment. The responsibilities should be aligned with the scope of work with demonstrated experience.	B.1.3. The bidder submitted CVs of two or more sourcing specialist/ recruitment specialist as requested with eight (8) or more years' experience.	4-5		
C. Business profile (capacity)	C.1. The bidder must submit a detailed business profile and highlighting the years of experience in the provision of recruitment services (in an instance that the bidder is a startup, provide proof of the experience of the directors), such profile must also include the following: a) Business address and contact details. b) Organogram of the business. c) Core business.	C.1.1. The bidder did not submit business profile.	0	30	30
		C.1.2. The bidder submitted business profile with less than five (5) years' experience in providing recruitment services.	1-3		
		C.1.3. The bidder submitted business profile with five (5) or more years' experience in providing recruitment services.	4-5		
TOTAL					100

30.4 CATEGORY E: HEADHUNTING/ SPECIALIST SEARCH

30.4.1 The functionality criteria are listed below, and will be rated as follows:

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
A. Track record	A.1. The bidder must submit contactable reference letters indicating that a similar project was conducted prior to. Or if you are a startup company, provide proof that the Directors or Specialists to be appointed to perform the function have done a similar job prior to.	A.1.1. The bidder did not submit reference letters.	0	35	35
		A.1.2. The bidder submitted less than three (3) reference letters which meet the requirements.	1-3		
		A.1.3. The bidder submitted three (3) or more contactable reference letters which meet the requirements.	4-5		
B. Knowledge and expertise	B.1. The bidder must submit comprehensive CVs of the sourcing specialist and/or recruitment specialist (depending on the category selected) that contain relevant qualifications, and	B.1.1. The bidder did not submit CVs.	0	35	35
		B.1.2. The bidder submitted a CV of one sourcing specialist/ recruitment specialist with less	1-3		

[PANEL FOR PROVISION OF RECRUITMENT SERVICES]

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	years of experience of the person/s who will be responsible for the assignment. The responsibilities should be aligned with the scope of work with demonstrated experience.	than eight (8) years' experience.			
		B.1.3. The bidder submitted CVs of two or more sourcing specialist/recruitment specialist as requested with eight (8) or more years' experience.	4-5		
C. Business profile (capacity)	C.1. The bidder must submit a detailed business profile and highlighting the years of experience in the provision of recruitment services (in an instance that the bidder is a startup, provide proof of the experience of the directors), such profile must also include the following: a) Business address and contact details. b) Organogram of the business. c) Core business.	C.1.1. The bidder did not submit business profile.	0	30	30
		C.1.2. The bidder submitted business profile with less than five (5) years' experience in providing recruitment services.	1-3		
		C.1.3. The bidder submitted business profile with five (5) or more years' experience in providing recruitment services.	4-5		
		TOTAL			

30.5 CATEGORY F: ACTUARY RECRUITMENT DATA ANALYSIS AND FINTECH RECRUITMENT

30.5.1 The functionality criteria are listed below, and will be rated as follows:

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
A. Track record	A.1. The bidder must submit contactable reference letters indicating that a similar project was conducted prior to. Or if you are a startup company, provide proof that the Directors or Specialists to be appointed to perform the function have done a similar job prior to.	A.1.1. The bidder did not submit reference letters.	0	35	35
		A.1.2. The bidder submitted less than three (3) reference letters which meet the requirements.	1-3		
		A.1.3. The bidder submitted three (3) or more contactable reference letters which meet the requirements.	4-5		
B. Knowledge and expertise	B.1. The bidder must submit comprehensive CVs of the sourcing specialist and/or recruitment specialist (depending on the category selected) that contain relevant qualifications, and years of experience of the person/s who will be	B.1.1. The bidder did not submit CVs.	0	35	35
		B.1.2. The bidder submitted a CV of one sourcing specialist/ recruitment specialist with less than eight (8) years' experience.	1-3		

[PANEL FOR PROVISION OF RECRUITMENT SERVICES]

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	responsible for the assignment. The responsibilities should be aligned with the scope of work with demonstrated experience.	B.1.3. The bidder submitted CVs of two (2) or more sourcing specialist/recruitment specialist as requested with eight (8) or more years' experience.	4-5		
C. Business profile (capacity)	C.1. The bidder must submit a detailed business profile and highlighting the years of experience in the provision of recruitment services (in an instance that the bidder is a startup, provide proof of the experience of the directors), such profile must also include the following: a) Business address and contact details. b) Organogram of the business. c) Core business.	C.1.1. The bidder did not submit business profile.	0	30	30
		C.1.2. The bidder submitted business profile with less than five (5) years' experience in providing recruitment services.	1-3		
		C.1.3. The bidder submitted business profile with five (5) or more years' experience in providing recruitment services.	4-5		
TOTAL					100

31. Preference point system

31.1 General conditions

31.1.1 The following preference point systems are applicable to invitations to tender:

the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

31.1.2 The applicable preference point system for this tender is the 80/20 preference point system.

31.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

31.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

31.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

31.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

32. Formulae for procurement of goods and services

32.1 Points awarded for price

32.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

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80/20

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

Where

P_s	=	Points scored for price of tender under consideration
P_t	=	Price of tender under consideration
P_{min}	=	Price of lowest acceptable tender

33. Points awarded for specific goals

33.1.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender.

33.1.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—:

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Specific goals for the tender and points claimed are indicated per the table below.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women ownership of 51% or more of the enterprise shareholding.	5	
Youth has/have ownership of 51% or more of the enterprise shareholding	5	
Enterprises owned by 51% or more black people	10	
Note: In the event that the bidder is claiming specific goals, the FSCA will allocate points claimed, provided that proof of evidence such as valid BBBEE Certificates/sworn affidavits, CIPC etc. is attached. Failure to submit the acceptable verifiable proof will result in an allocation of 0 points.		

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

34. Standard bidding documents

- 34.1 The following compulsory additional information are required. Failure to complete, and supply any of these documents might lead to disqualification from this bid:

Table 1

Invitation to bid	SBD 1
Bidder's Disclosure	SBD 4
Preference Points Claim Form for Preferential Procurement Regulations 2022 Should a bidder not complete and sign the SBD6.1, the bidder will be allocated 0.00 points for specific goals	SBD 6.1

35. Timeline of the bid process

- 35.1 The period of validity of the bid and the withdrawal of offers, after the closing date and time are 120 days, expiring on 09 December 2026. The project timeframes of this bid are set out below:

Table 2

STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
1.	Advertisement of bid on Government e-tender portal / print media / Tender Bulletin	24 June 2026
2.	Non-compulsory briefing session	07 July 2026
3.	Questions relating to bid from bidder(s)	10 July 2026
4.	Bid closing date	11 August 2026
5.	Compliance: Bid Evaluation Committee	18 August 2026
6.	Functional Evaluation: (Desktop evaluation)	25 August 2026
7.	Preference Point System: Bid Evaluation Committee	01 September 2026
8.	Bid Award: Bid Adjudication Committee	08 September 2026
9.	Notification of the outcome to the bidders	15 September 2026

- 35.2 All dates and times in this bid are South African Standard Time.

- 35.3 Any time or date in this bid is subject to change at the FSCA's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the FSCA to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the FSCA extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

E. ANNEXURES**Annexure A: Recruitment Services Categories Checklist**

35.4 The required recruitment services have been categorised into six (6) categories as reflected below. The bidder must indicate, in the table below, with a **tick (✓)** the category the bidder is bidding for:

NO.	CATEGORY BIDDING FOR			PLEASE TICK (✓)
A.	General recruitment	Recruitment advertising (print media).		
		Temporary recruitment and placement.		
		Response handling.		
		Sourcing of candidates.		
		Headhunting/ Specialist search.		
B.	Actuary, Data Analysis and Fintech recruitment			

35.5 **Note:** The bidder must ensure that they provide the required response/ information to the evaluation criteria for each service category the bidder is bidding for.

Annexure B: Pricing

CATEGORY	CATEGORY DESCRIPTION	PRICING GUIDELINE
A.	GENERAL RECRUITMENT ADVERTISING (PRINT MEDIA AND ONLINE MEDIA)	For this category, the FSCA will allocate work on a rotational basis, and panelists will be compensated based on their approved number of adverts and size that has made a request for.
B.	TEMPORARY RECRUITMENT PLACEMENT AND	For this category, the FSCA will allocate work on a rotational basis, and panelists will be compensated based on their approved hourly rates.
C.	RESPONSE HANDLING	For this category, the FSCA will allocate work on a rotational basis, and panelists will be remunerated at a fixed fee not exceeding R40 000.00 (excluding Value Added Tax) per assignment. The rate of remuneration for this category will be subject to annual escalation of prevailing Consumer Price Index (CPI) on the anniversary date of the agreement.
D.	SOURCING CANDIDATES OF	For this category, the FSCA will allocate work on a rotational basis and panelists will be remunerated at a fixed rate of 18% (excluding Value Added Tax) per assignment. The rate of remuneration for this category will be subject to annual escalation of prevailing Consumer Price Index (CPI) on the anniversary date of the agreement.
E.	HEADHUNTING/ SPECIALIST SEARCH	For this category, the FSCA will allocate work on a rotational basis, and panelists will be remunerated at a fixed rate as per the levels below (excluding Value Added Tax) per assignment: 1. R 150 000.00 to R 299 000.00 (14%) 2. R 300 000.00 to R 499 000.00 (16%) 3. R 500 000.00 to R 749 000.00 (18%) 4. R 750 000.00 to R 949 000.00 (20%) 5. R 950 000.00 and above (22%)

		The FSCA will pay the service provider in three tranches as follows: 1. Tranche 1: Screening interviews at a rate of 25%; 2. Tranche 2: Final interview at a rate of 50%; and 3. Tranche 3: Placement of candidate at a rate of 25%. 4. The rate of remuneration for this category will be subject to annual escalation of prevailing Consumer Price Index (CPI) on the anniversary date of the agreement.
F.	ACTUARY RECRUITMENT DATA ANALYSIS AND FINTECH RECRUITMENT	For this category, the FSCA will allocate work on a rotational basis, and panelists will be remunerated at a fixed rate as per the levels below (excluding Value Added Tax) per assignment: 1. R 150 000.00 to R 299 000.00 (14%) 2. R 300 000.00 to R 499 000.00 (16%) 3. R 500 000.00 to R 749 000.00 (18%) 4. R 750 000.00 to R 949 000.00 (20%) 5. R 950 000.00 and above (22%) The FSCA will pay the service provider in three tranches as follows: 1. Tranche 1: Screening interviews at a rate of 25%; 2. Tranche 2: Final interview at a rate of 50%; and 3. Tranche 3: Placement of candidate at a rate of 25%. 4. The rate of remuneration for this category will be subject to annual escalation of prevailing Consumer Price Index (CPI) on the anniversary date of the agreement.

F. STANDARD BIDDING DOCUMENTS**Standard Bidding Document (SBD 1)**
PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL SECTOR CONDUCT AUTHORITY					
BID NUMBER:	FSCA2026/27-T008	CLOSING DATE:	11 August 2026	CLOSING TIME:	11H00
DESCRIPTION	[PANEL FOR PROVISION OF RECRUITMENT SERVICES]				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Riverwalk Office Park, Block B					
41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)					
Ashlea Gardens, Extension 6, Menlo Park					
Pretoria, South Africa, 0081					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO					
DEPARTMENT	Supply Chain Management Department				
FACSIMILE NUMBER	Not applicable				
E-MAIL ADDRESS	tenders@fsc.co.za				
TELEPHONE NUMBER	012 367 7847				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		

E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:
				MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.				

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....
 (Proof of authority must be submitted e.g. company resolution)

DATE:

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Standard Bidding Document (SBD 4)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO.....

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

Standard Bidding Document (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included); and
 - the applicable preference point system for this tender is the **80/20** preference point system.
- 1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for price and specific Goals.
- 1.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process

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or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. Formulae for procurement of Goods and Services

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (c) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (d) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10

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and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women ownership of 51% or more of the enterprise shareholding.	5	
Youth has/have ownership of 51% or more of the enterprise shareholding	5	
Enterprises owned by 51% or more black people	10	
Note: In the event that the bidder is claiming specific goals, the FSCA will allocate points claimed, provided that proof of evidence such as valid BBEE Certificates/sworn affidavits, CIPC etc. is attached. Failure to submit acceptable verifiable proof will result in an allocation of 0 points.		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in

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paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

	 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

G. ADMINISTRATIVE CHECKLIST

Hereunder is a checklist to ensure that the bid document is complete in terms of administrative compliance. Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document.

ITEM	DOCUMENT REFERENCE		ACTION TO BE TAKEN	YES/NO
1.	SBD 1	Invitation to bid	Is the form duly completed and signed?	
2.	SBD 4	Declaration of Interest	Is the form duly completed and signed?	
3.	SBD 6.1	Preference Points Claim Form for Preferential Procurement Regulations 2022	Is the form duly completed and signed?	
4.	Tender submission		<i>Two (2) printed copies. (One (1) original and One (1) copy of original) submitted?</i>	
			One (1) electronic copy submitted?	

I, the undersigned (name)

certify that the information furnished on this checklist is true and correct.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder