

NOTICE TO BIDDERS

T31-06-26- REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A TALENT ACQUISITION RESPONSE HANDLING AND RECRUITMENT SERVICES PROVIDER.

Dear Bidders

Applicable updates to the above-mentioned bid / tender are as follows:

- **Scope of Work / Terms of Reference (Section 4):**
Under point 4 (On-site Talent Acquisition Specialist Resources), we have clarified the minimum total number of required resources as **five (5)**. This consists of **one (1) Talent Acquisition Manager** and **four (4) Talent Acquisition Specialists**, aligning with the existing costing model.
- **Table A: System Cost (Section 3):**
A new line item has been added to account for **External Job Board Posting and Integration Licences**.
- **Costing Model (Section 3 – Tables A and D):**
These tables have been expanded to provide a **yearly cost breakdown** for all relevant line items.
- Corrected tables:

i. SECTION 3: COST PROPOSAL

7. COSTING MODEL.

Table A: System Cost

Cost Element	Year	Monthly (VAT Excl.)	Annual (VAT Excl.)
Career Interface – ATS & Careers Page (unlimited positions posted/recruited)	Year 1		
	Year 2		
	Year 3		
External Job boards posting and integration licences	Year 1		
	Year 2		
	Year 3		
System Maintenance and Support	Year 1		
	Year 2		
	Year 3		
Sub-total A per year (VAT Excl.)			
VAT @ 15% (on 3-year sub-total)			
Sub-total A for a period of three (3) years (VAT Incl.)			

Notes on pricing:

- 1. Estimated number of users is fifteen (15).**
- 2. Use of system functionality must be based on an unlimited number of positions to be posted / recruited for.**

Table B Professional Services i.e., Implementation and Training

Activities / Deliverable	Resource(s)	Rate/Hour per resource	No. of hours	Cost (VAT Excl.)
Implementation				
Training for 15 IDC employees				
Disbursements				
Sub-total B (VAT Excl.)				
VAT @ 15%				
Sub-total B (VAT Incl.)				

Table C: AD -HOC Support Services

For comparison purposes, bidders must provide a cost for 90 hours of ad-hoc support, as and when required, over a period of three years:

Activities / Deliverable	Resource(s)	Rate/Hour	No. of hours	Cost (VAT Excl.)
Ad-hoc technical support – Year 1			30	
Ad-hoc technical support – Year 2			30	
Ad-hoc technical support – Year 3			30	
Sub-total C (VAT Excl.)				
VAT @ 15%				
Sub-total C (VAT Incl.)				

Table D: On-site Managed Recruitment services

Cost Elements	Monthly Cost (VAT Excl.)	Annual Cost (VAT Excl.)
	Talent Acquisition Manager and four (4) Talent Acquisition Specialists	Talent Acquisition Manager and four (4) Talent Acquisition Specialists
Managed Recruitment Services for Year 1		
Managed Recruitment Services for Year 2		
Managed Recruitment Services for Year 3		
Sub-total D for a period of three (3) years (VAT Excl.)		
VAT @ 15%		
Sub-total D for a period of three (3) years (VAT Incl.)		

Note: The managed service fee must include an on-site Talent Acquisition Manager and a minimum of four (4) Talent Acquisition Specialists, and the Response Handling deliverables (vacancy summary and shortlist for all advertised vacancies).

Table E: Verification Checks

The IDC conduct verification checks as and when required for comparison purposes, bidders must provide cost for verification checks based on the below numbers. These are just estimates, the quantities may differ on a case-by-case basis as required by the IDC from time to time.

Activities / Deliverable	Quantity (p.a.)	Year	Unit Price (VAT Excl.)	Cost (VAT Excl.)
Credit Check	150	Year 1		
		Year 2		
		Year 3		
Criminal Check	100	Year 1		
		Year 2		
		Year 3		
ID Verification	100	Year 1		
		Year 2		
		Year 3		
Fraud Check	100	Year 1		
		Year 2		
		Year 3		
Qualification checks	250	Year 1		
		Year 2		
		Year 3		
Reference checks	250	Year 1		
		Year 2		
		Year 3		
Employment verification checks	250	Year 1		
		Year 2		
		Year 3		
Membership of Professional Bodies checks	50	Year 1		
		Year 2		
		Year 3		
Social Media checks	6	Year 1		
		Year 2		
		Year 3		
Directorship checks	5	Year 1		

Activities / Deliverable	Quantity (p.a.)	Year	Unit Price (VAT Excl.)	Cost (VAT Excl.)
		Year 2		
		Year 3		
Permanent Residence check	5	Year 1		
		Year 2		
		Year 3		
Citizenship check	5	Year 1		
		Year 2		
		Year 3		
Annual sub-total (VAT Excl.)				
VAT @ 15% (on 3-year sub-total)				
Sub-total E for a period of three (3) years (VAT Incl.)				

TOTAL BID PRICE – Table (A + B + C + D + E) (VAT Incl.)	
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