



INDEPENDENT DEVELOPMENT TRUST

Invitation to Bid for Panel of Recruitment Agencies

BID REFERENCE: IDT/HR/PANEL/2022-2025

TERMS OF REFERENCE

Invitation to Bid for the Panel of Recruitment Agencies for a Period of 36 Months.

| | | |
|-------------------------------|----------|--|
| Assignment Title | : | Invitation to Bid for the Panel of Recruitment Agencies |
| Bid Reference Number | : | IDT/HR/PANEL/2022-2025 |
| Procurement Type | : | Open Tender |
| Duration of Assignment | : | 36 months |
| Closing Date | : | 09 September 2022 |
| Bid Validity Period | : | 120 Days |
| Location of Assignment | : | National Office in Pretoria. |

PART A

SBD 1

INVITATION TO BID

| | | | | | |
|--|---|----------------------|---|--|---|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST | | | | | |
| BID NUMBER: | IDT/HR/PANEL/2022-2025 | CLOSING DATE: | 09 September 2022 | CLOSING TIME: | 12h00 |
| DESCRIPTION | PROJECT NAME: Invitation to Bid for Panel of Recruitment Agencies | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED | | | | | |
| Glenwood Office Park, Cnr Oberon & Sprite Streets, Faerie Glen Pretoria, 0043 | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | MS. Junior Motsepe | | CONTACT PERSON | | |
| TELEPHONE NUMBER | | | TELEPHONE NUMBER | | |
| FACSIMILE NUMBER | | | FACSIMILE NUMBER | | |
| E-MAIL ADDRESS | JuniorM@idt.org.za | | E-MAIL ADDRESS | idthrpanelenquiries@idt.org.za | |
| 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] <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT : Not compulsory | | [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) WILL NOT BE COMPULSORY SINCE BIDDERS WILL NOT BE EVALUATED ACCORDING TO THE B-BBEE POINTS SYSTEM . | | | | | |

| | | | |
|---|---|--|---|
| <p><i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i></p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p> | <p><i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i></p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p> |
| <p>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</p> | | | |
| <p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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.</p> | | | |

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 WILL NOT BE SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017,

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."

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution if there is more than one Director/member)

DATE:

.....

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 |
|-----------|-----------------|---------------------------|
| | | |
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| | | |

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 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.

2.2.1 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

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.

combat any 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 |

1. BACKGROUND

The IDT is a Schedule 2 state owned entity that manages the implementation and delivery of critically needed social infrastructure programmes on behalf of government. The social infrastructure programmes include public schools, hospitals, courts, correctional services facilities, clinics, community centres, government offices. The IDT reports to the Minister of Public Works who is the Shareholder representative and its Executive Authority. Its national office is located in Pretoria and has regional offices in all of the country's nine provinces.

2. CONTEXT

The organisation is in the process of renewal and, therefore, there is a need to build capacity in terms of the number of employees and skills. This has therefore evoked the need to capacitate the IDT with relevant skills to deliver on its KPIs as outlined in the Annual Performance Plan.

3. PROBLEM STATEMENT

The IDT currently doesn't have the requisite capacity to implement its mandate.

4. COMPULSORY REQUIREMENT

- 4.1 A Company profile indicating, inter alia, experience in HR recruitment and the related services;
- 4.2 Proof of APSO membership
- 4.3 Tax Compliance Status PIN (CSD Registration Number)
- 4.4 APSO membership

5. SCOPE OF WORK

The service provider is expected to perform the following functions:

5.1 External Recruitment and this will include the following:

5.1.1 Advertising of Vacancies.

5.1.2. Response Handling will include the following:

- i. Advertising of positions;
- ii. Receiving and Screening of CVs';
- iii. Compiling of the long list and short-list;
- iv. Compiling of a summary of shortlisted CVs';

- v. Submitting shortlist and summary to HR;
- vi. Verifying and checking of qualifications and conducting background Checks;
- vii. Assessing competencies of recommended candidates;
- viii. Procuring temporary employees;
- ix. Head Hunting.

6. EXPECTED RESULTS

- 6.1 Assist HR with meeting deadlines as per the Service Level Agreement with line function.
- 6.2 Recruiting the right calibre of candidates to meet the IDT's vision.

7. REQUIRED EXPERTISE

The service provider must have proficient knowledge and experience in recruiting and selecting prospective employees on a temporary and permanent basis. The focus of the prospective service provider will be in the following areas:

7.1 Recruitment

- 7.1.1 Experience in placing adverts;
- 7.1.2 Response Handling expertise;
- 7.1.3 Must have screening and shortlisting expertise;
- 7.1.4 Must be competent in compiling Executive Summaries;
- 7.1.5 Must have experience in conducting/coordinating verification checks;
- 7.1.6 Experience in head hunting skilled candidates.

8. PROCUREMENT APPROACH

- 8.1 The required services shall be procured through an open advert;
- 8.2 Companies shall submit their proposals consisting of the following:
 - 8.2.1 A Company profile indicating their experience in HR Recruitment.
 - 8.2.2 CVs' of the lead recruitment specialists'

8.3 Appointment to the Panel:

Letters of appointment will be sent to the successful service providers.

9. EVALUATION CRITERIA FOR FUNCTIONALITY

The tender will be evaluation in line with the IDT Supply Chain Management Policy and the PPPFA of 2017:

The 80/20 Preference Points system will be used where 80 points are for price and 20 points are for Preference/B-BBEE as cited above.

A bidder that scores less than 70% of total functionality points will be disqualified. The functionality criteria is listed below and will be rated as highlighted in the Table below.

| Item | | | Score |
|---|-----------|-----------|------------|
| 1. Functionality | | | 100 |
| 1.1 Proven track record (not older than 5 Years) | | | 30 |
| 1 – 3 | 4 - 6 | 7 - 10 | |
| 15 Points | 30 Points | 30 Points | |
| 1.2 Qualifications and competencies of the lead recruitment team (CVs and certified copies of qualifications) | | | 30 |
| 1.3 Capacity to deliver (size of the firm as assessed through the number of professional recruitment staff) | | | 10 |
| 1.4 Approach and Methodology | | | 30 |

10. ENQUIRIES

10.1 Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this bid document, please refer your enquiries, in writing, to the contact person(s) listed below.

10.2 Enquiries regarding this bid must be addressed to: idthrpanelenquiries@idt.org.za

11. BRIEFING SESSION

A briefing session shall be conducted at 10am on 26 August 2022 at the IDT Offices at Glenwood Office Park, Cnr Oberon and Sprite Street, Faerie Glen, Tshwane. Detailed Terms of Reference (ToR) for the assignment shall be available from the date of the advert.

12. CLOSURE AND SUBMISSION OF BID

The bid closes on 09 September 2022 at 12H00. Bids must be submitted in a sealed envelope and deposited in tender boxes at the IDT head office, Glenwood Office Park, Cnr. Sprite & Oberon Streets, Faerie Glen, Tshwane.

It is the responsibility of the Bidder to ensure that all documents supporting his/her bid are submitted on time and as required.