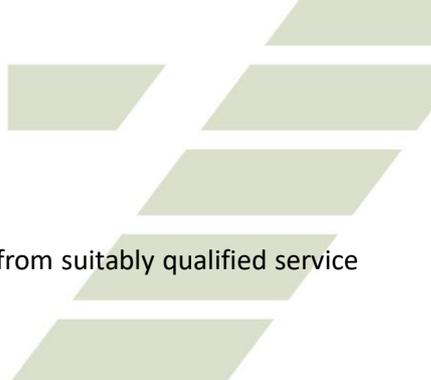




Terms of Reference

**Appointment of a service provider to provide and to develop e-Recruitment
Services for 36 months for
Agrément South Africa**

RFP Number	ASA 01/09/2022
Date of issue	27 September 2022
Bid Closing date	03 October 2022 at 12:00 noon
Submissions	Mmosha@agrement.co.za



1. Introduction

Agrément South Africa extends a call for the submission of proposals from suitably qualified service providers to provide e-recruitment services for Agrément South Africa.

2. Background

Agrément South Africa was established in 1969 and has been operating within the CSIR under the auspices of its Built Environment Unit. In December 2015, Agrément South Africa was recognized an independent agency to bring an impartial judgement to the evaluation of innovative construction products and systems in the interest of the consumer and the construction industry at large.

The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No 11 of 2015 from 1 April 2017. Agrément South Africa being established as a Schedule 3A entity from 1 April 2017, were previously it was transferred to CSIR being a Schedule 3B entity with a staff compliment of 37 employees. The entity operates under a delegation of authority from the Minister of Public Works.

The main objectives are:

- To provide assurance of fitness-for-purpose of non-standard construction related products and systems to specifiers and users.
- To support and promote the process of integrated socio-economic development in the Republic as it relates to the construction industry.
- To support and promote the introduction and use of certified non-standardised construction related products or systems in the local or international market.
- To support policy makers in minimizing the risk associated with the use of non-standard construction related product or system; and
- To be an impartial and internationally acknowledged South African center for assessment and confirmation of fitness-for-purpose of non-standard construction related products or systems

3. Purpose

The purpose of e-recruitment is to make recruiting processes more efficient and less expensive. And, by using e-recruitment, HR managers can reach a larger pool of potential employees and speed up the hiring process.

4. Objectives

E-recruitment, also known as online recruitment, refers to cloud-based recruitment software, web-based resources, and other technology to find and attract the talent in the workplace.

Scope of services

4.1 The e-recruitment service provider must offer the following:

- 4.1.1 Advertising the position
- 4.1.2 Shortlisting process
- 4.1.3 profiling the ideal candidate,
- 4.1.4 identifying the best candidates.
- 4.1.5 Slim down the candidate pool, submitting the most qualified and relevant candidates.

4.2 General Requirements:

- 4.2.1 Advertise and upload on the system on behalf of the organisation.
- 4.2.2 Applicant tracking system
- 4.2.3 Unlimited users
- 4.2.4 Free system training to all users
- 4.2.5 Account manager
- 4.2.6 Each advert is online for 30 days.
- 4.2.7 Shortlisting facilities using keywords
- 4.2.8 The cv's to be online to avoid receiving a lot of emails
- 4.2.9 Bulk emails can be sent from the system (decline candidates or invite candidates for an interview)
- 4.2.10 No placement fees

5. Technical Specifications

5.1 Implementation

The service provider will need to train the users.

5.2 Reporting

Monthly, quarterly, and annual reporting on all the e-recruitment activities.

5.3 Content

The service provider needs to provide the following:

- Applicant Tracking system
- To be able to advertise the job vacancies on the internet.
- Short listing facilities.
- Qualified staff to provide services

innovative construction product assessments

- Accessibility

6. Evaluation Process:

The following evaluation process shall be followed:

a. Basic Compliance:

- Potential service providers must ensure that they are registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted.; and
- All Supply Chain Management compliant (required) documents have been submitted. These include SBD 1, 4, 6.1, 8 & 9 and acknowledgement and acceptance of the General Conditions of Contract.

b. Evaluation Phases:

- **Phase 1: Technical Specification and Functionality Evaluation**

A form will be used which will reflect the name of the service provider, the different criteria, with space provided to record the points awarded and motivation for points awarded. The allocation of points will not be affected on a basis of consensus.

The following formula will be used to convert the points scored against the weight:

$$P_s = \left(\frac{S_o}{M_s} \right) \times 100$$

Where:

- Ps = Percentage scored for functionality by bid under consideration
 So = Total score of bid under consideration
 Ms = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of 60% in order to proceed to Phase 2.

- **Phase 2: Calculation of points**

Please note for quotations or bids above R30 000 up to R50 Million, ASA evaluates these in terms of the 80/20 preference point system where:

80 points are allocated for price and 20 points are allocated for the service provider's B-BBEE Level of Contribution. An original or certified copy of a B-BBEE certificate must be submitted to substantiate claims for preference points.

- **Phase 3: Presentation**

A due diligence process in a form of a presentation will be conducted in respect of all short-listed bidders. A set of questions will be posed during the presentation. Should the bidder fail to meet the requirements of the due diligence process, their proposal will be disregarded at this stage.

ASA also reserves the right to conduct an investigation of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing work load, etc.

During phase 2, points for price will be calculated for all shortlisted service providers in accordance with the following formula:

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

Where:

Ps = Points scored for price of quotation under consideration

Pt = Rand value of quotation under consideration

Pmin = Rand value of lowest acceptable quotation

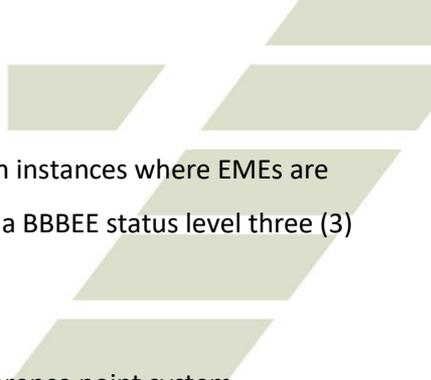
The final points will be calculated as follows:

CRITERIA	SUB-CRITERIA	WEIGHTING POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



EMEs are deemed to have a B-BBEE status level four (4) contributor, in instances where EMEs are more than 50% black owned, such enterprises qualify for promotion to a BBBEE status level three (3) contributor and points will be awarded accordingly.

Please note that the proposals will be evaluated using the 80/20 preference point system.

A recommendation for award will then be formulated for approval by the relevant delegated authority.

Evaluation Criteria

Functional Factors	Proof Required	Weighting	0	3	5
Company Experience Number of years the company has been rendering e-recruitment Services.	Company profile clearly indicating the number of years in business providing e-recruitment services.	20	Less than 2 years	2 – 5 years	More than 5 years
Client references. The service provider must have dealt with various organisations from large to small scale employees.	At least 1 (one) references letter to be supplied. The number of employees for the submitted references must be indicated.	10	1 positive reference provided	2 positive references provided	3 or more positive references provided
Sample Feedback Reporting	Provide a sample report of incidence report and usage of the service	40	Did not provide any sample report or did not understand requirements	Report provided but not relevant to service requirements.	Report provided fully meets the requirements
Methodology and Approach	The service provider must demonstrate their understanding of the key requirements and expectations of ASA as outlined in this document. A detailed approach, methodology and tools on how they will assist ASA in achieving the objectives of this request must be provided.	30	Non-submission or poor methodology and approach submitted.	Approach is specifically tailored to suit the requirements and will meet the needs. The tools that will be used for the project are indicated.	The approach is innovative and well-articulated. The tools that will be used for the project are indicated.
TOTAL		100			

7. Pricing schedule

Description	Unit price (Year 1)	Unit price (Year 2)	Unit price (Year 3)
Placement of advert	R	R	R
VAT	R	R	R
Total Price	R	R	R

8. Monitoring and Evaluation

8.1 Evaluate the impact of the service

Agrément South Africa Corporate Services will determine the evaluation criteria, agreed criteria will determine the level and technique of measuring the impact of the service.

8.2 Complaints handling mechanism

The appointed service provider must implement and exercise the necessary measures to address complaints with corrective measures and provide to ASA.

8.3 Time frames

Set up agreed turnaround times for findings and complaints

9. Review procedures

9.1 The service provider must be able to provide a report in respect of the e-recruitment activities of ASA employees.

10. Duration of the services

The appointed service provider will be required to implement and coordinate an e-recruitment services for a period of 36 months.

11. Confidentiality

All information collected shall be treated with the highest level of confidentiality, this applies to the information acquired before, during and after completion of the contracted period, in compliance with Act No. 4 of 2013, *Protection of Personal Information Act*

12. Required documentation for submission

- 12.1 Company profile.
- 12.2 Pricing Schedule.

Important Notes:

- I. Contract will be for a duration of 36 months.
- II. Pricing must be inclusive of VAT.
- III. **Proposals must be emailed to Mmosha@agrement.co.za**
- IV. The closing date for submission of proposals is **03 October 2022**
- V. **NO LATE SUBMISSIONS WILL BE ACCEPTED**

Technical enquiries

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