

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	18 February 2022	REQUISITION NUMBER	REQ0004331
CLOSING DATE:	25 February 2022	CLOSING TIME:	11:00
QUOTE VALIDITY:	120 days	Submissions and enquires to be made to:	Ms Zanele Ngwenya zanelen@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Appointment of an Executive Recruitment Agency to Oversee the Recruitment of the Chief Executive Officer		Quantity required												
Technical / Mandatory requirements:	SANAS requires the services of an Executive Recruitment Agency with proven experience in the recruitment of top Executives. The Agency will need to perform the end-to-end recruitment process of a Chief Executive Officer (CEO) at SANAS. SUBMISSION REQUIREMENTS 1 Detailed company profile reflecting the experience of the Agency in Top Executive Recruitment and Placements. <table><tr><th>Requirements</th><th>Evidence</th></tr><tr><td>A minimum of 8 years experience of the Agency in Top Executive Recruitment and Placement.</td><td> - Company profile stipulating years of experience rendering a similar service (Company registration documents to be included). - Submission to include a list of Executive placements. </td></tr><tr><th>Requirements</th><th>Evidence</th></tr><tr><td>Placement reference letters of Executives only</td><td> - Minimum of three contactable references to be included (not older than 3 months). - References letters must be on the Company letterhead of the customer. - Letter to include contact details (name of person, Company telephone landline numbers and email addresses). </td></tr></table> 2 Detailed proposal that includes the profile and experience of the official(s) who will manage this process. <table><tr><th>Requirement</th><th>Evidence</th></tr><tr><td>Minimum of 5 years experience in Executive placement of the official(s) or staff member(s) who will be responsible for the placement of the executive.</td><td> - Provide the CV(s) of the official company representative(s) who would be responsible for the recruitment and placement of the CEO, outlining years of experience and contactable references. (References should include, company details where individuals were placed, contact details and email address). - Provide confirmation of 5 top executive placements in line with POPIA. </td></tr></table> 3 Detailed timelines of the process	Requirements	Evidence	A minimum of 8 years experience of the Agency in Top Executive Recruitment and Placement.	- Company profile stipulating years of experience rendering a similar service (Company registration documents to be included). - Submission to include a list of Executive placements.	Requirements	Evidence	Placement reference letters of Executives only	- Minimum of three contactable references to be included (not older than 3 months). - References letters must be on the Company letterhead of the customer. - Letter to include contact details (name of person, Company telephone landline numbers and email addresses).	Requirement	Evidence	Minimum of 5 years experience in Executive placement of the official(s) or staff member(s) who will be responsible for the placement of the executive.	- Provide the CV(s) of the official company representative(s) who would be responsible for the recruitment and placement of the CEO, outlining years of experience and contactable references. (References should include, company details where individuals were placed, contact details and email address). - Provide confirmation of 5 top executive placements in line with POPIA.	1 Candidate
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Requirements	Evidence
A submission of the project Plan in line with item 4 below	- Submission to include a project/recruitment plan outlining the period it will take to finalise the selection step up until the submission of an approved report/submission to the Board of Directors (BoD). - Provide a communication plan in terms of how the project/recruitment plan will be managed with the stakeholder or BoD.

4 Detailed recruitment process / steps including but not limited to:

Requirements
Advertising
Checking and confirming alignment of the Job Description with the Job Advert
Using applicable means to attract candidates (i.e advertising, approaching candidates)
CV Screening
Providing A & B manageable long lists of candidates to the stakeholders
Interviewing stage
Securing a meeting with stakeholders to finalise shortlisting
Preparation of interview questions and Case Study in consultation with the stakeholder (BoD)
Scheduling of interviews aligning to the BoD members availability (Virtual/Hybrid)
Advanced/Comprehensive MIE check, including Security Clearance, Credit checks, qualification checks
3 Reference checks per candidate
Psychometric assessment
Propose and provide a detailed assessment battery in line with the role
Present the proposed assessment battery to the stakeholder
Arrange a suitable date for a maximum 2 identified candidates to undergo the agreed upon psychometric evaluations
Provide assessment feedback to the stakeholders
Preparation and submission of approved report to the BoD - Report/Submission pack
Ad hoc- Value Add Service
NB: Tasks on this section will not form part of the evaluation criteria
Managing the appointment process and the offer to the approved Candidate - includes relevant negotiations - upon instruction by the BoD
Any other activity that may be required

ASSIGNMENT TIMELINE

The Executive Recruitment Agency must be able to finalise the recruitment process of the CEO within three months of the agency appointment.

Requirements	Evidence
The Executive Recruitment Agency must be able to identify the suitable candidate within three months of the agency appointment	Provide a detailed plan in line with paragraph item 4 above with timelines and recovery plan

Bidders are required to submit quotations VAT inclusive in line with the costing table below.

Costing Table: For appointment of an executive recruitment agency to oversee the recruitment of the CEO. <table border="1"> <tr> <td> Advertisement Costs (Advertising on Sunday Times Advert size 15cm x 5 columns; 150mm height x 158 mm width, full colour) </td> <td> Psychometric Assessments Costs (Assessment of TWO (2) candidates) </td> <td> Placements Fee (Bidders to provide a percentage based on the total salary package) </td> </tr> <tr> <td>R</td> <td>R</td> <td>%</td> </tr> <tr> <td>Sub Total</td> <td colspan="2"></td> </tr> <tr> <td>VAT</td> <td colspan="2"></td> </tr> <tr> <td>Total VAT Inclusive</td> <td colspan="2"></td> </tr> </table>		Advertisement Costs (Advertising on Sunday Times Advert size 15cm x 5 columns; 150mm height x 158 mm width, full colour)	Psychometric Assessments Costs (Assessment of TWO (2) candidates)	Placements Fee (Bidders to provide a percentage based on the total salary package)	R	R	%	Sub Total			VAT			Total VAT Inclusive		
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Sub Total																
VAT																
Total VAT Inclusive																
Expected date of delivery:	3 months with a possibility of extension															
Contract or once-off:	Once off (contract/SLA to be signed)															
Technical / Mandatory requirements:																
Other information:																
SECTION TO BE COMPLETED BY SUPPLIER																
1 SUPPLIER DETAILS																
Supplier name:																
CSD number:																
Contact person:																
Contact number:																
Email:																
VAT number (if applicable):																
Physical address:																
2 SCM COMPLIANCE REQUIREMENTS (please tick)																
Service Providers who do not submit all compliance requirements stipulated below will be disqualified																
Central Supplier Database Report or Summary																
Completed and signed SBD 4																

Completed and signed SBD 6.1	
Completed and signed SBD 8	
Completed and signed SBD 9	
Certified valid B-BBEE Certificate/ Sworn affidavit	

Certified valid B-BBEE Certificate

(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

NOTE: Shareholder certificates to be included with the submissions and bidders will be disqualified if they submit false information on their BBEE certificate.

EVALUATION PROCESS

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements. Only bids that meet Administrative requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated for compliance to Technical / Mandatory Requirement. Only bids that comply to the submission requirements will be evaluated further on price and BBEE.
- **The Third stage**, bids will be evaluated in terms of price and BBEE, 80/20 preference point system will be applied.

3 QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods or services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

4 ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:

Signature:

Date: