

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

VCW381/FIRM/EXEC/24

REQUEST FOR PROPOSAL (RFP): VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

Section T1.1: Tender Notice and Invitation to Tender

1. Background

The Water Board is a state-owned Entity listed in Schedule 3B of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), as amended and operates in terms of the Water Services Act, 1997 (Act No 108 of 1997 (WSA) to provide bulk water and related services.

The Entity, therefore, seeks candidates that will effectively drive the organization's strategy, manage its performance, achieve financial sustainability, good corporate governance, and targeted stakeholder management and communication, and redirect the organization towards excellence in service delivery and its social and economic responsibilities.

2. Vaal Central Water specific goals

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:

Specific Goals	POINTS	POINTS
Historically Disadvantaged Individuals (HDI)	(90/10)	(80/20)
Enterprises with ownership of 51% or more by a person/s who are black Persons/s	5	10
Enterprises with ownership of 51% or more by a person/s who are woman	2	5
Enterprises with ownership of 51% or more by a person/s who are youth	2	3
Enterprises with ownership of 51% or more by a person/s within Vaal Central Water area of supply	1	2
Total	10	20

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

Vaal Central Water accordingly invites suitably qualified and experienced Service Providers to submit proposals to Vaal Water for the following:

3. Scope of Work

The Water Board intends to procure the service of an experienced, reputable, effective, and efficient Search/Placement Firm to facilitate the Water Board's executive search for Chief Executive Officer, Executive Management and related Positions. Through their robust and well-tested experience, the potential service provider would be expected to search for experienced candidates to be recommended to the Board and the Chief Executive Officer post appointment.

The Water Board, through the process, aims to attract macro thinkers and quality executives with multiple market experiences.

The requirements listed below are for guidance only and are not exhaustive:

1.1. Search Initiation

1.1.1. Conduct research and assessment to understand the requirements of the Water Board and the ideal candidates' profiles that the organization would like to attract. The research or need assessment phase informed by the Water Board's strategy and mandate should, amongst others, produce:

- a) Talent Acquisition strategy, which includes open advertising and other relevant search engines.
- b) An advertisement to be placed in the media and other search engines.
- c) Project delivery plan with timeline and recruitment/search process methodology to meet the Water Board's requirements.
- d) value-added services.

1.2. Search Process

1.2.1. Candidate identification in line with competencies and experience required for the position. Candidate's identification phase should, amongst others, include and/or produce:

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

- a) Response handling
- b) Pre-screening of applicants
- c) Search list (long list) reflecting the candidate's name, surname, race, gender, qualifications, and experience.
- d) Pre-screening to identify the suitable candidates.
- e) A shortlist of suitable candidates who meet the requirements articulated in the Talent Acquisition strategy.
- f) Scheduling interviews
- g) Facilitate the interview process with the panel, e.g., set up the final shortlist interview schedule and provide the interview panel with discussion guidelines for the final shortlist to interview.

1.3. Search Completion

1.3.1. References report of the selected candidate, i.e., fit and proper confirmation, including background checks, validation of Identity Document, criminal checks and credit rating, etc.

1.3.2. Competency Assessments

1.3.3. Final list of two (2) suitably qualified candidates to be presented to the Board, supported by a detailed report.

1.3.4. Contracting Facilitation

1.3.5. Remuneration Negotiations

2. DELIVERABLES

2.1. The successful search/placement firm will submit to the Water Board the following:

2.1.1. Talent Acquisition Strategy, which includes the use of open advertising.

2.1.2. An advertisement to be placed in the media.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

2.1.3. Project delivery plan with timeline and recruitment/search process methodology to meet the Water Board's requirements.

Search list (long list) reflecting the candidate's name, surname, race, gender, qualifications, and experience.

2.1.4. A shortlist of suitable candidates, i.e., a maximum of five (5) suitably qualified candidates who meet the requirements articulated in the Talent Acquisition strategy.

2.1.5. References report of the selected candidates, i.e., fit and proper confirmation including background and reference checks, validation of Identity Documents, qualifications, criminal check, and credit rating.

2.1.6. Final list of two (2) suitably qualified candidates to be recommended to the Board supported by a detailed report.

3. Prequalification Criteria:

- a. Adherence to submitting the response as a two-folder proposal. Folder 1: Functionality and returnable submission separate form; Folder 2: Pricing proposal submission
- b. Attendance Register of the Compulsory Briefing Session attended by the Service Provider
- c. Proof of Registration with National Treasury Central Supplier Database (CSD) Summary Report,
- d. The Service Provider should be registered with the Department of Labour as a private employment agency or temporary employment agency. A Certificate of Registration to be provided should be attached, failing which the bidder will be eliminated.
- e. SARS issued a Valid and Active Tax Compliance Status Pin for Tax Compliance Status Verification. To operate with the Water Board, the service provider must be fully registered and tax-compliant.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

4. FUNCTIONAL EVALUATION

Evaluation Categories	Criteria/Questions/Guidelines	Source Documents that must be submitted to score points	Maximum Points
Track Record			40
Company Customer Recent References	<p>The independent search/placement firm should provide at least three (3) contactable references of similar assignments conducted in medium to large-size organizations (on the referees' company letterheads) in the past five (5) years.</p> <ul style="list-style-type: none"> • three or more contactable references validating the nature of the assignment, period, and quality of output (with at least two or more being in the State-Owned Entity Sector = 20 points) • two or more contactable references validating the nature of the assignment, period, and quality of output (with at least one or more being in the State-Owned Entity sector = 14 points) • two contactable references validating the nature of the assignment, period, and quality of output being from the State 	Reference letters	20

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

Evaluation Categories	Criteria/Questions/Guidelines	Source Documents that must be submitted to score points	Maximum Points
	<p>Owned Entity sector = 10 points</p> <ul style="list-style-type: none"> No relevant references submitted = 0 points 		
Experience and Team Capability	<p>Demonstrated competencies and experience in carrying out executive searches on medium to large-size organizations in the private and public sectors and State-Owned Entities.</p> <p>Demonstrated skills and relevant experience of each key personnel for the assignment.</p> <ul style="list-style-type: none"> Team leader Key member <p>Team members' experience and expertise</p> <ul style="list-style-type: none"> ten years and above for all assigned resources = 20 points 7 - 9 years for all assigned resources = 14 points 5 - 6 years for assigned resources = 10 points Less than 5 years = 0 points 	Organogram supported by CVs, copies of qualifications of the proposed key personnel	20

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

Evaluation Categories	Criteria/Questions/Guidelines	Source Documents that must be submitted to score points	Maximum Points
	<p>Attached is a maximum 2-page resume indicating all the names, qualifications, and number of years rendering services, specifically providing strong evidence of accomplishments and expertise in executive searches on medium to large-size organizations in the private and public sectors and State-Owned Entities.</p> <p>Team profile with relevant competencies and track record of successfully executing similar projects.</p> <p>The proposed team submitted in this RFP will be the team expected to deliver the required service unless otherwise agreed to by the Water Board.</p>		
Written understanding of this Scope of Work and Terms of Reference			20
Understanding of the Scope of Work and Terms of Reference	The service provider has clearly articulated the requirements of the Scope of Work and Terms of Reference and included a unique	Minim of 5-page method statement duly signed and dated	20

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

Evaluation Categories	Criteria/Questions/Guidelines	Source Documents that must be submitted to score points	Maximum Points
	<p>strategy beneficial to the Water Board.</p> <ul style="list-style-type: none"> • Clear articulation of the requirements of the Scope of Work and Terms of Reference and inclusion of a tailor-made strategy beneficial to the Water Board = 20 points • Clear articulation of the requirements of the Scope of Work and Terms of Reference = 14 points • Covered significant areas of understanding the requirements of the Scope of Work and Terms of Reference = 10 points • Poor articulation of the requirements of the Scope of Work and Terms of Reference = 0 points 	by the service provider	
Proposed Methodology and Approach			20
Methodology	The project is approachable innovatively and efficiently, indicating that the service provider has an outstanding knowledge of executive searches on medium to	Minimum of 5-page approach paper duly signed and dated by the service provider.	20

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

Evaluation Categories	Criteria/Questions/Guidelines	Source Documents that must be submitted to score points	Maximum Points
	<p>large-size organizations in the private and public sectors and Staten-Owned Entities. The approach paper details ways to improve the project outcomes and the quality of the outputs.</p> <ul style="list-style-type: none"> The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution = 20 points The generic approach is not tailored to the specific objective and methodology. The approach does not adequately deal with the critical characteristics of the project = 14 points The methodology and approach are poor and are unlikely to satisfy project objectives or requirements. The service provider has misunderstood certain 		

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

Evaluation Categories	Criteria/Questions/Guidelines	Source Documents that must be submitted to score points	Maximum Points
	aspects of the scope of work and does not deal with the critical aspects of the project = 0 points		
Project management Approach			20
Project management capabilities	Detailed and customized project plan in line with the project scope with clear milestones and timeframes for each task completed, including the methodology for conducting the required services = 10 points Generic project management approach – 0 points	Project plan with timelines	10
Assignment Stakeholder Management Approach	Detailed and customized stakeholder management approach, methodology, etc., as well as how the service provider intends to carry out this assignment = 5 points successfully Generic stakeholder management approach = 0 points	Minimum of 3-page approach paper duly signed and dated by the service provider.	5
Risk management approach	Detailed and customized risk management approach inclusive of identified risks by the service	Minimum of 3-page approach paper duly signed	5

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

Evaluation Categories	Criteria/Questions/Guidelines	Source Documents that must be submitted to score points	Maximum Points
	provider and risk mitigating strategy proposed = 5 points Generic risk management approach = 0 points	and dated by the service provider	
Total Score			100
Threshold			70

Functional Criteria

Only those service providers who score **70 points** or higher (**out of possible 100**) during the functional evaluation of the second stage will be evaluated further, and Service providers are required to submit supporting documentation evidencing their compliance with each requirement, where applicable.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

Required Qualifications/Evaluation of Bids:

Preference will be given to Service Providers who demonstrate previous expertise in the relevant field, capabilities, and have the required qualified human resources and expertise. The prospective service providers must demonstrate competency, mention experience and attach a list of projects they have successfully completed of a similar nature and demonstrate sound ability for project Implementation.

NB: The tender document will be available from National Treasury e-tenders and Vaal Central Water portal from **Wednesday, 06 December 2023**.

Completed tender documentation must be addressed as below and deposited before **12:00** on **Monday, 16 January 2024** at the **Tender Box situated at the Vaal Central Water Head Office** for attention:

Supply Chain Management

Vaal Central Water
2 Mzuzu Street,
Pellissier,
BLOEMFONTEIN,
9322

Each bidder must submit One envelope clearly marked Tender No. **BW241/HO/STI/23 – EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS** with the bidder's name and address. Vaal Central Water promotes Broad Black Economic Empowerment. The name of the firm submitting the tender shall be clearly shown on all correspondence. An appointment will be made in terms of the approved Supply Chain Management Policy of the Board of Vaal Central Water.

Each proposal must be submitted in 1 envelope clearly marked:

- 1. Request for Proposal (RFP): Contract No.: BW241/HO/STI/23: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS**

The invitation for proposal does not amount to an invitation for offers and Vaal Central Water reserves the right to accept or reject any proposal or part thereof.

Tenders may only be submitted on the tender documentation that has been issued. **A two-envelope system will not be followed.**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

VCW381/FIRM/EXEC/24: VAAL CENTRAL WATER BOARD INTENDS TO PROCURE THE SERVICE OF AN EXPERIENCED, REPUTABLE, EFFECTIVE, AND EFFICIENT SEARCH/PLACEMENT FIRM TO FACILITATE THE WATER BOARD'S EXECUTIVE SEARCH FOR CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGEMENT AND RELATED POSITIONS

Proposals which are incomplete, filled in incorrectly, or telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted which is received after the close of the tender, will not be accepted.

Should you not receive any feedback from Vaal Central Water after 90 days of submission, consider your tender unsuccessful.

Technical Queries can be directed to:

Me N. Motlhaolwa
Acting Executive Human Resources
Tel: 051 403 0800
Fax: 051 422 5333
E-mail: nkagisengm@bloemwater.co.za

Tender Administrative Queries can be directed to:

Supply Chain Management
Tel: 051 - 403 0800
Fax: 051 - 422 5333
Email: lerekos@vcwater.co.za

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2