

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:	06 December 2022	REQUISITION NUMBER	REQ0004688
CLOSING DATE:	13 December 2022	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mathebula <a href="mailto:procurement@sanas.co.za">procurement@sanas.co.za</a> 012 740 8536

### 1. PRODUCT /SERVICE DETAILS

Description of goods / services: Appointment of an Executive Search Company to Headhunt and Oversee the Appointment Process of the Chief Executive Officer for SANAS		Quantity required										
1	<p><b>SCOPE OF WORK:</b></p> <p>1. Headhunting and the appointment of the Chief Executive Officer</p> <p>SANAS requires the services of an Executive search company to urgently assist with headhunting and the appointment of the Chief Executive Officer.</p> <p>The CEO appointment will be on a 5-year performance based fixed term period. The salary (CTC) ranges from R2,438,698.84 to R3,368,778.16.</p> <p>The headhunting process leading to the appointment will include working closely with the CEO recruitment task team that has been set up to oversee the process. The task team is made up of Board members.</p> <p>The appointment will include all the items as listed in points 2 and 3 below.</p> <p>2. Detailed timelines of the process</p> <p>The service provider will be required to provide the CEO recruitment task team with the detailed project plan which outlines the period it will take to conduct the executive search up until the appointment process. It is expected that the service provider will communicate who the Lead resource is from their side. The service provider will also need to include the headhunting methodology and selection and appointment steps as outlined in point 3 below:</p> <p>3. Detailed Headhunting and Appointment Methodology including but not limited to:</p> <table><tr><td><b>Requirements</b></td></tr><tr><td>Headhunting of suitable and qualified candidates (approaching candidates)</td></tr><tr><td>CV Screening</td></tr><tr><td>Providing A &amp; B manageable long lists of candidates to the stakeholders</td></tr><tr><td><b>Interviewing stage</b></td></tr><tr><td>Securing a meeting with stakeholders to finalise shortlisting</td></tr><tr><td>Preparation of interview questions and Case Study in consultation with the stakeholder (BoD)</td></tr><tr><td>Scheduling of interviews aligning to the BoD members availability</td></tr><tr><td>Advanced/Comprehensive MIE check, including Security Clearance, Credit checks, qualification checks, criminal check</td></tr><tr><td>3 Reference checks per candidate</td></tr></table>	<b>Requirements</b>	Headhunting of suitable and qualified candidates (approaching candidates)	CV Screening	Providing A & B manageable long lists of candidates to the stakeholders	<b>Interviewing stage</b>	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	Advanced/Comprehensive MIE check, including Security Clearance, Credit checks, qualification checks, criminal check	3 Reference checks per candidate	
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<b>Expected date of delivery:</b>	<b>ASSIGNMENT TIMELINE</b>  The Executive Search Company must be able to finalise the appointment process of the CEO within three months of the agency appointment (with a possibility of extension).										
<b>Contract or once-off:</b>	Once off (contract/SLA to be signed)										
<b>Technical / Mandatory requirements:</b>	<b>BELOW ARE THE MANDATORY SUBMISSION REQUIREMENTS:</b>  1. Detailed company profile reflecting the experience of the Agency in Top Executive search and Placements										
	<table><tr><th>Requirements</th><th>Evidence</th></tr><tr><td>A minimum of 8 years experience of the Agency in Executive Search and Placement</td><td><ul style="list-style-type: none"><li>• Company profile stipulating years of experience rendering a similar service (Company registration documents to be included).</li><li>• Submission to include a list of 5 Executive placements.</li></ul></td></tr></table>	Requirements	Evidence	A minimum of 8 years experience of the Agency in Executive Search and Placement	<ul style="list-style-type: none"><li>• Company profile stipulating years of experience rendering a similar service (Company registration documents to be included).</li><li>• Submission to include a list of 5 Executive placements.</li></ul>						
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Bidders are required to submit quotations VAT inclusive in line with the costing table below.  Costing Table: For appointment of an executive search company to headhunt suitable and qualified candidates and oversee the recruitment of the CEO.											

		Psychometric Assessments Costs & required checks (MiE, etc, as per requirement in item 3, scope of work above) (Assessment and checks of TWO (2) candidates)	Placement Fee (Bidders to provide a percentage based on the total salary package)
		R	%
	<b>Sub total</b>		
	<b>VAT</b>		
	<b>Total Inc VAT</b>		
<b>Other information:</b>			

#### SECTION TO BE COMPLETED BY SUPPLIER

##### 4. SUPPLIER DETAILS

<b>Supplier name:</b>	
<b>CSD number:</b>	
<b>Contact person:</b>	
<b>Contact number:</b>	
<b>Email:</b>	
<b>VAT number (if applicable):</b>	
<b>Physical address:</b>	

##### 5. SCM COMPLIANCE REQUIREMENTS (please tick)

<b>Central Supplier Database Report or Summary</b>	
<b>Completed and signed SBD 4</b>	
<b>Completed and signed SBD 6.1</b>	
<b>Completed and signed SBD 8</b>	N/A
<b>Completed and signed SBD 9</b>	N/A
<b>Certified valid B-BBEE Certificate</b>	

**Certified valid B-BBEE Certificate**

(Please note bidders will not be disqualified for not submitting a valid certified BBBEE 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)

**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 and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

**6. 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 of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

**7. ACKNOWLEDGEMENT AND SUBMISSION:**

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

Name:.....

Signature: .....

Date: .....