



## REQUEST FOR PROPOSAL (RFP)

<b>Supplier Name:</b>
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<b>Goods</b>		<b>Service</b>	√
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<b>Request for Quotation number</b>	RFP0012
<b>Date Issued</b>	12 February 2026
<b>Request for Quotation</b>	Appointment of a head-hunting recruitment agency for the Executive Director position
<b>Closing date</b>	04 March 2026
<b>Closing time</b>	11h00
<b>Submission Instructions</b>	<b>Proposals must be submitted as follows:</b>  1. Five (5) hard copies to be delivered to, Takeover Regulation Panel, 1 <sup>st</sup> Floor, Block 2, Freestone Park, 135 Patricia Road, Atholl, Sandton  2. Electronic copy in PDF format to be emailed to <a href="mailto:admin@trpanel.co.za">admin@trpanel.co.za</a>
<b>For more information, please contact</b>	Margaret Motsoahae on 011 784 0035/ <a href="mailto:margaretm@trpanel.co.za">margaretm@trpanel.co.za</a>
<b>Note</b>	<b>Only the successful bidder will be contacted</b>

1. **THE FOLLOWING CONDITIONS WILL APPLY**

- 1.1. Where quotation/proposal is R2 000.00 or more, Preferential Procurement System will apply 80/20.
- 1.2. Price(s) quoted must be valid for **120 days** from the closing date.
- 1.3. Price(s) quoted must be exclusive of VAT.
- 1.4. This request for a formal proposal is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2022, The General Conditions of Contract (GCC) and, if applicable, any other special Conditions of Contract.
- 1.5. Strict compliance with the invitation requirements and evaluation criteria will be adhered to.
- 1.6. No late proposals will be accepted.

2. **EVALUATION CRITERIA**

The evaluation will follow a three-stage process.

<b>Mandatory Requirements (Stage 1)</b>	<b>Functionality Evaluation (Stage 2)</b>	<b>Price Evaluation (Stage 3)</b>
Bidders must meet all mandatory requirements to proceed to Stage 2.	Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Stage 3 (Price).	Price and B-BBEE scoring will be applied in accordance with applicable legislation.

2.1. **Mandatory Requirements**

- 2.1.1. Company registration.
- 2.1.2. Proof of registration/accreditation with the relevant professional bodies.
- 2.1.3. Valid Tax clearance certificate.
- 2.1.4. Valid B-BBEE Certificate.
- 2.1.5. The bidder should provide the Central Supplier Database (CSD) Summary Report ([www.csd.gov.za](http://www.csd.gov.za)).
- 2.1.6. The attached forms are to be completed by the bidder (where applicable):
  - SBD 4 – Declaration of Interest
  - SBD 6.1 – Preference Points claim

2.2. **Functionality Evaluation**

	<b>Description</b>	<b>Weight %</b>
2.	<p><b>Company profile</b></p> <p>Company profile demonstrating experience in executive recruitment, particularly in the Public Sector, Mergers and Acquisitions or Financial Services Sector (20 points)</p> <p><b>Number of years the Company has been in existence</b></p> <ul style="list-style-type: none"> <li>• Less than 5 years = 0 points</li> <li>• 5 years = 2 points</li> <li>• 5 - 8 years = 5 points</li> <li>• 8 - 10 years = 7 points</li> <li>• Above 10 years = 10 points</li> </ul>	30
3.	<p><b>Methodology, approach and project plan</b></p>	30
4.	<p><b>Qualifications and expertise of key personnel</b></p> <p>CV and qualifications of the proposed project team.</p> <ul style="list-style-type: none"> <li>• 5 years = 5 points</li> <li>• 5-7 years =10 points</li> <li>• 7-10 years =15 points</li> <li>• 10 -15 years = 20 points</li> <li>• above 15 years =30 points</li> </ul>	30
5.	<p><b>Track record and references</b></p> <p>Three (3) contactable references relating to executive recruitment projects completed within the last five (5) years.</p> <ul style="list-style-type: none"> <li>• No reference letter = 0 point</li> <li>• One reference letter = 4 points</li> <li>• Two reference letters = 6 points</li> <li>• Three reference letters = 10 points</li> </ul>	10

<b>Total</b>	<b>100</b>
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2.3. **Price and Preference**

2.3.1. **Price Proposal**

Bidders must submit a detailed cost breakdown including.

2.3.1.1. Professional fees.

2.3.1.2. Advertising costs (where applicable).

2.3.1.3. Assessment and verification costs.

2.3.1.4. Any additional disbursements.

2.3.2. **Preference points system**

The 80/20 preference point system will be applied in line with the Preferential Procurement Regulations.

3. **ABOUT THE PANEL**

The Takeover Regulation Panel (the Panel) is established as a juristic person in terms of section 196 of the Companies Act No 71 of 2008 (the Act). The Panel reports to the Minister of the Department of Trade, Industry and Competition (the dtic). It functions as an organ of state within the public administration but as an institution outside the public service.

The Panel is listed as a Schedule 3A public entity in the Public Finance Management Act, 1999 (Act 1 of 1999).

4. **PURPOSE OF THE BID**

The Panel seeks to appoint a qualified and experienced head-hunting recruitment agency to facilitate the end-to-end recruitment process for the Executive Director position.

5. **SCOPE OF WORK**

The appointed service provider will be required to:

- 5.1. Developing a comprehensive recruitment strategy to attract a qualified pool of candidates for the Executive Director role.
- 5.2. Advertising the position on suitable platforms.
- 5.3. Manage applications and conduct preliminary screening.
- 5.4. Prepare a detailed longlist and shortlist process.
- 5.5. Conduct competency-based interviews.
- 5.6. Support the Panel during interviews and the selection process.
- 5.7. Facilitate psychometric and background checks, including qualification verification, criminal checks, and reference checks.

5.8. Provide a final report with recommended candidates.

**6. EXPECTED DELIVERABLES**

The service provider must deliver.

- 6.1. A recruitment project plan with timelines.
- 6.2. A comprehensive candidate longlist with supporting profiles.
- 6.3. A shortlist of recommended candidates.
- 6.4. Interview reports, assessment results, and verification outcomes.
- 6.5. A final recommendation report.
- 6.6. Progress updates as required

**7. TIMEFRAMES**

The recruitment process must be completed within **8–12 weeks** from the date of appointment, unless otherwise agreed in writing.

**8. SUBMISSION INSTRUCTIONS**

**Proposals must be submitted as follows:**

- 8.1. Five (5) hard copies to be delivered to, Takeover Regulation Panel, 1<sup>st</sup> Floor, Block 2, Freestone Park, 135 Patricia Road, Atholl, Sandton
- 8.2. Electronic copy in PDF format to be emailed to [admin@trpanel.co.za](mailto:admin@trpanel.co.za)

**9. SUPPLIER'S RESPONSE**

<b>SUPPLIER INFORMATION</b>	
Name of Company	
Registration Number	
VAT Number	
Contact Person	
Contact Number	
E-mail Address	
Street Address	

10. **ADMINISTRATIVE COMPLIANCE RETURNABLE DOCUMENTS**

<b>Mandatory); (O – Optional)</b>	<b>Submitted</b>	
Bidder disclosure (SBD 4) signed and completed	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preference Points claimed (SBD 6.1), signed and completed with B-BBEE certificate or affidavit	<b>O</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>(M – Mandatory); (O – Optional)</b>	<b>Submitted</b>	
Pricing completed	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

11. **PRICING SCHEDULE**

	<b>Item Description</b>	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
<b>Total amount</b>		
<b>VAT</b>		
<b>Total Amount (including VAT)</b>		

**Annexure A**

**Form: SBD 4**

**BIDDERS DISCLOSURE**

12. Purpose of the form

12.1. 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, the bidder is required to make this declaration in respect of the details required hereunder.

12.2. Where a person/s is/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.

13. Bidder's declaration

13.1. Is the bidder, or any of its directors/trustees/shareholders/members/partners or any person having a controlling interest<sup>1</sup> in the enterprise employed by the state?

**YES/NO**

13.1.1. 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 the table below.

Full Name	Identity Number	Name of State Institution

13.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

13.2.1. If so, furnish particulars:


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<sup>1</sup> 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

13.3. 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**

13.3.1. If so, furnish particulars:


**14. DECLARATION**

I, the undersigned, \_\_\_\_\_ in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect.

- 14.1. I have read and I understand the contents of this disclosure.
- 14.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 14.3. 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 14.4. 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.
- 14.5. 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.
- 14.6. 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.

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<sup>2</sup> 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.

- 14.7. I am aware that, in addition and without prejudice to any other remedy provided to 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.
- 14.8. I certify that the information furnished in paragraphs 1, 2 and 3 above is correct.
- 14.9. I accept that the Panel may reject the bid or act against me in terms of paragraph 6 of PFMA SCM Instruction No. 03 of 2021/22 on preventing and combating abuse in the Supply Chain Management system should this declaration prove to be false.

I, the undersigned, \_\_\_\_\_, certify that the information furnished above is true and correct.

<b>Signature</b>	
<b>Date</b>	
<b>Designation</b>	

## Annexure B

Form: SBD 6.1.

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1. The following preference point systems apply to invitations to tender:

1.1.1. The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.1.2. The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2. To be completed by the organ of state

The applicable preference point system for this tender is the **80/20** preference point system.

1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

1.3.1. Price; and

1.3.2. Specific Goals.

#### 1.4. To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	Points
Price	80
Specific Goals	20
Total Points for Price and Specific Goals	100

1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed.

1.6. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- 2.1. **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- 2.2. **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts
- 2.3. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- 2.4. **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- 2.5. **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20:**

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

Where:

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

## 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, reference 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

**5. DECLARATION WITH REGARD TO COMPANY/FIRM**

Name of company	
VAT Registration Number	
Company Registration Number	

**5.1. TYPE OF COMPANY/ FIRM**

<input type="checkbox"/>	Partnership/Joint Venture / Consortium
<input type="checkbox"/>	One person business/sole propriety
<input type="checkbox"/>	Close corporation
<input type="checkbox"/>	State Owned Company

[Tick applicable box]

I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- 5.1.1. The information furnished is true and correct;
- 5.1.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 5.1.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- 5.1.4. If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have:
- 5.1.4.1. disqualify the person from the tendering process;
  - 5.1.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - 5.1.4.3. cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - 5.1.4.4. recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years after the *audi alteram partem* (hear the other side) rule has been applied; and
  - 5.1.4.5. forward the matter for criminal prosecution, if deemed necessary.

I, the undersigned, \_\_\_\_\_, certify that the information furnished above is true and correct.

<b>Signature</b>	
<b>Date</b>	
<b>Designation</b>	