

## **TERM OF REFERENCE (TOR) TO APPOINT A PANEL OF RECRUITMENT AGENCIES FOR ALL TEMPORARY EMPLOYEES AT THE ARC FOR A PERIOD OF 1 YEAR**

### **OVERVIEW**

The Agricultural Research Council (ARC) is a Research Science and Technology institution of excellence in South Africa, which operates within the National System of Innovation. The ARC has a mandate for innovative and creative agricultural research, technology development, and transfer aimed at the advancement of South African agriculture. Its operations are overseen by the ARC Council which is appointed by and accountable to the Minister for Agriculture, Forestry, and Fisheries.

The Agricultural Research Council (ARC) invites suitably qualified and experienced service providers to assist with the recruitment services for all temporary employees for a period of 1 year.

### **1. BACKGROUND**

The purpose of the request is to procure a panel of recruitment agencies for all temporary employees at the ARC for a period of 1 year.

### **2. OBJECTIVES**

The Agricultural Research Council (ARC) hereby requests experienced and reputable bidders to submit a response to the request for quotation (RFQ). The service provider(s) will work closely with the Acting Group Executive: HCM, Marketing & Legal Services to provide a comprehensive range of recruitment, search, and placement services when required by the ARC.

#### **Compulsory Requirements of the RFQ**

- i. A valid Tax PIN number from SARS.
- ii. Central Supplier Database Report (Full CSD Report).
- iii. Complete and Sign the Standard Bidding Documents
- iv. Proof of registration (provide certified certificates) with any HR professional

RFQ documents submitted after the closing time and date specified will not be considered. ***Hand-delivered submissions will not be accepted.***

**Failure to adhere to the above will disqualify your bid.**

## 2. THE RECRUITMENT AGENCY MUST MEET THE FOLLOWING REQUIREMENTS

- a. Minimum three years of professional experience in the HR consulting field, mainly in recruitment and selection, preferably working in/with State entities
- b. General approach planned methodology and proposed activities towards the undertaking of the project. Timeframe for completion of the project including the project plan.
- c. Designated personnel should possess –
  - i) An advanced degree in Human Resources Management or a related degree
  - ii) Minimum (5) five years knowledge of local and labour laws, acts, regulations, and procedures
  - iii) Strong IT skills
  - iv) Strong communication and interpersonal skills
  - v) Flexible, creative, detail-oriented, and well organized
  - vi) Ability to maintain the highest standards of confidentiality and professionalism and sound judgment.
  - vii) Able to influence senior managers and seen as a credible source of advice
  - viii) CVs & qualifications of key staff to be assigned to ARC
  - ix) Provide a minimum of 3 recommendation letters from contactable current or previous clients to whom similar services were provided.
  - x) Proof of registration (provide certified certificates) from any HR professional bodies
  - xii) Company profile
- d. Bidder(s) must adhere to the Protection of Personal Information (POPI) Act.

## 3. TERMS OF REFERENCE (TOR)

The service provider(s) shall deliver to the ARC the following deliverables:

- a. Advertising of vacancies
- b. Supplying temporary resources
- c. Executive Search/Headhunting

## 4. PRICING SCHEDULE

Bidders are required to provide pricing of a placement fee as detailed below included in the price must be all applicable miscellaneous costs. Where bidder(s) will be required to travel, they must comply with the South African Reserve Bank travel rates.

Description of service	Estimated period to finalize the below services	Hours	Fee/hour	Total Price
<b>Services to be provided</b> <ol style="list-style-type: none"> <li>a. Advertising of vacancies</li> <li>b. Supplying temporary resources</li> <li>c. Executive Search/Headhunting</li> </ol>				

<p><b>Standard Recruitment Process</b></p> <p>a. When it may deem necessary, the ARC shall make a specific request to the Agency for assistance in its recruitment process.</p> <p>b. Upon receipt of a vacancy request from the ARC, Agency shall announce the vacancy through the web or Agency shall provide an Executive Search service where the Agency provides a pool of potential candidates directly to the ARC for the required job position.</p> <p>c. In case of a vacancy announcement, the ARC shall provide a vacancy request two days prior to notice. In some cases, the ARC may also publish the vacancy on their own upon agreement and information to the Agency.</p> <p>d. The Agency has to respond within 48 hours after receipt of the ARC request.</p>				
<p>a. Other disbursements</p>				
<b>Sub-Total</b>				
<b>VAT (if applicable)</b>				
<b>TOTAL</b>				

Kindly quote as per the above layout for the purpose of comparing your quotations.

**5. TIMEFRAMES**

These services will be required for a period of 1 year.

**6. EVALUATION CRITERIA**

Potential service providers will be evaluated according to the following:

- Compliance with Terms of Reference and compulsory requirements of the RFQ

- Functionality;
- PPPFA (Price and BBBEE level)

<b>FUNCTIONALITY</b>		
<b>NO</b>	<b>CRITERIA</b>	<b>WEIGHT</b>
	The extent of appropriate experience of the organisation in the undertaking of similar, related projects past experience in Recruitment Services.	<b>30</b>
	Qualification and CVs of key staff to be assigned to the ARC. Practical experience in Recruitment Services. Proof of registration (provide certified certificates) from any HR professional bodies. Company profile.	<b>30</b>
	Provide a minimum of 3 reference letters from contactable current or previous clients to whom similar services were provided.  (provide at least three reference letters, containing the contact name, telephone numbers, description of the service, the duration/period of the project, and the contract value)	<b>20</b>
	The general approach, planned methodology, and proposed activities towards the undertaking of the project. Timeframe for completion of the project including the project plan.	<b>20</b>
<b>TOTAL</b>		<b>100</b>

### **EVALUATION CRITERIA**

**The following points will be used for scoring:**

**1 = Poor 2 = Acceptable 3 = Good 4 = Very good 5= Excellent**

1. Extent of appropriate experience of the organisation in the undertaking of similar, related projects, past experience in Recruitment Services.	<b>ARC SCM Evaluation Score</b>
1 point: No experience.	1= Poor
2 points: Only 1-3 years' Experience.	2= Acceptable
3 points: Only 3-5 years' Experience.	3= Good
4 points: Only 6-7 years' Experience.	4= Very good
5 points: more than 7 years' Experience.	5= Excellent

2. Qualification and CVs of the key staff assigned to the ARC. Practical experience in Recruitment Services	ARC SCM Evaluation Score
Certificates from professional bodies and company profile attached	
<b>1 point:</b> No CVS, certificates from professional bodies certificates, and company profile attached.	1= Poor
<b>2 points:</b> 1-3 CVs submitted with relevant experience, certificates from professional bodies, and company profile	2= Acceptable
<b>3 points:</b> at least 3 CVs submitted with an average of five years of collective experience, certificates from professional bodies, and company profile	3= Good
<b>4 points:</b> at least 3 CVs submitted with an average of six to seven years of collective experience, certificates from professional bodies, and company profile	4= Very good
<b>5 points:</b> at least 3 CVs submitted with an average of eight and above year's collective experience, certificates from professional bodies, and company profile	5= Excellent

3. Provide a minimum of 3 recommendation letters from contactable current or previous clients to whom similar services were provided.	ARC SCM Evaluation Score
1 point: No recommendation letters provided.	1= Poor
2 points: Less than 3 recommendation letters provided.	2= Acceptable
3 points: A minimum of 3 recommendation letters provided by contactable references.	3= Good
4 points: 3 - 5 recommendation letters provided by contactable references.	4= Very good
5 points: More than 6 recommendation letters provided by contactable references.	5= Excellent

4. General approach, planned methodology, and proposed activities towards the undertaking of the project. Timeframe for completion of the project including the project plan.	ARC SCM Evaluation Score
1 point: No project plan.	1= Poor
2 points: Project plan not clear	2= Acceptable
3 points: Project plan meets requirements	3= Good
4 points: Detailed project plan.	4= Very good
5 points: Comprehensive project plan with value add services.	5= Excellent

**Bidders that do not obtain a minimum score of 65 points will be disqualified and will not be considered for further evaluation on price and BBEE contribution level.**

**PRICE AND BBEE EVALUATION**

THE 80/20 PRINCIPLE WILL APPLY IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA).

BBEE points in terms of the Preferential Procurement Regulations Act will be allocated as follows:

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

**NB. ALL CLARIFICATION QUESTIONS SHOULD BE SENT VIA EMAIL.**