



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

R72 18/2025
20/2025



SPECIFICATIONS

TASK DESCRIPTION: REQUEST TO APPOINT RECRUITMENT AGENCY TO ASSIST THE DEPARTMENT WITH THE HEAD-HUNTING EXERCISE

Item no.	Full description of the requirement	Quantity
	The Department of Transport seeks to appoint a service provider for the recruitment of candidates at the professional/senior executive level who possess unique and/or hard to find skills. The Department requires the services of a high-end service provider to fill this vacancy through a process of headhunting suitable professionals with the required levels of skills and knowledge to achieve its mandate. PROPOSAL SPECIFICATION All proposals are to be submitted in a format specified in this enquiry. Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive. Technical Proposal: The following must be submitted as part of the technical proposal: A. Covering letter- must also indicate the position you are bidding for. B. Company Profile or technical proposal highlighting: → Bidder's track record and past performance in providing executive headhunting recruitment services recently (2019-2025). → List of executive placements including year, company sourced for, title of job, industry, size of company. → Successful EE Candidates (inclusive of African, Coloured, Indian) and Female placements at Executive/Senior Management Level Methodology and Approach: • Although every search is different and the process may vary, the search process generally involves multiple phases; we require the head-hunter to describe/propose a rigorous approach and methodology. The headhunting firm must: → Provide in detail the proposed approach, methodology and unique tools and	01

how they will assist DOT in achieving the objectives of this request.

- Demonstrate a clear methodology and approach for filtering and identification of companies and potential candidates,
- Possess and demonstrate an Innovative Market Research/Research strategy,
- Demonstrate understanding of the key requirements and expectations of DOT as outlined in this document, and
- Indicate proposed time lines in conducting the executive search.
- Demonstrate the capability of executing the executive headhunting and placement within record time lines. Attach evidence from past clients.

Company Experience in Executive Management Recruitment:

The prospective companies are required to submit contactable, signed reference letters on the client's letter head referencing to experience in recruiting Executive Management positions/roles. The company and or practitioner (Senior Recruiter) must be registered with APSO (Africa Professional Staffing Organisation). Proof of current and valid registration to be submitted.

The Scope of work:

The head-hunting firm is expected to:

Do a comprehensive research of the South African and international markets to locate the most suitable talent for the appointment of executives and scarce skills staff for the DoT. This will include the following:

Executive / Scarce Skill Research – the service provider must ensure that they understand the requirements of the position (job analysis) and the candidate profile the DoT would like to attract;

Sourcing – attracting and encouraging candidates to apply for the position;

Screening – it would be important that the service provider assist DoT in increasing the success rate of the selection process, by decreasing the number of visibly under qualified job applicants. Furthermore, it would be important for the service provider to assist DoT in meeting its legal and social obligations regarding the composition of workforce;

Presenting a longlist and shortlist – after thorough screening the service provider, will present to the DOT the longlist and shortlist of candidates who are likely to contribute significantly to the DOT's objectives;

The successful bidder should present a shortlist of at least 10 candidates from which the DoT will make the final selection of candidates for interview and ensure that the candidates qualifications meets SAQA requirements or standards.

Schedule relevant and or optional assessments as and when may be required or where deemed necessary; and

	Provide weekly progress reports to the Department. Standard timelines for headhunting – the following timelines are expected by the DoT: Experience: the service provider must: – Have a good track record in headhunting services. Proof of evidence must be provided. – Provide a company profile stipulating industry experience and clients serviced. The reference list must include the client's name, position placed, contact person, contact number and email. – Service provider's performance on past and current projects – Provide reference letters from clients for headhunting services completed, clearly stating the position placed, and the workmanship and ability to complete assignments on time	
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Standard timelines for headhunting – the following timelines are expected by the DOT:

TASK MILESTONE/ DELIVERABLE TIMELINES	TASK MILESTONE/ DELIVERABLE TIMELINES	TASK MILESTONE/ DELIVERABLE TIMELINES
Executive/Scarce skill search	As per agreed project timelines and milestones: • Full search; • Identification and present appropriately experienced candidates who are likely to contribute significantly to meeting the DoT's objectives; and • Interview and evaluate potential candidates, including any internal candidates and those that may be identified by the DoT or from other sources	Week 1 – 4
Long- and short listing of potential candidates	• Submit long-list for approval by DoT; • Short-list suitable candidates; and • Verifications and background checks on the shortlist, before any interviews are scheduled.	Week 4 - 6
Final selection of candidates	Support to DoT in final selection of candidates	Week 7 - 8

Experience – the service provider must:

- Have a good track record in headhunting services. Proof of evidence must be provided.
- The company must have been in existence for at least 5 years, conducting executive placement and/or headhunting services. If the company is a start-up company, provide proof that the directors appointed to perform the function have done similar jobs before.
- The company must submit CVs for the designated professional who will be conducting the headhunting process, demonstrating their expertise in headhunting / executive search for roles at Top Executive level and higher. The following must information must be demonstrated in the CV: Past/Current Technical Executive Assignments (Client and Position). Past/Current successful placement of Technical Executive Assignments (Client, Position, and Cost of the Assignment). Successful placements for technical executive positions such as the Divisional Group Executive and higher. Track record in the successful appointment of senior leaders.
- The company must provide a track Record on Successful EE Candidates (inclusive of African, Coloured, Indian) and Female placements at Executive/Senior Management Level.
- The bidder or consultants in its employ must have demonstrable experience in providing headhunting services in the area of specialization that they are bidding for. At least 5 references must be provided. Such reference letters must include as a minimum:
 - Client
 - Contact Person
 - Contact Number
 - Email
 - Position placed and tenure of the placed candidate
 - Year position placed
 - Performance rating for service rendered

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

Where a person/s 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.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 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 table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ 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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 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**

2.3.1 If so, furnish particulars:

.....

3 **DECLARATION**

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² 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.

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.

- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

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 are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
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 in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**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;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**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
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE 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 or 90 points is allocated for price on the following basis:

80/20	or	90/10	
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BLACK OWNED		10		
WOMEN OWNED		6		
BLACK DESIGNATED GROUP		4		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. 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:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) 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;
- iv) 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 –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) 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;
 - (d) 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
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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