



<b>RFP NUMBER:</b>	RFP/SASSETA/25261125
<b>DESCRIPTION:</b>	Appointment of a panel of four (4) recruitment agencies to provide professional recruitment services to SASSETA from the date of appointment to 31 March 2030
<b>PUBLISH DATE:</b>	17 March 2026
<b>CLOSING DATE:</b>	10 April 2026
<b>CLOSING TIME:</b>	11h00 am
<b>COMPULSORY BRIEFING SESSION DATE</b>	N/A
<b>VALIDITY PERIOD:</b>	120 days from the closing date
<b>PREFERENCE POINT SYSTEM</b>	80/20
<b>BID RESPONSES TO BE SUBMITTED ELECTRONICALLY:</b>	Proposals are to be submitted electronically via email to <b>agencies@sasseta.org.za</b> for the attention of Ms. Lebo Hlombe, Quoting the reference (RFP/SASSETA/25261125)
<b>ATTENTION:</b>	Ms. Lebo Hlombe
The email address ( <b>agencies@sasseta.org.za</b> ) is for the submission of tender proposals only and will be accessed by SASSETA after the tender closing date and time.	
Queries related to this tender are to be sent to <a href="mailto:scm01@sasseta.org.za">scm01@sasseta.org.za</a> .	

**NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.**

***If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.***

## **DOCUMENTS IN THIS BID DOCUMENT PACK**

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

### **SECTION A**

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

### **SECTION B**

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.3)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. CV Template (Annexure B)
8. CV Template (Annexure C)

## 1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

### 1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

### 1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no briefing session for this Request for Proposal.

### 1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms. Lebo Hlombe** at [scm01@sasseta.org.za](mailto:scm01@sasseta.org.za) by **12h00** on **31 March 2026**. The **bid number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

### 1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically via email to [agencies@sasseta.org.za](mailto:agencies@sasseta.org.za) (maximum size of the email 30 MB)
- Bidders are advised to compress their submission(s) to a maximum of 30MB file/folder. **Any submission(s) exceeding 30MB will be automatically rejected by the server.**
  - Submission(s) can be made through the method of email, WeTransfer, google drive etc. **Bidders are advised NOT to set expiry date on the submission(s) made. If a Bidder's response is found to have expired during the evaluation period, it will be considered non-responsive.**
  - Bidders must not submit their responses via **Google Drive** as this option requires access via a Gmail account. Responses sent via Google drive will be considered non-responsive.
  - Bidders are advised to double check their submission(s) before responding to the bid.

❖ Closing date and time: **10 April 2026 @ 11h00**

### 1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

### 1.6 NEGOTIATION

- 1.6.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.

## **1.7 REASONS FOR REJECTION**

- 1.7.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.7.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of its directors:
  - 1.7.2.1 have abused the Supply Chain Management systems of SASSETA.
  - 1.7.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
  - 1.7.2.3 have failed to perform on any contract and the proof exists.
- 1.7.3 Such actions shall be communicated to the National Treasury.

## 2. TERMS OF REFERENCE

### 2.1. INTRODUCTION AND BACKGROUND

2.1.1. SASSETA is one of the twenty-one (21) Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training (DHET).

### 2.2. PURPOSE

2.2.1. SASSETA seeks to appoint a panel of four (4) recruitment agencies. The service providers will be required to provide professional, recruitment services to SASSETA for all occupational levels as and when required.

### 2.3. SCOPE OF WORK AND DELIVERABLES

2.3.1. The service providers will be required to perform the following functions within the parameters of SA Labour Law and best recruitment practices at all times:

2.3.1.1 fast-tracking appointments in critical positions and the time factor is of essence;

2.3.1.2 recruiting for SASSETA in specialised areas (scarce skills areas), and/or for employment equity targets purposes;

2.3.1.3 receiving, capturing and sorting all job applications accurately and provide spreadsheets to SASSETA as and when required, including pre-screening according to the job specifications;

2.3.1.4 recruiting / providing staff for fixed-term contracts of employment; and

2.3.1.5 recruiting / providing temporary staff for specific assignments and/or as relievers from time to time.

2.3.2. SASSETA does not guarantee that successful Bidders will receive work during the appointment terms. The service providers will be used on an ad hoc basis as and when services are required by the SASSETA.

2.3.3. In the case of permanent and fixed-term contract appointment, the service provider will be required to find a replacement of the departing candidate or reimburse SASSETA should the candidate appointed leave the SASSETA prematurely, and the below reimbursement fee structure will be applicable:

2.3.3.1 **50%** if the candidate leaves the SASSETA between 0-3 months after appointment.

2.3.3.2 **25%** if the candidate leaves the SASSETA between 4-6 months after appointment.

2.3.3.3 **10%** if the candidate leaves the SASSETA between 7-9 months after appointment.

2.3.3.4 **5%** if the candidate leaves the SASSETA between 9 – 12 months after appointment.

2.3.3.5 No penalties if the candidate leaves after 12 months

## **2.4. SKILLS AND EXPERIENCE OF THE BIDDING COMPANY AND THE TEAM MEMBERS PROPOSED FOR THE ASSIGNMENT**

2.4.1. The bidding company should demonstrate the following skills and experience:

2.4.1.1 have a minimum of three (3) assignments in rendering recruitment services to different clients (*signed reference letters on official letterheads from clients to be attached*);

2.4.1.2 have a team leader who has a minimum of three (3) assignments in recruiting for corporate clients (**Completed Annexure B to be submitted**); and

2.4.1.3 have two (2) additional team members who have a minimum of 2 assignments each in rendering recruitment services for corporate clients (**Completed Annexure C to be submitted**).

## **2.5. MANDATORY DOCUMENTS**

2.5.1. Bidders to submit a fully **completed Annexure B and Annexure C. Non-submission of one or both fully completed Annexure(s) will lead to automatic disqualification.**

## **2.6. DURATION**

2.6.1. The contract shall be from the date of appointment to 31 March 2030.

## **2.7. ACCOUNTABILITY AND REPORTING**

2.7.1. The service provider will be reporting directly to the HR Manager for the duration of the assignment.

## **2.8. CONDITIONS OF CONTRACT (GCC) (ANNEXURE A)**

2.8.1. Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder.

## **2.9. INTELLECTUAL PROPERTY**

2.9.1. The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be confidential information for utilisation by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Service Level Agreement.

## **2.10. PROTECTION OF PERSONAL INFORMATION ACT**

2.10.1. All Service Providers are to take note of the implications of POPIA act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

2.10.1.1. All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby

consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.

- 2.10.1.2. The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.
- 2.10.1.3. SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.
- 2.10.1.4. SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

### 3. PROPOSED SELECTION CRITERIA

#### 3.1 Compliance requirements

3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions.

#### 3.2 Conditions for selection/short listing

3.2.1 All submissions will be evaluated as follows:

##### 3.2.1.1 Phase 1 – Requirements items, Service Providers to:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- Bidders to submit a fully completed Annexure B (CV Template of the Team Leader). **Non-submission of fully completed Annexure B will lead to automatic disqualification.**
- Bidders to submit a fully completed Annexure C (CV Template of the 2 additional members). **Non-submission of fully completed Annexure C will lead to automatic disqualification.**
- complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD 3.3, SBD 4, SBD 6.1.
- Bidders to be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with your proposal.

##### 3.2.1.2 Phase 2 – Functionality evaluations

- The proposals of all service providers will be rated on a scale of 0 to 2.  
  
0: Unacceptable, does not meet set criteria  
1: Satisfactory should be adequate for stated element  
2: Exceptional mastery of the requirement should ensure extremely effective performance

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
<b>Proposed Technical approach and research methodology of the bidder</b>	<b>Rating out of 2</b>	<b>Evaluation criteria</b>	<b>80%</b>	
<p>The service provider to have a minimum of 3 assignments in rendering recruitment services to different clients.</p> <p>A minimum of three (3) signed reference letters on official letterheads from different clients to be submitted.</p> <p><b>(40 points)</b></p>	0	Less than three (3) signed reference letters submitted, or reference letters not signed.	<b>40%</b>	
	1	Three (3) signed reference letters submitted.		
	2	Four (4) or more signed reference letters submitted.		
<p>Team leader to have a minimum of three (3) recruitment assignments.</p> <p><b>(40 points)</b></p>	0	Team leader has less than three (3) assignments or name of a team leader is not specified, or fully completed Annexure B is not attached.	<b>40%</b>	
	1	Team leader has three (3) assignments		
	2	Team leader has four (4) or more assignments.		
<p>Two (2) additional team members who have a minimum of 2 assignments each for corporate clients.</p> <p><b>(20 points)</b></p>	0	One or both member (s) have less than 2 assignments.	<b>20%</b>	
	1	Both members have 2 assignments.		
	2	Both members have three (3) or more assignments.		

Bidders must score a minimum rating of 1 for each element. A bidder who obtains a rating of 0 on any of the elements will not be shortlisted for phase 3.

Bidders are required to meet a minimum functionality threshold of 70% for functionality for them to be shortlisted for phase 2 of the evaluation. **Bidders who do not score 70% for functionality will be disqualified from further evaluation.**

**3.2.1.3 Phase 3 – Price and Specific Goals**

**The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:**

<b>Evaluation Criterion on Price and Specific Goals</b>	
Relative competitiveness of proposed price	80
Specific Goals	20
<b>TOTAL FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

**3.2.1.4 ADJUDICATION OF BID**

3.2.1.4.1 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points lower-scoring bid based on firm, verifiable and justifiable grounds, or no award at all.

## PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	<b>RFP/SASSETA/25261125</b>	CLOSING DATE:	<b>10 April 2026</b>	CLOSING TIME:	<b>11h00am</b>
DESCRIPTION	Appointment of a panel of four (4) recruitment agencies to provide professional recruitment services to SASSETA from the date of appointment to 31 March 2030.				
<b>PROPOSALS TO BE EMAILED:</b>					
Proposals to be submitted electronically via email to agencies@sasseta.org.za for the attention of <b>Ms. Lebo Hlombe</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Ms. Lebo Hlombe</b>		CONTACT PERSON	<b>Ms. Lebo Hlombe</b>	
E-MAIL ADDRESS	<b>scm01@sasseta.org.za</b>		E-MAIL ADDRESS	<b>scm01@sasseta.org.za</b>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”</p>

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**NAME OF SIGNATORY** .....

**SIGNATURE OF BIDDER:** .....

**N/B.:** If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

**N/B.:** If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....  
(Proof of authority must be submitted e.g. company resolution)

**DATE:** .....

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....

BID NO: RFP/SASSETA/25261125

CLOSING TIME: 11:00am

CLOSING DATE: 10 April 2026

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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Service providers are requested to cost a once-off percentage rates for different levels, as follows:

**A: Temporary and fixed-term staff**

NO.	RECRUITMENT LEVEL	PROJECTED SALARY	Percentage (%) for Year 1 Incl. VAT (date of appointment – 31/03/2027)	Percentage (%) for Year2 Incl. VAT (1/04/2027- 1/03/2028)	Percentage (%) for Year3 Inc. VAT (1/04/2028- 31/03/202)	Percentage (%) for Year4 Inc. VAT (1/04/2029- 31/03/2030)
1.	Executive	R1 905 586 and above				
2.	Senior manager	R1 684 274 and above				
3.	Management	R1 435 719 and above				
4.	Specialist / Practitioner	R803 024 and above				

5.	Supervisor/Officer/ Coordinator	R547 154 and above				
6.	Administration	R209 102 and above				
7.	General worker	R82 045 and above				

**NB:** As and when SASSETA recruits temporary and fixed term staff, SASSETA will pay the once-off placement fee to the Agency and the candidate will be on the SASSETA's payroll for the term of the contract.

**B: Long term contracts – for couple of years**

NO.	RECRUITMENT LEVEL	PROJECTED SALARY	Percentage (%) for Year 1 Incl. VAT (date of appointment – 31/03/2027)	Percentage (%) for Year2 Incl. VAT (1/04/2027- 1/03/2028)	Percentage (%) for Year3 Inc. VAT (1/04/2028- 31/03/2029)	Percentage (%) for Year4 Inc. VAT (1/04/2029- 31/03/2030)
1	Executive	R1 905 586 and above				
2	Senior manager	R1 684 274 and above				
3	Management	R1 435 719 and above				
4	Specialist / Practitioner	R803 024 and above				
5	Supervisor/Officer/ Coordinator	R547 154 and above				

6	Administration	R209 102 and above				
7	General worker	R82 045 and above				

**Ad hoc costs**

NO	DESCRIPTION	Percentage (%) for Year 1 Incl. VAT (date of appointment – 31/03/2027)	Percentage (%) for Year2 Incl. VAT (1/04/2027- 1/03/2028)	Percentage for Year3 Inc. VAT (1/04/2028- 31/03/202	Percentage (%) for Year4 Inc. VAT (1/04/2029- 31/03/2030)
1	Percentage advert placement fee (national paper)				
2	Percentage advert placement fee (regional paper)				
3	Percentage advert placement fee (community/local paper)				
4	Hourly rates to attend interviews (when required) (Team leader				
5	Hourly rate to attend interviews (when required) (each support staff)				

Rate negotiations will be undertaken with the recommended recruitment agencies before the award in order to reach an average cost. Recruitment assignments will be allocated on a rotational basis.

Bidders are reminded that the SASSETA will award the bid based on a bidder's percentage rates per recruitment levels and categories.

NO.	ROLE IN THE TEAM	NAME AND SURNAME (Bidders to record only one (1) name per role. If more than one (1) name is provided, the evaluation will be done on the 1 <sup>st</sup> name per role)	ANNEXURE B & C ATTACHED? (circle the response below)
1.	Team Leader		Yes/No
2.	Team member 1		Yes/No
3.	Team member 2		Yes/No

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).**

**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 interest 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.

Full Name	Identity Number	Name of State institution

**N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above**

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

**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 consortium<sup>1</sup> 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.
- 3.5 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.
- 3.6 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.
- 3.7 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.

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.

.....

<sup>1</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.

**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).

**1.2 To be completed by the organ of state**

- (a) (The applicable preference point system for this tender is the 80/20 preference point system.
- (b) The lowest 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:

- (c) Price; and
- (d) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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. **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

2.1 **POINTS AWARDED FOR THE PRICE**

2.1.1 **THE 80/20 PREFERENCE POINT SYSTEMS**

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

2.2 **POINTS AWARDED FOR SPECIFIC GOALS**

2.2.1 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.

2.2.2 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:

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

**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 bid	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)
At least 100% Black People ownership	10	
At least 30% Black Women Ownership	5	
At least 30% Black youth ownership	5	
<b>Total Points</b>	<b>20</b>	

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

3.1. Name of company/firm.....

3.2. Company registration number: .....

3.3. 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]

3.4. 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.

<p>.....  <b>SIGNATURE(S) OF TENDERER(S)</b></p>
<p><b>SURNAME AND NAME:</b> .....</p>
<p><b>DATE:</b> .....</p>
<p><b>ADDRESS:</b> .....</p> <p>.....</p> <p>.....</p> <p>.....</p>

**DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS**

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

- a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
- b) Valid Companies and Intellectual Property Commission (CIPC) Company registration documents
- c) Certified copy/ies of Identity documents of the Company Directors
- d) CSD report
- e) medical report (if any)
- f) declaration letter signed by the bidder.

**NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

***If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.***

**BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:**

NO.	DETAILS	TICK BY BIDDER
1.	<b>Part 1:</b> Completed and signed the invitation to bid document (SBD 1) • <b>To be signed by a duly Authorised Delegate.</b>	
2.	<b>Part 2:</b> Completed and signed pricing schedule (SBD 3.3) • <b>To be signed by a duly Authorised Delegate</b>	
3.	<b>Part 3:</b> Completed and signed the bidder's declaration (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document)</i> • <b>To be signed by a duly Authorised Delegate</b>	
4.	<b>Part 4:</b> Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) <b>To be signed by a duly Authorised Delegate.</b>	
5.	<b>Part 5:</b> Submitted the General Conditions of Contract (initialled each page)	
6.	<b>Part 6:</b> Bidders to submit their National Treasury Central Supplier Database (CSD) registration document.	
7.	<b>Part 7:</b> Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	<b>Part 8:</b> Submit a fully completed Annexure B (CV Template for the Team Leader). <b>Non-submission of fully completed Annexure B will lead to automatic disqualification.</b>	
9.	<b>Part 9:</b> Submit a fully completed Annexure C (CV Template for two (2) additional members). <b>Non-submission of fully completed Annexure B will lead to automatic disqualification.</b>	
10.	<b>Part 10:</b> A minimum of three (3) signed reference letters on official letterheads from different clients must be submitted.	
11.	<b>Part 11:</b> Team leader to have a minimum of three (3) recruitment assignments.	
12.	<b>Part 12:</b> Two (2) additional team members who have a minimum of 2 assignments each for corporate clients.	
13.	<b>Part 13:</b> Bidders to submit: <b>NB.: Non-submission of the below-mentioned documents (under 12) will lead to specific goal points NOT being awarded.</b>	
	Valid Companies and Intellectual Property Commission (CIPC) Company registration documents	
	Certified copy of Identity document of company directors	

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