

11 January 2024

**REQUEST FOR QUOTATIONS FOR
PLACEMENT OF VARIOUS RESOURCES**

1. Purpose

- 1.1. This serves as a request to procure the services of a reputable well recognised Recruitment Agency to assist the RSR with the placement of various resources.

2. Considerations/background

- 2.1. N/A

3. Scope of work / Specification

Specifications are as follows:

The RSR requires the services of a reputable well recognised Recruitment Agency, to assist the RSR with the provision of the following:

- 1 x Driver (Western Cape) – 12 months
- 1 x HR Generalist (Head Office in Midrand) – 4 months
- The RSR requires an agency that is capable with a good track record experience of successfully providing temporary resources.

The minimum requirements of the positions are:

Driver

- The RSR will pay up to R233 675 for 12 months.
- The driver must be based in Western Cape (Cape Town) as the RSR will not be funding the relocation costs for the resources as part of the temporary placement fee. The agency must generate monthly invoices/statements for the hours rendered by the **resources**.
- Grade 12 / Matric
- Drivers Licence

- 2- 5 years driver experience
- Basic knowledge of Company address system/map reading
- Knowledge of the Western Cape and surrounding province
- Knowledge and understanding of the Road Traffic Management Act

HR Generalist at Manager level:(R340 000 for 4 months, R85 000 per month)

The resource should have experience in the full suite of HR services with specific focus on

- Talent management,
- Performance management
- Recruitment and selection processes

The recruitment agency will be required to conduct the following:

- Sourcing of candidates
- Shortlisting
- Interviews
- Vetting

IMPORTANT

- The recruitment agency's quote to include monthly salary + placement and admin fees.
- The placed resource's salary to be processed by the recruitment agency as the RSR will not include the resource on its payroll

4. Administrative / Compliance Requirements

- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual

Property Commission (CIPC)

- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

5. Functionality Evaluation Criteria

- 5.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

NO	CRITERIA	POINTS
1	Company experience Provide written reference of temporary placement and or recruitment placement work in any Public and Private companies in the last 5 years (on referee letterhead, signed dated with contacts) 5 letters = 40 points 4 letters = 30 points 3 letters = 20 points 2 letters = 10 points 1 letters = 0 points	40
2	Methodology Comprehensive Methodology that highlights approach and management of the temporary placement and recruitment approach (this must include billing and replacement process) that will be employed for the project <ul style="list-style-type: none"> A well-defined methodology addressing the scope of work = 30 Points 	30

	<ul style="list-style-type: none"> • A moderately defined methodology addressing the scope of work = 20 Points • Poorly defined methodology addressing the scope of work = 10 points • No methodology = 0 Points 	
3	CV of the proposed Project Leader CV of lead with relevant experience in Recruitment and temporary placement (with specific date /period of experience) (Clarify number of years with each employer) (e.g Oct 2012- Nov 2014) 15 years and above= 30 points Above 10 to 14 years = 25 points Above 8 to 10 years = 20 points From 7 to 8 years = 10 points Less than 7 years = 0 points	30

Service Providers must attain a minimum threshold of 70 points or more to be considered for evaluation on price and specific goals

Failure to attain the set minimum threshold will result in a disqualification.

6. Evaluation 80/20 Preference Point System

- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**

6.2. A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.

6.3. Points for the specific goal will be awarded as specified on the table below:

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report

			<ul style="list-style-type: none"> Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	<ul style="list-style-type: none"> Copy of the identity document of the owner(s) A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) Central Supplier Database (CSD) report Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by person(s) with disabilities	2	<ul style="list-style-type: none"> Copy of the identity document of the owner(s) A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) Central Supplier Database (CSD) report Valid company registration documentation that are issued by

			<p>Companies & Intellectual Property Commission (CIPC)</p> <ul style="list-style-type: none"> • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration • Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)
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6.4. **For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.**

7. Technical Enquiries

7.1. SCM

Lesego Dire

lesegod@rsr.org.za

087 284 6655

7.2. Project Manager

Cheryl Walters

cherylw@rsr.org.za

084 473 1931

8. Closing Date and Time for responses to this request for quotation

8.1. The request will be **closed on the 18 January 2024 at 15h00 pm**. Responses may be emailed to lesegod@rsr.org.za