

TERMS OF REFERENCE

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE END-TO END RECRUITMENT PROCESS

QUOTATION NUMBER: RFP/2021/000696

CLOSING DATE: 24/08/2023

CLOSING TIME: 12:00

Board members: Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

CEO: Ms Bontle Lerumo

1. INTRODUCTION AND BACKGROUND

- 1.1. Prospective Service Providers are invited to submit a quotation with detailed proposal to source out the temporary position of a “Senior Specialist: Policy, Compliance and Risk” who will perform duties at PSETA for a period 6 Months.

2. OBJECTIVES OF THE ASSIGNMENT

- 2.1. PSETA has a position of a “Senior Specialist: Policy, Compliance and Risk” on the organogram which is approved, the position is set to assist the attainment mandate of the organisation. Currently the position is vacant and this position is required to ensure that the functions of Risk Management at the organisation is attained. It is of this reasons that the services of a service provider is required to source out a skill full candidate to fill up this position on a 6 months temporary basis.

3. SCOPE OF WORK

The scope of work covers the following:

- 3.1. Source out the relevant candidates to fill the position with the required skills and qualifications.
- 3.2. Conduct the full verification process to the possible candidates.
- 3.3. Interview the candidates and select the best as per the advertisement.
- 3.4. Send the four CVs to PSETA for perusal and select the best candidate.

4. COMPETENCIES AND SKILLS SET REQUIRED

The service provider should have the following attributes:

- 4.1. An excellent and proven track record in sourcing out high level skilful candidates.
- 4.2. Proven record of verifying candidates for recruitment.
- 4.3. Refence letters indicating full details of organisations delivered the similar services.

5. TIME FRAME

5.1. The duration of the services will be for the duration of the appointed Temporary candidate (six months).

6 PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

6.1 The proposals will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals once the minimum functionality criteria are met. The evaluation will be based on:

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Phase 1: Functionality Evaluation		
Phase 2: Preferential Point System		Points
Price		80
Special goals		20
Black owned company	8	
Women	4	
Youth	5	
Disability	3	
Total		100

8. FORMAT OF THE BID SUBMISSION

8.1. Company profile indicating all the requirements as per the evaluation criteria

8.2. Track record and experience

8.3. Submission of all applicable documents as indicated below:

- Certified copy of doctor's certification with medical practice number.
- Certified copies of the director's ID's document(in order claim points for disability as per SBD 6.1)
- Certified copy of BB-BEE certificate or sworn affidavit
- Valid Tax compliance status (TCS) PIN or proof of exemption from SARS;
- Copy of the registration document of the organisation (CIPC);
- Copy of the Central Supplier Database registration.

9. COSTING

9.1. A cost analysis must be given to cover the full project amount. The proposed project pricing must be all-inclusive (i.e. including professional fees, venue hire, travel expenses, disbursements and VAT). The PSETA may require a breakdown of rates on any of the items priced and service providers are required to provide same. Incidental costs shall be in line with the National Treasury Instruction Note 1 of 2013/14. Expenditure incurred without the prior approval of the organisation will not be reimbursed. PSETA reserves the right to negotiate the selection/prioritisation of deliverables in line with the contract price.

10. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

- 10.1 Proposals must be submitted electronic, the requestion (RFQ) number must be indicated on the line subject.
- 10.2. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 10.3. All Standard Bidding documents (SBD) documents must be completed and signed.
- SBD 4
 - SBD 6.1
 - Proof of registration on Central Supplier Database.
 - Three Refence letters indicating full details of organisations delivered the similar services

NB: Please note that failure to submit documents requested on section 10(10.3) will render the proposal disqualified.

Bid applications must be submitted to:

Ms Lungile Mokoena

email on lungilem@pseta.org.za

Please direct all queries to **Ms Lungile Mokoena** via email on lungilem@pseta.org.za

18.08.2023

