



REQUEST FOR QUOTATION (RFQ)

The South African Qualifications Authority (SAQA) invites Service Providers to submit Quotations for requirements stipulated below:

DOCUMENT NUMBER:	SAQA: REC 01/2022
RFQ ISSUE DATE:	08 November 2022
RFQ CLOSING DATE AND TIME:	17 November 2022, @ 11H00
RFQ VALIDITY PERIOD	90 DAYS (FROM RFQ CLOSING DATE)
PERIOD	36 Months
DESCRIPTION:	Provision of recruitment services to SAQA for short term contracts, for a period of 36 months.
RESPONSES TO THIS RFQ SHOULD BE	RFQ@saga.co.za
ENQUIRIES	Mr Kyle Govender E-mail: KGovender@saga.co.za

TERMS OF REFERENCE

A. Introduction

The South African Qualifications Authority (SAQA) is mandated by statute to oversee the further development and implementation of the National Qualifications Framework, ensuring quality qualifications, which lead to the full development of each learner and the social and economic development of the nation at large.

SAQA seeks a service provider for recruitment and selection of short-term contract staff. This includes the recruitment of candidates at a short notice due to urgent operational requirements and projects. SAQA intends to engage the recruitment agency on a 36-month contract to provide recruitment of staff on a position-by-position basis for specific job vacancies.

B. Purpose

The purpose of this Request for Quotation (RFQ) is to appoint a recruitment agency to provide recruitment services to SAQA for short term contracts, for a period of 36 months.

C. Description of services required

The services must be delivered in line with service level standards within a relatively short turnaround time, which will include the following:

- **Searching and headhunting** – The recruitment agency shall explore prospective candidates from its rich database, other sources, and/or by headhunting to match the skills and qualifications required by the specific job advert and Job description. To achieve this, the agency may be required to undertake labour market analysis, tap networks of professional affiliations, and leverage social media and other non-traditional methods of candidate sourcing.
- **Identifying suitable candidates** – The recruitment agency will analyse profiles identified or received through applications or other sources and identify the ones who match the position profile.
- **Shortlisting** – The recruitment agency shall then share a shortlist of a maximum of five of the most qualified candidates to SAQA's People Management team for final interviews and selection. If any of the shortlisted candidates do not meet the hiring managers' expectations, SAQA may ask for additional candidates to be added to the shortlist.
- **Assessing (Where required)** – The recruitment agency will invite potential candidates to a knowledge assessment set by SAQA where required. The recruitment agency will coordinate and setup interview appointments with SAQA's interviewing panel and People Management team.

- **Reference Checking** – The recruitment agency shall perform reference checks of three referees provided by the prospect candidates. References checks may be performed for one to three of the top interviewed candidates per position.
- **Offer of Contract and Payment** - The recruitment agency will put the temporary contract to the successful candidate based on SAQA's hourly rate and be responsible for the remuneration of the employee. SAQA will submit a timesheet to the recruitment agency and pay the recruitment agency on receipt of an invoice on a monthly basis.

D. Quantity/Quality/Delivery period

The recruitment agency must provide SAQA with candidates that are suitably qualified for the position who have been thoroughly vetted. The recruitment agency must also be able to provide recruitment of staff on a position-by-position basis within a short turn-around time as agreed to with SAQA.

E. Service Levels and Applicable Penalties

Service	Description	Target	Penalty
1. Searching and Headhunting of candidates	Failure to conduct and deliver the project and its outcomes as per agreed timelines.	The agreed timelines.	20% of the invoice
2. Identifying suitable candidates			
3. Shortlisting Candidates			
4. Shortlisting Candidates			
1. Offer of contract and payment of services to the successful candidate			

Penalty Maximum Limit and Service Disputes:

- SAQA reserves the right to enter into Service Disputes at any point in time with the view of contract cancellation, should the deliverables not be met on time during a Service Dispute, the service provider shall continue to render services per these service levels.

F. ADMINISTRATIVE COMPLIANCE

Bidders are required to explicitly mark either "COMPLY", "OR "DO NOT COMPLY" on every administrative requirement. Failure to do so will be taken as a "DO NOT COMPLY".

DETAIL OF PROPOSAL DOCUMENTS (SUBMISSION FORMAT CHECKLIST) (BIDDERS MUST INDICATE WITH A TICK IF THEY COMPLY OR DO NOT- COMPLY WITH THE FORMAT)	Comply	Not-Comply
Part 1: Bid document including SBDs and B-BBEE Certificate <ul style="list-style-type: none"> Bidders must complete and submit all required Standard Bid Documents: SBD 4, SBD 6.1. Bidders are required to submit an original or certified copy of a B-BBEE certificate or a Sworn Affidavit as per the B-BBEE Act. The SANAS Logo should be visible on the B-BBEE certificate. 		
Part 2: SARS Tax Compliance Requirement Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm suppliers' tax status. (RECENT CSD REPORT MUST BE ATTACHED)		

G. MANDATORY REQUIREMENTS

- Bidders are required to explicitly mark either “COMPLY”, “OR “DO NOT COMPLY” on every mandatory requirement. Failure to do so will be taken as a “DO NOT COMPLY”.
- Bidders may where necessary, refer to additional reference material submitted by document name/number, page number and paragraph. Where a reference in substantiation is made to another page (“off-page”) in the bidder’s submission, such referenced page shall be clearly identified by a unique reference number. During the evaluation, SAQA reserves the right to treat a question for which an “off-page” referenced substantiation page cannot be located based on such a unique reference number as a “DO NOT COMPLY”.
- The functions below are minimum requirements. If any of these functions cannot be catered for then the bidder will be non-compliant and accordingly disqualified:

The bidding company is required to submit a proposal with a price schedule in response to the Terms of Reference in the following format:

DETAIL OF PROPOSAL DOCUMENTS (SUBMISSION FORMAT CHECKLIST) (BIDDERS MUST INDICATE WITH A TICK IF THEY COMPLY OR DO NOT- COMPLY WITH THE FORMAT)	Comply	Not-Comply
Part 3: Information brochure for the Recruitment Agency The bidder must submit information on their company profile and service offerings. The ideal recruitment agency will have an already established vast network of potential candidates.		
Part 4: Recruitment team’s educational qualifications The service provider must provide a copy of their recruitment team’s educational qualifications. Minimum NQF Level 7 certified educational qualifications. NB: SAQA reserves the right to authenticate the qualifications.		
Part 5: Recruitment team’s experience The service provider must demonstrate by attaching the full CVs of their recruitment team, showing their experience in recruitment, and filling temporary job vacancies.		
Part 6: Three x reference letters on the company’s letterhead where the services were provided. The reference letters must be signed at a senior level of similar services provided where <u>temporary/contract recruitment services were provided to the client.</u>		

H. EVALUATION CRITERIA

The bid will be evaluated in two (2) stages:

Stage 1: Screening of mandatory documents and administrative checks.

NB: Bidders must comply with this section as it forms the basis of the evaluation of the bidder's proposal. For a bidder to qualify to be evaluated for Price and B-BBEE, all the required documentation as listed in the above table must be provided.

Stage 2: Price and B-BBEE evaluation

NB: In line with PPPFA, Preferential Procurement Regulations 2017, submissions will be evaluated as follows:

1. All required bid documentation is to be submitted.
2. Thereafter Price and B-BBEE shall be evaluated as indicated- Pricing: 80 points and B-BBEE: 20 points thus the Total = 100 points.

I. PRICE SCHEDULE AND B-BBEE

TOTAL COST OF OWNERSHIP PRICING SCHEDULES SBD 3.1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED

COSTS TO BE PAID TO THE EMPLOYEE	ADMIN FEE PER HOUR (PERCENTAGE)
Example. Hourly rate of R 100 to be paid to the contractor, Admin fee of R 10 per hour. SAQA will therefore pay the Recruitment agency a total of R 110 per hour.	The admin fee is the fee that SAQA will pay to the recruitment agency over and above the hourly rate to be paid to contractor.
Hourly rate of temporary contractors according to SAQA job levels: Specialists – R 229.33 Per Hour Practitioners – R 154.56 Per Hour Operators – R 125.64 Per Hour Note. The employee must earn this hourly rate.
Other recruitment costs (If applicable)	R
VAT and any other disbursements (please clarify)	R.....
GRAND TOTAL (All inclusive)	R

RFQ Special Conditions

1. Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm suppliers' tax status.
2. Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act. The SANAS Logo should be visible on the B-BBEE Certificate.
3. Bidders must complete, sign, and submit the attached SBD 4 and SBD 6.1 forms.
4. The proposal and required documents must be submitted using the PDF format only, through email to rfq@saga.co.za.
5. The RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Policy Framework Act (PPPFA) of 2017.

6. PROTECTION OF PERSONAL INFORMATION

- 6.1 In this clause, the words "personal information", "processing" and "responsible party" have the meanings ascribed to them in the Protection of Personal Information Act, 2013 (Act No.4 of 2013).
- 6.2 SAQA will comply with the Protection of Personal Information Act, 2013 (Act No.4 of 2013, (POPIA) by lawfully processing personal information submitted by bidders in accordance with the conditions of lawful processing as set out in POPIA.
- 6.3 All bidders must comply with their obligations as set out in POPIA for which they are a Responsible Party before sharing any information with SAQA.
- 6.4 SAQA will not be held liable for any non-compliance with the provisions of POPIA or unlawful processing or sharing of information by a bidder.

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 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the80/20..... preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in

terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 - \frac{P_t - P_{\min}}{P_{\min}}$$

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?
 (**Tick applicable box**)

YES		NO	
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- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE (**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One person business/sole propriety
Close corporation
Company
(Pty) Limited [Tick
APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

Manufacturer
Supplier
Professional service provider
Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in
business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm,

certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....