



RFQ NUMBER	SAC202201-002
RFQ DESCRIPTION	Executive Recruitment Service Provider to perform the end-to-end recruitment process of the Chief Executive Officer at SACNASP
RFQ ISSUE DATE	14 January 2022
BRIEFING SESSION	None
CLOSING DATE & TIME	Monday 24 <sup>th</sup> January 2022 @10 am
SUBMISSIONS	Email to <a href="mailto:svanaardt@sacnasp.org.za">svanaardt@sacnasp.org.za</a>

## 1. PURPOSE

The South African Council for Natural Scientific Professions (SACNASP) hereby invites prospective suppliers to quote for the following:

**Executive Recruitment Service Provider to perform the end-to-end recruitment process of a Chief Executive Officer at SACNASP**

## 2. BACKGROUND

SACNASP is the registration and regulation authority for natural science professionals in South Africa. SACNASP was established in 1982 through the Natural Scientists Act (No. 55 of 1982), which has subsequently evolved into the directives of the Natural Scientific Professions Act (No. 27 of 2003) (NSP Act). The Council is mandated as the Accounting Authority to implement the provisions of the NSP Act, under the oversight of its Executive Authority, the Minister of Science and Innovation (now the Minister of Higher Education, Science and Innovation). To date, SACNASP

covers 25 fields of practice and is represented by 46 accredited voluntary associations (VAs). The Council represents over 16 000 registered natural scientists.

### 3. SCOPE OF WORK

The service provider must be able to provide a complete a comprehensive service to ensure the recruitment of a new CEO for SACNASP.

#### 3.1 Functionality Assessment

Criteria	Details	Weight %
Minimum of 5 years experience of the officials involved in the recruitment with relevant CVs	CVs of the relevant company representatives who would be responsible for the recruitment and placement of CEO.	20%
A minimum of 8 years of the agency in top executive recruitment and placement	A company profile stipulating years of experience.	20%
Methodology that will be used with a project timeline taking into account SACNASP deadlines	A detailed plan of the recruitment process (see 3.2)	40%
At least 5 contactable referees in line with POPIA	Referees should include company details where individuals were placed with contact details and email addresses	20%

*Service providers must score a minimum of 70% or more in order to proceed to the next stage of evaluation.*

3.2 The detailed plan should include but not be limited to.

Advertising
Checking and confirming alignment to job advert
Using applicable means to attract candidates
CV screening
Providing a long list and short lists to the Council

Interviewing
Securing meeting with Council to finalise short list
Preparation of interview questions
Scheduling of interviews aligning with Council members availability
MIE checks, security clearance, credit checks, qualification checks
3 reference checks
Additional Value add
If called upon assist with psychometric testing
Advise unsuccessful applicants

#### 4. EVALUATION CRITERIA

Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2017 Regulations.

**Table 1.** Price and B-BBEE

Criteria	Sub-criteria	Weighting/points
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>Total</b>		<b>100</b>

#### 5. GENERAL

Service Providers should submit the following documents:

1. Proof of registration on the Centralised Supplier Database held by National Treasury.
2. An original SARS tax clearance certificate.
3. An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths with regard to the B-BBEE status.

4. Evidence of registration with Department of Labour (section 24 of the Skills Development Act)
5. SBD 4 – Declaration of interest.
6. SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017.
7. SBD 8 – Declaration of bidder's past supply chain management practices.
8. SBD 9 – Certificate of independent bid determination.

## **6. CONTACT DETAILS FOR INFORMATION**

A nominated official of the Service Provider(s) should make enquiries in writing, to the specified person below. Service Providers must reduce all telephonic enquiries to writing and send them to the email address below.

Department : Operations  
Contact Person : Sarah van Aardt  
E-mail : [svanaardt@sacnasp.org.za](mailto:svanaardt@sacnasp.org.za)

## **7. SUBMISSION OF QUOTATIONS**

Bids must be emailed to [svanaardt@sacnasp.org.za](mailto:svanaardt@sacnasp.org.za) on or before 24<sup>th</sup> January 10am