

**REQUEST FOR  
QUOTATIONS**

**15 JUNE 2023**

**REQUEST FOR QUOTATIONS FOR  
RECRUITMENT AGENCY**

## 1. Purpose

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- 1.1. This serves as a request to procure a reputable recognised Recruitment Agency to assist with the recruitment and selection process for the position of Chief Executive Officer.

## 2. Considerations/background

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- 2.1. This serves as a request to procure a reputable recognised Recruitment Agency to assist with the recruitment and selection process for the position of Chief Executive Officer. The Recruitment Agency is expected to handle the incoming applications that were received post the closing date of the advert. The service provider will be responsible for the shortlisting and interview process for the appointment of a successful candidate.

## 3. Scope of work / Specification

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Specifications are as follows:

### 3.1 **Provide professional Response Handling to include but not limited to:**

- Advertise CEO position in the Sunday Times and City Press on 25 June 2023
- Screening of received applications
- Shortlisting and arranging interviews for shortlisted candidates
- Background and verification checks

- Drafting and finalising the interview questions
- Conduct Competency assessment and present outcome reports to the interview panel/ Board for 3 recommended candidates
- Presentation to the interview panel of the candidates that met the requirements.
- Preparation of the appointment submission to the Board and the Minister of Transport
- Miscellaneous hours (40 hours) for additional work that may arise during the process

3.2 The service Provider must provide a proven record that they have conducted a placement of Chief Executive Officer and or Executive in any State-Owned Enterprise in the last five (5) years.

3.3 Provide the company profile including the establishment of the company including Director(s) profile(s).

3.4 Provide a three (3) written reference letters for the placement of a CEO/Executive.

#### **4. Administrative / Compliance Requirements**

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- 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 – N/A

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- 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
<b>1</b>	<b>Methodology and project plan</b> Comprehensive Proposal to implement the requirements listed in the specification as well as a project plan to ensure that the placement is concluded on 31 July 2023  Meets requirements – 50 Partially meets requirements – 30 Does not meet requirements – 0	<b>50</b>
<b>2</b>	<b>Reference Letters</b> Proven record of placement of a CEO or CFO position in any state-owned enterprise in the last 5 years  5 letters– 25 4 letters – 20 3 letters - 15 2 letters – 10 1 letter - 5	<b>25</b>

<b>3</b>	<b>Reference letters</b> Placement of a CFO or CEO  5 letters– 25 4 letters – 20 3 letters - 15 2 letters – 10 1 letter - 5	<b>25</b>
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**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**

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- 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 <b>at least 51% owned by black people</b>	10	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by black women</b>	5	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>

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

			<ul style="list-style-type: none"><li>• Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)</li></ul>
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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

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### 7.1. SCM

Lesego Dire

[lesegod@rsr.org.za](mailto:lesegod@rsr.org.za)

087 284 6655

### 7.2. Project Manager

Cheryl Walters

[cherylw@rsr.org.za](mailto:cherylw@rsr.org.za)

084 473 1931

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

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8.1. The request will be **closed on the 20 June 2023 at 15h00 pm**. Responses may be emailed to [lesegod@rsr.org.za](mailto:lesegod@rsr.org.za)