

TAX INVOICE
INVOICE NO: DSBD0020
Kgadi Staffing Solutions

Tel: 073 501 9306 / 071 560 1513

Fax: 086 568 4834

Email address: info@kgadi.co.za

Address: PO Box 1109, Fauna Park, 0787

VAT NO: 4560266027
Date: 14-02-2024
CSD NO: MAAA0003234
Order No: OR-001320
TO:
Finance Department

Department of Small Business Development

The dti, Block G

Floor 2

77 Meintjies Street

Sunnyside

PRETORIA

Item No	Description	Number of CV's	Unit Cost per CV	Total
01	Response Handling – Interns Legal Services 444 - 10 Empty Folders = 434	434	R25.00	R10 850.00
02	Response Handling – Intern Facilities Management - 130	130	R25.00	R3 250.00
03	Response Handling – Intern Tertiary Sector - 810	810	R25.00	R20 250.00
04	Response Handling – Intern Media Relations 273 Captured by KSS 386 Captured by DSBD	273	R25.00	R6 825.00
05	Shortling on the Intern Media Relations	659	R15.00	R9 885.00
			Sub - Total	R51 060.00
			Vat	R7 659.00
			Total	R58 719.00

ACCOUNT NAME : KGADI STAFFING SOLUTIONS CC
BANK NAME : FIRST NATIONAL BANK
BRANCH NAME : POLOKWANE 334
ACCOUNT NO : 62903969775
BRANCH CODE : 260148

Invoice received by: _____ Date: _____

 Certified correct for payment purposes
 in accordance with section 45 of the
 Public Service Act.

 RECEIVED: 2024-02-26 AT DSBD
 SCM

 Signature: *Janette van Dyk*

First Name: Janette van Dyk

Position: Acting Director: OD&HRM

Note: 1. Poor 2. Fair 3. Average 4. Above Average 5. Excellent



small business
development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

Private Bag X672, PRETORIA, 0001, the dti Campus, 77 Meintjies Street, Sunnyside, 0002, Tel: (012) 394 0000

Dear Ms. Janette Van Dyk

(Through the Office of the Director: Organisational Development and Human Resources Management)

DELEGATION TO YOURSELF OF CERTAIN FINANCIAL AND ADMINISTRATIVE RESPONSIBILITIES FROM 26 FEBRUARY 2024 UNTIL 27 FEBRUARY 2024

1. In my capacity as Director: Organisational Development and Human Resources Management of the Department of Small Business Development, I hereby appoint you as **Acting Director: Organisational Development and Human Resources Management** with full authority to recommend and/or approve expenditure and administrative actions as provided in terms of Section 44 of the Public Finance Management Act and regulation 63 of the Public Service Regulations, 2016.
2. Please note that you cannot delegate this authority further.
3. In exercising this delegated function, you will utilise the existing procedures and controls, which are in force in the department. You will pay particular attention to Tender Regulations, correct allocation of expenditure to appropriate codes and the responsible use of government resources. This means that at all times, you shall evaluate all expenditure decisions, evaluate how applicants will incur costs and you will seek to prioritise the economic use of funds.
4. As the responsible manager during this period, you will not commit the Department to any liability for which money has not been appropriated.
5. Please find attached herewith the Proxy Nomination Form for your signature. Please return the original to my office.
6. Your willingness to act in this position is greatly appreciated.

Yours faithfully

Mr Alfred Tau

Director: Organisational Development and Human Resources Management

Date: 22/02/2024



**NAT: SMALL BUSINESS DEVELOPMENT
ORDER\SERVICE**

PAGE 1 OF 1

REPRINT NUMBER 1

ORDER NO.	OR-001320
SUPPLIER	BV036 KGADI STAFFING SOLUTION

ORDER DATE	17/Jan/2024	DELIVERY DATE	15/Feb/2024	SYSTEM DATE	17/Jan/2024	STORE NUMBER & DESCRIPTION	8310383001 SMALL BUSINESS DEVELOPMENT HEAD OFFICE	ENQUIRES TO	LILLIAN	TELEPHONE NO.	(012)3941904 OR 1290
------------	-------------	---------------	-------------	-------------	-------------	----------------------------	---	-------------	---------	---------------	----------------------

SUPPLIER NAME & ADDRESS	POSTAL INVOICE ADDRESS	DELIVERY ADDRESS	COMMENTS
KGADI STAFFING SOLUTION P.O BOX 1109 FAUNA PARK POLOKWANE	INVOICE TO SCM EMAIL: INVOICE@DSBD.GOV.ZA SUNNYSIDE, DTI COMPUS, BLOCK G PRETORIA SOUTH AFRICA 0002	INVOICE MUST BE SUBMITTED TO SCM (N/B) 77 MENTJIES STREET, DTI COMPUS, SUNNYSIDE PRETORIA SOUTH AFRICA 0002	INVOICE MUST BE SENT TO SUPPLY CHAIN MANAGEMENT VIA EMAIL: INVOICE@DSBD.GOV.ZA, FAILURE TO DO SO DSBD WILL NOT BE HELD LIABLE FOR LATE PAYMENT Please ensure the correctness of payment details. The Department will not be liable for any payments not made into your bank account as a result of incorrect payment details or the correct details were not supplied to the Department prior to payment.

ITEM	ITEM DESCRIPTION	ITEM	ITEM	UNIT	QTY	RATE	AMOUNT
9999830247914	RECRUITMENT	RECRUITMENTRESPONSEH	AWILING2024	EACH	15000	R40,25	R603,750,00
HASH TOTAL					15000	PAGE TOTAL	R603,750,00
						RUNNING TOTAL	R603,750,00
						GRAND TOTAL	R603,750,00

THE ONUS OF RESPONSIBILITY TO VERIFY THE CORRECTNESS OR ACCURACY OF THE CONTENT OF THIS ORDER RESTS WITH THE APPOINTED SUPPLIER BEFORE DELIVERY.

CONDITION OF DELIVERY	AUTHORISATIONS	PAYMENT DETAILS
FREE ON RAIL RQ-00209	DEPARTMENT	BANK FIRST RAND BANK
WAYBILL NO. PA-003250	TREASURY	BRANCH POLOKWANE 334
TRANS. ACC. NO. PHETHEHO PODILE	TENDER BOARD	BRANCH CODE 260148
BY POST INV TO SCM	PROCUREMENT	PAYMENT ADDRESS P BOX 1109
FILE NO.	FINANCIAL	FAUNA PARK
		POLOKWANE
		SOUTH AFRICA 0787

THIS AREA IS INTENTIONALLY LEFT BLANK

	Shumani Mathobo NAME AUTHORISING OFFICER A26FEFA5 - E7AD0417 - 717P14AC - FE98789E - CC89D71C - 6B8D02DC - 879B9A0F - A01ECD8C	Acting CFO DESIGNATION A26FEFA5 - E7AD0417 - 717P14AC - FE98789E - CC89D71C - 6B8D02DC - 879B9A0F - A01ECD8C	19 January 2024 DATE	NO CSD REGISTRATION FOUND PLEASE CONTACT THE DEPARTMENT
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REPORT NO : RO007
PROGRAM : PAPA07RO
LOGISTICAL INFORMATION SYSTEM
PROCUREMENT ADVISE
DATE : 2024/01/16 13:04
PAGE NO : 1
THE INFORMATION CONTAINED IN THIS REPORT IS CONFIDENTIAL AND MUST BE TREATED IN COMPLIANCE TO ALL RELEVANT SECURITY PROTOCOLS **

STORE NUMBER : 8310383001
REQUESTING INSTITUTION : 250A
PROJECT/ANIMAL NUMBER :
SMALL BUSINESS DEVELOPMENT HEAD OFFICE
HUMAN RESOURCE MANAG
PROCUREMENT ADVISE NO: PA-003250
REQUISITION NUMBER : RQ-002029
REFERENCE NUMBER :
PROCUREMENT ADVISE STATUS: APPROVED
CN : 999983S0247914 RECRUITMENT

APPROVED SUPPLIER NUMBER : BV036
APPROVED GOV CONTRACT : RECRUITMENTRESPONSEHANDLING2024
KGADI STAFFING SOLUTION
APPROVED CONTRACT/QUOTE : AA-00157739

AVERAGE MONTHLY USAGE	:	164	DELIVERY PERIOD IN DAYS:	30	UNIT OF ISSUE : EA	CLASSIFICATION: C
OUTSTANDING OUT	:	15321	BALANCE ON HAND	:	0	MINIMUM QUANTITY
OUTSTANDING IN	:	321	REORDER LEVEL	:	0	MAXIMUM QUANTITY
AUTH STRATEGIC STOCK	:	0	STRATEGIC STOCK	:	0	SURPLUS QUANTITY
ADVISED PURCHASE QUANTITY:	:	15000	SUPPLIER UNIT/S	:	15000	APPROVED QUANTITY
CONTRACT PRICE	:	40.25	LATEST RECEIPT PRICE	:	2101.00	ESTIMATED PURCHASE VALUE:
ADVISED PURCHASE PRICE	:	2101.00	LATEST PURCHASE PRICE	:	0.00	ESTIMATED ESCALATION %
APPROVED PA PRICE	:	40.25	PETTY CASH	:		APPROVED PURCHASE VALUE
ITEM	:	1396911	INFRASTRUCTURE	:	49911	OBJECTIVE
RESPONSIBILITY	:	30019911	FUND	:	38911	PROJECT
ASSET	:	22911	REGIONAL IDENTIFIER	:	30001911	
CREATED DATE	:	20240116	SIGNATURE : <i>Mahmoud</i>	:	RACF ID	
APPROVED BY	:	MABINA4S		:	APPROVED DATE	
				:	V4P013	
				:	20240116	

END OF REPORT

Proc Advice No	ICN	Appr Qty	ORDER NO	DELIVERY TYPE	ORDER LINE	REQUISITION NO	REQUISITION LINE NO
PA-003250	999983S0247914	15000	OR-001320	C	1	RQ-002029	1

REPORT NO : RO007
PROGRAM : PAPA07RO
** THE INFORMATION CONTAINED IN THIS REPORT IS CONFIDENTIAL AND MUST BE TREATED IN COMPLIANCE TO ALL RELEVANT SECURITY PROTOCOLS **

LOGISTICAL INFORMATION SYSTEM
PROCUREMENT ADVICE
DATE : 2024/01/16 13:03
PAGE NO : 1

STORE NUMBER : 8310383001
REQUESTING INSTITUTION : 250A
PROJECT/ANIMAL NUMBER :
HUMAN RESOURCE MANAG
REFERENCE NUMBER :
PROCUREMENT ADVISE NO: PA-003250
REQUISITION NUMBER : RQ-002029
REQUISITION LINE NO : 1

APPROVE : YES / NO
REJECTED REASON :
CONSOLIDATE : YES / NO

ICN : 999983S0247914 RECRUITMENT

ADVISED SUPPLIER NUMBER : BV036
ADVISED GOV CONTRACT : RECRUITMENTRESPONSEHANDLING2024
ADVISED CONTRACT/QUOTE : AA-00157739

APPROVED SUPPLIER NUMBER :
APPROVED CONTRACT/QUOTE :

AVERAGE MONTHLY USAGE	164	DELIVERY PERIOD IN DAYS	30	UNIT OF ISSUE	EA	CLASSIFICATION	C
OUTSTANDING OUT	15321	BALANCE ON HAND	0	MINIMUM QUANTITY			0
OUTSTANDING IN	321	REORDER LEVEL	0	MAXIMUM QUANTITY			0
AUTH STRATEGIC STOCK	0	STRATEGIC STOCK	0	SURPLUS QUANTITY			0
ADVISED PURCHASE QUANTIFY	15000	SUPPLIER UNIT/S	15000	APPROVED QUANTITY			
CONTRACT PRICE	40.25	LATEST RECEIPT PRICE	2101.00	ESTIMATED PURCHASE VALUE			31515000.00
ADVISED PURCHASE PRICE	40.25	LATEST PURCHASE PRICE	0.00	ESTIMATED ESCALATION %			0.0000
APPROVED PA PRICE		PETTY CASH	YES / NO	APPROVED PURCHASE VALUE			

MOTIVATION
REQUIRED AMOUNT
BALANCE

FINAL AUTHORIZATION
SIGNATURE

ITEM : 1396911
RESPONSIBILITY : 30019911
ASSET : 22911
INFRASTRUCTURE : 49911
FUND : 38911
REGIONAL IDENTIFIER : 30001911
OBJECTIVE : 30003911
PROJECT : 18911

REMARKS :
SIGNATURE :
NAME :
RANK :
DATE :
SIGNATURE :
NAME :
RANK :
DATE :

*** END OF REPORT ***

STORE NUMBER : 8310383001 SMALL BUSINESS DEVELOPMENT HEAD OFFICE
REQUESTING INSTITUTION : 250A HUMAN RESOURCE MANAG
PROJECT/ANIMAL NUMBER :
REFERENCE NUMBER :
PROCUREMENT ADVISE NO: PA-003250
REQUISITION NUMBER : RQ-002029
REQUISITION LINE NO : 1

APPROVE : YES / NO
REJECTED REASON :
CONSOLIDATE : YES / NO

CON : 999983S0247914 RECRUITMENT

ADVISED SUPPLIER NUMBER : BV036 KGADI STAFFING SOLUTION
ADVISED GOV CONTRACT : RECRUITMENTRESPONSEHANDLING2024
ADVISED CONTRACT/QUOTE : AA-00157739

APPROVED SUPPLIER NUMBER :
APPROVED CONTRACT/QUOTE :

AVERAGE MONTHLY USAGE	:	164	DELIVERY PERIOD IN DAYS	:	30	UNIT OF ISSUE	:	EA	CLASSIFICATION	:	C
OUTSTANDING OUT	:	15321	BALANCE ON HAND	:	0	MINIMUM QUANTITY	:	0		:	0
OUTSTANDING IN	:	321	REORDER LEVEL	:	0	MAXIMUM QUANTITY	:	0		:	0
AUTH STRATEGIC STOCK	:	0	STRATEGIC STOCK	:	0	SURPLUS QUANTITY	:	0		:	0
ADVISED PURCHASE QUANTITY	:	15000	SUPPLIER UNIT/S	:	15000	APPROVED QUANTITY	:			:	

CONTRACT PRICE	:	40.25	LATEST RECEIPT PRICE	:	2101.00	ESTIMATED PURCHASE VALUE	:	31515000.00
ADVISED PURCHASE PRICE	:	1046.00	LATEST PURCHASE PRICE	:	0.00	ESTIMATED ESCALATION %	:	0.0000
APPROVED PA PRICE	:		PETTY CASH	:	YES / NO	APPROVED PURCHASE VALUE	:	

MOTIVATION :
REQUIRED AMOUNT :

FINAL AUTHORIZATION :
SIGNATURE :
BALANCE :

ITEM	:	1396911	INFRASTRUCTURE	:	49911	OBJECTIVE	:	30003911
RESPONSIBILITY	:	30019911	FUND	:	38911	PROJECT	:	18911
ASSET	:	22911	REGIONAL IDENTIFIER	:	30001911		:	

REMARKS :

SIGNATURE :
NAME :
RANK :
DATE :
SIGNATURE :
NAME :
RANK :
DATE :

COMPLIANCE CHECKLIST
REQUISITION FOR GOODS AND/OR SERVICES

BV 036
00063896
97

A. SUPPLY CHAIN MANAGEMENT - VERIFICATION		Yes	No	Comments SCM
Is budget verified and confirmed by Management Accounting (Internal RFQ template)?		✓		
Is the NCSD Summary Report for all 3 suppliers attached?		✓		
Is the recommended supplier registered on Central Supplier Database and tax compliant (CSD)?		✓		
Is the supplier not on a deregistration process?			✓	
Are the bank details of the supplier Verified on CSD and active? (If not, was supplier requested to amend on NCSD)		✓		
Is the supplier not on the National Treasury list of restricted suppliers? (Also indicate date checked)			✓	
Are three quotations attached, dated, valid, vat inclusive and comparative?		✓		
If applicable was deviation from the procurement processes (e.g. no 3 quotations, emergency, or sole provider) approved by the D: SCM/CFO/DG		N/A		
Is the Price Comparative Schedule attached for requirements with a value of R30,000.00 and above		✓		
Is the valid BEE certificate or Sworn Affidavit attached?		✓		
SBD 4 (Declaration of Interest) completed and duly signed?				
1. Is section 2.8.1 completed section accurately?		✓		
2. Has the supplier conducted business with DSBD? If so, has this been declared?				
3. Is the SBD dated correctly?				
SBD 6.1 (Claim the points for the BEE) completed and duly signed?				
1. Is section 8.4 completed accurately?		✓		
2. Is section 8.6 completed accurately?				
3. Is the SBD dated correctly?				
Is there no conflict of interest between companies as per SBD4 (i.e. no company share Directorship in another company bidding for the same requirements)?			✓	
Is the Acting letter of last signatory on submission attached according to delegations (if relevant)?		N/A		
Is the PDP for attendees attached and signed (Training and Course)		N/A		



RECEIVED AT SCM

DATE: / / 2024

SIGNATURE: _____

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

REQUEST MEMO

COST CENTRE NUMBER	250A	ITEM NUMBER	1396911
REQUESTING OFFICIAL	Phetheho Podile	OBJECTIVE	30003911
TELEPHONE NUMBER / EXT	41484	RESPONSIBILITY	30019911
ROOM NUMBER & BUILDING	Block G, 3rd Floor	FUND	38911
		PROJECTS	18911
		ASSETS	22911
REQUEST MEMO No (RQ)	RQ-002029	REGIONAL IDENTIFIER	30001911
SUPPLIER FOR ORDER	KGADI SOLUTIONS	NON-INFRASTRUCTURE	49911
ORDER AMOUNT	B.604,000.00		
PERIOD ORDER	603 - 50,000	PA NUMBER (SCM)	PA-003250
	TO		

ICN NUMBER	DESCRIPTION OF ITEM	QUANTITY REQUESTED	QUANTITY APPROVED
1 99983S0247914	Recruitment -Response Handling	15000	
2			
3			
4			
5			
6			
7			

MOTIVATION / REMARKS : _____

SIGNATURE & NAME PRINTED OF COST CENTRE CLERK (CCC) : Phetheho Podile SIGNATURE: *Phetheho Podile* DATE: 15 / 01 / 2024

SIGNATURE & NAME PRINTED OF COST CENTRE MANAGER (CCM) : Alfred Tau SIGNATURE: *Alfred Tau* DATE: 15 / 01 / 2024

SIGNATURE & NAME PRINTED (BUDGET CONFIRMATION): _____ SIGNATURE: _____ DATE: _____ / _____ / 2024

Portal v2.1.0.0 (Home.aspx) |

Name: NTHABISEN JOYCE THABITHA MAHLANGU | RACF ID: V4P131 | LOGIS ID: 20540663 | Default Store: 8310383001 | Date: Monday, 15 Jan 2024, 12:40:48

Portal  Procurement Integration

LOGIS ID Procurement Integration

Home | Provisioning | System | Logoff | Version Info

Approve Requisition Requisitions	
Store No:	8310383001 SMALL BUSINESS DEVELOPMENT HEAD OFFICE
Requesting Institution:	250A - HUMAN RESOURCE MANAG
Requisition number:	RQ-002029
RQ-002029 approved successfully	

Add Requisition	
Requisitions	
Store No:	8310383001 SMALL BUSINESS DEVELOPMENT HEAD OFFICE
Requesting Institution:	250A - HUMAN RESOURCE MANAG
RQ-002029 added successfully	

Requisitions List

Want to change this Requisition into a list that you can simply select the next time you create a Requisition? Just click on "Create New List", give it a name, and select either Personal/Store - and you'll be able to select it the next time you create a Requisition by clicking on the "my Lists" image.

Create New List



CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0003234	Have Bank Account	Yes
Is supplier active?	Yes	Total annual turnover	R10 million or less; or
Allow associates?	Yes	Financial year start date	28 Feb 2018 00:00:00:000
Supplier type	CIPC Company	Registration date	20 Nov 2009 00:00:00:000
Supplier sub-type	Close Corporation	Created by	tdmapheto@gmail.com
Legal name	KGADI STAFFING SOLUTIONS	Created date	22 Sep 2015 16:03:00:000
Trading name	KSS STAFFING	Edit by	tdmapheto@gmail.com
Identification type	South African Company/Close Corporation Registration Number	Edit date	15 Jan 2024 21:39:54:630
Government breakdown	Close Corporations (CC)	Restricted Supplier	No
Business status	In Business	Restricted Director	No
Country of origin	South Africa	Government Employee	No
South African company/CC registration number	2009/214501/23		

SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

INDUSTRY CLASSIFICATION 1

Main group	Accommodation and food service activities		
Division	Accommodation	% share of annual turnover	10.00

INDUSTRY CLASSIFICATION 2

Main group	Administrative and support activities		
		Core industry	Employment activities
Division	Employment activities	% share of annual turnover	90.00

SUPPLIER CONTACT INFORMATION

CONTACT 1





CSD REGISTRATION REPORT

ADDRESS 3

Is this a preferred address?	No	Postal code	0790
Address line 1	stand no 723	Ward Number	19
Address line 2	Bochum	Country	South Africa
Suburb	Helene Franz Hospital	Created by	tdmapheto@gmail.com
Province	Limpopo	Created date	24 Jan 2019 13:37:08:317
Municipality	Blouberg	Edit by	tdmapheto@gmail.com
City	Bochum	Edit date	17 Dec 2019 10:43:36:617

ADDRESS 4

Is this a preferred address?	No	Postal code	0736
Address line 1	stand no 478	Ward Number	28
Address line 2	Mogodi	Country	South Africa
Suburb	Mogodi SP	Created by	tdmapheto@gmail.com
Province	Limpopo	Created date	24 Jan 2019 13:37:08:317
Municipality	Lepele-Nkumpi	Edit by	tdmapheto@gmail.com
City	Mogodi	Edit date	28 May 2019 12:32:58:833

ADDRESS 5

Is this a preferred address?	No	Postal code	2090
Address line 1	593 Louis Botha Avenue	Ward Number	61
Address line 2	standard Bank Building	Country	South Africa
Suburb	Bramley	Created by	tdmapheto@gmail.com
Province	Gauteng	Created date	24 Jan 2019 13:37:08:317
Municipality	City of Johannesburg	Edit by	tdmapheto@gmail.com
City	Johannesburg	Edit date	24 Jan 2019 13:37:08:317

ADDRESS 6

Is this a preferred address?	No	Postal code	1034
Address line 1	stand no 176	Ward Number	17





CSD REGISTRATION REPORT

Branch name	POLOKWANE 334	Created by	csd.reverifybatch@treasury.gov.za
Account number	62903969775	Created date	07 Jul 2021 15:53:44:000
		Edit by	csd.safetynetbatchdownload@treasury.gov.za
		Edit date	08 Jul 2021 10:00:44:403
		Bank Verification Status	Verification Succeeded
		Foreign Bank Account	No
		Is the identifier linked at the bank	Yes
		Is this a Shared Funding Account	No

BANK ACCOUNT 2

Is this a preferred account?	No
Edit date	29 Nov 2022 16:00:00:313
Bank Verification Status	Bank account deactivation processed
Foreign Bank Account	No
Is the identifier linked at the bank	Yes
Is this a Shared Funding Account	No

TAX INFORMATION

Income tax number	9703500158	Overall Tax Status	Tax Compliant
VAT number	4560266027	Created by	tdmapheto@gmail.com
Is this supplier a VAT vendor?	Yes	Created date	22 Sep 2015 16:03:00:000
Are you Registered with SARS?	Yes	Edit by	tdmapheto@gmail.com
Last validation date	16 Jan 2024 08:53:00:000	Edit date	15 Jan 2024 21:40:16:000
Would you like to receive notifications?	Yes		

B-BBEE INFORMATION





CSD REGISTRATION REPORT

South African identification number	7703160635084	Edit date	24 Oct 2020 19:56:13:000
Appointment date	20 Nov 2009 00:00:00:000	Restricted Director	No
Email address	ldmapheto@gmail.com	Restriction Last Verification Date	16 Jan 2024 08:53:08:397
Cellphone number	073 501 9306	Government Employee	No
Owner	Yes	Government Employee Last Verification Date	16 Jan 2024 08:53:07:880
Ownership %	100.00%	SA identification number Verified	Yes
Living areas of owner	Capricorn, Polokwane Central	SA identification number verification date	16 Jan 2024 08:53:08:223
Owner's ethnic group	Black African	Companies involved in	MAAA0025261; MAAA0090428; MAAA0109488;
Owner's gender	Female		



CSD REGISTRATION REPORT

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.

Print Date: 1/16/2024 8:53:24 AM





80/20 Preference Point System

[illegible][illegible]

VERIFIED BY:

NAME: Nhlakanipho Msane

RANK: ASD: SCM

DATE: 15 August 2023

Comments for zero BBEE level and Non Compliant

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
For B-BBIE POINTS										
SMIMES	Micro	2	1.5							
		Small Farm	Medium							
		8	5.6							
SMIMES	Small									
		Noise Youth	3.2							
SMIMES	Small									
		6	1.8							
SMIMES	Small									
		Township	City							
SMIMES	Small									
		4	2.4							
SMIMES	Small									
		20	0.8							

SUPPLIER CONFLICT OF INTEREST CHECKLIST (POSSIBLE COVER QUOTING TEST)

Name of service provider	Amount quoted	Address and contact of company	Postal Address	Directors of the company	SCM COMMENTS
B M L RECRUITMENT	R1 380 000,00	1031 Stanza Bopape Street, Hatfield Pretoria 0028	1031 Stanza Bopape Street Hatfield Pretoria 0083	1. MOEMISE SILAS LESUNYANE 2. NOKO MARY SENYE	There Is No Visible Possible Cover Quoting: No Similarities On Directorship.
KGADI STAFFING SOLUTIONS	R603 750,00	155 Pinehurst, Jackal Creek Golf Estate, Roodepoort 2190	PO Box 1109, Fauna Park, 0787	TINYIKO DORAH MAPHETO	No Similarities On Directorship.
FORTRESS ADMINISTRATION	R2 605 068,91	102 Western Service Road, Gallo Manor Ext 6, 2191	P O Box 70635 Bryanston, Sandton 2021	1. VENOLA SINGH 2. MASECHABA KHOTATHSO MASEMOLA	No Similarities On The Proposal Template Submitted

PREPARED BY: SIBUSISIWE MAZIBUKO

(Name and surname)
Designation: SCM Intern
Date: 15 August 2023

VERIFIED BY: Nhlakanipho Msane

(Name and surname)
Designation: ASD
Date: 15 August 2023

DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES

REQUEST NO: _____

PART A

Chief user name:
Human Resource Management

RFQ date
: 13 December 2023

Chief User no (Budget Code):
Financial Management_

Contact number
: 0722426245

SCOA item:

Contact name
: Maanda Ndou

Date Service Required:
18-12 -23 to 31-03-24

Description of goods, assets and services required	Quantity
Response Handling for Recruitment	15000 Applications

**DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES
REQUEST NO:**

Motivation/Reason for requesting quotations (if not sufficient space, attach a separate specification document):

Response Handling for Recruitment to assist the Department of Small Business Development with recruitment and selection Process for a period of 12 months.

Name and Signature of the Requester

Maanda Ndou

Delegated Official approval: Name and Signature: Requester

Alfred Tau

14/12/2023

Alfred Tau

BUDGET AVAILABILITY (CONFIRMATION)

Budget Availability (Amount)

R604 000,00

Date of Approval

14

12

2023

Comments by Budget Officer:

Delegated Official approval: Name and Signature: Budget

Nthabiseng Legodi

Lan Legodi



small business
development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES
REQUEST NO: _____

PART B : APPROVAL AND ACCEPTANCE OF QUOTATIONS

Recommended service provider based on highest PPPFA points: Kgadi Solutions Amount: R604 000.00

Do you have any interest in or relationship (family, friend, other) with the attached selected companies? Indicate YES / NO on the table below.

Delegated signatories	Approved for ordering (signature)	Approving official (Initial and Surname)	Declaration of interest	Amount accepted (as per the quotation)
Director Up to R200 000.00			YES / NO(if yes specify)	
Date				
Chief Director			YES / NO(if yes specify)	
>R200 000.00 up to R400 000.00				
Date				
Deputy Director-General >R400 000.00 up to R999 999.99			YES / NO(if yes specify)	
Date				
Director General Unlimited		THULISILE MANZINI	YES / NO(if yes specify) NO	604 000.00
Date				

Thresholds for approval of expenditure upon receipt of quotations and a comparative schedule. Please note that ONLY officially appointed as Budget Managers can accept quotations. If acting on behalf of the Budget Manager, is delegation to act attached? YES/NO



Date of issue	27-Jul-23
Closing date	07-Aug-23
Date of evaluation	14-Aug-23

JE	Larry Koopman	Chairperson
NDN	Nancya Ndu	Member
NIM	Itzhakiang Mahlungu	Member
EM	Emmanuel Mabunda	Member

Bid no.	Name of Service Provider	Nthitu Human Capital	Score allocated
1. RECRUITMENT SYSTEM			
Service Provider must have a minimum of two (2) years functional online system that can cater for high volume applications to support all the requirements for public service applications. Including a minimum of one (1) references of similar projects conducted.			
2 years functional online system and included one (1) testimonial references of similar projects conducted			
3-4 years functional online system and included two (2) testimonial references of similar projects conducted			
4-6 years functional online system and included three (3) testimonial references of similar projects conducted			
2. STAFF COMPLIANCE AND CAPABILITY			
2.1 Staff compliance with competencies to screen applications according to job advertisement.			
Service Provider should have expertise and experience in pre-screening, evaluating and analysing applications according to job requirements / advertisements. Proposal to include evidence i.e. Organogram detailing staff complement, CVs highlighting expertise, competencies and relevant experience. Proposal to include how they have performed on the similar project before and how long they took to complete such a task.			
1-2 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.			
Staff complement of five to seven members with evidence of competence			
2-3 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.			
3-4 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.			
4-5 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.			
5-6 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.			
3. LOGISTICS AND RECORDS MANAGEMENT			
3.2 Logistics and records management.			
Service provider must demonstrate the ability to receive and provide screened applications electronically. Ability to provide the DSDB with applications and an analysis of applications received from most suitable to unqualified applicants i.e., via letter (A, B, C) Electronically.			
Ability to receive applications and provide analysis of applications (via A, B, C) to the DSDB electronically within 10 working days after the closing date			
Ability to receive applications and provide analysis of applications (via A, B, C) to the DSDB electronically within 10 working days after the closing date			
Ability to receive applications and provide analysis of applications (via A, B, C) to the DSDB electronically within 10 working days after the closing date			
4. METHODOLOGY			
Service provider must be a reputable company with experience in similar projects in the Public or Private Sector, clients where similar projects were implemented Proposal to include proof of delivering similar projects i.e., Reference Letters / testimonial with contact details from Clients where similar projects were implemented			
2 years in operation and included one (1) testimonial references of similar projects conducted			
3-4 years in operation and included two (2) testimonial references of similar projects conducted			
4-6 years in operation and included three (3) testimonial references of similar projects conducted			
5. DELIVERY TIMELINE			
Service provider to propose a detailed project and implementation plan. These plans must include a detailed delivery methodology including the process to be followed with defined turnaround times.			
The plan provided not addressing or adhered to all requirements, there is no delivery methodology, not indicating how they will do the work and the delivery timeline not provided.			
The plan provided partially addressing or partially adhered to all requirements, methodology partially indicating how they will do the work, and the delivery timeline are partially indicated.			
The plan provided have addressed all the requirements, methodology indicated how they will do the work, and the delivery timeline are indicated.			
The plan provided have addressed satisfactory all the requirements, methodology is clear detailed, they have clearly indicated how they will do the work, and the delivery timeline are clearly indicated.			
Overall Score (100%) = 500 Formula: (100% * 500) = 500 Average percentage of Final Score			
A FUNCTIONALITY SCORE OF LESS THAN (70) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION FOR PREFERENCE POINTS AND PRICE			
Prepared by (name and surname) Signature	Stefanie Mazibuko		Date 14 August 2023
Reviewed by (name and surname) Signature	Nthlekanipho Meara		Date 14 August 2023



small business development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

Date of issue

Closing date

Date of evaluation

14-Aug-23

JE	Leroy Koopman	Chairperson
MN	Manda Ndlovu	Member
NM	Nthabiseng Mafangul	Member
EM	Emmanuel Mabunda	Member

Bid no.	Name of Service Provider	Score allocated
	Fortress Administration T/A Talent CRU	
1. RECRUITMENT SYSTEM		
Service Provider must have a minimum of two (2) years functional online system that can cater for high volume applications to support all the requirements for public service applications, including a minimum of one (1) reference of similar projects conducted.		
2 years functional online system and included one (1) testimonial reference of similar projects conducted		
3-4 years functional online system and included two (2) testimonial references of similar projects conducted		
4-6 years functional online system and included three (3) testimonial references of similar projects conducted		
2. COMPETENCIES AND CAPABILITIES		
2.1 Staff complement with competencies to screen applications according to job advertisement. Service Provider should have expertise and experience in pre-screening, evaluating and analysing applications according to job requirements / advertisements. Proposal to include evidence i.e. Organogram detailing staff complement, CVs highlighting expertise, competencies and relevant experience. Proposal to include how they have performed on the similar project before and how long they took to complete such a task.		
1-2 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.		
Staff complement of five to seven members with evidence of competency		
2-3 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.		
3-4 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.		
4-5 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.		
5-6 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.		
2.2 Logistics and records management. Service provider must demonstrate the ability to receive and provide screened applications electronically. Ability to provide the DSD with applications and an analysis of applications received from most suitable to unqualified applicants i.e., via lists (A, B, C) Electronically..		
Ability to receive applications and provide analysis of applications (via A, B, C) in the DSD electronically within 2 weeks after the closing date.		
Ability to receive applications and provide analysis of applications (via A, B, C) in the DSD electronically within 4 weeks after the closing date.		
Ability to receive applications and provide analysis of applications (via A, B, C) in the DSD electronically within 6 weeks after the closing date.		
Ability to receive applications and provide analysis of applications (via A, B, C) in the DSD electronically within 8 weeks after the closing date.		
Ability to receive applications and provide analysis of applications (via A, B, C) in the DSD electronically within 10 weeks after the closing date.		
3. REFERENCES		
Service provider must be a reputable company with experience in similar projects in the Public or Private Sector, clients where similar projects were implemented. Proposal to include proof of delivering similar projects i.e. Reference Letters / testimonials with contact details from Clients where similar projects were implemented.		
2 years in operation and included one (1) testimonial reference of similar projects conducted		
3-4 years in operation and included two (2) testimonial references of similar projects conducted		
4-6 years in operation and included three (3) testimonial references of similar projects conducted		
4. DELIVERY METHODOLOGY		
Service provider to propose a detailed project and implementation plan. These plans must include a detailed delivery methodology including the process to be followed with defined turnaround times.		
The plan provided not addressing or adhered to at all requirements, there is no delivery methodology, not indicating how they will do the work and the delivery timelines not provided.		
The plan provided partially addressing or partially adhered to at all requirements, methodology partially indicating how they will do the work, and the timelines are partially indicated.		
The plan provided have addressed all the requirements, methodology indicated how they will do the work, and the delivery timelines are indicated.		
The plan provided have addressed satisfactorily all the requirements, methodology is clear detailed, they have clearly indicated how they will do the work, and the delivery timelines are clearly indicated.		
5. SUMMARY		
Maximum score (100x5) = 500 (4)		
Total score (4)		
Percentage (4/500x100)		
Percentage percentage (0.8 Percent)		
A FUNCTIONALITY SCORE OF LESS THAN (70) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION FOR PREFERENCE POINTS AND PRICE		
Prepared by (name and surname)Signature Sibusiso Mazibuko Date 14 August 2023		
Reviewed by (name and surname)Signature Nhlakanipho Maane Date 14 August 2023		



**small business
development**
Department
Small Business Development
REPUBLIC OF SOUTH AFRICA

1. Project description and scope of work: The project is to develop a functional online system that can cater for high volume applications to support all the requirements for public service applications, including a minimum of one (1) reference of similar projects conducted.

Date of Issue 27-Jul-23
Closing date 07-Aug-23
Date of evaluation 14-Aug-23

IE	Leroy Kooman	Chairperson
MIN	Mazibiso Ndlovu	Member
NM	Nthabeni Nkomo	Member
EM	Emmanuel Makanda	Member

Bid no.	Name of Service Provider	Score allocated
	Small Business Development BML	
	1. RECRUITMENT SYSTEM	
	Service Provider must have a minimum of two (2) years functional online system that can cater for high volume applications to support all the requirements for public service applications, including a minimum of one (1) reference of similar projects conducted.	
	2 years functional online system and included one (1) testimonial reference of similar projects conducted	
	3-4 years functional online system and included two (2) testimonial references of similar projects conducted	
	4-6 years functional online system and included three (3) testimonial references of similar projects conducted	
	2. COMPETENCIES AND CAPABILITIES	
	2.1 Staff complement with competencies to screen applications according to job advertisement. Service Provider should have expertise and experience in pre-screening, evaluating and analysing applications according to job requirements / advertisements. Proposal to include evidence i.e. Organogram detailing staff complement, CVs highlighting expertise, competencies and relevant experience. Proposal to include how they have performed on the similar project before and how long they took to complete such a task.	
	1-2 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	
	3-4 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	
	4-5 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	
	5-6 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	
	2.2 Logistics and records management	
	Service provider must demonstrate the ability to receive and provide screened applications electronically. Ability to provide the DSBD with applications and an analysis of applications received from most suitable to unqualified applicants i.e., via late (A, B, C) Electronically.	
	Ability to receive applications and provide analysis of applications (late A, B, C) to the DSBD electronically within 5 weeks after the closing date	
	Ability to receive applications and provide analysis of applications (late A, B, C) to the DSBD electronically within 4 weeks after the closing date	
	Ability to receive applications and provide analysis of applications (late A, B, C) to the DSBD electronically within 3 weeks after the closing date	
	Ability to receive applications and provide analysis of applications (late A, B, C) to the DSBD electronically within 2 weeks after the closing date	
	Ability to receive applications and provide analysis of applications (late A, B, C) to the DSBD electronically within 1 week after the closing date	
	3. REFERENCE	
	Service provider must be a reputable company with experience in similar projects in the Public or Private Sector, clients where similar projects were implemented Proposal to include proof of delivering similar projects i.e. Reference Letters / testimonials with contact details from Clients where similar projects were implemented	
	2 years in operation and included one (1) testimonial reference of similar projects conducted	
	3-4 years in operation and included two (2) testimonial references of similar projects conducted	
	4-6 years in operation and included three (3) testimonial references of similar projects conducted	
	4. METHODOLOGY	
	Service provider to propose a detailed project and implementation plan. These plans must include a detailed delivery methodology including the process to be followed with defined turnaround times.	
	The plan provided not addressing or adhered to all requirements, there is no delivery methodology, not indicating how they will do the work and the delivery timelines not provided.	
	The plan provided partially addressing or partially adhered to all requirements, methodology partially indicating how they will do the work, and the delivery timelines are partially indicated.	
	The plan provided have addressed all the requirements, methodology indicated how they will do the work, and the delivery timelines are indicated.	
	The plan provided have addressed satisfactory all the requirements, methodology is clear detailed, they have clearly indicated how they will do the work, and the delivery timelines are clearly indicated.	
	Summary	
	Maximum score (100%) = 100	100
	Actual Score (80)	80
	Percentage (80%)	80
	Average percentage of Passes	80
	A FUNCTIONALITY SCORE OF LESS THAN (70) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION FOR PREFERENCE POINTS AND PRICE	
	Prepared by (name and surname) Signature	Sibusiso Mazibuko
	Reviewed by (name and surname) Signature	Nthabeni Nkomo
	Date	14 August 2023



small business
development
Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

To invite prospective service providers to assist the Department of Small Business Development with the recruitment and selection of service providers for the provision of the following services:

Date of issue: 27-Jul-23
Closing date: 07-Aug-23
Date of evaluation: 14-Aug-23

IE	Lesley Koenigman	Chairperson
MR	Mande Moku	Member
MR	Yohanning Mkhongwe	Member
MR	Emmanuel Mubanda	Member

Bid no.	Name of Service Provider	Score allocated
	Ntsho Human Capital	
1. RECRUITMENT SYSTEM		
Service Provider must have a minimum of two (2) years functional online system that can cater for high volume applications to support all the requirements for public service applications, including a minimum of one (1) references of similar projects conducted.		
2	Functional online system and included one (1) testimonial references of similar projects conducted	
3-4	Functional online system and included two (2) testimonial references of similar projects conducted	
4-6	Functional online system and included three (3) testimonial references of similar projects conducted	
		1
2. STAFF STRUCTURE AND CAPABILITIES		
2.1 Staff complement with competencies to screen applications according to job advertisement. Service Provider should have expertise and experience in pre-screening, evaluating and analysing applications according to job requirements / advertisements. Proposal to include evidence i.e. Organogram detailing staff complement, CVs highlighting expertise, competencies and relevant experience. Proposal to include how they have performed on the similar project before and how long they will complete such a task.		
1-2	Staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	
Staff complement of five to seven members with evidence of		
3-3	Staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	
3-4	Staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	
4-5	Staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	
5-5	Staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	
		4 3 3 4
	Total Score	10
2.2 Logistics and records management.		
Service provider must demonstrate the ability to receive and provide screened applications electronically. Ability to provide the DSBD with applications and an analysis of applications received from most suitable to unqualified applicants i.e., via lists (A, B, C) Electronically.		
Ability to receive applications and provide analysis of applications lists A, B, C to the DSBD electronically within 5 weeks after the close date		
Ability to receive applications and provide analysis of applications lists A, B, C to the DSBD electronically within 4 weeks after the close date		
Ability to receive applications and provide analysis of applications lists A, B, C to the DSBD electronically within 3 weeks after the close date		
Ability to receive applications and provide analysis of applications lists A, B, C to the DSBD electronically within 2 weeks after the close date		
Ability to receive applications and provide analysis of applications lists A, B, C to the DSBD electronically within 1 week after the close date		
		5 5 5 5
3. EXPERIENCE		
Service provider must be a reputable company with experience in similar projects in the Public or Private Sector, clients where similar projects were implemented Proposal to include proof of delivering similar projects i.e. Reference Letters / testimonials with contact details from Clients where similar projects were implemented		
2	in action and included one (1) testimonial references of similar projects conducted	
3-4	in action and included two (2) testimonial references of similar projects conducted	
4-5	in action and included three (3) testimonial references of similar projects conducted	
		2
4. METHODOLOGY		
Service provider to propose a detailed project and implementation plan. These plans must include a detailed delivery methodology including the process to be followed with defined turnaround times.		
The plan provided not addressing or adhered to at all requirements, there is no delivery methodology, not indicating how they will do the work and the delivery timelines not provided		
The plan provided partially addressing or partially adhered to at all requirements, methodology partially indicating how they will do the work, and the delivery timelines are partially indicated		
The plan provided have addressed all the requirements, methodology indicated how they will do the work, and the delivery timelines are indicated.		
The plan provided have addressed satisfactory all the requirements, methodology is clear detailed, they have clearly indicated how they will do the work, and the delivery timelines are clearly indicated		
		1 2 3 4
Summary of Scores		
Maximum score (100%) = 100	100	100
Total Score (10)	10	10
Average percentage of Panel members	10	10
A FUNCTIONALITY SCORE OF LESS THAN (70) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION FOR PREFERENCE POINTS AND PRICE		
Prepared by (name and surname) Signature	Stusilewe Mzibuko	Date 14 August 2023
Reviewed by (name and surname) Signature	Nthakanyo Meane	Date 14 August 2023

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) Department of Small Business Development in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number Response Bidding 2023 at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) Timiso Dool MophetoCAPACITY Managing DirectorSIGNATURE T. D. MophetoNAME OF FIRM Kgadi Staffing SolutionsDATE 08-12-2023

WITNESSES

1

2

DATE: 08-12-2023

T.D

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I, Thulisile Manzini..... in my capacity as Acting Director-General..... accept your bid under reference number DSBD007..... dated 01 August 2023..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (If applicable)
Response Handling Services	R603 750.00	31 March 2024	Level 1	

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT PRETORIA..... ON 07 December 2023.....

NAME (PRINT) THULISILE MANZINI.....

SIGNATURE .....

OFFICIAL STAMP

OFFICE OF THE DG: DSBD
NAME:.....
2023 -12- 07
SIGNATURE:.....
DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

WITNESSES

1 Mahlangu njt.....

2 J.R......

DATE: 12 December 2023...



small business development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

1. PURPOSE

1.1 To invite prospective service providers to assist the Department of Small Business Development with recruitment and selection process, for a period of 12 months.

2. BACKGROUND AND RATIONALE

2.1 Chapter IV of Public Service Act Section 11 (2) states that all that applied and qualified shall be considered and the evaluation of persons shall be based on (1) training, skills, competence, knowledge and the need to redress, (2) in accordance with the Employment Equity Act, 1998 (Act 55 of 1998), (3) correcting the imbalances of the past to achieve a public service broadly representative of the South African people, including representation according to race, gender and disability.

2.2 Regulation 65 of the Public Service Regulations, 2016 as amended states that an executive authority shall ensure that vacant posts in the department are advertised, as efficiently and effectively as possible, to reach the entire pool of potential applicants, including designated groups.

2.3 The Department is in the process of implementing the approved structure which provides for a significant increase in posts. The Department implemented online application system through designated mailboxes however due to high numbers of applications from all over the Republic several challenges have been experienced with the mailboxes.

2.4 In complying with the above these applications must be assessed with efficiency, diligence and fairness. Due to limited capacity the appointment of a service provider is required.

3. CONDITIONS IN RESPECT OF SUBMISSION OF PROPOSALS

3.1 As a condition for this requirement, a detailed project plan, outlining receipt of applications and how the work will be executed should be submitted to the Department by the interested service provider. The plan must include a detailed work plan with time frames and number of personnel to work on each post as well as their knowledge and experience.

4. PRICE

4.1. Quotations for the work to be carried out must be inclusive of VAT and quoted in South African currency (ZAR).

4.2 The quotation value must represent the costs per application (CV) received and assessed for a total of 15 000 applications over a 12-month period.

Number of Applications	Cost per application	Total Nr of Applications of 12-month period	Total Costs (including Vat)
15 000		15 000	

**Please liaise with Nthabiseng Mahlangu, NMahlangu@dsbd.gov.za on any enquiries regarding the above.*

THE DSBD OBLIGATIONS

5.1. Advertise posts.

5.2. Communicate with and advise the consultant (assigned by the contracted service provider) regarding all matters relating to the project.

5.3. The DSBD will supply all the reasonable, relevant, available data and information required and as requested by the consultants/researchers for the proper delivery of the services, and provide assistance as reasonably required by consultants towards carrying out their duties under this contract.

6. CONSULTANT'S OBLIGATIONS

6.1. The consultants undertake to act as an independent contractor in respect of the work.

6.2. Is responsible for providing online recruitment system and receipt, sorting and pre-screening of applications per post, as and when positions are advertised by the DSBD. Possess the ability to receive applications electronically (via the online system as referred to above); Prepare and submit a comprehensive list of applications received per position; The lists must include the assessment of applications into Lists A, B and C.

6.3. Attend meetings with DSBD officials whenever required to do so for the purposes of obtaining information or advice regarding the work and assignments or for discussing any matters arising from or in connection therewith.

6.4. The consultant is responsible for its own computers and its own technical infrastructure to adequately perform its functions.

6.5. The consultant shall exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligations in accordance with international professional standards. The consultant shall act as a faithful advisor to the DSBD and respect the laws and customs of the country and provinces in which any business in relation to the project is conducted.

6.6. The consultant shall be deemed to have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the quotation for the work to be rendered.

6.7. The consultant must plan and provide all possible risks that may affect the delivery project on time and demonstrate the mechanisms in place to manage such risks.

6.8. Engage meaningfully with the DSBD staff throughout the project; and

6.9. Be ready to assume work as soon as possible.

7. EVALUATION CRITERIA:

7.1. The three-quotation system, the basis of the scope of work and compliance to all the MPSA Directives on recruitment & selection will be used to evaluate bidders.

7.2. The recommended service provider/consultant must be a reputable company with a functional online recruitment system with a minimum of **two successful years** plus a minimum of one (1) references of similar projects conducted.

7.3. Be able to provide a portfolio of evidence for past successful work with contactable references.

7.4. Below are three (3) phases to be followed.

PHASE 1: PROPOSAL MANDATORY REQUIREMENTS (SCM COMPLIANCE EVALUATION)

a) The service provider must submit quotation together with the proposals.

b) The service provider should note that failure to supply proof of registration with the relevant accreditation body and proof of approval to deliver the programme, proof of references, qualifications will disqualify the proposal.

c) To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, complete SBD forms (SBD 4 and SBD 6.1) and other documentation that might have been required for the tender (e.g., certification of professional bodies).

d) DSBD may request clarification or further information regarding any aspect of the bid, e.g., update of the Tax Compliance status where a bidder is non-tax compliant on the closure of the tender or incomplete). The bidder must supply the requested information within 7 days (tax compliance) or within 3 days (Incomplete SBD Forms) after the request has been made otherwise the bid will be disqualified.

e) Only those proposals whose compliance is in order will move to Phase 2

7.4.2 PHASE 2: FUNCTIONAL EVALUATION

a) This phase will be conducted in two stages, first being the scoring based on proposals received and the second one will be based on the price

b) The following criteria will be applied to evaluate the functional proposals and **only those that scores 70 percent out of 100 and above will be considered for phase 3 and the final phase of the process.**

0	1.	2.	3.	4.	5.
Non responsive	Poor (significantly below requirements)	Inadequate (below requirements)	Good (meets requirements)	Very good (above requirements)	Excellent (significantly above requirements)

FUNCTIONAL CRITERIA	WEIGHT/SCORE
1 RECRUITMENT SYSTEM	40
1.1 Recruitment system Service Provider must have a minimum of two (2) years functional online system that can cater for high volume applications to support all the requirements for public service applications. Including a minimum of one (1) references of similar projects conducted.	
VALUES	
2 years functional online system and included one (1) testimonial references of similar projects conducted	3
3-4 years functional online system and included two (2) testimonials references of similar projects conducted	4
4-6 years functional online system and included three (3) testimonials references of similar projects conducted	5
2. COMPETENCIES AND CAPABILITIES	20
2.1 Staff complement with competencies to screen applications according to job advertisement Service Provider should have expertise and experience in pre-screening, evaluating and analysing applications according to job requirements / advertisements. Proposal to include evidence i.e Organogram detailing staff complement, CVs highlighting expertise, competencies and relevant experience. Proposal to include how they have performed on the similar project before and how long they took to complete such a task.	10
VALUES	
1-2 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	1
2-3 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	2
3-4 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	3
4-5 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements	4

and submit results within seven working days from the date of receipt of the request.	
5-6 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	5
2.2 Logistics and records management Service provider must demonstrate the ability to receive and provide screened applications electronically. Ability to provide the DSBD with applications and an analysis of applications received from most suitable to unqualified applicants i.e., via lists (A, B, C) Electronically	10
VALUES	
Ability to receive applications and provide analysis of applications (lists A, B,C) to the DSBD electronically within 5 weeks after the closing date	1
Ability to receive applications and provide analysis of applications (lists A, B,C) to the DSBD electronically within 4 weeks after the closing date	2
Ability to receive applications and provide analysis of applications (lists A, B,C) to the DSBD electronically within 3 weeks after the closing date	3
Ability to receive applications and provide analysis of applications (lists A, B,C) to the DSBD electronically within 2 weeks after the closing date	4
Ability to receive applications and provide analysis of applications (lists A,B,C)to the DSBD electronically within a week after the closing date	5
3. EXPERIENCE Service provider must be a reputable company with experience in similar projects in the Public or Private Sector. Proposal to include proof of delivering similar projects i.e. Reference Letters / testimonials with contact details from clients where similar projects were implemented	20
VALUES	
2 years in operation and included one (1) testimonial references of similar projects conducted	3
3-4 years in operation and included two (2) testimonials references of similar projects conducted	4
4-6 years in operation and included three (3) testimonials references of similar projects conducted	5
4. METHODOLOGY Service provider to propose a detailed project and implementation plan. These plans must include a detailed delivery methodology including the process to be followed with defined turnaround times.	20
VALUES	

The plan provided not addressing or adhered to at all requirements, there is no delivery methodology, not indicating how they will do the work and the delivery timelines not provided.	2
The plan provided partially addressing or partially adhered to at all requirements, methodology partially indicating how they will do the work, and the delivery timelines are partially indicated.	3
The plan provided have addressed all the requirements, methodology indicated how they will do the work, and the delivery timelines are indicated.	4
The plan provided have addressed satisfactory all the requirements, methodology is clear detailed, they have clearly indicated how they will do the work, and the delivery timelines are clearly indicated.	5
Total	100

7.4.3 Phase 3: Price and Specific Goals Contribution

Only bidders that score least 70 points and above out of 100 points on Functionality will be considered, which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

Where,

- P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 $P_{\min}$ = Comparative price of lowest acceptable bid

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the Specific goals status level of contribution in accordance with the table as set out in the Preference Points Claim Form (SBD 6.1).

Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BEE Compliance Based on Section of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	2 Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor= 0	
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8 Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
Spatial (Rural/ Township/ City)	4 Rural = 4 Township = 2,4 City = 0,8	
Youth and Non-Youth	6 Youth = 6 None-Youth = 1,8	

8. TERMS AND CONDITIONS

8.1. Proposals will only be considered from consultants registered on the National Treasury's Central Supplier Database (CSD), who are tax compliant and are not public servants.

8.2. The completed SBD 3.3, 4, 6.1, 8 and 9 documents attached to this RFQ must be completed and returned with the quotation. Failure to submit completed and signed SBD 3.3, 4, 6.1, 8 and 9 documents with quotations **will invalidate** the quotation.

8.3. Failure to submit a valid original or certified copy of a BBBEE Certificate will result in no points for BBBEE being awarded.

9. ENQUIRIES:

9.1. Direct all technical questions to:

Ms Nthabiseng Mahlangu

Telephone: 012 394 3097

Email: NMahlangu@dsbd.gov.za

9.2. No procurement processes happen without the SCM involvement

Enquiries for procurement processes

Mr Nhlakanipho Msane

Email: dsbdtenders@dsbd.gov.za

9.3. If questions cannot be answered immediately, they will be responded to within 48 hours after the enquiry was lodged.

RESPONSE HANDLING

ToR Approved:



MR. ALFRED TAU

**DIRECTOR: ORGANISATIONAL DEVELOPMENT AND HUMAN RESOURCE
MANAGEMENT**

DATE: 05/07/2023

DSBD BID EVALUATION COMMITTEE (BEC) MEETING: Appointment of a Service Provider to conduct Response handling for the DSBD.

Date: 14 August 2023

Time: 10h00 – 16h00

Venue: Microsoft Teams

MEMBERS IN ATTENDANCE

Mr Leroy Koopman	- DD: Human Resource Utilisation and Development (Chairperson)
Mr Peter Maanda Ndou	- DD: Human Resource Administration and Planning (Member)
Ms Nthabiseng Mahlangu	- ASD: Human Resource Administration and Planning (Member)
Mr Emmanuel Mabunda	- Snr Practitioner: Human Resource Utilisation and Development (Member)
Mr Nhlakanipho Msane	- ASD: Demand and Acquisition Management (SCM) Observer
Ms Sibusisiwe Mazibuko	- Intern Financial Clerk (SCM) Observer
Mr Thapelo Mantlaka	- Intern Financial Clerk (SCM) Observer
Ms Busisiwe Mashila	- HR Officer: Human Resource Administration and Planning (Secretariat)
Ms Nkateko Mthimkulu	- Intern: Human Resource Administration and Planning (Administrative Support)

AGENDA ITEM		RESPONSIBLE PERSON
PART A: PROCEDURAL		
1. OPENING AND WELCOME		
1.1	The Chairperson opened the meeting at 10:00 and welcomed all panel members.	Chairperson
2. APOLOGIES		
2.1	Ms R Matodzi was attending another meeting.	Mr Nhlakanipho Msane (SCM) Observer
3. CONFIRMATION OF QUORUM		
3.1	Mr Leroy Koopman presented the roles of all BEC Members and conformed committee members roles and responsibilities. The committee was composed of the Chairperson, Secretariat, Administrative supporter, SCM observers and (3) three Members to form a quorum. Resolution 1: Mr Koopman confirmed that the meeting was duly constituted, as it consisted of sufficient members, 4(four), to form a quorum.	Chairperson
4. CIRCULATION OF THE ATTENDANCE REGISTER		
4.1.	Circulation of attendance register. The attendance register with the declaration of conflict was circulated via email for members to sign.	Secretariat
5. ADOPTION OF THE AGENDA		
5.1.	A motion to adopt the agenda with no changes was made by Mr Ndou and the motion was seconded by Mr. Nhlakanipho Msane and Ms Nthabiseng Mahlangu.	SCM

AGENDA ITEM	RESPONSIBLE PERSON
PART B: NEW MATTERS: DISCUSSION ITEMS	
6. ROLES AND RESPONSIBILITY AS WELL AS CODE OF CONDUCT AND DECLARATION OF INTEREST	
6.1. Mr. Nhlakanipho Msane circulated the Code of Conduct to members. • All members signed the code of conduct. 6.2. Mr. Nhlakanipho Msane emphasised that the Code of Conduct was intended to guarantee that the process is open and transparent. Members were also encouraged to declare their interest and that all information should remain confidential. 6.3. All members acknowledged the SCM presentation and indicated no declaration of interest regarding the Code of Conduct. Resolution 3: Mr Nhlakanipho Msane stated that the declaration should be made wherein members have personal relationship/s with any of the bidders and or any member of the companies that submitted the proposal.	SCM emailed members the Code of Conduct to all BEC to sign.
7. SCM PROCESS AND FEEDBACK	
7.1. Mr. Leroy Koopman asked SCM and/or HRA for feedback from the previous BEC, given that the same process to finalise Bid Evaluation for the appointment of a Response Handling service provider was already embarked on. 7.2. Ms Mahlangu and Mr. Ndou gave feedback as follows: After the previous BEC meeting the submission was routed for approval. However, the CFO identified discrepancies on the ToR and advised that the whole process be restarted and the ToR be revised. Ntirho who was recommended as the suitable service provider and was issued with an appointment letter, was informed that the appointment was retracted and the process would be starting from scratch. Ntirho referred the matter to National Treasury and the matter is currently with National Treasury. The Department is still awaiting their response.	SCM and HR

AGENDA ITEM	RESPONSIBLE PERSON
7.3. Mr Nhlakanipho Msane gave a brief overview of the BEC Evaluation process as well as the scoring matrix. 7.4. The Directorate: Organisational Development and Human Resources Management requested quotations on 27th July 2023 from service providers in respect of Response Handling. The closing date for submission was 07 August 2023 at 10:00. 7.5. Four (4) Service providers submitted proposals (quotations), namely: • BML Recruiting • Kgadi Staffing Solution • Ntiro • Talent CRU 7.6. A total of Four (4) quotes and supporting documents were evaluated by BEC Committee.	
8. INTRODUCTION OF THE TORS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE PERSONNEL SUITABILITY CHECKS	
8.1. Ms Nthabiseng Mahlangu presented the Terms of Reference (ToR). Members were requested to focus on the ToR since this would assist with scoring. 8.2. She indicated that the recommended service provider/consultant must be a reputable company with a minimum of two successful years' operating in the relevant field (of Response Handling). 8.3. She further indicated that one of the key requirements was for service providers to provide a portfolio of evidence of past successful work (in the field in Response Handling) with contactable references and reference letters. 8.4. Members appreciated the background provided. 8.5. Ms Nthabiseng Mahlangu took members through the evaluation matrix/ criteria as set out in ToR. The members agreed that they would follow the criteria when assessing the proposal.	Member(s) / SCM

AGENDA ITEM	RESPONSIBLE PERSON
8.5 Mr. Msane explained the scoring matrix (that they score from 0 – 5) to the panel members. Also, all scores must be supported by explanatory comments. 8.6 Services Providers that score 70% and above will move to the third (and last) phase of the process. 8.7 Consolidation of scores will be done by Supply Chain Management. 8.6. The Secretariat presented members with the link of all the quotes and supporting documents received together with the portfolios of evidence. 8.7. The BEC members were required to work through the responses and score each service provider individually.	
9. EVALUATION OF PROPOSALS	
9.1 Following the overview and direction given by SCM, the BEC members commenced the evaluation process of the submitted proposals. Resolution 4: The Committee agreed that they would finalise scoring and submit same to SCM for consolidation. The Committee further agreed to discuss the consolidated scores at 15:30 on the same day, this to finalise the appointment process as soon as possible.	Members / SCM
10 EVALUATION OUTCOMES AND SCORES	
10.1 Closing remarks: 10.1.1. Panel members amended their scores (as discussed and attached) and submitted their final scores to (Mr. Nhlakanipho Msane SCM on 14 August 2023). The following outcomes were communicated by SCM: • BML Recruiting - 78% • Kgadi Staffing Solutions - 91% • Ntiro - 61%	Members / SCM

AGENDA ITEM	RESPONSIBLE PERSON
Talent CRU - 93% 10.1.2 SCM indicated that service providers who scored 70% and above would move to the third phase of the process. SCM confirmed that based on the above scores the service providers moving to the third phase were: BML Recruiting, Kgadi Staffing Solutions and Talent CRU. 10.1.3 Mr. Koopman requested clarification on the way forward considering the current representation lodged by Ntiro at NT. SCM informed the committee that the process would continue and final decision would be made by the CFO once the documents were submitted to her – this would inform further action. Resolution 5: The Committee noted and agreed with the outcome.	
11. MEETING ADJOURNMENT	
11.1 The meeting adjourned at 16h09	

Compiled by:


 Busisiwe Mashila
 Secretariat
 Date: 2023/08/14

Approved by:


 Leroy Koopman
 Chairperson
 Date: 16 August 2023



**small business
development**
Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

PRELIMINARY COMPLIANCE CHECKLIST

The Department of Small Business Development (DSBD) invites prospective service providers to assist the Department of Small Business Development with recruitment and selection process, for a period of 12 months.

DATE OF ISSUE : 27 July 2023

CLOSING DATE AND TIME: 07 August 2023 @10:00

CONSOLIDATION CHECKLIST

No.	Name of Service Provider	Qualified or Non-Qualified
1.	B M L RECRUITMENT	Qualified
2.	KGADI STAFFING SOLUTIONS	Qualified
3.	NTIRHO HUMAN CAPITAL	Qualified
4	FORTRESS ADMINISTRATION	Qualified

1. B M L RECRUITMENT

No.	Document that must be submitted	Non-submission may result in disqualification?		Compliant/Non-Compliant
1.	Tax Compliant/Business Status (active)	YES	Tax Status must be compliant	Tax Compliant
2.	CIPC Directorship confirmation (possible conflict of interest)	YES	Confirmation of directorship (conflict of interest)	Compliant
3.	Government Employee Confirmation (DPSA)	NO	Confirmation of employment to the state	Compliant
4.	Restricted Supplier	NO	Supplier should be in the database of restricted service provider	Compliant
5.	Invitation to Bid SBD 1	N/A	Completed	N/A
6.	Pricing Schedule SBD 3.3	N/A	Completed	N/A
7.	Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document	Compliant
8.	Preference Point Claim Form – SBD 6.1	YES	Non-submission will lead to a zero (0) score on BBBEE	Compliant
9.	Registration on Central Supplier Database (CSD)	YES		Compliant

2. KGADI STAFFING SOLUTIONS

No.	Document that must be submitted	Non-submission may result in disqualification?		Compliant/Non-Compliant
1.	Tax Compliant/Business Status (active)	YES	Tax Status must be compliant	Compliant
2.	CIPC Directorship confirmation (possible conflict of interest)	YES	Confirmation of directorship (conflict of interest)	Compliant
3.	Government Employee Confirmation (DPSA)	NO	Confirmation of employment to the state	Compliant
4.	Restricted Supplier	NO	Supplier should be in the database of restricted service provider	Compliant
5.	Invitation to Bid SBD 1	N/A		N/A
6.	Pricing Schedule SBD 3.3	N/A	Completed with pricing	N/A
7.	Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document	Compliant
8.	Preference Point Claim Form – SBD 6.1	YES	Non-submission will lead to a zero (0) score on BBBEE	Compliant
9.	Registration on Central Supplier Database (CSD)	YES		Compliant

3. NTIRHO HUMAN CAPITAL

No.	Document that must be submitted	Non-submission may result in disqualification?		Compliant/Non-Compliant
1.	Tax Compliant/Business Status (active)	YES	Tax Status must be compliant	Compliant
2.	CIPC Directorship confirmation (possible conflict of interest)	YES	Confirmation of directorship (conflict of interest)	Compliant
3.	Government Employee Confirmation (DPSA)	NO	Confirmation of employment to the state	Compliant
4.	Restricted Supplier	NO	Supplier should be in the database of restricted service provider	Compliant
5.	Invitation to Bid SBD 1	N/A	Completed	N/A
6.	Pricing Schedule SBD 3.3	N/A	Completed with pricing	N/A
7.	Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document	Compliant
8.	Preference Point Claim Form – SBD 6.1	YES	Non-submission will lead to a zero (0) score on BBBEE	Compliant
9.	Registration on Central Supplier Database (CSD)	YES		Compliant

4. FORTRESS ADMINISTRATION

No.	Document that must be submitted	Non-submission may result in disqualification?		Compliant/Non-Compliant
1.	Tax Compliant/Business Status (active)	YES	Tax Status must be compliant	Tax Compliant
2.	CIPC Directorship confirmation (possible conflict of interest)	YES	Confirmation of directorship (conflict of interest)	Compliant
3.	Government Employee Confirmation (DPSA)	NO	Confirmation of employment to the state	Compliant
4.	Restricted Supplier	NO	Supplier should be in the database of restricted service provider	Compliant
5.	Invitation to Bid SBD 1	N/A	Completed	N/A
6.	Pricing Schedule SBD 3.3	N/A	Completed with pricing	N/A
7.	Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document	Compliant
8.	Preference Point Claim Form – SBD 6.1	YES	Non-submission will lead to a zero (0) score on BBBEE	Compliant
9.	Registration on Central Supplier Database (CSD)	YES		Compliant

PRELIMINARY COMPLIANCE CHECKLIST

To invite prospective service providers to assist the Department of Small Business Development with recruitment and selection process, for a period of 12 months.

_Small Business Development_____

COMPILED BY	Sibusisiwe Mazibuko
DESIGNATION	Intern: SCM
DATE	_10 August 2023_____
SIGNATURE	 _____

VERIFIED BY :	Nhlakanipho Msane
DESIGNATION	Assistant Director
DATE	___10 August 2023_____
SIGNATURE	N.  _____



**small business
development**

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

**TO : MS. THULISILE MANZINI
ACTING DIRECTOR GENERAL: DEPARTMENT OF SMALL BUSINESS
DEVELOPMENT**

**FROM : MR. ALFRED TAU
DIRECTOR: ORGANISATIONAL DEVELOPMENT AND HUMAN
RESOURCES MANAGEMENT**

DATE : 28 NOVEMBER 2023

**REQUEST: REQUEST FOR APPROVAL TO APPOINT A SUITABLE SERVICE
PROVIDER TO ASSIST THE DEPARTMENT WITH RESPONSE HANDLING
SERVICES FOR RECRUITMENT**

CLASSIFICATION: CONFIDENTIAL

1. PURPOSE

To request the Acting Director General to:-

- 1.1 consider and approve the appointment of a service provider, **Kgadi Staffing Solutions** which scored the highest points of 92,60 to assist the Department with the Human Resources' recruitment response handling services for a period of 12 months.
- 1.2 sign the Service Level Agreement between the Department of Small Business Development and **Kgadi Staffing Solutions (Annexure A)**.

2. BACKGROUND

- 2.1 The Human Resources is currently engaged in a recruitment drive to capacitate the Department with the necessary personnel. The Organizational Development and Human Resources Management (OD&HRM) Directorate initiated the process of securing a service provider that will be responsible for response handling; the process will be that applications will be sent directly to the service provider for sifting, downloading, and capturing, and the Human Resources division will receive a spreadsheet containing a categorized list of applications, namely: Recommended, Not recommended, and Partially recommended accompanied by the candidates' curriculum vitae.

- 2.2 To give effect to this request, the Terms of Reference (**Annexure-B**) were approved for advertisement on 05 July 2023. The project was advertised on 27 July 2023 and closed on 07 August 2023.

3. EVALUATION PROCESS

3.1 Phase 1: Preliminary Evaluation

Four (4) proposals were received prior to the closing date, as follows:

- a) Ntirrho Human Capital
- b) Kgadi Staffing Solutions
- c) BML Recruitment
- d) Fortress Administration T/A TalentCru

A preliminary evaluation was conducted on the 10th of August 2023, the evaluation of which requires that:

- a) all service providers that submitted proposals on time must be compliant in terms of registration on CSD and tax compliance.
- b) all standard bidding documents (SBD 4 and 6.1); and
- c) all required supporting documents (where applicable) are submitted.

All four (4) service providers complied with the requirements as contemplated above and were considered for **Phase 2: Functionality Evaluation**.

3.2 Phase 2: Functionality evaluation

The Bid Evaluation Committee was convened on the 14th of August 2023 from 10:00 to 16:09 to consider proposals received, and it was comprised of the following officials, namely:

- a) Mr. Leroy Koopman: DD Human Resource Utilisation and Development, the Chairperson to the BEC committee;
- b) Mr. Maanda Ndou: Deputy Director-Human Resources Administration and Planning, Member;
- c) Ms. Nthabiseng Mahlangu: ASD-Human Resources Administration and Planning, Member;
- d) Mr. Emmanuel Mabunda: Snr Practitioner-Human Resources Utilisation and Development Member;
- e) Ms. Busisiwe Mashila: HR Officer- Human Resources Administration and Planning Secretariat;
- f) Ms. Nkateko Mthimkulu: Intern-Human Resources Administration and Planning; Human Resources Support;
- g) Mr. Nhlakanipho Msane: Assistant Director-Supply Chain Management, Advisor;
- h) Mr. Thapelo Mantlaka: Intern-SCM, Observer and Ms. Sibusisiwe Mazibuko: Inter-SCM, Observer. The attendance register and minutes attached. (**Annexure C**).

At the meeting, the below Guidelines were explained to the members before the evaluation process could commence ensuring that the members understood their responsibility and what would be expected with regard to the outcome of the evaluation process:

Stage 1: SCM must confirm that all proposals to be evaluated are compliant in terms of procurement processes (i.e., companies registered on CSD, SBD forms duly completed and submitted, and tax compliance).

Stage 2: Members are to individually evaluate the four (4) proposals in line with the Terms of Reference and the scoring sheets that were distributed to members, i.e., each member is to score on functionality **ONLY**. Each member was required to make comments on each functionality criteria and score.

Stage 3: Once members have scored, comments and notes will be discussed so that any issues of clarity may be resolved before the final recommendation is made as to who would be best suited to carry the assignment.

Stage 4: Upon completion of the evaluation process, SCM will consolidate all the scores allocated and the service providers that **scored 70 percent** and above will automatically move to the last phase of evaluation, **Phase 3: Price and BBBEE Contribution Status Level**

Stage 5: The secretariat will prepare **minutes** of the evaluation process and the Chairperson of the BEC will endorse the minutes as a true reflection of the process followed for the evaluation of the proposals received.

After the evaluation, the companies scored as follows:

No	Name of a service provider	BEC Evaluation Scores
1	Ntirho Human Capital	61%
2	Kgadi Staffing Solutions	91%
3	BML Recruitment	78%
4	Fortress Administration T/A TalentCru	93%

3.2.1 Summary of three service providers that scored 70 percent and above

Of the four (4) proposals that were presented to the BEC, three (3) service providers were considered and scored above 70 percent as per the cut-off points. The decision was based on the following summary areas of the proposal:

a) Recruitment system

Service Provider must have a minimum of two (2) years functional online system that can cater for high volume applications to support all the requirements for public service applications. Including a minimum of one (1) references of similar projects conducted. (40)

b) Staff complement with competencies to screen applications according to job advertisement.

The Service Provider should have expertise and experience in pre-screening, evaluating, and analyzing applications according to job requirements/advertisements. Proposal to include evidence i.e. Organogram detailing staff complement, CVs highlighting expertise, competencies and relevant experience. Proposal to include how they have performed on a similar project before and how long they took to complete such a task. (10)

c) Logistics and records management

The Service provider must demonstrate the ability to receive and provide screened applications electronically. Ability to provide the DSBD with applications and an analysis of applications received from most suitable to unqualified applicants i.e., via lists (A, B, C) Electronically. (10)

d) Experience

The service provider must be a reputable company with experience in similar projects in the Public or Private Sector. clients where similar projects were implemented Proposal to include proof of delivering similar projects i.e. Reference Letters/testimonials with contact details from. (20).

e) Methodology

Service provider to proposed a detailed project and implementation plan, the These plans must include a detailed delivery methodology including the process to be followed with defined turnaround times. (20)

3.2.1.1 Kgadi Staffing Solutions

Recruitment system

The service Provider has a minimum of seven (7) years of functional online system that can cater for high-volume applications to support all the requirements for public service applications. They also attached 8 reference letters to confirm this.

The service provider has 7 years of experience and 8 referral letters attached. They have conducted similar projects and would be able to execute and handle the large volume of applications.

The staff complement with competencies to screen applications according to job advertisement.

Through their 7 years of experience in dealing with big clients, they have demonstrated that they have the expertise and experience in pre-screening, evaluating, and analyzing applications according to job requirements/advertisements. Their proposal also included evidence i.e. Organogram detailing staff complement, CVs highlighting expertise, competencies, and relevant experience. On their proposal. They were also able to highlight how they had performed on a similar project before and how long it took to complete such a task.

Logistics and records management

The service provider has demonstrated the ability to receive and provide screened applications electronically. Also the ability to provide the DSBD with applications and an analysis of applications received from most suitable to unqualified applicants i.e., via lists (A, B, C) Electronically.

Experience

The service provider is a reputable company with experience in similar projects in the Public or Private Sector. clients where similar projects were implemented, some of their clients are the Limpopo Dept of Health RTIA, SEDA, IDC, Transnet Lepelle Northern Water, SARS and Ditsong Museum and they included 8 reference letters as proof of delivering similar projects.

Methodology

The service provider proposed a detailed project and implementation plan, which included a detailed delivery methodology including the process to be followed with defined turnaround times. Their methodology was clear with timeframes.

3.2.1.2 BML Recruitment

Recruitment system

The service Provider has sixteen (16) years of functional experience and an online system that can cater for high volume applications to support all the requirements for public service applications. They attached three (3) referral letters PanSLB, BankSETA and Roben Island Museum.

Staff complement with competencies to screen applications according to job advertisement.

Service Provider should have expertise and experience in pre-screening, evaluating and analyzing applications according to job requirements / advertisements. The proposal to included evidence i.e. Organogram detailing staff complement, CVs highlighting expertise, competencies and relevant experience. Proposal to include how they have performed on the similar project before and how long they took to complete such a task. The service provider has seven (7) staff members some with HR and others IT qualifications which will enable them to execute the duties and the IT staff will be able to attend to technical issues.

Logistics and records management

Service provider must demonstrate the ability to receive and provide screened applications electronically. Ability to provide the DSBD with applications and an analysis of applications received from most suitable to unqualified applicants i.e., via lists (A, B, C) Electronically. They have a vast experience in similar project.

Experience

The service provider is a reputable company with sixteen (16) experience in similar projects in the Public or Private Sector. clients where similar projects were implemented. Their Proposal included proof of delivering similar projects and three (3) reference Letters/testimonials with contact details.

Methodology

The service provider proposed a detailed project and implementation plan. These plans included a detailed delivery methodology including the process to be followed with defined turnaround times.

3.2.1.3 Fortress Administration T/A TalentCru

Recruitment system

The Service Provider is very experienced and has a functional online system that can cater for high volume applications to support all the requirements for public service applications. Including a minimum of one (1) reference of similar projects conducted. (40)

Staff complements with competence to screen applications according to job advertisements.

Service Provider has 19 staff members and they have demonstrated that they have expertise and experience in pre-screening, evaluating and analyzing applications according to job requirements / advertisements. Their proposal to include evidence i.e. Organogram detailing staff complement, CVs highlighting expertise, competencies and relevant experience. They

were able to demonstrate in their proposal how they had performed on a similar project before and how long it took to complete such a task.

Logistics and records management

Service provider must demonstrate the ability to receive and provide screened applications electronically. Ability to provide the DSBD with applications and an analysis of applications received from most suitable to unqualified applicants i.e., via lists (A, B, C) Electronically. (10)

Experience

The Service Provider is a very reputable company with sufficient staff and they had a big clientele of public service and private where they have executed similar projects. Some of their clients include; Bank Seta, Transnet GEPP, KIRON, CORNING, IEMAS, Higher Health, MMC, GEPP, GPAA, Clairant, Media Works, Digi cape, IDC, Mandela Bay Development Agency and SHRA They attached 15 testimonials.

Methodology

The proposal has a clear project plan and methodology with clear timeframes. The service provider proposed a detailed project and implementation plan. These plans include detailed delivery methodology including the process to be followed with defined turnaround times.

3.3 Phase 3: Price and BBBEE Contribution Status Level evaluation

3.3.1 A total of three (3) proposals, from **Ntihro Human Capital, BML Recruitment and Fortress Administration T/A TalentCru** scored 70 percent and above, as per the terms of reference and were thus considered for Price and BBBEE evaluation. The scores are summarized as follows:

#	Name of a service provider	Bid Price	BBBEE Score	Points for Price	Number of Points for specific goals of the department	Total Points scored
1	Kgadi Staffing Solutions	R 603 750,00	1	80	12,6	92,6
2	BML Recruitment	R 1 380 000,00	1	-22,86	10,2	-12,66
3	Fortress Administration T/A TalentCru	R 2 605 068,91	1	-185,19	7,8	-177,39

4. FINANCIAL IMPLICATIONS

4.1 Funds will be made available under the following budget line items to cover the cost of the evaluation:

Responsibility code	Human Resource Management
Objective code	Corporate Management
Item	CNS:BUS&ADV SER:HUMAN RESOURCE

5. RECOMMENDATION

It is recommended that the Acting Director General:-

- 5.1 considers and approves the appointment of a service provider, **Kgadi Staffing Solutions** which scored the highest point of 92,60 to assist the Department with the Human Resources' recruitment response handling services for a period of 12 months at a total cost of **R 603 750,00 (VAT inclusive)**.
- 4.2 sign the Service Level Agreement between the Department of Small Business Development and **Kgadi Staffing Solutions (Annexure A)**.

Alfred Tau

SIGNIFLOW

The appointment of the service provider will assist with fast tracking the filling of vacancies

ALFRED TAU

DIRECTOR: ORGANISATIONAL DEVELOPMENT AND HUMAN RESOURCES MANAGEMENT

DATE: 30 November 2023

Recommendation of 8.1 supported

YES



NO



Recommendation of 8.2 supported

YES



NO



Ian Chabalala

SIGNIFLOW

MR. IAN CHABALALA

DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT

DATE: 30 November 2023

5. RECOMMENDATION

It is recommended that the Acting Director General:-

- 5.1 considers and approves the appointment of a service provider, **Kgadi Staffing Solutions** which scored the highest point of 92,60 to assist the Department with the Human Resources' recruitment response handling services for a period of 12 months at a total cost of **R 603 750,00 (VAT inclusive)**.
- 5.2 sign the Service Level Agreement between the Department of Small Business Development and **Kgadi Staffing Solutions(Annexure A)**.

Funds available

YES



NO



Recommendation of 8.1 supported

YES



NO



Recommendation of 8.2 supported

YES



NO



The procurement process was conducted following the relevant procurement prescripts.

SHUMANI MATHOBO



SIGNIFLOW

MR. SHUMANI MATHOBO

ACTING CHIEF FINANCIAL OFFICER

DATE: 02 December 2023

Recommendation of 8.1 supported

YES



NO



Recommendation of 8.2 supported

YES



NO



Mbali Mbatha



SIGNIFLOW

MS. MBALI MBATHA

CHIEF DIRECTOR: CORPORATE SERVICES MANAGEMENT

DATE: 06 December 2023

Recommendation of 8.1 approved

YES



NO



Service Level Agreement signed

YES



NO



Thulisile Manzini



SIGNIFLOW

MS. THULISILE MANZINI

ACTING DIRECTOR-GENERAL: DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

DATE: 07 December 2023

QUOTATION:
Kgadi Staffing Solutions

Tel: 073 501 9306 / 071 560 1513

Fax: 086 568 4834

Email address: info@kgadi.co.za

Address: PO Box 1109, Fauna Park, 0787

VAT NO: 4560266027
QUOTATION NO: DSB007
Date: 01-08-2023
CSD NO: MAAA0003234
Unique registration reference no: 1120b1d3-d4f0-4636-8006-45bfa92b67d6
TO:

Department of Small Business Development

The dti, Block G

Floor 2

77 Meintjies Street

Sunnyside

PRETORIA
RFQ - Response Handling Services

Item No	Description	Estimated number of CV's	Unit Cost per CV	Total
01	Online applications (Receiving applications on recruitment drive/website/recruitment email)	15000	R10.00	R150 000.00
02	Capturing/producing a long list of applications and doing Pre preliminary shortlisting, i.e producing A, B, and C lists as per the requirements contained in an advert	15000	R25.00	R375 000.00

Sub - Total	R525 000.00
Vat	R78 750.00
Total	R603 750.00

N.B. Kgadi Staffing Solutions is willing to negotiate the fee structure indicated above.

Tinyiko Mapheto

Ms: Tinyiko Mapheto
Kgadi Staffing Solutions
Managing Director

REQUEST FOR QUOTATION

You are hereby requested to submit a quotation in respect of goods and services as per **Annexure A**, and/or attached Specification/Terms of Reference.

Name of supplier	Lead Staffing Solutions
Contact person	Linico Real Mpheto
Fax number	026 568 4834
Contact number	073 501 9306 / 087 729 1356

Turn over (TICK appropriate box below)

Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance

Exempted Micro-Enterprises (EMEs) R0.00 to R10m				Qualifying Small Enterprises (QSE) >R10m <R50m	Large Company >R50 million
Small	Micro	Medium	Cooperative		
	X				

Contact person	Busisiwe Mashila / Nkateko Mthimkulu
e-mail address	Nmthimkulu@dsbd.gov.za Bmashila@dsb.gov.za
Telephone number	012 394 3097 / 012 394 1440
Issue/Request date	27 July 2023
Closing date and time	07 August @ 10:00

#	REQUIREMENTS	COMMENTS
1	Quotations should be dated.	yes
2	Quotations should be valid for 30 days unless indicated otherwise.	yes
3	Does it comply with cost containment (Yes or No)	yes
3	All prices quoted must be VAT inclusive, if no indication is indicated prices will be evaluated as inclusive.	yes
4	Should you not be registered for VAT it should be clearly indicated on the quotation.	yes
5	Please indicate the delivery period and confirm whether the delivery period is firm.	yes
6	Please indicate whether the prices quoted are firm for the duration of the validity period of the quotation.	yes
7	Please indicate whether the quotation is strictly to specification and if not state deviations and reasons for deviating from the requested specifications.	yes
8	This quotation is subject to the Department of Small Business Development's general conditions of contract unless otherwise stated by the supplier.	yes
9	Quotations should be on the service provider's letter head.	yes
10	Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate your quotation	yes

Please note: Quotations with amounts less than R30 000.00 (vat inclusive) will be evaluated based on the quoted price and quotations with a value of R30 000.00 and above but not exceeding R499 999.99 80/20 preference point system

TD



ANNEXURE A

[illegible]

70



SCHEDULE 1

The new National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial	Size or class of enterprise	Total full-time equivalent of paid employees	Total annual turnover
Agriculture	Medium	51 - 250	≤ 35,0 million
	Small	11 - 50	≤ 17,0 million
	Micro	0 - 10	≤ 7,0 million
Mining and Quarrying	Medium	51 - 250	≤ 210,0 million
	Small	11 - 50	≤ 50,0 million
	Micro	0 - 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11 - 50	≤ 50,0 million
	Micro	0 - 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11 - 50	≤ 60,0 million
	Micro	0 - 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11 - 50	≤ 75,0 million
	Micro	0 - 10	≤ 10,0 million
Retail, motor trade and repair services	Medium	51 - 250	≤ 80,0 million
	Small	11 - 50	≤ 25,0 million
	Micro	0 - 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11 - 50	≤ 80,0 million
	Micro	0 - 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11 - 50	≤ 15,0 million
	Micro	0 - 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11 - 50	≤ 45,0 million
	Micro	0 - 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11 - 50	≤ 35,0 million
	Micro	0 - 10	≤ 7,5 million
	Medium	51 - 250	≤ 70,0 million

7.0



small business
development
Department
Small Business Development
REPUBLIC OF SOUTH AFRICA

Community, Social and Personal Services	Small	11 - 30	≤ 22,0 million
	Micro	0 - 10	≤ 5,0 million

T.D

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 institution	State

- 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.

10

SBD4

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:

Labconeg Travel Agency LLC
Real World Security Services
KHATO Supply and Maintenance

3 DECLARATION

I, Intiko Deol Mapeto 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.

17

SBD4

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]
Signature

01-08-2023
Date

Managing Director
Position

Kgadi Staffing Solutions
Name of bidder

TD

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	2
SIZE OF ENTERPRISE (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8
SPATIAL (RURAL/ TOWNSHIP/ CITY)	4

YOUTH AND NON-YOUTH	6
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. **POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated within the terms of the tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BEE Compliance Based on Section of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	1 Level 1 = 1 pts Level 2 = 0,875 pts Level 3 = 0,75 pts Level 4 = 0,625 pts Level 5 = 0,5 pts Level 6 = 0,375 pts Level 7 = 0,25 pts Level 8 = 0,125 pts Non-compliant contributor = 0	2 Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor = 0	1	2
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8 Micro = 8 Small = 5,6 Medium = 3,2	4 Micro = 4 Small = 3,6 Medium = 2	8	4
Spatial (Rural/ Township/ City)	4 Rural = 4 Township = 2,4 City = 0,8	2 Rural = 2 Township = 1,2 City = 0,4	0,8	0,4
Youth and Non-Youth	6 Youth = 6 None-Youth = 1,8	3 Youth = 3 None-Youth = 0,9	0	0

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm... Kgadi Staffing Solutions

4.4. Company registration number: 2009/214501/03

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☒ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

T. D. Mapheto

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

Timile D. Mapheto

DATE:

01-08-2023

ADDRESS:

P.O. Box 1109
Kenya Park
0787

GEREGISTERDE WOON- EN POSADRES

1. Bewaar die bewys van u GEREGISTERDE WOON- EN POSADRES in u tas.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, soos straatnaam en/of -nommer, ens. verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING wat in die sakke agter in die identiteitsdokument is, gebruik word om die verandering aan te meld. Dit moet di ingedien word by of gepos word aan die Nasionale Kruis-Administrasie van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in your pocket.

2. If you have changed your address, or, if particulars of your present address, such as name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional offices of the DEPARTMENT OF HOME AFFAIRS.

1
I.D.No. 770316 0635 08 4



S.A. BURGER/S.A. CITIZEN

VAN/SURNAME
MAPHETO

VOORNAME/FORENAMES
TINYIKO DORAH

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH

SOUTH AFRICA

GEBOORTEDATUM/
DATE OF BIRTH

1977-03-16

DATUM UITGEREIK
DATE ISSUED

2008-02-12

UITGEREIK OP BEVAL VAN DIE
DIREKTUR-GENERAAL:
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL:
HOME AFFAIRS



CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) Department of Social Business Development in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number Response No. 1001/2023 at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz:
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) Timoteo Daniel Mapheto

CAPACITY Managing Director

SIGNATURE TD Mapheto

NAME OF FIRM Kapadi Staffing Solutions

DATE 08-12-2023

WITNESSES

1 [Signature]

2 [Signature]

DATE: 08-12-2023

TD

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I, Thulisile Manzini..... in my capacity as Acting Director-General..... accept your bid under reference number DSBD007..... dated 01 August 2023..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
Response Handling Services	R603 750.00	31 March 2024	Level 1	

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT PRETORIA..... ON 07 December 2023.....

NAME (PRINT) THULISILE MANZINI.....

SIGNATURE [Signature].....

OFFICIAL STAMP

OFFICE OF THE DG: DSBD
NAME:.....
2023 -12- 07
SIGNATURE:.....
DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

WITNESSES

1 Mahlangu njt.....

2 J.R......

DATE: 12 December 2023...



CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0003234	Have Bank Account	Yes
Is supplier active?	Yes	Total annual turnover	R10 million or less; or
Allow associates?	Yes	Financial year start date	28 Feb 2018 00:00:00:000
Supplier type	CIPC Company	Registration date	20 Nov 2009 00:00:00:000
Supplier sub-type	Close Corporation	Created by	tdmapheto@gmail.com
Legal name	KGADI STAFFING SOLUTIONS	Created date	22 Sep 2015 16:03:00:000
Trading name	KSS STAFFING	Edit by	tdmapheto@gmail.com
Identification type	South African Company/Close Corporation Registration Number	Edit date	07 Aug 2023 12:48:27:810
Government breakdown	Close Corporations (CC)	Restricted Supplier	No
Business status	In Business	Restricted Director	No
Country of origin	South Africa	Government Employee	No
South African company/CC registration number	2009/214501/23		

SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

INDUSTRY CLASSIFICATION 1			
Main group	Accommodation and food service activities		
Division	Accommodation	% share of annual turnover	10.00
INDUSTRY CLASSIFICATION 2			
Main group	Administrative and support activities		
		Core industry	Employment activities
Division	Employment activities	% share of annual turnover	90.00

SUPPLIER CONTACT INFORMATION

CONTACT 1			
Contact type	Bid Office	Telephone number	073 501 9306





CSD REGISTRATION REPORT

Is this your preferred Contact?	Yes	Cellphone number	073 501 9306
Name(s)	Tinyiko	Fax number	086 568 4834
Surname	Mapheto	Do you want this contact to also be a CSD user ?	Yes
Identification type	South African Identification Number	Created by	tdmapheto@gmail.com
Prefer communication via cellphone	Yes	Created date	22 Sep 2015 15:21:34:000
Prefer communication via email	Yes	Edit by	tdmapheto@gmail.com
Email address	tdmapheto@gmail.com	Edit date	26 Oct 2020 10:56:25:833

SUPPLIER ADDRESS INFORMATION

ADDRESS 1

Is this a preferred address?	No	Postal code	0787
Address line 1	PO BOX 1109	Ward Number	20
Address line 2	FAUNA PARK	Country	South Africa
Suburb	Fauna Park	This address S/A postal	Yes
Province	Limpopo	This address S/A payment	Yes
Municipality	Polokwane	Created by	tdmapheto@gmail.com
City	Polokwane	Created date	21 Apr 2016 11:23:58:257
		Edit by	tdmapheto@gmail.com
		Edit date	16 Apr 2020 10:31:36:220

ADDRESS 2

Is this a preferred address?	No	Postal code	0699
Address line 1	41 Dwarskersbos	Ward Number	22
Address line 2	Bendor	Country	South Africa
Suburb	Capricorn	Created by	tdmapheto@gmail.com
Province	Limpopo	Created date	21 Apr 2016 11:23:58:257
Municipality	Polokwane	Edit by	tdmapheto@gmail.com
City	Polokwane	Edit date	21 May 2023 17:28:12:483

ADDRESS 3

Is this a preferred address?	No	Postal code	0790
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CSD REGISTRATION REPORT

Address line 1	stand no 723	Ward Number	19
Address line 2	Bochum	Country	South Africa
Suburb	Helene Franz Hospital	Created by	tdmapheto@gmail.com
Province	Limpopo	Created date	24 Jan 2019 13:37:08:317
Municipality	Blouberg	Edit by	tdmapheto@gmail.com
City	Bochum	Edit date	17 Dec 2019 10:43:36:617

ADDRESS 4

Is this a preferred address?	No	Postal code	0736
Address line 1	stand no 478	Ward Number	28
Address line 2	Mogodi	Country	South Africa
Suburb	Mogodi SP	Created by	tdmapheto@gmail.com
Province	Limpopo	Created date	24 Jan 2019 13:37:08:317
Municipality	Lepele-Nkumpi	Edit by	tdmapheto@gmail.com
City	Mogodi	Edit date	28 May 2019 12:32:58:833

ADDRESS 5

Is this a preferred address?	No	Postal code	2090
Address line 1	593 Louis Botha Avenue	Ward Number	81
Address line 2	standard Bank Building	Country	South Africa
Suburb	Bramley	Created by	tdmapheto@gmail.com
Province	Gauteng	Created date	24 Jan 2019 13:37:08:317
Municipality	City of Johannesburg	Edit by	tdmapheto@gmail.com
City	Johannesburg	Edit date	24 Jan 2019 13:37:08:317

ADDRESS 6

Is this a preferred address?	No	Postal code	1034
Address line 1	stand no 176	Ward Number	17
Address line 2	eMalahleni Ext 10	Country	South Africa
Suburb	eMalahleni Ext 10	Created by	tdmapheto@gmail.com
Province	Mpumalanga	Created date	24 Jan 2019 13:37:08:317
Municipality	Emalahleni	Edit by	tdmapheto@gmail.com
City	eMalahleni	Edit date	24 Jan 2019 13:37:08:317





CSD REGISTRATION REPORT

ADDRESS 7

Is this a preferred address?	No	Postal code	0626
Address line 1	House no 484A	Ward Number	11
Address line 2	Giyani	Country	South Africa
Suburb	Giyani A	Created by	tdmapheto@gmail.com
Province	Limpopo	Created date	30 Jan 2019 11:13:08:820
Municipality	Greater Giyani	Edit by	tdmapheto@gmail.com
City	Giyani	Edit date	30 Jan 2019 11:13:08:820

ADDRESS 8

Is this a preferred address?	Yes	Country	South Africa
Address line 1	155 Pinehurst	This address S/A payment	Yes
Address line 2	Jackal Creek Estate	Created by	tdmapheto@gmail.com
Suburb	Jackal Creek Golf Estate	Created date	14 Mar 2019 09:19:06:017
Province	Gauteng	Edit by	tdmapheto@gmail.com
Municipality	City of Johannesburg	Edit date	07 Aug 2023 12:48:28:987
City	Roodepoort		
Postal code	2190		

SUPPLIER BANK ACCOUNT

BANK ACCOUNT 1

Account type	Current Accounts	Account holder	KGADI STAFFING SOLUTIONS CC
Bank	FIRST NATIONAL BANK	Is this a preferred account?	Yes
Branch number	260148	Active start date	07 Jul 2021 15:53:44:000
Branch name	POLOKWANE 334	Created by	csd.verifybatch@treasury.gov.za
Account number	62903969775	Created date	07 Jul 2021 15:53:44:000
		Edit by	csd.safetynetbatchdownload@treasury.gov.za
		Edit date	08 Jul 2021 10:00:44:403
		Bank Verification Status	Verification Succeeded
		Foreign Bank Account	No





CSD REGISTRATION REPORT

BANK ACCOUNT 2

Is this a preferred account?	No
Edit date	29 Nov 2022 16:00:00:313
Bank Verification Status	Bank account deactivation processed
Foreign Bank Account	No
Is the identifier linked at the bank	Yes
Is this a Shared Funding Account	No

Is the identifier linked at the bank	Yes
Is this a Shared Funding Account	No

TAX INFORMATION

Income tax number	9703500158	Overall Tax Status	Tax Compliant
VAT number	4560266027	Created by	tdmapheto@gmail.com
Is this supplier a VAT vendor?	Yes	Created date	22 Sep 2015 16:03:00:000
Are you Registered with SARS?	Yes	Edit by	tdmapheto@gmail.com
Last validation date	08 Aug 2023 14:22:00:000	Edit date	10 Jul 2023 11:11:54:000
Would you like to receive notifications?	Yes		

B-BBEE INFORMATION

Are you an empowering supplier	No	B-BBEE Procurement Recognition	135%
% Owned by black people	100.00	Accept and understand the content of the affidavit	Yes
% Owned by black people who are women	100.00	Commissioner of Oath	MR Hlungwani
% Owned by black people who are youth	0.00	Date affidavit signed by commissioner of oath	01 Jun 2023 00:00:00:000
% Owned by black people with disabilities	0.00	Affidavit expiry date	31 May 2024 00:00:00:000





CSD REGISTRATION REPORT

% Owned by black who are unemployed	0.00	Created by	tdmapheto@gmail.com
% Owned by black people who are military veteran	0.00	Created date	21 Apr 2016 10:49:17:000
% Owned by black people living in rural or underdeveloped areas	0.00	Edit by	tdmapheto@gmail.com
Status	Active	Edit date	05 Jun 2023 17:41:18:817
B-BBEE Status Level Of Contributor	Level 1 Contributor	Verification Status	Manual Verification Required

OWNERSHIP INFORMATION

Owner s name and surname Legal name	Owner s Identification number	RSA Citizen	Ethnic group	Gender	Ownership %	Youth	Disabled	Military	Rural	Township
TINYIKO DORAH MAPHETO	7703160635084	Yes	Black African	Female	100.00%	No	No	No		
Total					100.00%					

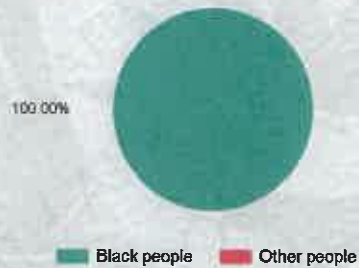
OUTCOMES AGAINST PREFERENTIAL PROCUREMENT CRITERIA BASED ON OWNERSHIP

Enterprise type	EME
B-BBEE status level of contributor	Level 1 Contributor
Owned by black people	100.00%
Owned by black people who are youth	0.00%
Owned by black people who are women	100.00%
Owned by black people with disabilities	0.00%
Owned by black people who are military veteran	0.00%
Owned by black people living in rural or underdeveloped areas	0.00%
Owned by black people living in townships	0.00%



CSD REGISTRATION REPORT

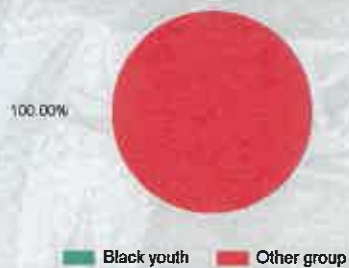
People % Ownership



Gender % Ownership



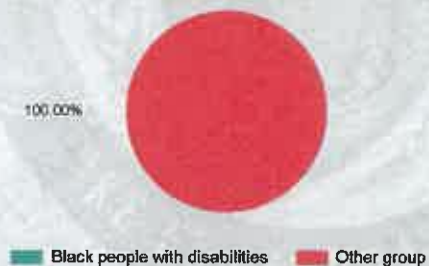
Youth % Ownership



Military veteran % Ownership



Disabled % Ownership



Living area % Ownership



DIRECTORS/MEMBERS/OWNERS INFORMATION

DIRECTOR/MEMBER 1

Director type	Member,Owner	Owner youth	No
Director status	Active	Owner person with disabilities	No





CSD REGISTRATION REPORT

Name(s)	TINYIKO DORAH	Owner military veteran	No
Surname	MAPHETO	Created by	tdmapheto@gmail.com
Country	South Africa	Created date	29 Jan 2018 14:22:46:000
Identification type	South African Identification Number	Edit by	tdmapheto@gmail.com
South African identification number	7703160635084	Edit date	24 Oct 2020 19:56:13:000
Appointment date	20 Nov 2009 00:00:00:000	Restricted Director	No
Email address	tdmapheto@gmail.com	Restriction Last Verification Date	08 Aug 2023 14:21:32:880
Cellphone number	073 501 9306	Government Employee	No
Owner	Yes	Government Employee Last Verification Date	08 Aug 2023 14:21:31:797
Ownership %	100.00%	SA identification number Verified	Yes
Living areas of owner	Capricorn, Polokwane Central	SA identification number verification date	08 Aug 2023 14:21:32:833
Owner's ethnic group	Black African	Companies involved in	MAAA0025261; MAAA0090428; MAAA0109488;
Owner's gender	Female		

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.



CSD REGISTRATION REPORT

Tips and Frequently Asked Questions (FAQ)

Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)

The various possible error messages received from the bank are **highSemiBolded** in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax

Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD differs from the tax clearance certificate?](#)

Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?](#)

State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)

BBBEE

CSD does not automatically verify all certificate information with the various accreditation bodies. Organs of State are required, where not automatically verified by CSD, to manually verify this information with the applicable accreditation body as per current policies and procedures. Expired certificate information do not reflect on the report.

RESTRICTION

Restricted Supplier - A supplier is restricted by using the identification number of the entity e.g. CIPC registration -, trust -, Social Development non-profit -, South African ID -, Foreign company registration number or ID number. If there is more than one CSD Supplier profile registered on CSD with the same entity identification number, all those related supplier profiles will be restricted.

Restricted Director - A director/owner is an individual person and is restricted by using the South African ID or Foreign ID number. If a director belongs to different companies and has been restricted, the director will reflect as restricted in all companies where identification number is detected.

Restricted Suppliers & Directors are listed on CSD under Help - [Am I restricted?](#)





**CENTRAL SUPPLIER
DATABASE**
FOR GOVERNMENT

Report Date:

08 Aug 2023 14:21:51.430 PM

Report Ran By:

smazibuko@dsbd.gov.za

CSD REGISTRATION REPORT

Print Date:

8/8/2023 2:21:50 PM

Page: 10 of 10



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	Linyiko Noah Mapheto
Identity number	7703160635024

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	ISS Staffing Solutions
Trading Name	ISS Staffing
Registration Number	2009/214501/23
Enterprise Address	ISS prehurst, Joernal Creek Estate Roodepoort 12169

3. I hereby declare under oath that:
 - The enterprise is 100 % black owned;
 - The enterprise is 100 % black woman owned;
 - Based on the management accounts and other information available on the 2003 financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	Level One (135% B-BBEE procurement recognition)	☒
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	☐
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	☐

4. The entity is an empowering supplier in terms of the dti Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: [Signature]
Date: 02-08-2003

[Signature] 713419956
Commissioner of Oaths
Signature & stamp

SOUTH AFRICAN POLICE SERVICE
POLOKWANE INTERNATIONAL AIRPORT
CSC
2023-08-02



TAX COMPLIANCE STATUS

PIN Issued

KSS STAFFING

30 CHROOM STREET
FUTURA
POLOKWANE

0699

Enquiries should be addressed to SARS:

Contact Detail

SARS
Alberton
1528

Contact Centre Tel: 0800 00 SARS (7277)
SARS online: www.sars.gov.za

Details

Taxpayer Reference Number: 9703500158

Always quote this reference number when contacting SARS

Issue Date: 2022/10/02

Dear Taxpayer

TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	Kgadi Staffing Solutions
Trading Name	KSS STAFFING
Tax Reference Number(s)	IT - 9703500158 Vat - 4560266027 PAYE - 7610784003
Purpose of Request	Tender
Request Reference Number	0019166321TS0210221843479
PIN	G23481321C
PIN Expiry Date	02/10/2023

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

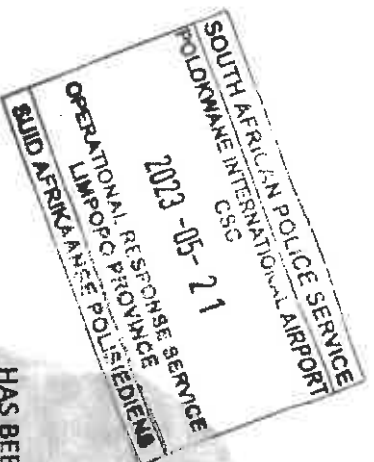
SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE

Certificate of Designation



TINYIKO MAPHETO

HAS BEEN AWARDED THE DESIGNATION OF INDIVIDUAL STAFFING PROFESSIONAL

(ISPr)

VALID FOR THE PERIOD

01 May 2023 – 30 April 2024

(DESIGNATION IS AWARDED SUBJECT TO REMAINING IN GOOD STANDING AND ACHIEVING 30 CPD CREDITS

FOR THE 12 MONTH PERIOD ENDING IN APRIL 2024)

Registration Type: ISPr

Membership No: 17801071

JFord

Jacqui Ford

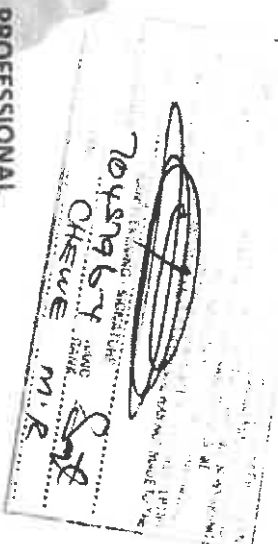
Note: This Designation Certificate does not constitute an

APSO Private Employment Agency (PEEA) Membership Certificate.

**Individual Staffing
Professional**



Chief Executive Officer



REQUEST FOR QUOTATION

Response Handling

For

Department of Small Business Development

The dti, Block G

Floor 2

77 Meintjies Street

Sunnyside

Pretoria

Submitted by



Closing Date: 07 August 2023

Closing Time: 10h00am

Contents

About Us	5
Why Choose Us As Your Partner	5
Kgadi Staffing Solutions Operational Guidelines	6
Our Methodology	7
Response Handling Projects Successfully Completed	9
Client Contactable References	15
Organogram	16
Consultant Profiles	17
Ms. Tinyiko Mapheto	17
Ms. Ilona Radebe.....	18
Mr. Phumudzo Maphiri – Consultant.....	18
Value Proposition	19
Financial Standing of Tenderer	20
Conclusion.....	20

Why KSS

Kgadi Staffing Solutions has a rich history in the recruitment and selection industry, with over 14 years of experience. Throughout the years, the company has successfully collaborated with a diverse range of clients, including National, Local, Provincial Government, State-Owned Enterprises (SOEs), and Private companies.

Their service offerings cover Temporary, Permanent, and Contract recruitment, with a significant focus on response handling projects over the last 7 years. These response handling projects fall into two categories:

Full Response Handling: In this comprehensive service, Kgadi Staffing Solutions manages the entire process, starting from advertising the job positions, handling responses, conducting interviews, and extending offer letters to successful candidates.

Response Handling: For this service, the company receives applications from the client, captures candidate details on a spreadsheet (A and B list), and submits the lists to the client.

One of our most notable and challenging projects took place during the second quarter of the COVID-19 pandemic. Transnet, a major client, needed to fill 227 positions urgently. Kgadi Staffing Solutions successfully managed the entire project, ensuring it was completed within the stipulated timeframes set by the client. The project involved various tasks, such as Advertising the positions, receiving and acknowledging applications via email, capturing all application per position on a spreadsheet, scheduling interviews, organizing medical and driver's tests, and conducting assessments at different locations in KwaZulu-Natal. Additionally, all recommended applicants underwent rigorous vetting, including checks on criminal records, driver's licenses, and employment references before final appointments were made.

The impact of the pandemic was evident as some blue-collar applicants faced challenges in accessing internet cafes to submit their vetting consent forms. In an admirable gesture, Tinyiko, the owner of the Kgadi Staffing Solutions, personally offered financial assistance to some of these individuals to help them reach the internet cafes and submit their forms.

Despite the challenges presented by the pandemic, Kgadi Staffing Solutions successfully fulfilled their mandate with Transnet, achieving a major accomplishment in the face of COVID-19's difficulties.

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Despite the challenges presented by the pandemic, Kgadi Staffing Solutions successfully fulfilled their mandate with Transnet, achieving a major accomplishment in the face of COVID-19's difficulties.

So KSS is ready to embark on a journey with the DSBD to ensure that your requirements and deadlines are met.

About Us

Kgadi Staffing Solutions was founded in 2009 by disadvantaged black South Africans who were determined to make a meaningful impact in the Human Resource and Recruitment Market.

Our company is 100% black and female-owned, and we take pride in combining our unique expertise and knowledge with an unwavering commitment to delivering exceptional service.

Our goal is to provide workforce solutions that not only meet but exceed expectations, seamlessly integrating within any organization across the country.

With a national presence in all 9 provinces through our partner network agreements and our Head Office located in Limpopo province, we are well-equipped to serve businesses throughout South Africa.

Why Choose Us As Your Partner

In the ever-changing business landscape, success depends on having the right people in your team. At Kgadi Staffing Solutions, we specialize in helping companies find the perfect talent, especially during challenging times.

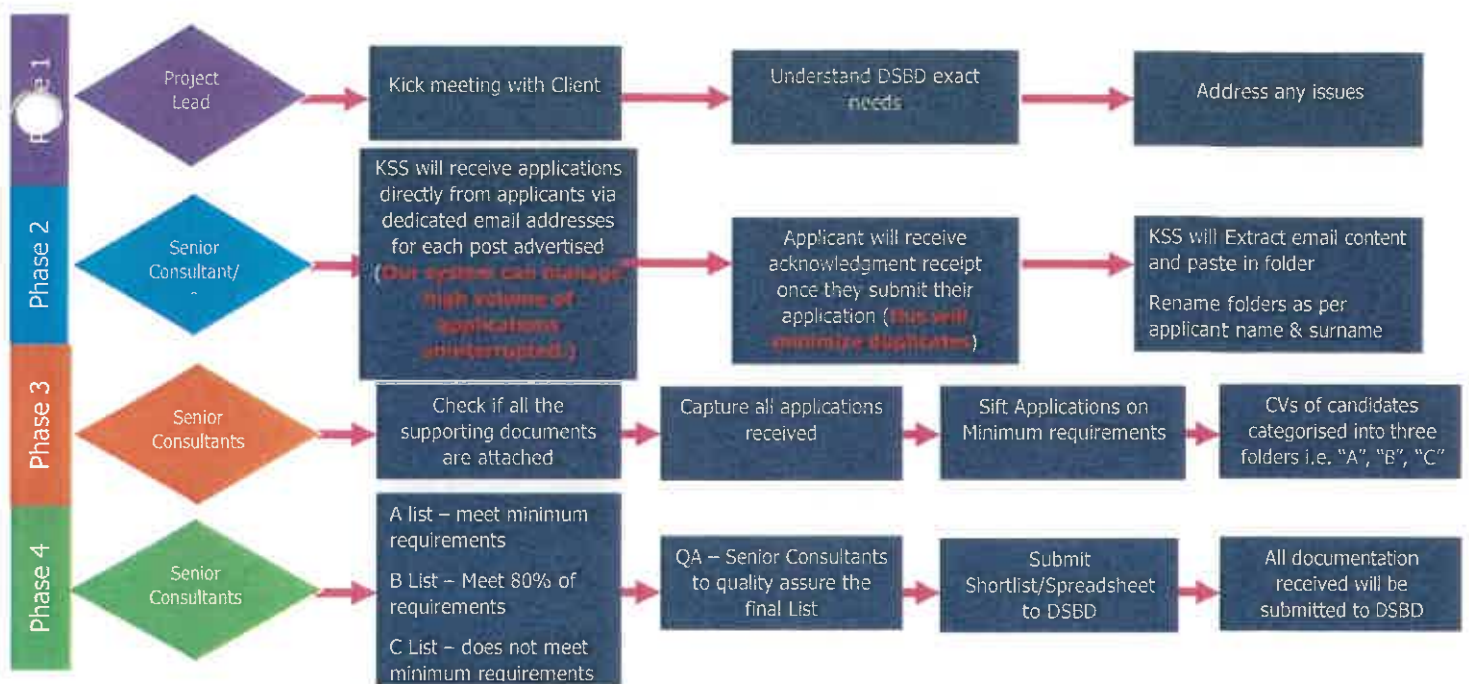
Given the high demand for skilled workers nationwide, we act swiftly to recruit local talent and have access to the right individuals at the right time. To stay ahead of the employment market dynamics, we maintain an active network and continuous communication with potential candidates. As a specialized recruitment agency, we closely monitor job seekers' behaviours and trends, ensuring we stay at the forefront of the industry.

KSS stands out as one of the leading specialists recruiting consultants in South Africa, distinguished by a range of unique qualities that set us apart.

Kgadi Staffing Solutions Operational Guidelines

- Before commencing any service, we establish a service level agreement with our clients and create action plans accordingly.
- We provide a robust management infrastructure by assigning a specialist team dedicated to each project.
- Regular meetings are conducted with our clients to evaluate performance, service levels, and devise action plans as needed.
- Our recruitment process follows the target selection method, which is competency-based and ensures optimal candidate selection.
- **As a responsible entity, Kgadi Staffing Solutions ensures strict compliance with current labour legislation.**
- We are registered with the **Compensation Commissioner.**
- The company is tax registered and has obtained a **tax clearance certificate** from the South African Revenue Services.
- Kgadi Staffing Solutions is registered with SARS for **income tax, pay as you earn, and value-added tax compliance.**

Our Methodology



Time Frame

1 -3 Weeks – Depending on the number of applications received (willing to negotiate the time frames with DSBD)

Capacity to deliver the provision of services

- KSS email application system can accommodate high volume of applications uninterrupted.
- KSS has an impeccable record of timely delivery services.
- KSS has capacity and infrastructure to manage this project
- Our consultants are well qualified and Experienced to handle the project
- The company has got a Proven Track Record
- KSS will strive to provide Quality Service and make sure that the service is not interrupted.

Response Handling Projects Successfully Completed

Company Name	Project	Sector	Year	Consultant
Dept. of Small Business Development (DSBD)	Response Handling: - Accept all Applications via email from DSBD - Collate a spreadsheet with all applications received - Compile a shortlist to be presented to HR - Close-out report Positions - Accounting Clerk - Parliamentary Liaison Officer - HRD - HRA - Travel Coordinator - Assistant Director – Salary Admin - Deputy Director – Sector Specific Support – Manufacturing - Deputy Director – Sector Specific Support – Agriculture - Deputy Director – Sector Specific Support – Retail - Assistant Director – Management Accounting - Deputy Director – Digital Hubs and Incubator Support	Public	2022/2023	Tinyiko Mapheto

	12. Deputy Director – Automotive 13. Director Risk & Integrity Management 14. Assistant Director – Entrepreneurship 15. Graphic Designer 16. Language Specialist 17. Assistant Director Internal Audit 18. Assistant Director Change Management 19. Assistant Director Knowledge and Information 20. Personal Assistant to the DG 21. Security Officer 22. Security Supervisor Officer			
Road Traffic Infringement Agency (RTIA)	Response Handling: Board Level Positions - Accept all applications via email directly from applicants - Collate a spreadsheet with all applications received - Compile a shortlist to be presented to the board - Briefing Board member on the shortlisted candidates - Close-out report Positions	2021	Public	Tinyiko Mapheto

	23. Audit and Risk Committee 24. Human Resource and Remuneration Committee 25. Technical Committee Response Handling: • Accept all applications via email from DHET • Collate a spreadsheet with all applications received • Compile a shortlist to be presented to HR • Close-out report Positions 1. ARRTO Outlet Operator X 50 2. Enforcement Order Officer X20 3. Representative Officer X 35			
Transnet – Durban TPT	Full Response Handling • Advert Placement in the newspaper • Accept all responses via email – total of 9800 applications received • Screen all application		2020	Tinyiko Mapheto

	• Capturing of all applications on the spreadsheet • Longlisting of applications • Shortlisting of applications • Arrange interviews • Conduct Interviews • Arrange for Assessments • Vetting • Appointment • Close-out recruitment reports			
Department of Health Limpopo	: 100 Positions Full Response handling 60 Patients Records Administrators 40 Patients Records Assistant within Revenue and Records Management Full Response Handling • Advert Placement in the newspaper • Accept all responses via email – total of 1500 applications received • Screen all application • Capturing of all applications on the spreadsheet • Longlisting of applications		2015	Tinyiko Mapheto

	• Shortlisting of applications • Arrange interviews • Conduct Interviews • Arrange for Assessments • Appointment			
Lepelle Northern Water	50 Internship – Various positions • Received applications from Lepelle Northern Water • Collate a spreadsheet with all applications received • Compile a shortlist • Arrange Interviews • Conduct Interviews • Appointment			
SEDA Limpopo		SOE	2015	Tinyiko Mapheto

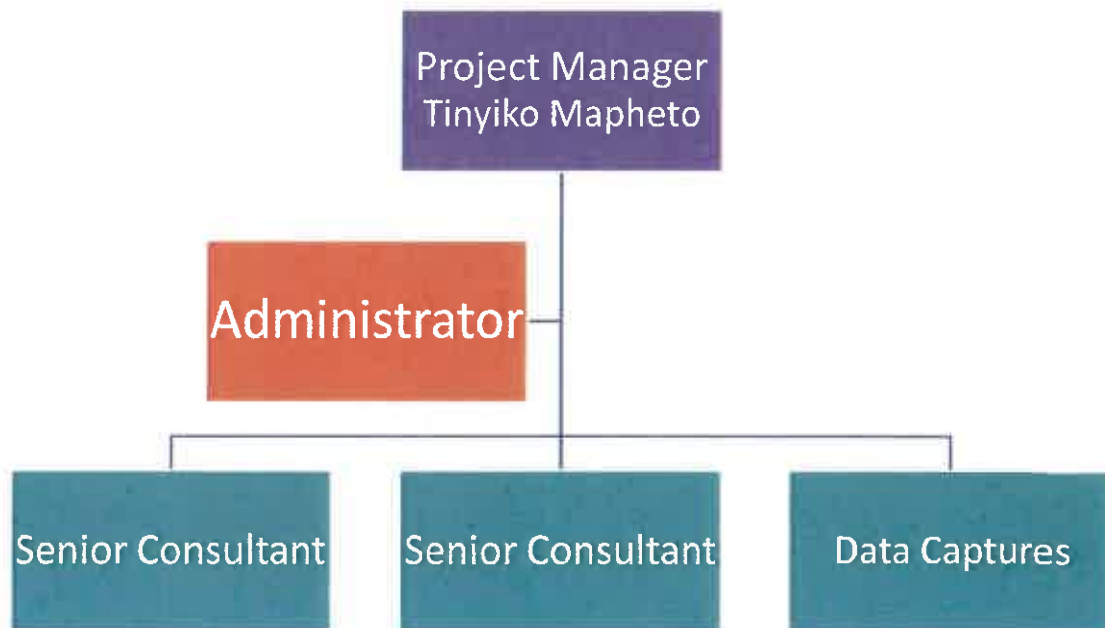
	• Shortlisting of applications • Arrange interviews • Conduct Interviews • Arrange for Assessments • Appointment			
Lepelle Northern Water	50 Internship – Various positions • Received applications from Lepelle Northern Water • Collate a spreadsheet with all applications received • Compile a shortlist • Arrange Interviews • Conduct Interviews • Appointment			
SEDA Limpopo		SOE	2015	Tinyiko Mapheto

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Client Contactable References

Company	Contact Person	Tel Number	Email
DSBD	Ms. Nthabiseng Mahlangu	072 197 7511	NMahlangu@dsbd.gov.za
RTIA	Ms. Pretty Mkhonza	087 285 0500	Pretty.Mkhonza@rtia.co.za
Transnet KZN	Ms. Fikile Mngomezulu /Langa	0834136932	Fikile.Langa@transnet.net
Department of Health Limpopo	Mr. Zakhele Lukhele	015 293 6259	zakhele.lukhele@dhsd.limpopo.gov.za
Lepelle Northern Water	Ms. Mamokidi Mangena	015 295 1879	mamokidim@lepelle.co.za
SEDA Limpopo	Ms. Maryka Hall	015 297 2945	mking@seda.org.za

Organogram



Consultant Profiles

Ms. Tinyiko Mapheto

Tinyiko is the founder and managing consultant for Kgadi Staffing Solutions. With more than 16 years in the recruitment industry. She holds Management Development for Employment Services Professionals, National Diploma in Human Resource Management, Certificate in HR Hiring Principles and Procedures, Certificate in Accounting, Certificate in Office Administration, Certificate in Computer Programmers. And she is currently doing a B.com in Counselling Psychology with University of South Africa. She completed various on job training which includes Interviewing, Qualifying the candidate, Matching and Referring, Briefing and Debriefing, Time Management and planning.

Tinyiko started her career in 1999 after completing her National Diploma in HR at the department of health as a Human Resource Administrator; she later moved to Holiday club as a Recruitment Consultant. In 2001 she joined Deloitte & Touché as an Administrator for Government Employees Pension Funds and then moved to Department of Health in Gauteng in 2004 as a Human Resource Officer, as an ambitious young woman she then moved to Kiwi Interiors as Senior Human Resource Officer in 2005. In 2006 she assisted her husband in establishing a family business; she was responsible for the Management of the Business.

In 2008 she went back into the recruitment Industry as a Senior Recruitment Consultant/ Account Executive. During her time with the company, she was responsible to manage key accounts of the company, amongst other things she assisted in the Response handling of application for Department of Water Affairs Limpopo region where 143 positions were successfully filled, Lepelle Northern Water were a CFO Position, and 5 more positions were successfully.

In 2009 she established her own Recruitment company where she successfully manages key accounts of the Company. Tinyiko has extensive experience in handling high volume of applications.

Ms. Ilona Radebe- Senior Consultant

Ilona holds a Master's in Business Leadership, BA Admin Honours, BA Admin, and an Advanced Project Management Programme. Ilona is a harmonious and an Energetic HR Specialist with extensive background in HR work cycle. She has progressive experience in HR with proven expertise in recruitment hiring procedures, performance management, internship programmes, policy and procedure development, talent and management support (Business Partner). She has proven success in delivering high quality results in alignment with business strategies, client objectives and company culture. Ilona recently joined Kgadi Staffing Solutions as a Senior Recruitment consultant for Executive Search and Response Handling Project

Mr. Phumudzo Maphiri – Consultant

Phumudzo has completed a Bachelor of Law, Diploma in Human Resource Management and various on Job training: Recruitment and Selection, Talent Management, Labour Policy Development and Industrial Relations, Performance Coaching and Interviewing. Phumudzo has recently worked with Cell C as a Regional Human Resource Partner, Coca Cola as an HR Officer, MTN as an Ops Specialist; he has considerable experience in Recruitment and response handling

Value Proposition

At Kgadi Staffing Solutions we pride ourselves in providing solutions that meet the needs of our clients through:

Expertise - We provide products and services in our areas of expertise and experience. The company directors are personally involved in ensuring that we do not compromise on quality. We keep abreast with developments in the industry and thus keeping us on par with best practices.

Customised Solutions – Kgadi Staffing Solutions understands that each client's needs are unique; hence we place emphasis in providing customised solutions to each client.

Partnerships – Kgadi Staffing Solutions is in all the necessary industry bodies ensuring that our clients are in the best hands at all times.

Resources – Kgadi Staffing Solutions is equipped with the best resources and up to date technology. Our facilities are of a high standard, and we pride ourselves in offering the best recruitment services.

Experience – Kgadi Staffing Solutions has been providing services to different industries over the years such as FMCG, Financial, Universities, Motor Industry, National and Provincial Government, Public Enterprises, Government Agencies, Mining, to mention a few.

Qualified Consultants - We source the best qualified consultants in the industry. We always match our consultant's experience with client and industry expectations. We work against very strict Service Level Agreements with all our consultants and clients.

Financial Standing of Tenderer

Kgadi Staffing Solutions has been built on sound business principles, and firm financial control. The company business continues to grow, due both to the excellent professional service provision and financial controls in place. The invoicing system is found by clients to be clear and understandable, with all invoices supported by relevant cash slips and receipts. Despite this, no surcharge or handling fee is added to the disbursement claims, as is common practice with many service providers. Administratively demanding clients such as government agencies have complemented Kgadi Staffing Solutions on the invoicing system, highlighting it as the best amongst the service providers they deal with. The financial statements are prepared by an accredited bookkeeper.

Conclusion

The detailed Kgadi Staffing Solutions approach to the terms of reference is provided in accordance with the specific tasks and outputs indicated in the tender document. It must be noted that should Kgadi Staffing Solutions be awarded the project, a detailed Project Implementation Plan (PIP) with the presence of the Kgadi Staffing Solutions Project Leaders will be presented to the DHET.

The team of Kgadi Staffing Solutions is confident to complete the task within the allocated period, however, under miscellaneous situation we commit ourselves to perform beyond limit to get the work done on time. This undertaking confirms our continued commitment to ensure that the project becomes a success.

CK2A



Companies and Intellectual
Property Commission
a division of the DSD

Date: 20/02/2020

Our Reference: 9229509066

LESETJA PHATNET KWENAITE
E-mailed to: FES01@LIVE.COM

RE: Application to Amend Close Corporation
Close Corporation Number: 2009/214501/23
Close Corporation Name: KGADI STAFFING SOLUTIONS

We have received a CK2A (Amendment regarding Accounting Officer and addresses) from you dated 18/02/2020.

The Close Corporation 'KGADI STAFFING SOLUTIONS' with Enterprise Number '2009/214501/23' was successfully amended on our database.

Change Summary for 2009/214501/23 as a result of the lodging of document number 9229509066.

Registered Address Change on 20/02/2020.

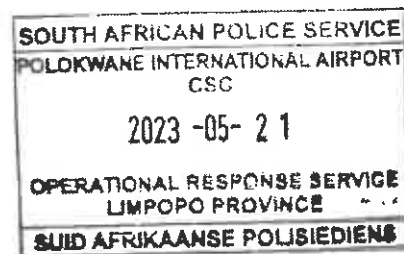
ISA BUILDING 59 LANDROS MARE STREET POLOKWANE LIMPOPO0699

Yours truly

Commissioner

Please Note:

The attached certificate can be validated on the CIPC website at www.cipc.co.za.
The contents of the attached certificate was electronically transmitted to the South African Revenue Services.



COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE

Registrar of Companies & Close Corporations

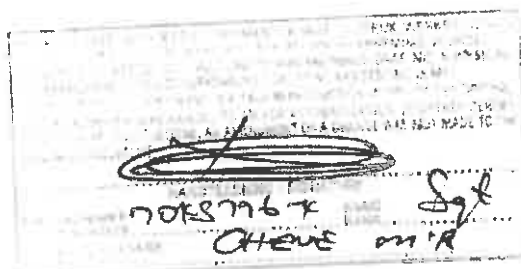
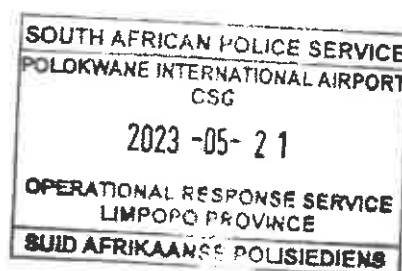
P.O. BOX 429, PRETORIA, 0001, Republic of South Africa Docex 256, PRETORIA

Call Centre Tel 086 100 2472, Website www.cipro.co.za, WAP www.cipro.co.za/mobile

Certificate issued by the Registrar of Companies & Close Corporations on Thursday, February 20, 2020 06:09
Certificate of Amended Founding Statement



Registration Number	2009 / 214501 / 23
Enterprise Name	KGADI STAFFING SOLUTIONS
Enterprise Shortened Name	None provided.
Enterprise Translated Name	None provided.
Registration Date	20/11/2009
Business Start Date	20/11/2009
Enterprise Type	Close Corporation
Enterprise Status	In Business
Financial Year End	February
Tax Number	9703500158
Number of Members	1
Aggregate Members' Contribution	R 100.00
Description of Principal Business	RECRUITMENT, TRAINING, LABOUR BROKERAGE, LABOUR RELATIONS AND PERFORMANCE MANAGEMENT
Postal Address	ISA BUILDING 59 LANDROS MARE STREET POLOKWANE LIMPOPO 0699
Address of Registered Office	ISA BUILDING 59 LANDROS MARE STREET POLOKWANE LIMPOPO 0699
Accounting Officer Name	SC MAPHOTOMA
Postal Address	POSTNET SUITE 45 PRIVATE BAG X21 SUNNYSIDE 0132
Profession	
Membership/Practice No	653086
Active Members	
Surname and first names	



COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE

Registrar of Companies & Close Corporations

P.O. BOX 429, PRETORIA, 0001, Republic of South Africa Docex 256, PRETORIA

Call Centre Tel 086 100 2472, Website www.cipro.co.za, WAP www.cipro.co.za/mobile

CK2A

Certificate issued by the Registrar of Companies & Close Corporations on Thursday, February 20, 2020 06:09
Certificate of Amended Founding Statement



Registration number

2009 / 214501 / 23

Enterprise Name

KGADI STAFFING SOLUTIONS

Active Members

Surname and first names

ID number or
date of birth

Contrib.
(R)

Interest
(%)

Appoint-
ment date

Addresses

MAPHETO, TINYIKO DORAH

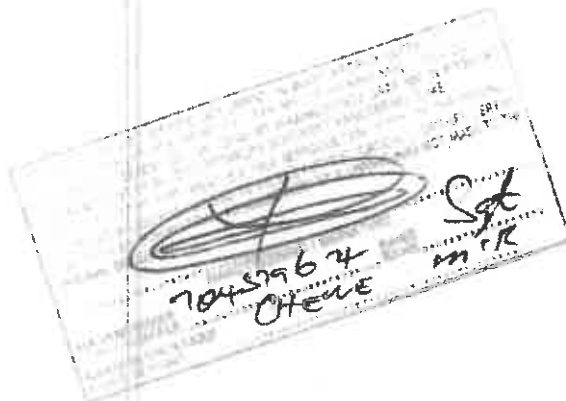
7703160635084

100.00

100.00

20/11/2009

Postal: 122 GARDENIA AVENUE,
FLORA PARK, POLOKWANE,
LIMPOPO, 0699
Residential: 122 GARDENIA
AVENUE, FLORA PARK,
POLOKWANE, LIMPOPO, 0699



COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE

Registrar of Companies & Close Corporations

P O BOX 429, PRETORIA, 0001, Republic of South Africa Docex 256, PRETORIA

Call Centre Tel 086 100 2472, Website www.cipro.co.za, WAP www.cipro.co.za/mobile



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HEALTH

Ref: 3/3/R

Enq. Lukhele ZP

Email: Zakhele.lukhele@dhsd.limpopo.gov.za

Tel. 015 293 6259

TO WHOM IT MAY CONCERN

This letter serves to confirm that, during the months of January and February 2015, Kgadi Staffing Solutions performed work for the Limpopo Department of Health relating to staffing recruitment project.

The project undertaken by Kgadi Staffing Solutions for the Department included:

- 1) Advertisement for the posts of 100 records staff (40 Records Administrators and 60 Records Assistants);
- 2) Perform full selection process (sorting, shortlisting, interviews and recommendations);
- 3) Facilitated final appointment of the 100 officials by the Department of Health;
- 4) Provided final reports and addressed all related enquiries by the Department during and after the project.

The performance of Kgadi Staffing Solutions to the Department was exceptional and therefore can be recommended to anyone without any reservations.

Regards,

DR MATHOBO N.

CHIEF DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING

06/04/2021

DATE

Official Purchase Order No.:
Dept. Of Health - Central Office

3-99243307
(Original)



Limpopo Province

To:

KGADI STAFFING SOLUTIONS
P O BOX 1109
FAUNA PARK
ATTN.:

Deliver on or before:

Office: CENTRAL OFFICE
Tel.No: 015 293 6524
Fax No:
Toll-free: 015 293 6483
Requ.No: 99243307
Issued: 16/01/2015

Page: 1 of 1

Delivery Address

Dept. Of Health - Central Office
RAMADIMEIJA MERIAM SETATI
18 COLLEGE
POLOKWANE
POLOKWANE, 700

Address for Invoice:

Dept. Of Health - Central Office
PRIVATE BAG X9302
POLOKWANE
0700

Line	Contract - No.	Description	Qty	Unit Price	Line Amount
1	HEDP689/14/15	Advertisement of post of 60 Patients Records Administration and 40 Patients Records Assistant within Revenue and Records Management on a 6 Months Contracts throughout a recruitment agency.	1	207480.00	207480.00

Order Total : 207480.00

Purchase Order Approved by:

OTVEN HANYANI MABUNDA

Dated: 16/01/2015

Position held : Deputy Manager

Terms and Conditions

Delivery Time: Goods/Services must be delivered by date shown on Order, otherwise the department reserves the right to regard the Order as cancelled and claim damages, if appropriate

Method of delivery: Goods must be adequately packed for safe delivery. No goods may be dispatched: "Carriage Forward" unless this has been authorised on the Order

Quality of supplies: If goods do not comply with the approved specification, the departments will recover from the supplier any damages or fruitless expenses incurred through non-compliance.

Despatch Advice: Full details of each consignment, including packing slips, where appropriate, and including reference to the authorised Order number, should be provided by the supplier. The Departments accepts no responsibility for shortages or damage caused by poor packaging.

Invoice: All invoices clearly displaying the Authorised Order No. must be rendered promptly to the Department

Prices: No variation or alteration of the Authorised prices will be accepted.



28 September 2022

To whom it may concern

Reference letter: Work Performed by Kgadi Staffing Solutions

PO No: 4501032844

Contract Value: R403 066.77

Duration: July 2020

This letter serves to confirm that Kgadi Staffing Solutions was appointed to assist with the Full Response Handling of 12 fixed term contract Positions.

1. Cargo Coordinators X 10
2. Process Workers X 25
3. Port Workers X 44
4. Ops Checkers X 15
5. Electrician X 2
6. Trade Hand X 5
7. Diesel Motor Mechanic X 5
8. Forklift X 3
9. Reach Stacker X 16
10. DAV X 32
11. LDV X 10
12. 15 Ton Drivers X 60

We have found the level of service, advice and supported by **Kgadi Staffing Solutions** to be efficient, professional, timeous and practical. We are also impressed by the commitment shown by **Kgadi Staffing Solution's** team in ensuring successful implementation of the requested work.

We therefore have no hesitation to recommend services of Kgadi staffing solutions, any organization that decide to approach **Kgadi Staffing Solutions** will experience a high-level quality and service.

Kind Regards

N G Mngomezulu

Transnet SOC Ltd
Registration Number
1990/000900/30

138 Eloff Street
Braamfontein
JOHANNESBURG
2000

P.O. Box 72501
Parkview, Johannesburg
South Africa, 2122

Directors: Dr PS Molefe (Chairperson) PPJ Derby* (Group Chief Executive); UN Fikelele ME Letlape DC Matshoga AP Ramabulana GT Ramphaka LL von Zeuner
NS Dlamini* (Group Chief Financial Officer)
*Executive

www.transnet.net

Purchase order

TRANSNET



port terminals

Vendor Number: 524766 Company Name: KSS STAFFING KGADI STAFFING SOLUTIONS CC PO Box 1109 POLOKWANE 0787		PO Number/Date 4501032844 / 12.03.2020 Buyer Quintin Oosthuizen				
Goods Receipt Address Durban MPT Combi / City MPT City Terminal 10140 Durban		Invoice to: Transnet Port Terminals- Accounts Payable Durban MPT Combi/City PO Box 49023 East End 4018 VAT. Registration No. 4720103177				
Terms and Conditions Purchase Order Number must be quoted on Delivery Note/Invoice Subject to standard trading terms and conditions. Available on request Transnet urges its clients, suppliers and the general public to report any fraud or corruption on the part of Transnet's employees to TIPS-OFFS ANONYMOUS: 0800 003 056 It is the duty of the bidder to ensure that their tax clearance certificate is valid throughout the duration of the contract. Payment will not be made on invoices whose entity's tax clearance certificate has expired.						
Item	Description	Del. Date	Qty.	UOM	Price per Unit	Nett Price
10	HUMAN RESOURCE RESPONSE HANDLING	31.03.2020	1	AU	386,498.75/1	386,498.75
SCOPE OF WORK ATTACHED PLEASE CONTACT MALCOLM CHETTY - 031 361 3856 / 083 283 1812						
The item covers the following services: 0010 3019120 RECRUIT WERE,RESOURCES,VARIOUS,ADMIN,KEN 1 EA 386,498.75 386,498.75 RECRUIT, PERSONNEL; TYPE: RESOURCES, EMPLOYEE GRADE: VARIOUS, CATEGORY: ADMIN, RATE: 12 MONTHS, LOCATION:						
Signature				Date		

NS PTO

Purchase order

Item	Description Material	Del. Date	Qty.	UOM	Price per Unit	Nett Price
KNA-SULU MATAI: SECONDGEN						
TS FOR INTERNAL CONTROL						
20	ADVERTISING FEES	31.03.2020	1	AU	16,568.02/1	16,568.02
The item covers the following services:						
0010	3013286 Advertising					
	1 EA	16,568.02			16,568.02	
Advertising				Currency	Total (excl. tax)	
				ZAR	403,066.77	
Special Requirements						
Our ref :						
Your person responsible. :						
Your ref :						
Dear Supplier						
Please be advised that goods or services to Transnet Port Terminals cannot be undertaken without a receipt of a valid PURCHASE ORDER number. Verbal, telephonic instructions from an employee of Transnet Port Terminals is a violation of Transnet's Procurement Policy and Procedures. Commencement of such an act will result in an unlawful transaction with the repercussion of non-payment to the supplier.						
For VAT purposes, tax invoices received by Transnet SOC Ltd must contain the correct trading names of Operating Divisions and Specialist Units in order to claim the relevant input tax deductions. To ensure the correct trading names are reflected on tax invoices utilised for purposes of deducting input tax, Transnet Group has requested SARS to update it's system with the trading names and acronyms listed below:						
Transnet Port Terminals - TPT						

Signature	Date
-----------	------

NB PTO

Purchase Order



Tax Registration
 Telephone 087 285 0500
 Fax 011 207 3210

Road Traffic Infringement Agency
 Waterfall Edge B
 253 Howick Close, Braker Str
 Waterfall Office Park

To:
 KGA006
 Kgadi Staffing Solutions
 155 Pinhurst
 Jackal Creek Estate
 Sandhurst

Account	Date	Order No
KGA006	21/05/2021	PO0855

Item Code	Item Description	Ordered	Prev	Quantity	Unit	Price (In)	Disc %	Tax	Total (Incl)
3350/05	Provision of applications response handling services for 24	1.00	0.00	0.00		207,000.00			207,000.00
Total (Excl)									207,000.00
Tax									0.00
Total (Incl)									207,000.00
Discount									0.00
Total (Incl)									207,000.00

All supplier invoices and statements must be submitted to financequery@rtia.co.za

SCM Practitioner

Project User

Manager SCM

Approver CFO / Registrar

20/05/2021
 26/05/2021
 2021.05.26

di Staffing Solution c.c

Box 1109

na Park

7

:015 292 2376

:015 292 5155

ase deliver to:

D OFFICE

address Marz Street

okwane

0

Purchase order

PO number : 4500026303

Date : 06.12.2016

Contact Person : Mamokidi Mangena

Telephone : 015 295 1879

E-mail : mamokidi@lepelle.co.za

Our fax number : 086 556 6215

Vendor No : 6765

VAT No : 4600101257

Terms of Payment : Payment within 30 days after delivery of items

Purchase Requisition: 10027520



Invoices and Statements to:
Private Bag X9522
Polokwane
0700

m	Material Vendor Material	Description	Del. Date	Order Qty Unit	Unit Price Per / OPU	Total
0	Graduate Programme	Graduate Programme	14.12.2016	1 Each	42,147.39	42,147.39
We seek the services of an established well run and organised recruitment agency for the purpose of assisting in the shortlisting of CV's. Interview and appointment in respect of Fifty (50) interns for Lepelle Northern Water. The Agency must be absolutely adherent to the professional norms, standards and values governing its business, particularly discretion and confidentiality. The service provider must have experience and skills in Recruitment and placement. Scope of work: 1. Shortlisting of CV. 2. Conduct Interview 3. Prepare interview report. 4. Submit reports for LNW to prepare preprepare training officer. Contact 082 4057 or 015 295 1844 or ntabisengilepelle.co.za CV available for collection including spreadsheet of CV						

: 015 292 2376
: 015 292 6155

Purchase order

PO number : 4500025303
Date : 08.12.2018
Contact Person : Mamokidi Mengena
Telephone : 015 295 1879
E-mail : mamokidi@lepelha.co.za
Our fax number : 086 555 6215
Vendor No : 6765
VAT No : 4800101257
Terms of Payment : Payment within 30 days after delivery of items
Purchase Requisition: 10027520

m	Material Vendor Material	Description	Del. Date	Order Qty Unit	Unit Price Per / OPU	Total
Total net value excl. vat ZAR						42,147.39

red by: 

Comments: V.A.T. EXCLUDED
PRINT PURCHASE ORDER ON INVOICE
DELIVERIES STRICTLY BETWEEN 8 AM AND 3 PM (FRIDAYS 12 PM)

Seda - Polokwane Postnet suite 32 Private Bag x 9307 Polokwane 0700 Small Enterprise Development Agency	 SMALL ENTERPRISE DEVELOPMENT AGENCY a member of SEDC group	Date: 22/12/2014
		Order No Limp: No 9089

Deliver to: Seda
2nd Floor, Suite 6 Manso Building
73 Biccard Street
Polokwane 0700
Tel: 015-297 1139
Fax: 015-297 4022

Approved By:	
Name:	Koenig Nabbert
Date:	22/12/2014

Sub-Total:R	22 230.00
Discount@	
Amnt Excl Tax	
TAX:R	
Total:R	22 230.00

19 Fredman Drive, Sandown 2196
PO Box 784055, Sandton 2146, South Africa
Tel: +27 11 269 3000
Fax: +27 11 269 3116
www.idc.co.za



12 October 2020

To whom it may concern

RE: Kgadi Staffing Solutions

This letter serves to confirm that the **Industrial Development Corporation** has had a long-standing, successful relationship with Kgadi Staffing Solutions and are satisfied with the level and quality of services supplied to us. The supplier has provided services in the following areas:

- Permanent Recruitment
- Temporary Resourcing/staffing

For verification of the above information please contact the undersigned directly on (011) 269 3003.

Yours Sincerely

A handwritten signature in black ink, appearing to be 'H. Fischer', is written over a horizontal line.

Holger Fischer

Head: Human Capital Business Partners

Recruitment

Office
Cape Town

Enquiries
Nico Breedt

Telephone
(021) 413 6435

Facsimile
(086) 6178 978

Date
09 April 2019



South African Revenue Service
Project 166
22nd Hans Strijdom Avenue
Cape Town, 8001
Telephone (021) 413 5000

To whom it may concern

I am happy to provide a reference for Kgadi Staffing Solutions; a recruitment agency I have worked with for more than five years. I've worked with Tinyiko Mapheto (the owner) ever since and find her to be a respectable recruiter who runs her company with integrity and skill.

Kgadi Staffing Solutions was and is still able to assist my division with exceptional caliber candidates in very short period of time and always meets our recruitment deadlines. They are also able to assist with the assessments of candidates from Management Level Upwards. Her candidate management is exceptionally well and due to her understanding of our business needs and culture, 80% of her candidates sent to us were highly recommended as a perfect fit.

Areas that they assisted us in was

- Contractual Staff – Normal recruitment
- General Recruitment – Normal Recruitment

I highly recommend Kgadi Staffing Solutions to partner with you as an extension of your HR department as she is not only able to meet your recruitment needs but will also be an Ambassador for your organisation.

Kind Regards

A handwritten signature in dark ink, appearing to read 'Nico Breedt', is written over a horizontal line.

Nico Breedt
Recruitment Consultant



04 February 2021

To whom it may Concern

Reference Letter: Work performed by Kgadi Staffing Solutions

This letter serves to confirm that **Kgadi Staffing Solutions** was appointed to assist with the recruitment of temporary staff for DITSONG Museums of South Africa.

DITSONG Museums of South Africa has found the level of service, advice and support provided by **Kgadi Staffing Solutions** to be efficient, professional, timeous and practical. We are also impressed by the commitment shown by **Kgadi Staffing Solution's** team in ensuring successful implementation of the requested work.

We therefore have no hesitation to say that any organisation that decides to approach **Kgadi Staffing Solutions** will experience a high level of quality and service.

If you have any queries, please feel free to contact the Matsiliso Gumbi (Human Capital Manager) on 012 492 5737 and matsiliso@mitsong.org.za, should you require any further details

Sincerely,

Thabiso Diutlwileng

Supply Chain Manager



small business development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

1. PURPOSE

1.1 To invite prospective service providers to assist the Department of Small Business Development with recruitment and selection process, for a period of 12 months.

2. BACKGROUND AND RATIONALE

2.1 Chapter IV of Public Service Act Section 11 (2) states that all that applied and qualified shall be considered and the evaluation of persons shall be based on (1) training, skills, competence, knowledge and the need to redress, (2) in accordance with the Employment Equity Act, 1998 (Act 55 of 1998), (3) correcting the imbalances of the past to achieve a public service broadly representative of the South African people, including representation according to race, gender and disability.

2.2 Regulation 65 of the Public Service Regulations, 2016 as amended states that an executive authority shall ensure that vacant posts in the department are advertised, as efficiently and effectively as possible, to reach the entire pool of potential applicants, including designated groups.

2.3 The Department is in the process of implementing the approved structure which provides for a significant increase in posts. The Department implemented online application system through designated mailboxes however due to high numbers of applications from all over the Republic several challenges have been experienced with the mailboxes.

2.4 In complying with the above these applications must be assessed with efficiency, diligence and fairness. Due to limited capacity the appointment of a service provider is required.

3. CONDITIONS IN RESPECT OF SUBMISSION OF PROPOSALS

3.1 As a condition for this requirement, a detailed project plan, outlining receipt of applications and how the work will be executed should be submitted to the Department by the interested service provider. The plan must include a detailed work plan with time frames and number of personnel to work on each post as well as their knowledge and experience.

4. PRICE

4.1. Quotations for the work to be carried out must be inclusive of VAT and quoted in South African currency (ZAR).

4.2 The quotation value must represent the costs per application (CV) received and assessed for a total of 15 000 applications over a 12-month period.

17

Number Applications	Cost per application	Total No. of Applications of 12-month period	Total Cost (including Vat)
15 000		15 000	2403750.00

**Please liaise with Nthabiseng Mahlangu, NMahlangu@dsbd.gov.za on any enquiries regarding the above.*

THE DSBD OBLIGATIONS

5.1. Advertise posts.

5.2. Communicate with and advise the consultant (assigned by the contracted service provider) regarding all matters relating to the project.

5.3. The DSBD will supply all the reasonable, relevant, available data and information required and as requested by the consultants/researchers for the proper delivery of the services, and provide assistance as reasonably required by consultants towards carrying out their duties under this contract.

6. CONSULTANT'S OBLIGATIONS

6.1. The consultants undertake to act as an independent contractor in respect of the work.

6.2. Is responsible for providing online recruitment system and receipt, sorting and pre-screening of applications per post, as and when positions are advertised by the DSBD. Possess the ability to receive applications electronically (via the online system as referred to above); Prepare and submit a comprehensive list of applications received per position; The lists must include the assessment of applications into Lists A, B and C.

6.3. Attend meetings with DSBD officials whenever required to do so for the purposes of obtaining information or advice regarding the work and assignments or for discussing any matters arising from or in connection therewith.

6.4. The consultant is responsible for its own computers and its own technical infrastructure to adequately perform its functions.

6.5. The consultant shall exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligations in accordance with international professional standards. The consultant shall act as a faithful advisor to the DSBD and respect the laws and customs of the country and provinces in which any business in relation to the project is conducted.

6.6. The consultant shall be deemed to have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the quotation for the work to be rendered.

6.7. The consultant must plan and provide all possible risks that may affect the delivery project on time and demonstrate the mechanisms in place to manage such risks.

6.8. Engage meaningfully with the DSBD staff throughout the project; and

6.9. Be ready to assume work as soon as possible.

7. EVALUATION CRITERIA:

7.1. The three-quotation system, the basis of the scope of work and compliance to all the MPSA Directives on recruitment & selection will be used to evaluate bidders.

7.2. The recommended service provider/consultant must be a reputable company with a functional online recruitment system with a minimum of ~~two successful years~~ plus a minimum of one (1) references of similar projects conducted.

7.3. Be able to provide a portfolio of evidence for past successful work with contactable references.

7.4. Below are three (3) phases to be followed.

PHASE 1: PROPOSAL MANDATORY REQUIREMENTS (SCM COMPLIANCE EVALUATION)

a) The service provider must submit quotation together with the proposals.

b) The service provider should note that failure to supply proof of registration with the relevant accreditation body and proof of approval to deliver the programme, proof of references, qualifications will disqualify the proposal.

c) To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, complete SBD forms (SBD 4 and SBD 6.1) and other documentation that might have been required for the tender (e.g., certification of professional bodies).

d) DSBD may request clarification or further information regarding any aspect of the bid, e.g., update of the Tax Compliance status where a bidder is non-tax compliant on the closure of the tender or incomplete). The bidder must supply the requested information within 7 days (tax compliance) or within 3 days (Incomplete SBD Forms) after the request has been made otherwise the bid will be disqualified.

e) Only those proposals whose compliance is in order will move to Phase 2

7.4.2 PHASE 2: FUNCTIONAL EVALUATION

a) This phase will be conducted in two stages, first being the scoring based on proposals received and the second one will be based on the price

b) The following criteria will be applied to evaluate the functional proposals and **only those that scores 70 percent out of 100 and above will be considered for phase 3 and the final phase of the process.**

0	1	2	3	4	5
Non responsive	Poor (significantly below requirements)	Inadequate (below requirements)	Good (meets requirements)	Very good (above requirements)	Excellent (significantly above requirements)

10

40

1 RECRUITMENT SYSTEM

1.1 Recruitment system
Service Provider must have a minimum of 2 years functional online system that can cater for their volume and nature to support all the requirements for public sector applications including a minimum of one (1) reference of similar project conducted.

VALUES

2 years functional online system and included one (1) testimonial references of similar projects conducted	3
3-4 years functional online system and included two (2) testimonials references of similar projects conducted	4
4-6 years functional online system and included three (3) testimonials references of similar projects conducted	5

2. COMPETENCIES AND CAPABILITIES

20

2.1 Staff complement with competencies to screen applications according to job advertisement.

Service Provider should have expertise and experience in pre-screening, evaluating and submitting applications according to job requirements / advertisements. Proposal to include evidence i.e. Organogram detailing staff complement, CVs highlighting specific competencies and relevant experience. Proposal to include how they have performed on the similar project before and how long they took to complete such a task.

VALUES

1-2 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	1
2-3 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	2
3-4 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	3
4-5 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements	4

10

and submit results within seven working days from the date of receipt of the request.	
5-6 staff members with ability to do pre-screening, evaluating and analysing applications according to job requirements / advertisements and submit results within seven working days from the date of receipt of the request.	5
2.2 Logistics and recruitment management Service provider must demonstrate the ability to receive and provide screened applications electronically. Ability to provide the DSBD with applications and an analysis of applications received within most suitable to unqualified applicants. (A, B, C) Electronically.	10
VALUES	
Ability to receive applications and provide analysis of applications (lists A, B,C) to the DSBD electronically within 5 weeks after the closing date	1
Ability to receive applications and provide analysis of applications (lists A, B,C) to the DSBD electronically within 4 weeks after the closing date	2
Ability to receive applications and provide analysis of applications (lists A, B,C) to the DSBD electronically within 3 weeks after the closing date	3
Ability to receive applications and provide analysis of applications (lists A, B,C) to the DSBD electronically within 2 weeks after the closing date	4
Ability to receive applications and provide analysis of applications (lists A,B,C) to the DSBD electronically within a week after the closing date	5
3. EXPERIENCE Service provider must be a reputable company with experience in similar projects in the Public or Private Sector. Proposal to include proof of delivering similar projects i.e. Reference Letters / testimonials with contact details from clients where similar projects were implemented.	20
VALUES	
2 years in operation and included one (1) testimonial references of similar projects conducted	3
3-4 years in operation and included two (2) testimonials references of similar projects conducted	4
4-6 years in operation and included three (3) testimonials references of similar projects conducted	5
4. METHODOLOGY Service provider to propose a detailed project and implementation plan. These plans must include a detailed delivery methodology including the process to be followed with defined turnaround times.	20
VALUES	

17

The plan provided not addressing or adhered to at all requirements, there is no delivery methodology, not indicating how they will do the work and the delivery timelines not provided.	2
The plan provided partially addressing or partially adhered to at all requirements, methodology partially indicating how they will do the work, and the delivery timelines are partially indicated.	3
The plan provided have addressed all the requirements, methodology indicated how they will do the work, and the delivery timelines are indicated.	4
The plan provided have addressed satisfactory all the requirements, methodology is clear detailed, they have clearly indicated how they will do the work, and the delivery timelines are clearly indicated.	5
Total	100

7.4.3 Phase 3: Price and Specific Goals Contribution

Only bidders that score least 70 points and above out of 100 points on Functionality will be considered, which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

Where,

- P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 $P_{\min}$ = Comparative price of lowest acceptable bid

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the Specific goals status level of contribution in accordance with the table as set out in the Preference Points Claim Form (SBD 6 1).

Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of the tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BEE Compliance Based on Section of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	2 Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor = 0	2
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8 Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	8
Spatial (Rural/ Township/ City)	4 Rural = 4 Township = 2,4 City = 0,8	0 8
Youth and Non-Youth	6 Youth = 6 None-Youth = 1,8	0

8. TERMS AND CONDITIONS

8.1. Proposals will only be considered from consultants registered on the National Treasury's Central Supplier Database (CSD), who are tax compliant and are not public servants.

8.2. The completed SBD 3.3, 4, 6.1, 8 and 9 documents attached to this RFQ must be completed and returned with the quotation. Failure to submit completed and signed SBD 3.3, 4, 6.1, 8 and 9 documents with quotations **will invalidate** the quotation.

8.3. Failure to submit a valid original or certified copy of a BBBEE Certificate will result in no points for BBBEE being awarded.

9. ENQUIRIES:

9.1. Direct all technical questions to:

Ms Nthabiseng Mahlangu

Telephone: 012 394 3097

Email: NMahlangu@dsbd.gov.za

9.2. No procurement processes happen without the SCM involvement

Enquiries for procurement processes

Mr Nhlakanipho Msane

Email: dsbdtenders@dsbd.gov.za

9.3. If questions cannot be answered immediately, they will be responded to within 48 hours after the enquiry was lodged.

RESPONSE HANDLING

ToR Approved:



MR. ALFRED TAU

**DIRECTOR: ORGANISATIONAL DEVELOPMENT AND HUMAN RESOURCE
MANAGEMENT**

DATE: 05/07/2023



CK2A



Companies and Intellectual
Property Commission
a part of the state of South Africa

Date: 20/02/2020

Our Reference: 9229509066

LESETJA PHATNET KWENAITE
E-mailed to: FESO1@LIVE.COM

RE: Application to Amend Close Corporation
Close Corporation Number: 2009/214501/23
Close Corporation Name: KGADI STAFFING SOLUTIONS

We have received a CK2A (Amendment regarding Accounting Officer and addresses) from you dated 18/02/2020.

The Close Corporation 'KGADI STAFFING SOLUTIONS' with Enterprise Number '2009/214501/23' was successfully amended on our database.

Change Summary for 2009/214501/23 as a result of the lodging of document number 9229509066.

Registered Address Change on 20/02/2020.

ISA BUILDING 59 LANDROS MARE STREET POLOKWANE LIMPOPO0699

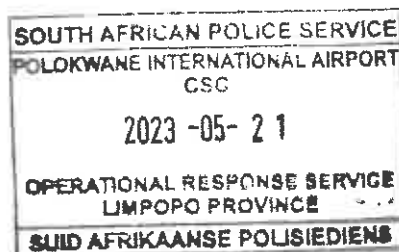
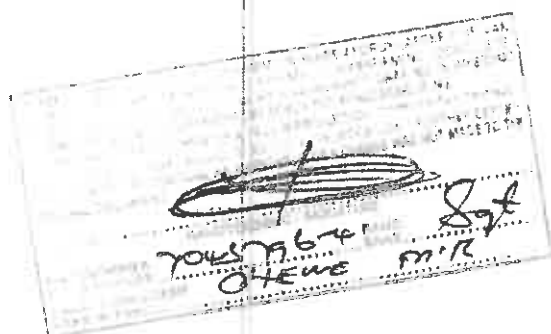
Yours truly

Commissioner

Please Note:

The attached certificate can be validated on the CIPC website at www.cipc.co.za.

The contents of the attached certificate was electronically transmitted to the South African Revenue Services.



COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE

Registrar of Companies & Close Corporations

P.O. BOX 429, PRETORIA, 0001, Republic of South Africa Docex 256, PRETORIA

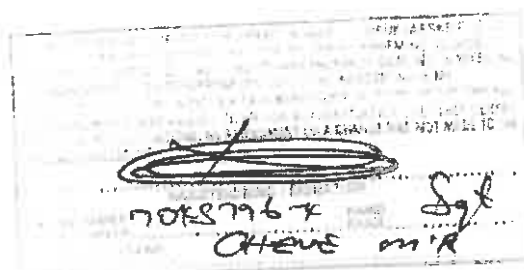
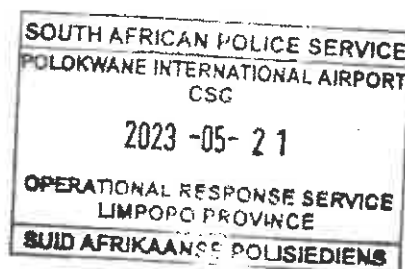
Call Centre Tel 086 100 2472. Website www.cipro.co.za, WAP www.cipro.co.za/mobile

Certificate issued by the Registrar of Companies & Close Corporations on Thursday, February 20, 2020 05:09
Certificate of Amended Founding Statement



Companies and Intellectual
Property Commission
a member of the SAGCOT

Registration Number	2009 / 214501 / 23
Enterprise Name	KGADI STAFFING SOLUTIONS
Enterprise Shortened Name	None provided.
Enterprise Translated Name	None provided.
Registration Date	20/11/2009
Business Start Date	20/11/2009
Enterprise Type	Close Corporation
Enterprise Status	In Business
Financial Year End	February
Tax Number	9703500158
Number of Members	1
Aggregate Members' Contribution	R 100.00
Description of Principal Business	RECRUITMENT, TRAINING, LABOUR BROKERAGE, LABOUR RELATIONS AND PERFORMANCE MANAGEMENT
Postal Address	ISA BUILDING 59 LANDROS MARE STREET POLOKWANE LIMPOPO 0699
Address of Registered Office	ISA BUILDING 59 LANDROS MARE STREET POLOKWANE LIMPOPO 0699
Accounting Officer Name	SC MAPHOTOMA
Postal Address	POSTNET SUITE 45 PRIVATE BAG X21 SUNNYSIDE 0132
Profession	
Membership/Practice No	653086



Active Members
Surname and first names

ID number or date of birth	Contrib. (R)	Interest (%)	Appoint- ment date	Addresses
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COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE

Registrar of Companies & Close Corporations

P.O. BOX 429, PRETORIA, 0001, Republic of South Africa Docex 256, PRETORIA

Call Centre Tel 086 100 2472, Website www.cipro.co.za, WAP www.cipro.co.za/mobiles

CK2A

Certificate issued by the Registrar of Companies & Close Corporations on Thursday, February 20, 2020 06:09
Certificate of Amended Founding Statement



Companies and Intellectual
 Property Commission
 11 November 2017 12:00:00

Registration number

2009 / 214501 / 23

Enterprise Name

KGADI STAFFING SOLUTIONS

Active Members

Surname and first names

ID number or
date of birthContrib.
(R)Interest
(%)Appoint-
ment date

Addresses

MAPHETO, TINYIKO DORAH

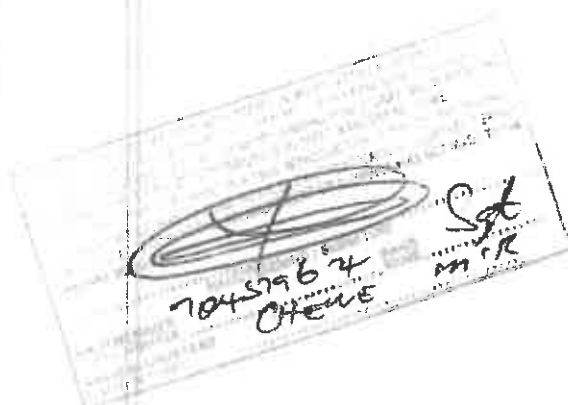
7703160635084

100.00

100.00

20/11/2009

Postal: 122 GARDENIA AVENUE,
 FLORA PARK, POLOKWANE,
 LIMPOPO, 0699
 Residential: 122 GARDENIA
 AVENUE, FLORA PARK,
 POLOKWANE, LIMPOPO, 0699



COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE

Registrar of Companies & Close Corporations

P.O. BOX 428, PRETORIA, 0001 Republic of South Africa Docex 256, PRETORIA

Call Centre Tel 086 100 2472, Website www.cipro.co.za, WAP www.cipro.co.za/mobile

GEREGISTREERDE WOON- EN POSTADRES

1. Bewaar die bewys van u GEGISTREERDE WOON- EN POSTADRES in u identiteitskaart.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, soos straatnaam en/of -nommer, ens. verander het, moet die VOORNAME/VOORNAAMSE WYSE VAN ADRESVERANDERING, wat in die huidige akte in die identiteitsdokument is gebruik word om die verandering aan te meld, en moet dit ingedien word by of gepos word aan die nabyste streeklêre kantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in your pocket.

2. If you have changed your address, or if particulars of your present address, such as name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional district office of the DEPARTMENT OF HOME AFFAIRS.

I.D.No. 770316 0635 08 4



S.A. BURGER/S.A. CITIZEN

VAN/SURNAME

MAPHETO

VOORNAME/FORENAMES

TINYIKO DORAH

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH

SOUTH AFRICA

GEBOORTEDATUM/
DATE OF BIRTH

1977-03-16

DATUM UITGEREIK
DATE ISSUED

2008-02-12

UITGEREIK OP OESAG VAN DIE
DIREKTOR-GENERAAL:
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL:
HOME AFFAIRS



Recruitment

Office
Cape Town

Enquiries
Nico Breedt

Telephone
(021) 413 6435

Facsimile
(086) 6178 978

Date
09 April 2019



South African Revenue Service
Project 166
22nd Hans Strijdom Avenue
Cape Town, 8001
Telephone (021) 413 5000

To whom it may concern

I am happy to provide a reference for Kgadi Staffing Solutions; a recruitment agency I have worked with for more than five years. I've worked with Tinyiko Mapheto (the owner) ever since and find her to be a respectable recruiter who runs her company with integrity and skill.

Kgadi Staffing Solutions was and is still able to assist my division with exceptional caliber candidates in very short period of time and always meets our recruitment deadlines. They are also able to assist with the assessments of candidates from Management Level Upwards. Her candidate management is exceptionally well and due to her understanding of our business needs and culture, 80% of her candidates sent to us were highly recommended as a perfect fit.

Areas that they assisted us in was

- Contractual Staff – Normal recruitment
- General Recruitment – Normal Recruitment

I highly recommend Kgadi Staffing Solutions to partner with you as an extension of your HR department as she is not only able to meet your recruitment needs but will also be an Ambassador for your organisation.

Kind Regards

A handwritten signature in black ink, appearing to read 'Nico Breedt', written over a horizontal line.

Nico Breedt
Recruitment Consultant



04 February 2021

To whom it may Concern

Reference Letter: Work performed by Kgadi Staffing Solutions

This letter serves to confirm that **Kgadi Staffing Solutions** was appointed to assist with the recruitment of temporary staff for DITSONG Museums of South Africa.

DITSONG Museums of South Africa has found the level of service, advice and support provided by **Kgadi Staffing Solutions** to be efficient, professional, timeous and practical. We are also impressed by the commitment shown by **Kgadi Staffing Solution's** team in ensuring successful implementation of the requested work.

We therefore have no hesitation to say that any organisation that decides to approach **Kgadi Staffing Solutions** will experience a high level of quality and service.

If you have any queries, please feel free to contact the Matsiliso Gumbi (Human Capital Manager) on 012 492 5737 and matsiliso@mitsong.org.za, should you require any further details

Sincerely,

Thabiso Diutlwileng

Supply Chain Manager



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HEALTH

Ref: 3/3/R

Enq. Lukhele ZP

Email: Zakhele.lukhele@dhsd.limpopo.gov.za

Tel. 015 293 6259

TO WHOM IT MAY CONCERN

This letter serves to confirm that, during the months of January and February 2015, Kgadi Staffing Solutions performed work for the Limpopo Department of Health relating to staffing recruitment project.

The project undertaken by Kgadi Staffing Solutions for the Department included:

- 1) Advertisement for the posts of 100 records staff (40 Records Administrators and 60 Records Assistants);
- 2) Perform full selection process (sorting, shortlisting, interviews and recommendations);
- 3) Facilitated final appointment of the 100 officials by the Department of Health;
- 4) Provided final reports and addressed all related enquiries by the Department during and after the project.

The performance of Kgadi Staffing Solutions to the Department was exceptional and therefore can be recommended to anyone without any reservations.

Regards,

DR MATHOBO N.

CHIEF DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING

06/04/2021

DATE

Official Purchase Order No.:

Dept. Of Health - Central Office

3-99243307

(Original)



Limpopo Province

To

KGADI STAFFING SOLUTIONS
P O BOX 1109
FAUNA PARK

ATTN.:

Deliver on or before:

Office: CENTRAL OFFICE

Tel.No: 015 293 6524

Fax No:

Toll-free: 015 293 6483

Requ.No: 99243307

Issued: 16/01/2015

Page: 1 of 1

Delivery Address:

Dept. Of Health - Central Office
RAMADIMEIJA MERIAM SETATI
18 COLLEGE
POLOKWANE
POLOKWANE, 700

Address for Invoice:

Dept. Of Health - Central Office
PRIVATE BAG X9302
POLOKWANE
0700

Line	Contract - No.	Description	Qty	Unit Price	Line Amount
1	HEDP689/14/15	Advertisement of post of 60 Patients Records Administration and 40 Patients Records Assistant within Revenue and Records Management on a 6 Months Contracts through a recruitment agency.	1	207480.00	207480.00

Order Total : 207480.00

Purchase Order Approved by:


GIVEN MANYANT MABUNDA

Dated: 16/01/2015

Position held : Deputy Manager

Terms and Conditions

Delivery Time: Goods/Services must be delivered by date shown on Order, otherwise the department reserves the right to regard the Order as cancelled and claim damages, if appropriate

Method of delivery: Goods must be adequately packed for safe delivery. No goods may be dispatched: "Carriage Forward" unless this has been authorised on the Order

Quality of supplies: If goods do not comply with the approved specification, the departments will recover from the supplier any damages or fruitless expenses incurred through non-compliance.

Despatch Advice: Full details of each consignment, including packing slips, where appropriate, and including reference to the authorised Order number, should be provided by the supplier. The Departments accepts no responsibility for shortages or damage caused by poor packaging.

Invoice: All invoices clearly displaying the Authorised Order No. must be rendered promptly to the Department.

Prices: No variation or alteration of the Authorised prices will be accepted.



28 September 2022

To whom it may concern

Reference letter: Work Performed by Kgadi Staffing Solutions

PO No: 4501032844

Contract Value: R403 066.77

Duration: July 2020

This letter serves to confirm that Kgadi Staffing Solutions was appointed to assist with the Full Response Handling of 12 fixed term contract Positions.

1. Cargo Coordinators X 10
2. Process Workers X 25
3. Port Workers X 44
4. Ops Checkers X 15
5. Electrician X 2
6. Trade Hand X 5
7. Diesel Motor Mechanic X 5
8. Forklift X 3
9. Reach Stacker X 16
10. DAV X 32
11. LDV X 10
12. 15 Ton Drivers X 60

We have found the level of service, advice and supported by **Kgadi Staffing Solutions** to be efficient, professional, timeous and practical. We are also impressed by the commitment shown by **Kgadi Staffing Solution's** team in ensuring successful implementation of the requested work.

We therefore have no hesitation to recommend services of Kgadi staffing solutions, any organization that decide to approach **Kgadi Staffing Solutions** will experience a high-level quality and service.

Kind Regards
N G Mngomezulu

Transnet SOC Ltd
Registration Number
1990/000900/30

138 Eloff Street
Braamfontein
JOHANNESBURG
2000

P.O. Box 72501
Parkview, Johannesburg
South Africa, 2122

Directors: D* PS Molele (Chairperson) PPJ Derby* (Group Chief Executive) UN Fikelepe ME Letlape DC Matshoga AP Ramabulana GT Rampheke LI von Zeuner
NS Dlamini* (Group Chief Financial Officer)
*Executive

www.transnet.net

Purchase order

TRANSNET



port terminals

Vendor Number: 524766

Company Name:

KSS STAFFING
KGADI STAFFING SOLUTIONS CC
PO Box 1109
POLOKWANE
0787

PO Number/Date

4501032844 / 12.03.2020

Buyer

Quintin Oosthuizen

Goods Receipt Address

Durban MPT Combi / City
MPT City Terminal
10140
Durban

Invoice to:

Transnet Port Terminals- Accounts
Payable
Durban MPT Combi/City
PO Box 49023
East End 4018
VAT. Registration No. 4720103177

Terms and Conditions

Purchase Order Number must be quoted on Delivery Note/Invoice
Subject to standard trading terms and conditions. Available on request
Transnet urges its clients, suppliers and the general public to report
any fraud or corruption on the part of Transnet's employees to
TIPS-OFFS ANONYMOUS : 0800 003 056

It is the duty of the bidder to ensure that their tax clearance
certificate is valid throughout the duration of the contract. Payment
will not be made on invoices whose entity's tax clearance certificate
has expired.

Item	Description	Del. Date	Qty.	UOM	Price per Unit	Nett Price
	Material					
10	HUMAN RESOURCE RESPONSE HANDLING	31.03.2020	1	AU	386,498.75/1	386,498.75

SCOPE OF WORK ATTACHED

PLEASE CONTACT MALCOLM CHETTY - 031 361 3856 / 083 283 1812

The item covers the following services:

0010 3019120 RECRUIT PERS/RESOURCES,VARIOUS,ADMIN,KEN
1 EA 386,498.75 386,498.75

RECRUIT, PERSONNEL: TYPE: RESOURCES, EMPLOYEE GRADE: VARIOUS, CATEGORY: ADMIN, RATE: 12 MONTHS, LOCATION:

Signature

Date

MS. PTO

Purchase order

PO number/date 4501032844 / 12.03.2020						Page 2
Item	Description Material	Del. Date	Qty.	UOM	Price per Unit	Nett Price
20	KMA-SULU NATAL/ SECORIDEN TS FOR INTERNAL CONTROL ADVERTISING FEES	31.03.2020	1	AU	16,568.02/1	16,568.02
The item covers the following services: 0010 3013246 Advertising 1 EA 16,568.02 16,568.02 Advertising						
					Currency ZAR	Total (excl. tax) 403,066.77
Special Requirements Our ref : Your person responsible : Your ref :						
Dear Supplier Please be advised that goods or services to Transnet Port Terminals cannot be undertaken without a receipt of a valid PURCHASE ORDER number. Verbal, telephonic instructions from an employee of Transnet Port Terminals is a violation of Transnet's Procurement Policy and Procedures. Commencement of such an act will result in an unlawful transaction with the repercussion of non-payment to the supplier. For VAT purposes, tax invoices received by Transnet SOC Ltd must contain the correct trading names of Operating Divisions and Specialist Units in order to claim the relevant input tax deductions. To ensure the correct trading names are reflected on tax invoices utilised for purposes of deducting input tax, Transnet Group has requested SARS to update it's system with the trading names and acronyms listed below: Transnet Port Terminals - TPT						

Signature	Date
-----------	------

NB PTO

Purchase Order

Page 1 of 1



Tax Registration
Telephone 087 285 0500
Fax 011 207 3210

Road Traffic Infringement Agency
Waterfall Edge B
253 Howick Close, Belknap Str
Waterfall Office Park

To:
KGA006
Kgadi Staffing Solutions
155 Pinehurst
Jackal Creek Estate
Sandhurst

Account	Date	Order No
KGA006	21/05/2021	PO0855

Item Code	Item Description	Ordered	Prev	Quantity Unit	Price (In)	Disc %	Tax	Total (Incl)
335005	Provision of applications response handling services for 24	1.00	0.00	0.00	207,000.00			207,000.00
Total (Excl)								207,000.00
Tax								0.00
Total (Incl)								207,000.00
Discount								0.00
Total (Incl)								207,000.00

All supplier invoices and statements must be submitted to financequery@rtia.co.za

SCM Fractioner

Project User

Manager SCM

Approver CFO / Registrar

21/05/2021
24/05/2021
2021.05.26

di Staffing Solution c.c

Box 1109

na Park

7

:015 292 2376

:015 292 6155

ase deliver to:

D OFFICE

andross Mare Street

okwane

0

Purchase order

PO number : 450026303

Date : 06.12.2016

Contact Person : Mamokidi Mangena

Telephone : 015 295 1879

E-mail : mamokidi@lepelle.co.za

Our fax number : 086 555 6216

Vendor No : 6765

VAT No : 4800101257

Terms of Payment : Payment within 30 days after delivery of items

Purchase Requisition: 10027520



Invoices and Statements to:

Private Bag X9522

Polokwane

0700

M	Material Vendor Material	Description	Del. Date	Order Qty Unit	Unit Price Per / OPU	Total
0	Graduate Programme	Graduate Programme	14.12.2016	1 Each	42,147.39	42,147.39
We seek the services of an established well run and organised recruitment agency for the purpose of assisting in the shortlisting of CV's for interview and appointment in respect of Fifty (50) interns for Lepelle Northern Water. The Agency must be absolutely adherent to the professional norms, standards and values governing its business, particularly discretion and confidentiality. The service provider must have experience and skills in Recruitment and placement. Scope of work: 1. Shortlisting of CV. 2. Conduct Interview 3. Prepare interview report. 4. Submit reports for INW to prepare preprepare training offasr. Contact 082 4057 or 015 295 1844 or ntabiseng@lepelle.co.za CV available for collection including spreadsheet of CV						

015 292 2376
015 292 6155

Purchase order

PO number : 4500025303
Date : 08.12.2018
Contact Person : Mamokidi Mangana
Telephone : 015 295 1879
E-mail : mamokidi@lepolle.co.za
Our fax number : 086 585 8215
Vendor No : 6765
VAT No : 4800101257
Terms of Payment : Payment within 30 days after delivery of items
Purchase Requisition: 10027520

m	Material Vendor Material	Description	Del. Date	Order Qty Unit	Unit Price Per / OPU	Total
Total net value excl. vat ZAR						42,147.39

red by: 

Comments: V.A.T. EXCLUDED
PRINT PURCHASE ORDER ON INVOICE
DELIVERIES STRICTLY BETWEEN 8 AM AND 3 PM (FRIDAYS 12 PM)

PURCHASE ORDER	
Seda - Polokwane Postnet suite 32 Private Bag x 9307 Polokwane 0700	seda SMALL ENTERPRISE DEVELOPMENT AGENCY a member of the eda group Date: 22/12/2010 Order No Limp: No 9089
Small Enterprise Development Agency	

Service Provider: Kgadi
Staffing Solutions

Deliver to: Seda
2nd Floor, Suite 6 Manoe Building
73 Biccard Street
Polokwane 0700
Tel: 015-297 1139
Fax: 015-297 4022

QTY	DESCRIPTION	U/PRICE	TOTAL
	Perform pre-screening and shortlist to 7% suitable candidates per a position of 3 X Business Advisors Level 2 to be based at Waterberg (Mokopane), Sekhukhune (Grootvlei) and Mogani (Tzaneen).		22 230.00
	See attached RFP and quotation supplied by Kgadi Consulting solution for reference		

Name: _____

Name: Koenie Abbea.

Date:

Date: 2/12/2014

Sub-Total:R	27230.00
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Discount@

Amnt Excl Tax

TAX:R

Total: R

22 230.60

19 Fredman Drive, Sandown 2196
PO Box 784055, Sandton 2146, South Africa
Tel: +27 11 269 3000
Fax: +27 11 269 3116
www.idc.co.za



12 October 2020

To whom it may concern

RE: Kgadi Staffing Solutions

This letter serves to confirm that the **Industrial Development Corporation** has had a long-standing, successful relationship with Kgadi Staffing Solutions and are satisfied with the level and quality of services supplied to us. The supplier has provided services in the following areas:

- Permanent Recruitment
- Temporary Resourcing/staffing

For verification of the above information please contact the undersigned directly on (011) 269 3003.

Yours Sincerely

A handwritten signature in black ink, appearing to be 'Holger Fischer', written over a horizontal line.

Holger Fischer

Head: Human Capital Business Partners