

## **TERMS OF REFERENCES FOR EMPLOYEE RECRUITMENT SYSTEM**

### **Employee Recruitment System**

ICASA is seeking a comprehensive off-the-shelf Employee Recruitment System to streamline and optimise the hiring process within our organisation. The ideal system should enhance efficiency, improve communication, and facilitate seamless management of the recruitment cycle. We kindly request that vendors submit their quotations for a system that includes, but is not limited to, the following features:

- Requisition workflow management
- Job advertising
- Candidate screening
- Auto-response to successful or unsuccessful candidates
- LinkedIn integration

#### **1. Proposal**

The proposal must be a fixed price including VAT.

#### **2. PERIOD OF ASSIGNMENT**

All work is to be carried out in accordance with the time schedule as agreed with ICASA.

#### **3. PERFORMANCE MEASURES**

The performance measures for the delivery of the project will be closely monitored by ICASA IT Department.

## ANNEXURE B: PRICING

NAME OF BIDDER:.....

**TOTAL PRICE QUOTE:**.....

| Description of service/goods | Unit Price<br>(Rands<br>VAT Excl) | Total Price<br>(Rands VAT<br>Excl) |
|------------------------------|-----------------------------------|------------------------------------|
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| SUB-TOTAL                    |                                   |                                    |
| VAT                          |                                   |                                    |
| GRAND-TOTAL                  |                                   |                                    |

