



annexure

SOUTH AFRICAN BROADCASTING SABC SOC LIMITED
("the SABC")

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFP/HC/2026/10252685/20

RFP TITLE: THE APPOINTMENT OF A PANEL OF HUMAN RESOURCES RECRUITMENT SERVICES FOR A PERIOD OF (3) THREE YEARS

EXPECTED TIMEFRAME

BID PROCESS	EXPECTED DATES
Bid Advertisement Date	21 August 2026
Bid Documents Available From	National Treasury's tender portal (http://www.etenders.gov.za) SABC Website (http://www.sabc.co.za/sabc/tenders/)
Briefing Session Date & Time non-compulsory briefing session <i>See Annexure A (Guideline for Briefing Session)</i>	28 August 2026 @ 09:00
Venue / Link for virtual Briefing Session	Join: https://teams.microsoft.com/meet/351715043701285?p=kuNv1CTLGLGpZ9i1wr Meeting ID: 351 715 043 701 285 Passcode: CP9sY9Wj
Bid Closing Date and Time	14 September 2026 @ 12:00pm
Contact details	tenderqueries@sabc.co.za

The SABC retains the right to change the timeframe of this bid whenever necessary and for whatever reason it deems fit.

BIDS DELIVERY

All bids must be submitted electronically via email: rfpsubmissions@sabc.co.za

Late Bid submissions will not be accepted for consideration by the SABC.

RFP/MASTER/2024-1

1. REQUIRED DOCUMENTS

- 1.1 SARS "Pin" to validate supplier's tax matters
- 1.2 Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)
- 1.3 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following:
 - 3.3.1. Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 3.3.2. Level of Black Ownership

Note 1:

Verification Agencies and Auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'approved regulatory bodies' for B-BBEE verification and therefore IRBA auditors are not allowed to issue B-BBEE certificates after 30 September 2016.

Note 2:

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended and SABC shall reject the tender.

- 1.4 Proof of Valid TV License Statement (Company's, Shareholders and all Directors'), or affidavit proving that company and/or officials are not in possession of TV licence. Verification will also be done by the SABC internally.
- 1.5 Certified copy of Company Registration Document that reflects Company Name, Registration number, date of registration and active Directors or Members.
- 1.6 Certified copy of Shareholders' certificates.
- 1.7 Certified copy of ID documents of the Directors or Members.
- 1.8 Last three years audited/reviewed financial statements OR the Companies Management Accounts.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHOSE TAX AND TV LICENCE MATTERS ARE NOT IN ORDER.

THE WINNING BIDDER IS REQUIRED TO MAINTAIN OR IMPROVE THE B-BBEE LEVEL AT WHICH THE TENDER WAS AWARDED.

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C O N T E N T S

DOCUMENT A:	CONDITIONS TO BE OBSERVED WHEN BIDDING
DOCUMENT B:	GENERAL CONDITIONS OF THE BID/PROPOSAL
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DOCUMENT I:	ACCEPTANCE OF CONDITIONS OF BID
DOCUMENT J:	VENDOR FORM (SABC SUPPLIER/VENDOR REGISTRATION FORM) - (ATTACHED SEPARATELY) / PLEASE ALSO REGISTER ON CENTRALISED DATA BASE - https://secure.csd.gov.za

DOCUMENT A**CONDITIONS TO BE OBSERVED WHEN BIDDING****1.0 LODGING OF PROPOSALS**

1.1 Bidders are required to complete and sign the RFP Document and initial all pages (including proposal and brochures).

1.2. Electronic submission:

Bids must be submitted electronically and must adhere to the following:

- The single point of entry for queries is tenderqueries@sabc.co.za.
- Submissions must be submitted in a PDF format that is protected from any modifications, deletions or additions via the address rfpsubmissions@sabc.co.za.
- All submissions must be prominently marked with the full details of the tender in the email subject line namely Bidder's Name, Tender No and Tender Title.
- Bidders are advised to email submissions at least 60 minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time
- Tender submissions received after submission date and time will be declared late bid submissions and will not be accepted for consideration by SABC.

1.4 The SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:

- Receipt of incomplete bid
- File size
- Delay in transmission or late receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

1.5 Bidders must ensure that bids are delivered timeously to the correct address. Bids not received in a specified manner, and by the specified time and date as set out in this RFP document will be rejected.

2.0 COMPLIANCE WITH CONDITIONS OF PROPOSAL

2.1 No alteration, amendment or variation of the submitted proposal post the closing date of this bid shall be permitted nor accepted.,

3.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 3.1 All bidders are required to submit bids in accordance with stipulated technical specification as indicated on this bid document. Failure to comply with the required technical specification will result in disqualification of the bid.

4.0 BID PRICES

- 4.1 No change in the submitted bid prices shall be accepted and/or approved by the SABC after receipt and before award of this bid.
- 4.2 All prices are to be quoted in the Republic of South African Rand inclusive of VAT.
- 4.3 All local suppliers quoting in foreign currency must convert the currency to Rands and indicate the exchange rate applicable.
- 4.4 If applicable, the prices quoted should be inclusive of all costs needed to perform the specified services, not limited to, all kinds of local guaranteed bonds, taxes and duties, customs, customs clearance, inland transportation, storage, unpacking, positioning, installation, integration and testing. The prices quoted should be inclusive of all costs for the duration of the project.
- 4.5 This bid document is not an offer to purchase, order or contract.
- 4.6 Prices must be fixed for the first year and shall, where applicable, be subject to an increase of not more than the applicable CPI.
- 4.7 Any response submitted by a Bidder is subject to negotiation and review by the SABC.

5.0 SOURCE OF SERVICE AND MATERIAL

6.0 ACCEPTANCE OF PROPOSALS

- 6.1 No bid shall be deemed to have been accepted unless and until a formal contract is prepared and signed by SABC and the winning bidder.
- 6.2 The SABC reserves the right, should it deem it necessary, to monitor every stage of the contract to ensure:
- that the directors who were awarded the bid are in control of the company and/or that changes in directors does not affect delivery of the goods/services/work adversely;
 - that, if there are changes in the control of the company, these should be brought to the attention of the SABC;
 - that in the event that the bid or any part thereof is to be subcontracted to another company or organisation after the bid was awarded, the Bidder/s must immediately advise the SABC and the SABC shall approve same as it deems fit;

- successful delivery of the goods/services/works in terms of the contract, or timeous termination of the contract should such action be in the best interest of the SABC;
- audit the successful Bidder's contract from time to time.

6.3 This bid will remain valid 180 (one hundred and eighty) days from the date of bid closing.

7.0 DEFAULT BY BIDDERS

7.1 If Bidders purport to withdraw their bid(s)/proposals within the period for which they have agreed that their bid/proposal shall remain open for acceptance, or fails to enter into a written contract when called upon to do so, or fails to accept an order in terms of the bid, the SABC may, without prejudice to any other legal remedy which it may have, accept their bid(s) notwithstanding the purported withdrawal, or proceed to accept any other less favourable bid or call for bids afresh and may recover from the defaulting Bidders any additional expense it has incurred for the calling for new bids or the acceptance of any less favourable bid.

8.0 AMPLIFICATION OF PROPOSALS

8.1 The SABC may, after the receipt of bids, call on the Bidder to amplify in writing any matter which is not clear in the Bidder's submission and such amplification shall form part of the original bid.

8.2 In the event of the Bidders failing to supply such information within the specified timeframe, the bid will be liable to rejection.

8.3 The SABC reserves the right to:

- contact any Bidder during the evaluation process, in order to clarify any information, without informing any other Bidders. During the evaluation process, no change in the content of the bid shall be sought, offered or permitted;
- cancel this bid at any time on the following conditions:
 - i) Change in business requirements of the Corporation.
 - ii) Budget unavailability
 - iii) Identified tender irregularity.
 - iv) Non-responsive bids

Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the SABC and not necessarily on the basis of the lowest costs.

9.0 IMPORT/EXPORT PERMITS

- 9.1 Bidders are required to include complete information on equipment and/or components requiring export/import permits.

10.0 COST OF BIDDING

- 10.1 The Bidder shall bear all costs and expenses associated with preparation and submission of its bid/proposal, and the SABC shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

11.0 COMMUNICATION

- 11.1 The SABC has provided a single point of entry for any questions or queries that the Bidder may have. All queries must be submitted in writing and directed to authorised contact person. **Unauthorised communication with any other personnel or member of staff of the SABC, with regard to this bid is strongly discouraged and will result in disqualification of the respective Bidder's bid/proposal submission.**
- 11.2 Should there be a difference of interpretation between the Bidder and SABC; SABC reserves the right to make a final ruling on such interpretation.
- 11.3 The closing time for clarification of queries is 3 (three) days before the deadline for bid/proposal submission. The Bidders should take note that questions together with responses will be sent to all Bidders who attended compulsory Briefing Session.

12.0 AUTHORISED CONTACT PERSONS

- 12.1 All enquiries in respect of this bid must be addressed to:

Tender Office
SCM Division
Radio Park Office Block
Henley Road
Auckland Park
Johannesburg
South Africa
E-mail: tenderqueries@sabc.co.za

13.0 MISREPRESENTATION AND FRONTING IS PROHIBITED

Fronting means a deliberate circumvention or attempted circumvention of the B-BBEE Act and the Codes. Fronting commonly involves reliance on data or claims of compliance based on misrepresentations of facts, whether made by the party claiming compliance or by any other person.

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It is an offence to misrepresent or provide false information regarding a company's information or engaging in a fronting practice. If there is any contravention of some sought, the SABC may open a criminal and/or civil case/s against the bidder and its directors/members in terms of applicable legislation, and restrict the bidder & its directors/members from doing business with the SABC for a pre-determined period.

It is important to note that any proposal that does not conform fully to the instructions and requirements in this RFP will be disqualified.

Bids, which do not meet the technical requirements, will not be considered for further evaluation.

END OF DOCUMENT

DOCUMENT B**GENERAL CONDITIONS OF PROPOSAL****1.0 COMPLIANCE WITH COMPLETION OF PROPOSAL**

- 1.1 The bid forms should not be retyped or redrafted, but photocopies may be prepared and used.
- 1.2 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated. Incomplete bids will result in disqualification.

2.0 COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 2.1 Unless a departure is clearly stated by the Bidder at the time of bidding, the works shall be taken as complying in detail with the Technical Specifications, and the Bidder shall be held liable on all the terms and conditions of the contract as if this bid contained no departures. Technical specifications contained in any brochures, or any other descriptions submitted shall apply for acceptance test purposes.

3.0 INSPECTION

- 3.1 The Bidder shall permit and assist the SABC's representatives in carrying out any inspections that are called for in the proposal or specifications.

4.0 RISK

- 4.1 The Bidder will be responsible for losses that SABC incurred due to Bidder's negligence or intention, and Bidder must provide Liability Insurance. This will be a condition of contract.

5.0 PAYMENT

- 5.1 The SABC's standard payment terms are 60 days from date of Invoice.

6.0 ASSIGNMENT OF CONTRACT

- 6.1 The Bidder shall not have the right to cede any right or delegate any obligation in terms of this contract to any third party unless with the prior written approval of the SABC.

7.0 PROPOSALS ARE CONSIDERED TO BE BINDING ON THE BIDDERS

- 10.1 Representations made in the bid/proposal, including claims made in respect of commitments to dates of delivery, shall be considered binding on the Bidder on acceptance of the bid/proposal by the SABC and same will be form part of the contract to be concluded, unless specifically noted by the Bidder in the bid/proposal that same maybe subject to change;

8.0 COMPLIANCE WITH SABC POLICIES

- 11.1. SABC will not procure any goods, services, works or content from any employee or employee-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.2. SABC will not procure any goods, services, works or content from any SABC Independent Contractor or Independent Contractor-owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 11.3. No former employees, SABC's non-executive members and Independent Contractors will be awarded contracts with the SABC within 24 months after resigning from SABC employment or not being engaged with the SABC.
- 11.4. Should former employees, SABC's non-executive members and Independent Contractors resign from the employment of the SABC or not being engaged with the SABC and become directors of other businesses bidding with SABC, such bid will not be considered until the cooling off period of two years has expired.
- 11.5. "The SABC has a zero tolerance to theft, fraud and corruption. Such activities will be investigated and stringent action institutes such as laying of criminal charges or even removal from the SABC database of service providers. Should you suspect or become aware of any suspicious acts of fraud, theft or corruption involving SABC employees or other suppliers rendering services to the SABC, contact the SABC whistleblowers' hotline at **"0800 372 831"**

9.0 FAILURE TO COMPLY WITH THESE CONDITIONS

- 9.1 These conditions form part of the bid and failure to comply therewith will invalidate a bid.

10.0 RFP SCHEDULE

- 10.1 Bidders will be contacted as soon as practicable with a status update. At this time, short-listed Bidder/s may be asked to meet with SABC representatives. Bidders should provide a list of persons and their contact details who are mandated to negotiate on behalf of their company.

11.0 ADDITIONAL NOTES

- 11.1 All returnable documents as indicated in the bid form must be returned with the response.
- 11.2 Changes by the Bidder to his/her submission shall not be permitted after the closing date.
- 11.3 The person or persons signing the bids must be legally authorized by the Bidder to do so. A list of the person(s) authorized to negotiate on your behalf must be submitted along with the bid.
- 11.4 SABC reserves the right to undertake post-bid negotiations with the preferred Bidder or any number of short-listed Bidders.

FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS WILL RESULT IN THE BID BEING DISQUALIFIED.

12.0 DISCLAIMERS

- 12.1 Bidders are hereby advised that the SABC is not committed to any course of action as a result of its issuance of this Bid and/or its receipt of a bid in response to it. In particular, please note that the SABC may:
- 12.2 change all services on bid and to have Supplier re-bid on any changes.
- 12.3 reject any bid which does not conform to instructions and specifications issued herein
- 12.4 disqualify bids after the stated submission deadline
- 12.5 not necessarily accept the lowest priced bid
- 12.6 reject all bids, if it so deems fit
- 12.7 award a contract in connection with this bid at any time
- 12.8 make no award of a contract.

Kindly note that SABC will not reimburse any Bidder for any preparation costs or other work performed in connection with this bid, whether or not the Bidder is awarded a contract.

END OF DOCUMENT B

DOCUMENT C
QUESTIONNAIRE TO BE COMPLETED WHEN BIDDING

If the information required in respect of each item cannot be inserted in the space provided, additional information may be provided on a separate sheet of paper with a suitable reference to the questionnaire number concerned.

1. Company's Treasury CSD unique registration reference number.	
2. Have your company been issued with a SARS Compliance Status PIN.	
3. If yes, please provide PIN number. The provision of the PIN will be construed as your permission to SABC Procurement to access your tax status on-line.	
4. Are you registered in terms of section 23(1) or 23(3) of the Value-added Tax Act, 1991 (Act 89 of 1991)?	
5. If so, state your VAT registration number and original current tax clearance certificate to be submitted	
6. Are the prices quoted fixed for the full period of contract?	
7. Is the delivery period stated in the bid firm?	
8. What are the names and addresses of the offices where the services will be rendered from?	

***ALSO INDICATE WHICHEVER IS NOT APPLICABLE**

END OF DOCUMENT C

DOCUMENT D

SBD-4
DECLARATION OF INTEREST

1.0 Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2.0 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 3 below.

¹“State” means –

- a. any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999)
- b. any municipality or municipal entity.
- c. provincial legislature.
- d. national Assembly or the national Council of provinces; or

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e. Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES/NO**
the appropriate authority to undertake remunerative
work outside employment in the state?

2.7.2.1 If yes, did you attach proof of such authority to the bid **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES /NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

.....

3.0 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Pers. Number

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4.0 DECLARATION

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

END OF DOCUMENT D

DOCUMENT E**TECHNICAL SPECIFICATION****1. INTRODUCTION AND BACKGROUND**

The SABC requires the services of reputable recruitment agencies to provide comprehensive recruitment solutions for vacant positions on an as-and-when-required basis. These services will support the organisation in attracting, assessing, and securing suitably qualified candidates in alignment with its strategic objectives. The agencies will be responsible for sourcing suitable candidates across various positions within the organisation, thereby contributing to the achievement of SABC's strategic goals and operational requirements.

Agencies will be responsible for advertising vacancies on appropriate and targeted platforms to attract a diverse and qualified talent pool.

2. APPLICABLE REGULATIONS

The service provider shall ensure that all recruitment activities comply with:

- Labour Relations Act, 66 of 1995;
- Basic Conditions of Employment Act, 75 of 1997;
- Employment Equity Act, 55 of 1998;
- Protection of Personal Information Act, 4 of 2013;
- Public Finance Management Act, 1 of 1999;
- Health Profession Act, 56 of 1974
- Treasury Regulations;
- Applicable recruitment and governance best practices
- SABC's Human Resources Policies and Procedures/ guidelines

3. NOTE: OPERATION OF THE PANEL AT IMPLEMENTATION

- The agencies on the panel will operate on a fixed rate.
- Detailed requirements and statement of work will be compiled and submitted to the panel.
- The agency will submit the number of candidates as per the statement of work from which the SABC will make a selection for interviews, from which the best candidate will be selected.

4. SCOPE OF SERVICE/DELIVERABLES

4.1 Headhunting

- Demonstrate experience executive searches and headhunting process
- experience searches and headhunting process in Media Industry
- Present the candidate to the SABC
- Arrange and conduct assessments candidates as and when required
- Constant communication with internal and external stakeholders throughout the process

4.2 Recruitment

- Embark on candidate search process
- Advertise positions on suitable platforms
- Consolidate the results into a shortlist
- Present shortlist and long list
- Rank long-list according to candidates that meet job requirements
- Arrange and conduct assessments on shortlisted candidates as and when required
- Constant communication with internal and external stakeholders throughout the process.
 - Source and submit suitable CVs in line with the specifications of SABC. Potential candidates must meet the prescribed minimum requirements, and search firms must abide by the guidelines outlined in the SABC specification document.
 - Arrange interviews with shortlisted candidates in line with the information provided by SABC. Agency must also submit to the signed declaration of exclusive submission by the agency for SABC specific role interview) for each shortlisted candidate. SABC will still conduct the official interviews.
 - Coordinate paperwork such as acceptance of offers and any other relevant documentation in line with SABC policy.
 - For designated roles, conduct psychometric assessments for South African talent for the preferred candidate(s) and provide detailed reports to support the selection process.
 - Pre-screening of potential candidates which includes credit checks, background checks, qualification verification and criminal checks.

4.3 Service Standards and Quality

The SABC reserves the right to review as it deems appropriate the level of service received from the service provider:

- Recruitment Agencies will be required to sign confidentiality and indemnity agreements with SABC.
- Recruitment Search Agencies will be required to sign a service level agreement per assignment with the SABC.
- Recruitment Agencies will be obligated to update the SABC on progress regarding any matter that the service provider may be dealing with.
- The Recruitment Agencies are not guaranteed any work under this request for proposal.
- Recruitment Agencies may not cede or assign any part of its agreement with the SABC nor sub-contract any part of the work assigned to them without the prior written authorization of the SABC.
- Recruitment Agencies must declare any interest it has in an assignment as well as declare any possible conflict of interest with the SABC in the pursuance of the proposed assignment.
- In the event that any conflict of interest is discovered during the assignment, the SABC reserves the right to summarily cancel the agreement and demand that all information, documents and property of the SABC be returned.
- Immediately following the completion of the assignment, the Recruitment Agencies are required to turn over all records and information, including copies, that they obtained from the SABC or had access to while working on the assignment.
- Recruitment Agencies will be held to high standards of effectiveness, care, and adherence to the service level agreement.

5. CONTRACT PERIOD

- **The contract will be for a period of three (3) years.**

6. EVALUATION CRITERIA

Bidders should note that only bidders who submitted and fully complied with the mandatory documents requirement of the bid shall be evaluated further for Functionality (where indicated).

Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the SABC's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and afford all the bidders a fair opportunity for evaluation and selection.

During the evaluation process, the SABC may require a bidder's representative to answer questions with regard to the proposal and/or require certain bidders to make a formal presentation to the evaluation team.

6.1 Functionality Evaluation

Paper based Criteria: Generic Phase 1

Evaluation Area	Evaluation Criteria	Min Points
Service Provider Relevant Experience The service provider's performance in providing headhunting recruitment services (<u>In the last Five years</u>) Successful Candidates (inclusive of Coloured, Indian, white and	Provide reference letters on the clients' letterhead de demonstrating the experience in the past five (5) years that the bidder has provided recruitment services or is currently providing services. Letters must be duly signed by an authorised person with contact details (email address and/or contact number). The letters must stipulate the period within which the recruitment services were rendered. The following should be reflected (refer to Reference Letter Template on Annexure (C). NB: NO REFERENCE LETTERS FROM SABC WILL BE ACCEPTED Each letter/s must meet ALL of the following requirements in order to be accepted for evaluation. The reference letter/s must: 1. <i>Be on the client company's letterhead</i> 2. <i>Be signed by an authorised client representative</i> 3. <i>Stipulate the client contact details (name, contact number and email)</i> 4. Be within the past five (5) years 5. <i>Stipulate the Employment Equity placement and services rendered.</i> 6. <i>Stipulate the Period of rendering services (Month/Year)</i> 7. <i>Service rate by the client</i> Letters that do not meet ALL the above requirements will be automatically disqualified. <u>Employment Equity placement</u>	40

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persons with disabilities placements.	• >9 placements at Executive Level within the last 3 years (20 Points) • >14 placements at Senior Management Level within the last 3 years (15 Points) • >4 placement at persons with disabilities within the last 3 years (5 Points) • 0 placement at Middle/First Line Management Level within the last 3 years (0 Point) <u>NB! Full details supplied (job title, EE status, company name)</u> *No appointment letters or purchase orders from clients will be accepted as reference letters. *	
Professional accreditation	<u>Registration with Professional Recruitment body/ association or other industry recognised membership</u> • Proof of valid membership/affiliation = (5 Point) • No proof of valid membership/affiliation = (0 Point)	5
Qualifications and Expertise of the Account Manager	Provide a comprehensive CV of the representative with minimum of NQF level 6 that will be responsible for the SABC account: • NQF 6 Level qualification = (5 points) Curriculum Vitae (CVs) of minimum of five (5) years' experience in at recruitment industry. • Less than 5 years = 0 Points • Five (5) years less than eight (8) years = (7 Points) • Equal to or greater than 8 years = (10 Points)	15
Sourcing Methodology, Resources & Tools	Submit a quality and comprehensive brief that demonstrates sourcing methodology, resources and tools. It must include proposed recruitment methodology, including sourcing, headhunting, screening, recruitment competency assessments, and candidate verification processes. Use of recruitment technology capability and innovative methods over and above the standard or norm job boards, demonstrating access to a broad network of executive talent across industries. (Annexure D) • The brief exceeds the standard requirements or provides more than sufficient information = (15 points) • The brief adequately meets the standard requirements or provides sufficient information = (9 points) • The brief does not meet the standard requirements or provides insufficient information = (0 points)	15

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Application of Innovative Technologies	Application of Applicant Tracking System (ATS), and methodology of how it's used to ensuring that best candidate selection are sourced to meet clients SABC specifications. Demonstrate how the ATS ensures objective and skills-based candidate selection without inherent biases. (5 points)	5
Maximum Turnaround time Attach evidence.	Bidders to a breakdown of turnaround times from brief to offer for the following Three (3) Headhunting Roles for Top Executive from 30 July 2023 to date. 6 weeks or less (from brief to offer) (6 Points) > 6 weeks (from brief to offer) 0 Point Six (6) Management Roles from 30 July 2023 to date. 8 weeks or less (from brief to offer) (4 Points) > 8 weeks (from brief to offer) (0 Point) <u>NB! No evidence the bidder will lose points</u> <i>It is necessary to include evidence and confirmation from companies that sourced from this supplier indicating the turnaround times of their placements.</i>	10
Certificate/ letter for psychometric assessment.	Proof of valid registration with Professional Council (HPCSA) for the practitioner conducting the psychometric assessment. (10 Points)	10
Total		100

NB: Bidders must score a minimum of 72 points out of a maximum 100 points. Bidders who obtain less than minimum threshold points will not be considered.

7. Objective Criteria

- 7.1 The SABC reserves the right not to consider proposals from bidders who are currently in litigation with the SABC.
- 7.2 The SABC further reserves the right not to include in the panel any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- 7.3 Bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials, etc. will be eliminated from the bid process.
- 7.4 No SABC former employees shall be awarded contracts with the SABC within 24 months after termination of employment with the SABC.
- 7.5 Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 24 (twenty-four) months has expired.
- 7.6 Should the employee be dismissed from SABC employment, such an employee shall be prohibited from conducting business with SABC for a period of 5 (five) years from the date of dismissal.
- 7.7 Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- 7.8 The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 7.9 Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of 24 (twenty-four) months has expired.
- 7.10 Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- 7.11 The SABC shall not procure any goods, services, works or Content from any independent contractor or independent contractor owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- 7.12 Should the Independent Contractor no longer be contracted to the SABC but become directors of other companies, the SABC shall not conduct business with those companies until the cooling-off period of 24 (twenty-four) months has expired.
- 7.13 Should the Independent Contract be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

END OF DOCUMENT E

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ANNEXURES TO DOCUMENT E:

Annexure B: COST MODEL / Schedule of Rates

Annexure C: Reference Letter Template (attached separately)

Annexure D: Brief (attached separately)

DOCUMENT F**CONFIDENTIALITY**

All information related to this bid both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the SABC, written approval to divulge such information will have to be obtained from SABC.

The bidders must ensure that confidential information is maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that bidders maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFP; and not reproduced in any form except as required for the purpose of considering and responding to this bid. Bidders must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFP; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the SABC. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

NAME OF BIDDER: _____

PHYSICAL ADDRESS: _____

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Bidder's contact person:

Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

END OF DOCUMENT F

DOCUMENT G

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.0** This Standard Bidding Document must form part of all bids invited.
- 2.0** It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3.0** The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4.0** In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		

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4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

RFP/MASTER/2024-1

.....
Position

.....
Name of Bidder

END OF DOCUMENT G

DOCUMENT H**SBD 9****CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1.0 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2.0 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4.0 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for SABCs who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, submitting the accompanying bid:

RFP NUMBER: RFP/HC/2026/10252685/20 RFP TITLE: THE APPOINTMENT OF A PANEL OF HUMAN RESOURCES RECRUITMENT SERVICES FOR A PERIOD OF (3) THREE YEARS

in response to the invitation for the bid made by:

(South African Broadcasting Corporation SOC Limited "SABC")

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)

-
- (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

END OF DOCUMENT H

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DOCUMENT I

ACCEPTANCE OF CONDITIONS OF BID

By signing the BID document, the Bidder is deemed to acknowledge and accept that all the conditions governing this BID, including those contained in any printed form stated to form part thereof and SABC Limited will recognize no claim for relief based on an allegation that the Bidder overlooked any such condition or failed properly to take it into account for the purpose of calculating bided prices or otherwise.

SIGNED at _____ this _____ day _____ of _____ 2026.

NAME OF COMPANY _____

NAME OF THE SIGNATORY (IES) _____

CAPACITY: _____

Are you authorised to sign on behalf of the company (YES/NO) _____

WITNESSES:

1. _____

2. _____

BIDDER

END OF DOCUMENT I

END OF THE REQUEST FOR PROPOSAL DOCUMENT

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GUIDELINE FOR BRIEFING SESSION

Applicable where Briefing Sessions are not compulsory or mandatory:

- Bidders are requested to submit their queries related to the bid via email
- Bidders must send their queries to the Bid Office via the email tenderqueries@sabc.co.za
- It is recommended that queries be submitted at least within 10 days after the tender has been advertised on the National Treasury E-Tender Portal and the SABC Website.
- The Bid Office will forward the queries to the Bid Specification Team for relevant response(s).
- All queries and responses will be consolidated into a schedule of questions and answers and published on all the platforms that were utilized to advertise the tender 5 days before the closing of the bid.

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ANNEXURE B: COST MODEL

SCHEDULE OF RATES (PLACEMENT FEE)

Bidders are required to submit their placement fee percentage inclusive of vetting costs for SABC consideration.

Positions/Category	Placement Fee in Percentage (%)	Psychometric assessments costs in Rand value (R)
Executive-level		
Top /Senior management		
Specialist Positions		
General Placements		

Note: The RFP placement fee percentage shall be fixed and shall remain firm for the duration of the contract.

*** If there will be any additional services, the service provider should list the costs separately.

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