



SARAO

South African Radio
Astronomy Observatory

BID REFERENCE: NRF/SARAO SHRM/42/2024-25

**APPOINTMENT OF A PANEL OF RECRUITMENT AGENCIES FOR A PERIOD OF
THREE YEARS**

The South African Radio Astronomy Observatory ('SARAO') hereby invites submissions for the following tender -

Bid Number	Bid Description	Compulsory Briefing Session	Bid Closing Date and Time
NRF/SARAO SHRM/42/2024-25	APPOINTMENT OF A PANEL OF RECRUITMENT AGENCIES FOR A PERIOD OF THREE YEARS	Thursday, 5 December 2024 at 10.00AM	Friday, 17 January 2025 at 12.00PM

COMPULSORY BRIEFING SESSION:

A compulsory briefing session will be held as detailed below:

Date: Thursday, 5 December 2024

Time: 10.00AM

Zoom Link: https://ska.zoom.us/join/9J0uc-GuqzwsE9V5h3a_RJxoawaEbEujKPRk

Persons attending the briefing session must be duly authorised to represent the bidder. The briefing session is compulsory, therefore prospective bidders not represented at the briefing session will be precluded from submitting a bid.

PREFERENTIAL PROCUREMENT SYSTEM:

The 80/20 price and preference points system, as prescribed by Section 4 of the Preferential Procurement Regulations, 2022 issued under the Preferential Procurement Policy Framework Act, (Act No 5 of 2000) (PPPFA) will be applied to evaluate this bid.

EVALUATION CRITERIA:

Bidders must satisfy the evaluation criteria in Stages 1 and 2 of the bid selection process in order to be evaluated further on price and specific goals (Stage 3). Failure to do so will result in disqualification.

BID DOCUMENT:

The bid document may be obtained on the SARAO website: <http://www.sarao.ac.za/tenders/>, or the E-Tender Portal: <https://www.etenders.gov.za>

BID SUBMISSION

Electronic submissions must be sent to tenders@sarao.ac.za on or before the closing date, **Friday, 17 January 2025 at 12.00PM**

Late submissions - received after 12.00PM on the closing date, will **NOT** be accepted.

Bids must be submitted in two separate electronic folders, one with the compliance and technical response, and the second with the financial response. Technical submissions should preferably be in searchable PDF format.

Folders must be titled with the bidder's company name and folder title. Attachments are limited to 25 MB per email.

Bidders may use WeTransfer, Dropbox, Google Drive or similar file sharing applications to submit their bid submissions.

BID ENQUIRIES:

For technical queries, contact Nomonde Ndyoko, Email: ndlakana@sarao.ac.za

For procedural queries, contact Anwuli Okecha, Email: anwuli@sarao.ac.za

NOTE ON FRAUD OR CORRUPTION IN THE TENDER PROCESS:

The NRF/SARAO would never offer payment or any other consideration in return for the favourable consideration of a bid. Please report any suspected acts of fraud or corruption to the following toll-free number - **0800 701 701 or SMS 39772**.