

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	21 September 2021	REQUISITION NUMBER	REQ0004170
CLOSING DATE:	23 September 2021	CLOSING TIME:	15:00
QUOTE VALIDITY:	120 days	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Appointment of an Executive Recruitment Agency to Oversee the Recruitment of the Chief Executive Officer		Quantity required				
Technical / Mandatory requirements:	SANAS requires the services of a 51% black owned Executive Recruitment Agency with proven experience in the recruitment of top Executives and to perform the end-to-end recruitment process of a Chief Executive Officer (CEO) at SANAS. SUBMISSION REQUIREMENTS 1 Detailed profile of the Executive Recruitment Agency and profile of the official(s)who will manage this process.	1 Candidate				
	<table><tr><th>Requirement</th><th>Evidence</th></tr><tr><td>Minimum of 5 years experience of the official(s) or staff member(s) who will be responsible for the placement of the executive.</td><td>Provide the CV of the official company representative(s) who would be responsible for the recruitment and placement of the Executive, outlining years of experience and contactable references. (References should include, company details where individuals were placed, contact details and email address). Provide confirmation of 5 top executive placements in line with POPIA.</td></tr></table>		Requirement	Evidence	Minimum of 5 years experience of the official(s) or staff member(s) who will be responsible for the placement of the executive.	Provide the CV of the official company representative(s) who would be responsible for the recruitment and placement of the Executive, outlining years of experience and contactable references. (References should include, company details where individuals were placed, contact details and email address). Provide confirmation of 5 top executive placements in line with POPIA.
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	2 Experience of the Agency in Top Executive Recruitment and Placements.					
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	3 Detailed timelines of the process					
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Requirements	Evidence					
A submission of the project plan in line with paragraph 4.	Submission to include a project/recruitment plan outlining the period it will take to finalise the selection step up until the submission of an approved report/submission to the Board of Directors (BoD). Provide a communication plan in terms of how the project/recruitment plan will be managed with the stakeholder or BoD.					

4 Detailed recruitment process / steps including but not limited to:

Requirements

Advertising

Checking and confirming alignment of the Job Description with the Job Advert

Using applicable means to attract candidates (i.e advertising, approaching candidates)

CV Screening

Providing A & B manageable long lists of candidates to the stakeholders

Interviewing stage

Securing a meeting with stakeholders to finalise shortlisting

Preparation of interview questions and Case Study in consultation with the stakeholder (BoD)

Scheduling of interviews aligning to the BoD members availability (Virtual/Hybrid)

Advanced/Comprehensive MIE check, including Security Clearance, Credit checks, qualification checks

3 Reference checks per candidate

Psychometric assessment

Propose and provide a detailed assessment battery in line with the role

Present the proposed assessment battery to the stakeholder

Arrange a suitable date for a maximum 2 identified candidates to undergo the agreed upon psychometric evaluations

Provide assessment feedback to the stakeholders

Preparation and submission of approved report to the BoD - Report/Submission pack

Ad hoc- Value Add Service

NB:Tasks on this section will not form part of the evaluation criteria

Managing the appointment process and the offer to the approved Candidate - includes relevant negotiations - upon instruction by the BoD

Any other activity that may be required

ASSIGNMENT TIMELINE

The Executive Recruitment Agency must be able to finalise the recruitment process of the CEO within three months of the agency appointment.

Requirements

The Executive Recruitment Agency must be able to identify the suitable candidate within three months of the agency appointment

Evidence

Provide a detailed plan in line with paragraph 4 with timelines and recovery plan

Bidders are required to submit quotations VAT inclusive.

Expected date of delivery: 3 months with a possibility of extension

Contract or once-off:

Technical / Mandatory requirements:

Other information:

SECTION TO BE COMPLETED BY SUPPLIER

5 SUPPLIER DETAILS

Supplier name:

CSD number:	
Contact person:	
Contact number:	
Email:	
VAT number (if applicable):	
Physical address:	

6 SCM COMPLIANCE REQUIREMENTS (please tick)

Service Providers who do not submit all compliance requirements stipulated below will be disqualified

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	
Completed and signed SBD 9	
Certified valid B-BBEE Certificate/ Sworn affidavit	

Certified valid B-BBEE Certificate

(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points.

EVALUATION PROCESS

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements, Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated for compliance to submission requirements. Bids that comply to the submission requirements will be evaluated further on price and BBEE.
- **The Third stage**, bids will be evaluated in terms of price and BBEE ,80/20 preference point system will be applied.

7 QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.

10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

8 ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:.....

Signature:

Date: