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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU: 04 – 2022/23

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SUITABLY QUALIFIED SERVICE PROVIDERS TO RENDER RECRUITMENT, ADVERTISING, AND RESPONSE HANDLING SERVICES

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (**NSDP**). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers, and employees in the ETD sector.

The ETDP SETA will host a **COMPULSORY** virtual briefing session for **BID NO: SCMU: 04 - 2022/23 – Panel of suitably qualified service providers to render recruitment, advertising, and response handling services on 22 July 2022 at 11h00**. Interested members must please communicate their interest to join in the session, before **20 July 2022**. To attend and get access to the session, please email: TienieJ@etdpseta.org.za with your Name, Surname, Company Name, Email address and Cell phone Number. Access details will only be shared with those that confirmed. Please do not forward the link further. We thank you for your cooperation.

NB: THE MEETING ROOM FOR THE COMPULSORY BRIEFING SESSION WILL CLOSE AT 11H15

The ETDP SETA reserves the right not to award the BID.

2. PURPOSE OF THE PROJECT

The ETDP SETA is looking for Service Providers who have the experience and capacity to provide recruitment, advertising, and response handling services to assist and support the recruitment and selection processes of ETDP SETA with the aim to improve the efficiency of the overall recruitment processes in the Education Training Development Practices Sector Education Training Authority. (Hereafter "ETDP SETA").

The advertising and response handling service will be used primarily by the HR department.

Our recruitment and selection process is critical in ensuring the recruitment and retention of highly skilled and competent employees. The SETA's recruitment goal is to maintain and develop standards that are consistent with its vision, mission, and strategy, employment equity policy, and quality Human Resources Management principles. The organization considers recruitment and selection to be critical capabilities, and as such, it is viewed as a strategic value-added process critical to the organization's future growth and prosperity. Best practices in this area must be implemented to ensure that the highest quality candidates are identified, attracted, and retained in order to achieve high levels of performance.

The service provider must be able to provide and assist ETDP SETA in making sure that staffing processes are effectively and efficiently achieved.

In addition, the Provider must be able to provide the following:

- 2.1 Ensure that unfair discrimination, whether direct or indirect, is prohibited during the recruitment and selection process
- 2.2 The vacant position(s) are advertised externally in the most appropriate and accessible media, which will aid in eliciting adequate responses from qualified candidates.
- 2.3 Sift through applications and categorize them in accordance with the job requirements.
- 2.4 Any employee or job applicant may be required to reveal their relationship to any other employee or job applicant, as applicable.

The Recruitment and response handling services are coordinated by Human Resource Department.

3. PROFILE OF THE SERVICE PROVIDER

3.1. PROJECT DELIVERABLES

- 3.1.1. Placement of advertisements on relevant media platforms.
- 3.1.2. Clearly draft the advertisement in accordance with the job description, correct job title, and remuneration package for the advertised position.
- 3.1.3. Ensure that the key competencies listed in the advertisement corresponding to job-related requirements. When a position is advertised, the following criteria should apply:
 - 3.1.3.1. The job title must stand out.
 - 3.1.3.2. The purpose and main functions of the job must be provided.
 - 3.1.3.3. Skills, and qualification(s) or equivalent level of competencies must be specified.
 - 3.1.3.4. Information about compensation and additional conditions of service must be mentioned.
 - 3.1.3.5. It must specify how to apply and to whom applications should be addressed.
 - 3.1.3.6. The closing date for applications must appear prominently.
 - 3.1.3.7. The name, address and telephone number and any other contact detail must appear prominently.
 - 3.1.3.8. The SETA's logo must form part of the total design.
 - 3.1.3.9. Employment equity positions must be specified, where applicable.
 - 3.1.3.10. Where appropriate, the requirement that all short-listed candidates should be prepared to attend an assessment centre will be indicated.
 - 3.1.3.11. Specify that correspondence shall be limited to shortlisted candidates only.
 - 3.1.3.12. That the SETA reserves the right not to fill the position or discontinue the recruitment process for the position/s.

4. SCOPE OF WORK

4.1. The service offering by the service provider should cover the following services;

- 4.1.1.** Placement of advertisements on relevant media platforms.
- 4.1.2.** Clearly draft the advertisement in accordance with the job description, correct job title, and remuneration package for the advertised position.
- 4.1.3.** Ensure that the key competencies listed in the advertisement correspond with the job-related requirements.
- 4.1.4.** The adverts should be 32 X 4
- 4.1.5.** All applications received by the service provider must be sent to ETDP-SETA.
- 4.1.6.** The recommended candidates' names should be included in the package that will be sent through to the ETDP-SETA.
- 4.1.7.** Use summary analysis to classify applicants as SUITABLE, PARTIALLY SUITABLE, or DOES NOT MEET MINIMUM REQUIREMENTS.
- 4.1.8.** The qualifications of the Project Manager
 - 4.1.8.1** Post-graduate qualification in Human Resource Management and SABPP membership or B-Degree in Human Resource Management and SABPP membership
- 4.1.9.** The required experience of the Project Manager
 - 4.1.9.1** At least 5 years of experience in doing a similar procedure
- 4.1.10.** The appointed provider must at least have a minimum of 5 HR Practitioners in their project team

4.2. THE SERVICE PROVIDER IS EXPECTED TO:

- 4.2.1** Provide a maximum of five (5) evidence of track record in a similar assignment undertaken.
- 4.2.2** Provide a maximum of five (5) references on the company's letterhead who can provide an objective assessment of the project previously undertaken.
- 4.2.3** Sign the SLA with the ETDP SETA which will include specific contractual obligations should the Service Provider be successful.
- 4.2.4** The service provider will report directly to the Corporate Services Manager / Head of Human Resources when rendering the service.

6. DURATION OF THE PROJECT

It is expected that the duration of the agreement will be for a period of **two (2) years** after the signing of the Service Level Agreement.

7. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000** and **Preferential Procurement Regulations, 2017**. The evaluation will be guided by ETDP SETA procurement policy.

Folder A (USB) must have documents for Stage 1 and Stage 2

7.1. STAGE 1 [(Folder A) USB]

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked. Failure will lead to disqualification and elimination from further evaluation.

7.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Declaration of Interest – **SBD 4 (New)**

NB: FAILURE TO FULLY COMPLETE AND SUBMIT/COMPLY WITH ANY OF THE ABOVE-REQUESTED MANDATORY DOCUMENTS WILL LEAD TO DISQUALIFICATION.

7.2. STAGE 2 [(Folder A) USB]

During this stage, the evaluation of bids shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria as set out below.

- (a). The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be eliminated.
- (b). Only quotes that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 (as stated in Evaluation Criteria on page 6 A and B) preference point systems prescribed in Preferential Procurement Regulations 5 and 6.

The evaluation criteria for functionality will be as below:

NO.	CRITERIA	WEIGHT
1.	Contactable references and Experience (30) 1.1. Reference letters indicating that they have been providing comprehensive recruitment services - (bidder to provide signed proof on referee's company letterhead) (15) • 5 references and above = 15 • 3 references = 10 • 1 reference = 5 1.2. Years of experience in doing a similar procedure (a detailed company profile must be attached) (15) • 5 years plus = 15 • 3 – 4 years = 10 • 1 – 2 years = 5 *[Each reference must clearly indicate; • the name of the bidder and the project • objectives of the project (nature of the project) • duration of the project • recommendation and contact details of the referee as well as proof of completed project(s) and • must be signed the referee NB: If any of this information is omitted/missing will lead to the reference letter(s) not allocated points.	30
2.	Composition of the Project Team, Qualifications, and experience (attach CVs with an indication of qualifications and similar experience) (40) 2.1 Qualifications of Project Manager = 10 • Post-graduate in Human Resource Management and SABPP membership = 10 • B-Degree in Human Resource Management and SABPP membership= 7 2.2 Qualifications of the Recruitment Practitioner = 10 • B-Degree in Human Resource Management = 10 • National Diploma in Human Resource Management =5 2.3 Experience of the Project Manager = 10 • 5 years plus = 10 • 3 – 4 years = 7 • 1 – 2 years = 5 2.4 Experience of the Recruitment Practitioner = 10 • 5 years plus = 10 • 3 – 4 years = 7 • 1 – 2 years = 5 NB: PLEASE ALSO NOTE THAT PROJECT PERSONNEL WILL ONLY BE CHANGED WITH THE APPROVAL OF THE ETDP SETA.	40

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3.	Project Plan (30) A realistic and detailed project plan needs to be provided. The project plan needs to indicate the following sections: ▪ Placement of advertisements on relevant media platforms. ▪ Clearly draft the advertisement in accordance with the job description, correct job title, and remuneration package for the advertised position. ▪ The adverts must be 32 X 4 ▪ Ensure that the key competencies listed in the advertisement correspond with the job-related requirements. ▪ All applications received by the service provider must be sent to ETDP-SETA ▪ The recommended candidates' names should be included in the package that will be sent through to the ETDP-SETA. ▪ Use summary analysis to classify applicants as SUITABLE, PARTIALLY SUITABLE, or DOES NOT MEET MINIMUM REQUIREMENTS. ✓ The service provider meets all of the above-mentioned deliverables = 30 points ✓ The service provider does not meet all of the above-mentioned deliverables = 0 points	30
TOTAL		100

Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to Evaluation Criteria.

Points will be awarded on a sliding scale.

Please take note of the value and scoring point system of your bid

7.3. STAGE 3 [(Folder B) USB]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. Valid Tax Clearance Certificate or "Unique security personal identification number (PIN) issued by SARS and must be on the SARS letter head"
- c. Invitation to Bid - **SBD1**
- d. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 - **SBD 6.1 (If claiming preferential points)**
- e. B-BBEE certificate or sworn affidavit (**If claiming preferential points**)

80/20 preference point system shall be applicable as follows:

- | | |
|--------------------------------------|-----------|
| ✓ Price | 80 |
| ✓ B-BBEE status level of contributor | 20 |

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

NB: PLEASE NOTE THAT INCLUSION OF THE FINANCIAL PROPOSAL IN FOLDER A WILL LEAD TO DISQUALIFICATION

8. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned or submitted by facsimile and/or email will **NOT** be accepted.
5. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
6. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit, or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
7. A Qualifying Small Enterprise (QSE) is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million** and **level of black ownership** or a B-BBEE level verification certificate to claim points as prescribed.
8. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
11. Bids submitted are to hold good for a period of 90 days.
12. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
13. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
14. Companies that are in the process of **de-registration in the CIPC** will not be considered.

9. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open Tenders as from **12h00** on **08 July 2022**.

Bidders must submit technical and financial proposals in **two separate USBs ONLY** clearly marked “Folder A-Technical Proposal” and “Folder B- Financial Proposal”.

NB: PAPER-BASED PROPOSALS and CDs WILL NOT BE ACCEPTED AND WILL LEAD TO DISQUALIFICATION AND ELIMINATION OF YOUR BID FROM EVALUATION!

Folder B must include the **complete and signed costing model and Valid Tax Clearance Certificate or Unique security personal identification number (PIN) issued by SARS and must be in SARS letterhead” (Mandatory).**

The financial proposal will only be opened when the tender is responsive in Stage 2 or at the discretion of the ETDP SETA.

All Bids/Proposals **must be hand/ courier delivered to:**

The ETDP SETA – Head Office
ETDP SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 03 August 2022**.

No late submission will be accepted!

10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 03 August 2022**

11. ENQUIRIES AND CORRESPONDENCES

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.