



SAHRA/HR/02/02/2020
TERMS OF REFERENCE

**APPOINTMENT OF A RECRUITMENT AGENCY TO FACILITATE THE RECRUITMENT OF
SAHRA HEAD OF LEGAL AND COMPANY SECRETARY, ICT MANAGER AND HR MANAGER**

1. INTRODUCTION

- 1.1 The South African Heritage Resources Agency (SAHRA) would like to invite suitably qualified and experienced service providers to submit proposals to facilitate a competency-based recruitment of Head of Legal and Company Secretary, ICT Manager and Human Resources Manager based in Cape Town.

2. BACKGROUND

- 2.1 SAHRA is a statutory organization established under the National Heritage Resources Act, No 25 of 1999. The primary objective of SAHRA is to coordinate the identification and management of the national estate which is defined as heritage resources of cultural and other significance.
- 2.2 Recruitment and selection processes have evolved over the years. To keep abreast with the current best practices, the organization has adopted a consistent approach of competency-based interviewing.

3. DISCUSSIONS

Scope of engagement

- 3.1 Bidders are hereby invited to submit proposals and quotations on the basis of the following scope:
- 3.1.1 Liaison with SAHRA.
 - 3.1.2 Assisting SAHRA with the review of drafted advert.
 - 3.1.3 Handling the advertising of the post in the recommended print media.
 - 3.1.4 Evaluating applications received and recommending candidates for short listing.
 - 3.1.5 Handling the scheduling, overall logistics and administration of interviews.

- 3.1.6 Facilitating the conducting reference checks and verification of qualifications of the shortlisted candidates.
- 3.1.7 Facilitating the conducting psychometric assessments of the shortlisted candidates post the interviews.
- 3.1.8 Providing administrative and advisory support to the interview panel.

4. **RESPONSIBILITIES**

4.1 **SAHRA**

- 4.1.1 SAHRA will provide the respective agency with the draft Job specification and any other relevant information required by the service provider.

4.2 **SERVICE PROVIDER**

- 4.2.1 The service provider will be responsible for the following:

- 4.2.1.1 Review of the draft advert.
- 4.2.1.2 Advertise the position through the relevant media.
- 4.2.1.3 Response handling.
- 4.2.1.4 Facilitate pre-screening Interviews.
- 4.2.1.5 Providing SAHRA with a long list which would lead to the approval of well-considered short list.
- 4.2.1.6 Facilitating a competency based psychometric assessments in line with the position.
- 4.2.1.7 Progress and Interview Reports.
- 4.2.1.8 Liaise with SAHRA, which shall be responsible for all interviews.

5. **REQUIREMENTS FOR CONTENT OF PROJECT PROPOSAL**

- 5.1 Failure to provide all or any part of the requested information – in the required format – will result in a proposal being excluded from the evaluation process.

5.1.1 **Company/Organisation**

- 5.1.1.1 Company/ organisation profile - Description of your organisation, its primary business activity, clients, experience, management, etc.

5.1.1.2 Affiliation with relevant bodies as a recruitment agency will be an added advantage.

5.1.2 Experience

5.1.2.1 The service provider must have a good track record in recruitment of corporate clients. Proof of evidence should be provided.

5.1.3 Cost

5.1.3.1 Cost of recruitment must be clearly stated on the proposal.

5.1.3.2 The placement fee rate must be shown separately from the facilitation costs.

5.1.3.3 The facilitation costs must include travel and accommodation and be mindful of the fact that interactions with the Accounting Authority in most cases may take place in Gauteng with very minimal travel to Cape Town.

6. TERMS AND CONDITIONS OF PROPOSALS

6.1 All costs and expenses incurred by potential service providers relating to their project proposal will be borne by the respective service providers. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.

6.2 While SAHRA endeavors to ensure that all information provided to all potential service providers is accurate, it makes no warranty as to the accuracy or completeness of any information provided by it.

6.3 SAHRA reserves the right to waive deficiencies in project proposals. The decision as to whether a deficiency may be waived or may require the rejection of a project proposal may be solely within the discretion of SAHRA.

6.4 SAHRA reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal.

- 6.5 SAHRA reserves the right not to make any appointment from the proposals submitted.
- 6.6 Service providers shall not make available or disclose details pertaining to their **project** proposal with anyone not specifically involved, unless authorized to do so by SAHRA.
- 6.7 Service providers shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 6.8 Service providers are required to declare any conflict of interest they may have in the transaction for which the tender is submitted or any potential conflict of interest. SAHRA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.
- 6.9 A **valid original Tax Clearance Certificate PIN**, issued by the South African Revenue Services and/or CSD registration report, must be submitted, (See attached application form for Tax Clearance Certificate)
- 6.10 Any and all project proposals shall become the property of SAHRA and shall not be returned.
- 6.11 The proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- 6.12 Service providers are advised that submission of a project proposal gives rise to no contractual obligations on the part of SAHRA.
- 6.13 SAHRA reserves the right not to accept any proposal which does not comply with the TERMS OF REFERENCE and conditions set out in the proposal documents.
- 6.14 SAHRA reserves the right not to award the proposal to the service provider that scores the highest points.
- 6.15 Disputes that may arise between SAHRA and a service provider must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

- 6.16 All returnable proposal documents must be completed in full and submitted together with the service provider's proposal.
- 6.17 The "Requirements for content of the project proposal" section above outlines the information that must be included in proposal offers. Failure to provide all or part of the information may result in your proposal being excluded from the evaluation process.
- 6.18 All goods/service or products to be supplied to SAHRA shall be in full compliance with South African approved standards and in compliance to the specifications provided.
- 6.19 It is the conditions of this RFQ that, a quotation is submitted together with the following completed forms:
- a) SBD 1 Invitation to BID.
 - b) SBD 2 Tax Clearance Requirements.
 - c) SBD 3 Pricing Schedule (Breakdown of pricing).
 - d) SBD 4 Declaration of Interests form.
 - e) SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
 - f) SBD 7.2 Contract Form (Rendering Services).
 - g) General Conditions of Contract.
 - h) SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
 - i) SBD 9 Certificate of Independent Bid Determination.
 - j) Company profile.

NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation. Please ensure that you submit an original valid tax clearance certificate/PIN. Please ensure that you submit CSD Registration Report.

- 6.20 SAHRA reserves the right to remove certain aspects of its requirements in order meet its budget for the project.

7. EVALUATION CRITERIA

- 7.1 All bid offers received shall be evaluated based on the following criteria:

- 7.1.1 **Phase one:** Compliance to the terms of reference and conditions of the proposal / tender. Failure to meet any of the conditions of the proposal / tender will automatically disqualify your proposal / tender on this phase.
- 7.1.2 **Phase two:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)

Criteria	Points Allocated
<p>1. Number of Executives successfully recruited.</p> <p>10 or more Executives = 5 7 – 9 Executives = 4 5 - 6 Executives = 3 3 – 4 Executives = 2 1 – 2 Executives = 1</p> <p>Submit the full details of Executives successfully recruited, supported by reference letter for each recruitment from the client. The reference letter(s) must not be older than 5 years in the letterhead of the previously serviced client and should reflect at least name of the client, description of the position, year completed, contactable reference name and contact details</p>	40
<p>2. Number of years of experience the company has in Experience in Recruitment and Selection of Executives:</p> <p>10 or more years' experience = 5 7 – 9 years' experience = 4 5 – 6 years' experience = 3 3 – 4 years' experience = 2 Less than 3 years' experience = 1</p> <p>Submit Company Profile.</p>	30
<p>3. Number of years of experience of the key recruitment team</p> <p>10 or more years' experience = 5 7 – 9 years' experience = 4 5 – 6 years' experience = 3 3 – 4 years' experience = 2 Less than 3 years' experience = 1</p> <p>Submit CVs.</p>	30
TOTAL	100

- 7.1.3 A bidder must obtain a minimum of **60 points** on the prequalification phase in order to progress to the next phase. Failure to obtain **60 points** will render your proposal non-responsive.
- 7.1.4 **Phase three:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80/90 points are allocated to price, and 20/10 points are allocated to BBBEE status level as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

8. PRICE (VAT INCLUDED)

Price must be quoted in South African currency and must be inclusive of VAT. Bidders are further requested to indicate their price in all elements listed on the pricing schedule including management and transactional fee of the requested service. Price will be evaluated based on 80 points and applicable formula of calculating points scored by each bidder.

9. SUBMISSION OF BID OFFER AND PROPOSALS

Project proposals must be submitted electronically to mtantsi@sahra.org.za **OR** in a sealed envelope, marked as confidential and for the attention of Ms. Mandisa Tantsi. It must be posted to the following address: South African Heritage Resources Agency, P.O. Box 4637, Cape Town, 8000, or placed in the tender box at the SAHRA Head Office, 111 Harrington Street, Cape Town.

Closing date for bid offers and proposals: 16 March 2020 AT 11H00 AM.

Contact person regarding Terms of Reference:

Mr Disang Kolwane

Supply Chain Officer

dkolwane@sahra.org.za

TEL: 0214624502

South African Heritage Resources Agency

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