



an agency of the
Department of Arts and Culture

05 NOVEMBER 2021

TERMS OF REFERENCE

REQUEST FOR QUOTATIONS FOR THE SERVICES OF A SUITABLY QUALIFIED SERVICE PROVIDER TO RECRUITMENT AGENCY TO FACILITATE THE RECRUITMENT OF SAHRA CHIEF FINANCIAL OFFICER (CFO) AND CORPORATE SERVICES EXECUTIVE OFFICER

1. PURPOSE

- 1.1 The South African Heritage Resources Agency (SAHRA) would like to invite suitably qualified and experienced service providers to submit proposals for the provision of competency-based recruitment services. The recruitment of the CFO and Corporate Services Executive is envisaged to be finalized by 01 March 2022.

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.



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3. SCOPE OF THE SERVICE REQUIRED

- 3.1 Bidders are hereby invited to submit proposals and quotations on the basis of the following scope:
- 3.1.1 Liaison with the Corporate Services Committee of the Council of SAHRA.
 - 3.1.2 Assisting the Corporate Services Committee of SAHRA with the review of drafted adverts.
 - 3.1.3 Handling the advertising of the posts 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 adverts.
- 4.2.1.2 Advertise the positions through the relevant media.
- 4.2.1.3 Response handling.
- 4.2.1.4 Facilitate pre-screening Interviews.



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- 4.2.1.5 Providing SAHRA with long lists which would lead to the approval of well-considered short lists.
- 4.2.1.6 Facilitating interviews with well-considered and short listed candidates.
- 4.2.1.7 Facilitating a competency based psychometric assessments in line with the positions.
- 4.2.1.8 Progress and Interview Reports.
- 4.2.1.9 Liaise with the Corporate Services Committee of Council of SAHRA, which Committee 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 executives for corporate clients. Proof of evidence should be provided.

5.1.3 **Cost**

5.1.3.1 Cost of recruitment must be clearly stated and detailed 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.



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6. TERMS AND CONDITIONS

- a) All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. 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.
- b) SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- c) SAHRA may require responsive bidders to present and discuss their proposals in person.
- d) SAHRA reserves the right not to make any appointment from the proposals submitted.
- e) Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- f) Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- g) SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- h) Any and all project proposals shall become the property of SAHRA and shall not be returned.
- i) The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- j) Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- k) SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- l) Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- m) In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.



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- n) All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- o) The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- p) The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc, including at least three references for companies, to whom the service provider has supplied the same service.
- q) After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.

7. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. SBD 2 Tax Clearance Requirements
- c. SBD 3 Pricing Schedule
- 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.

NB: Failure to submit completed returnable forms as mentioned above may disqualify your quotation.



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8. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Quotations Issued	CSD/ Website	29 November 2021
Closing Date	Proposals submitted to SAHRA	10 December 2021

9. EVALUATION CRITERIA

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

9.1.1 **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.

9.1.2 **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</p> <p>7 – 9 Executives = 4</p> <p>5 - 6 Executives = 3</p> <p>3 – 4 Executives = 2</p> <p>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</p>	40



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Criteria	Points Allocated
serviced client and should reflect at least name of the client, description of the position, year completed, contactable reference name and contact details	
1. Number of years of experience the company has in Experience in Recruitment and Selection of Executives: 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 Submit Company Profile.	30
2. Number of years of experience of the key recruitment team 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 Submit CVs.	30
TOTAL	100

9.1.3 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.

9.1.4 **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:



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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

10. Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

11. SUBMISSION OF TENDERS

Project proposals must be submitted electronically to tenderinfo@sahra.org.za **OR** in a sealed envelope, marked as confidential and for the attention of Mr Disang Kolwane and placed in the tender box at the SAHRA Head Office, 111 Harrington Street, Cape Town 8001

Bid No: SAHRA/HR/01/11/2021

Project Name: Recruitment of two (2) Executives

SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.



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12. CLOSING DATE AND TIME

CLOSING DATE: FRIDAY, 10 DECEMBER 2021 AT 11H00

For technical information, please contact:

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Supply Chain Management
South African Heritage Resources Agency
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Cape Town
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