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REQUEST FOR QUOTATION (RFQ)

RFQ DESCRIPTION: APPOINTMENT OF A PANEL OF RECRUITMENT AGENCIES FOR ALL STAFF: TEMPORARY, SPECIALIST, MANAGEMENT AND EXECUTIVES

RFQ	RFQ/2021/22/82
RFQ ISSUE DATE	15 SEPTEMBER 2021
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A PANEL OF RECRUITMENT AGENCIES FOR ALL STAFF: TEMPORARY, GENERAL WORKERS, ADMINISTRATORS, SPECIALIST, MANAGEMENT AND EXECUTIVES
CLOSING DATE & TIME	27 SEPTEMBER 2021 @ 11:00
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: rfqs@inseta.org.za or hand delivered to 37 Empire Road, Parktown, Johannesburg. For any queries or questions, please use above mentioned email address.

The INSETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

1. BACKGROUND OF INSETA

- 1.1 INSETA is a schedule 3A Public Entity in terms of the PFMA. INSETA must perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the INSETA constitution. (Read more on www.inseta.org.za).
- 1.2 The Insurance Sector Education and Training Authority (INSETA) would like to appoint a minimum of a panel **five (5)** recruitment agencies for the provision of temporary, general workers, administrators, specialists, management, and executives over a period of three (3) years, as and when required.

2. SCOPE OF WORK AND DELIVERABLES

INSETA hereby requests experienced and reputable bidders to submit a response to this request for quotation (RFQ). The recruitment agencies must have experience in both sourcing appropriately unskilled, semiskilled, technically skilled, and professionals and management candidates. This service providers need to provide a comprehensive range of recruitment, search, and placement services:

- 2.1 Permanent Staff Placement and response handling
- 2.2 Temporary Staff Placement and response handling
- 2.3 Executive Search and Placement and response handling
- 2.4 **Bidder must provide the following services: Permanent/Temporary (general workers, administrators, specialists) Staff referral should cover:**
- 2.4.1 Brief taking: INSETA to provide job profile.
- 2.4.2 Sourcing of suitable candidates as per job specification provided by INSETA.
- 2.4.3 Scheduling of interviews with the shortlisted candidates and response handling
- 2.4.4 Employment contracting facilitation Remuneration negotiations.
- 2.4.5 For temporary positions bidder to implement brokerage services, administration and payment of temporary staff including of submission of documents to INSETA.
- 2.4.6 For permanent position, bidder to implement placement up to 15% of the total annual salary.
- 2.5 **Bidder must provide the following services: Permanent/Temporary (Management, Senior Management and Executive Management) referral should cover:**
- 2.5.1 Brief taking: INSETA to provide job profile.
- 2.5.2 Market search
- 2.5.3 Candidate profiling
- 2.5.4 Candidate report presentation
- 2.5.5 Employment contracting facilitation Remuneration negotiations.
- 2.5.6 Scheduling of interviews with the shortlisted candidates and response handling

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- 2.5.7 The INSETA will be responsible for the payment of the temporary staff.
- 2.5.8 For temporary positions bidder to implement brokerage and administration services.
- 2.5.9 For permanent position, bidder to implement placement up to 15% of the total annual salary

3.10 The service provider is expected to:

- 3.1.1 Assume the costs for their own travel and accommodation where applicable, **using the South African Revenue Services (SARS) travel rates**

4. PRICING SCHEDULE

- 4.1 Bidders are required to provide pricing of placement fee as detailed below included in the price must be all applicable miscellaneous costs.
- 4.2 Where bidder will be required to travel, they must comply to the South African Reserve Bank travel rates

4.2.1 Permanent Contract Placement Fee

Description		Maximum 15% of Annual Salary (Including VAT)
1.	Placement Fee	
2.	General Worker	
3.	Administrator	
4.	Specialist	
5.	Manager	
6.	Senior Manager	
7.	Executive Manager	

4.2.2 Temporary Contract Placement Fee

Description		Maximum 15% of Annual Salary
1.	Placement Fee	
2.	General Worker	
3.	Administrator	
4.	Specialist	
5.	Manager	
6.	Senior Manager	
7.	Executive Manager	

5. TIMEFRAMES

5.1 The duration of the contract will be for a period of **3 years (36 months)**.

6. CONTRACTUAL OBLIGATION

The bidder will be required to comply with the following:

- 6.1 The contract will be capped **R1 000 000,00 including VAT for services required on an as when required basis.**
- 6.2 INSETA reserves the right to appointment the **top five (5) bidders** in terms of the highest points against the set functional criteria.
- 6.3 Signatory to SBD 7.2 contract form with the bidders approved submission as annexure to the contract.
- 6.4 For each service required the bidder will be required to accept a purchase order.
- 6.5 Bidder is required to submit compliance BBEE Certificate (accredited by SANAS) or DTI Sworn affidavit as well tax compliance status upon purchase order.
- 6.6 Compliance with the general conditions of contract.
- 6.7 In the case of the service provider using sub- contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.
- 6.8 Bidder must adhere to Protection of Personal Information (POPI) Act.

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7. ABSENCE OF OBLIGATION & CONFIDENTIALITY

- 7.1 No legal or other obligation shall arise between the service provider and INSETA unless/until both parties have signed a formal contract or Service Level Agreement in place.
- 7.2 The Contract site is at **INSETA (as and when required)**.

8 WORKMEN AND SUPERVISION ON SITE

- 8.1 The service provider shall be held responsible for the conduct of his employees and the conduct of his sub-contractor's employees for the full duration of the contract.

9 PREQUALIFICATION CRITERIA (Phase 1)

- 9.1 Proof of registration on CSD (**Central Supplier Database**)
- 9.2 Bidder must provide proof (BBBEE Certificate accredited by SANAS or DTI Sworn Affidavit) **and must be an EME or QSE only (level 1 or level 2 BBBEE contributor)** status will be considered (**no generic companies will be considered**)

Note: All bidders who do not comply with the items listed above will be disqualified.

10 MANDATORY CRITERIA (Phase 2)

- 10.1 The bidder must be registered with **African Professional Staffing Organisation (APSO)**, they must provide proof of registration. (*In the form of a valid membership certificate*).
- 10.2 Bidders who are Private Employment, Temporary Employment and labour broker agencies must be registered with the Department of Labour: bidder must provide proof of registration.

Note: All bidders who do not comply with the items listed above will be disqualified.

11 EVALUATION CRITERIA

- 11.1 Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect the INSETA's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and affords all the bidders a fair opportunity for evaluation and selection.

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11.2 Functional Evaluation threshold

11.2.1 The bidder must achieve a maximum of **100 points**.

11.2.2 The bidder submission will be functionally evaluated out of minimum **70 points (phase 3)**, should the bidder/s not meet the required points, they will be disqualified and will **not qualify for evaluation of BBEE & Price Preference**.

CRITERIA	SUB CRITERIA	WEIGHTS
Capacity and Experience of the Bidder	<p>The bidder must demonstrate their experience in placement of Temporary/Permanent Staff i.e. General workers, administrators, specialists, management, senior management, and executive management. Bidder must have provided these services to:</p> <ul style="list-style-type: none"> • 3 – 5 clients = 20 points • 6 – 10 clients = 25 points • Above 10 clients = 40 points <p>Bidder is required to submit a reference letter on a client letterhead, including the date and signature of the client where services were provided.</p> <p>Non-compliance with the minimum points = 0 points</p>	40
Key staff	<p>Bidder to provide the abridged Curriculum Vitae (CV) reflecting the account holders experience in recruitment and placement services as well as a qualification in Human Capital/ Resources.</p> <ul style="list-style-type: none"> • Minimum experience of 5 years' experience with relevant qualification = 10 points • Above 5 years' experience with relevant qualification = 20 points <p>Non-compliance with the minimum points = 0 points</p>	
Work Plan Procedure (Temporary/Permanent Staff)	<p>Bidder to provide a Work Plan Procedure on recruitment and placement services for both Temporary and Permanent positions as listed in the scope of work of this RFQ document (Section 2) (working on a minimum 1 week expected turnaround time) = 40 point</p>	40
Total		100

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12. Phase 3: Preference Evaluation

12.1 BBEE and Price

As the tender **price is estimated to be below R50 million**, the tender responses will be evaluated on the **80/20**-point system.

13. ADJUDICATION USING A POINT SYSTEM

- 13.1** The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 13.2** Preference points shall be calculated after process has been brought to a comparative basistaking into account all factors of non-firm prices.
- 13.3** In the event that two or more bids have scored equal points in terms of price and preference points for BBEE, the successful bid must be the one scoring the highest number of preference points for BBEE - in terms of PPPFA Regulation 2017 – Section 11 (1) & (2)
- 13.4** However, when functionality is part of the evaluation process and two or more bids have scored equal points for BBEE, the successful bid must be the one scoring the highest score for functionality.
- 13.5** Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

14. POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$P_s = 80 \{1 - (P_t - P_{\min})\}$$

P min

Where:

- P_s = Points scored for comparative price of bid under Consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

15. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED 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

15.1 Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.

15.2 Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.

15.3 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE status level of Good Practice.

15.4 Consortium

15.4.1. A consortium is an association of two or more individuals, companies, organisations, or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal.

15.4.2. A consortium requires that each participant retains its separate legal status and the consortium's control over each participant is generally limited to activities involving the joint endeavor, particularly the division of profits. A consortium is formed by contract, which designates the rights and obligations of each member.

15.4.3. In a consortium, only the lead bidder's credentials both in terms of financial and technical qualifications are considered. Therefore, the interpretation and application to a RFQ/Bid process is such that the lead partner is identified, and the following requirements are required as follows:

a) Lead Partner

- All administrative documents (consortium agreement between the lead partner and the partner)
- Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intent and purpose fulfils the requirements of the bid through combination of skills)

b) Partner

- Proof of CSD registration.
- Tax Pin.
- BBBEE Sworn-Affidavit.
- SBD 4 Declaration of interest.
- SBD 8 Past supply chain.

15.4.4. It should be taken into cognizance that although the lead partner is the qualifying entity, the partner should prove that it can do business with state-owned entities, through CSD registration, proof that the taxes are compliant, its level of BBBEE status in order to align with the BBBEE status level required by the BID, declare interest and answer questions that it is not a disqualified entity with the National Treasury. The foregoing ensures compliance from an SCM process perspective that the consortium is in order.

15.4.5. Of importance is that in a consortium, each individual team members retain their identities.

15.5 A joint venture

15.5.1. A joint venture is a business entity created by two or more parties, generally characterized by shared ownership, returns and risks and shared governance.

15.6 Unincorporated joint venture:

15.6.1. All SCM documents are filled in by the joint venture in the name of the joint venture, although the submission of administrative documents (partnership agreement between parties) will be completed in the name of the joint venture, and the following will be required from both parties, amongst others

- a) SBD 4.
- b) SBD 6.
- c) SBD 8.
- d) SBD 9.
- e) Tax pin
- f) CSD registration.
- g) The JV agreement will direct which bank account of the two entities will be used.
- h) Consolidated Joint BBBEE Certificate.

15.7 Incorporated joint venture

15.7.1. This aligned to a registered entity or company. A registered entity/ company with a consolidated BBBEE certificate and a bank account in the name of the Joint venture. The required compliance documents must be complete by the entity/ company the name of the joint venture, and the following will be required amongst others

- a) SBD 4.
- b) SBD 6.
- c) SBD 8.
- d) SBD 9.
- e) Tax pin
- f) CSD registration.
- g) The JV agreement will direct which bank account of the two entities will be used.
- h) Consolidated Joint BBBEE Certificate.

15.7.2 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.

15.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

16. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of BID process, between the closing date and the date of the award of the business.

All enquiries relating to this BID should be emailed **three days before the closing date.**

17. CONDITIONS TO BE OBSERVED WHEN BIDDING

The organization does not bind itself to accept the lowest or any BID, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his BID submission. The organization also reserves the right to withdraw or cancel the BID at any stage.

No BID shall be deemed to have been accepted unless and until a formal contract / letter of award is prepared and executed.

The competitive shall remain open for acceptance by the Organization for a period of **90 days** from the closing date of the BID Enquiry.

INSETA reserves the right to:

- 17.1 Not evaluate and award a bid that do not comply strictly with this BID document.
- 17.2 Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the terms of reference.
- 17.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the BID shall be sought, offered, or permitted.
- 17.4 Cancel this BID at any time as prescribed in the PPPFA regulation.
- 17.5 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the of cost effectiveness and the principal of value for money not necessarily on the basis of the lowest costs.

18. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its BID submission and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

19. Note to Bidders:

- 19.1 Due diligence to be conducted by INSETA prior to the award.

END OF TERMS OF REFERENCE DOCUMENT

Annexed to this document for completion and return with the document:

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Standard Bidding Document (SBD 6.2).
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- Initial General Conditions of Contract (GCC)
- Bidders bank confirmation letter reflecting company registration number. (Not older than 3 months).

Non – compliance in returning above mentioned documents, will deem the bid submission as nonresponsive.

