**RFP 03/2022:** ESTABLISHMENT OF A PANEL OF APPROVED SERVICE PROVIDERS

TO RENDER RECRUITMENT SERVICES FOR: CATEGORY A: EXECUTIVE SEARCH &

CATEGORY B: PERMANENT AND TEMPORARY RECRUITMENT

**Non-Compulsory (Virtual) Briefing Session Question & Answers**

**Last updated: 29/11/2022**

|  |  |  |
| --- | --- | --- |
| **#** | **Question** | **Answer** |
| **Questions During the Briefing Session: Category A & B** | | |
|  | Will the executive search be on a retainer basis? | SARS will request a quote from all service providers with potential candidates for the Executive search and not exclusively to one service provider. Thereafter, SARS will pay a placement fee to the successful service provider based on the percentage applicable for each phase of the process. |
|  | Are you going to provide salary scales according to the band levels? | SARS opted not to publish salary scales with the tender but shared these scales (salary midpoint) with service providers that attended the non-compulsory briefing session/s. |
|  | What are the descriptors of: Strategy formulation, strategy alignment etc |  |
|  | Must service providers use the testimonials template provided (annexure A4/B4) or can use client templates? | Service Provider(s) can choose to use their own client templates provided SARS will be able to evaluate criteria that SARS asked for in Annexure A4/B4. |
|  | Presentation: Will this be after the evaluation process? | The presentation carries 40 points and is part of the evaluation process. |
|  | Are joint ventures allowed to tender? | Yes, joint venture/s are allowed to tender. |
|  | What level of flexibility will SARS afford organisations that does not operate as a typical agency i.e no placement fees but upfront costs for digital solutions. Will there be scope to propose something different with regards to pricing/costing structure? | No Flexibility is allowed. The rule is to follow the pricing structure (annexure A5/B5) to ensure that calculations factor in all direct/indirect costs. |
|  | In the event that a bidder’s proposed pricing is higher and the bidder has passed the evaluation gates and, on the panel, will there be negotiations? | Before awarding of contract, SARS will negotiate with prospective bidders. Percentage placement fee agreed upon becomes part of the contract.  **Bidders that propose percentage fees that are not within SARS proposed rates after negotiations will not be included in the panel.** |
|  | What is SARS payment terms on invoices? | 30 days |
|  | Are you open to service providers applying for only temporary recruitment or for only permanent recruitment? | As per Category B, service providers must apply for both temporary and permanent recruitment services. |
|  | Will temporary recruitment resources be paid by SARS or by recruiting agency? | Temporary recruitment resources will be on the SARS payroll. |
|  | Considering the recent court rulings, what is the stance of SARS on BEE for this tender | The new Preferential Procurement Regulations will be effective from 16 January 2023. All tenders issued before this date will be evaluated on Preferential Procurement Regulations 2017. |
|  | Can I put my documents in one USB for category A and B? | Yes, the bidder can use one USB for both category A and B but must be labelled correctly. |
|  | Can we bind documents instead of lever files? | Yes, however, they must be labelled correctly. |
|  | Is there a specific number of CV’s you require? | This flows from company profile and resources. If one key personnel, then one CV. If more than one key personnel, then more than one CV. The number of CV’s submitted do not carry weight but the average number of years of experience of key personnel. |
|  | Can we receive the audio/transcript from briefing session? | No, only the presentation. |
|  | The hardcopy is defined as a lever arch file and 1 original hard copy is required. The format of 6.5.3 is given, which splits this into File 1 and File 2.  Does this mean two lever arch files are required for both the original and the duplicate copies? EG a total of 4 lever arch files? | Yes, this is correct. |
|  | Table7C 2.1, This section is scored on CV’s and the number of years of experience. We are uncertain how the paragraph inserted about company  letterheads fits in here? | Refer to erratum |
|  | Annexure A3: Paragraph 6.2 of the table requires the use of top 10 predictive tools of future performance and job fit. Questions:   1. Is there a list of specific top 10 assessment tools that SARS wants the service provider to use? 2. We have one predictive assessment battery on offer that predicts future job performance and job fit. Will our proposal be accepted if we submit only this one assessment tool? | We are not prescriptive; however, the bidders are required to demonstrate the usage of predictive tools of future performance and job fit as part of the selection process. |
|  | What constitutes a living disability, Is HIV, Depression okay? |  |
|  | 2.1 requires CV(s) of key personnel and references of work done. Should the references be addressed to the company or specific personnel? The challenge is that personnel work for organisations and reference letters are issued for and on behalf of the organisations and not a specific personnel. It will also be difficult to prove if the personnel accumulated the relevant experience with a different employer. If it is reference letters of organisation required, is it not repetitive of Evaluation Criteria no.5?  2.7 & 2.8 what kind of proof should the recruiter use to demonstrate EE placement and candidates living with disabilities placement capabilities? | Refer to erratum    Bidders must use annexure B8, Capability, to demonstrate EE placement and candidates living with disabilities. SARS may at a later stage contact reference/s and request bidders to provide invoices to collaborate information provided. |
|  | We would like clarity on the below guarantees on clause 2.5.4   * Contract/perm placements and (2) Executive Search placements, have been requested in the SARS tender, It is our understanding that the SARS clawback requirement will look at us paying back whatever SARS have paid out to the candidate (bonuses and salaries) during their employment at SARS specific to the guarantee period. * Does the guarantee clause apply to both perm and contract placements. * Are we able to stipulate in the tender response if we are only responding to the temp section of the tender? | Yes, the guarantee clause applies to both permanent and temporary (contract) placement.  Category B: Evaluation criteria entails both permanent and temporary recruitment. Successful service providers will be appointed for both services. |
|  | **General & Important** | |
|  | Bidders are advised to regularly visit the SARS website for up-dates | |