**ERRATUM TO TENDER REFERENCE: RFP 03/2022**

**REQUEST FOR PROPOSAL**

**DESCRIPTION:**

**ESTABLISHMENT OF A PANEL OF APPROVED SERVICE PROVIDERS TO RENDER RECRUITMENT SERVICES FOR:**

**CATEGORY A: EXECUTIVE SEARCH**

**CATEGORY B: PERMANENT AND TEMPORARY RECRUITMENT**

**ISSUE DATE: 04 November 2022**

**CLOSING DATE: 05 December 2022**

Please note the following changes in the following paragraphs of the RFP Document:

**Category A: Executive Search**

**4. KEY ACTIVITIES AND DATES**

Incorrect:

Table 2 Key Activities and Dates

|  |  |  |
| --- | --- | --- |
| **No** | **Activity** | **Date / Time / Details** |
| **1.** | Bid Number | RFP 03/2022/B |
| **2.** | Description | ESTABLISHMENT OF A PANEL OF APPROVED SERVICE PROVIDERS TO RENDER RECRUITMENT SERVICES FOR:  CATEGORY B: PERMANENT & TEMPORARY RECRUITMENT SERVICES |

Correct:

Table 2 Key Activities and Dates

|  |  |  |
| --- | --- | --- |
| **No** | **Activity** | **Date / Time / Details** |
| **1.** | Bid Number | RFP 03/2022/A |
| **2.** | Description | ESTABLISHMENT OF A PANEL OF APPROVED SERVICE PROVIDERS TO RENDER RECRUITMENT SERVICES FOR:  CATEGORY A: EXECUTIVE SEARCH |

**7.2 Administrative Prequalification evaluation process (Gate 0)**

Incorrect:

**Table 7A Administrative Prequalification criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Prequalification documents to be submitted** | **Instructions** | **Non-submission may result in disqualification?** |
| 6. | Pricing Schedule | Submit full details of the pricing proposal to SARS in Annexure B5. | YES |

Correct:

**Table 7A Administrative Prequalification criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Prequalification documents to be submitted** | **Instructions** | **Non-submission may result in disqualification?** |
| 6. | Pricing Schedule | Submit full details of the pricing proposal to SARS in Annexure A5. | YES |

Please note the following changes in the below paragraph of the Pricing Schedule:

**NOTES**

Incorrect:

4. The bidder will invoice SARS at the mid-point of the projected annual remuneration and should the final remuneration exceed this, the fourth phase invoice will be adjusted accordingly. Refer to point **11.1.6 Payment Methodology of the Main RFP document**

Correct:

4. The bidder will invoice SARS at the mid-point of the projected annual remuneration and should the final remuneration exceed this, the fourth phase invoice will be adjusted accordingly. Refer to point **2.4.6 Payment Methodology of the Main RFP document**

**Category B: PERMANENT AND TEMPORARY RECRUITMENT**

Please note the following changes in the below paragraph of the RFP Document:

**7.4 Technical evaluation process (Gate 2)**

Incorrect:

**Table 7C: Technical evaluation criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Technical evaluation criteria** | **Scoring criteria** | **Points** |
| **2** | **Capability** |  | **43** |
| 2.1 | CV(s) showing number of years of experience of key personnel to carry permanent & temporary recruitment services  a company letterhead and include the following: company name, contact name, phone number, and duration of contract, a brief description of the services rendered and the value for the project.  SARS reserves the right to contact the references during the evaluation. It is therefore important to ensure that the clients on the schedule are contactable. | 0 = CV showing average number of years of experience of key personnel carry permanent and temporary recruitment services is less than 4 yrs. 1 =CV showing average number of years of experience of key personnel carry permanent and temporary recruitment services is 4-5 yrs. 2 = CV showing average number of years of experience of key personnel carry permanent and temporary recruitment services is 6-7 yrs. 3 = CV showing average number of years of experience of key personnel carry permanent and temporary | 4 |
| **3.** | **Methodology/approach/ standard procedures that will be applied for Permanent and Temporary Recruitment** |  | **30** |
| 3.1 | Bidders should provide a detailed permanent & temporary recruitment search and selection strategies and techniques that will be followed in sourcing suitable candidates. Elaborate on the distinct strategies that will be deployed for the leadership roles i.e. specialised / technical, compliance and support capabilities. | 0 points = Bidder provided no detailed permanent and temporary recruitment search and selection methodology/approach/strategies 1 points = Bidder provided a detailed permanent recruitment search and selection methodology/approach/strategies that shows one logical step 2 points = Bidder provided a detailed permanent recruitment search and selection methodology/approach/strategies that shows two logical steps 3 points = Bidder provided a detailed permanent recruitment search and selection methodology/approach/strategies that shows three logical steps 4 points = Bidder provided a detailed permanent recruitment search and selection methodology/approach that shows four logical steps 5 points = Bidder provided a detailed permanent recruitment search and selection methodology/approach/strategies that shows at least five logical steps | 5 |
| **5** | **Testimonials** |  | **8** |
| 5.1 | Bidder to demonstrate how transfer of the relevant knowledge and skills will be implemented to SARS personnel. | Bidder provided 5 testimonials satisfying the points below (8 points) • Quality of service (2 points) • Performance (2 points) • Turn-around-time (TAT) (2 points) • Customer satisfaction (2) Score of the bidder Total score (40) X Weight (8) = Weighted Score | 8 |

Correct:

**Table 7C: Technical evaluation criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Technical evaluation criteria** | **Scoring criteria** | **Points** |
| **2** | **Capability** |  | **43** |
| 2.1 | CV(s) showing number of years of experience of key personnel to carry permanent & temporary recruitment services | 0 = CV showing average number of years of experience of key personnel carry permanent and temporary recruitment services is less than 4 yrs. 1 =CV showing average number of years of experience of key personnel carry permanent and temporary recruitment services is 4-5 yrs. 2 = CV showing average number of years of experience of key personnel carry permanent and temporary recruitment services is 6-7 yrs. 3 = CV showing average number of years of experience of key personnel carry permanent and temporary | 4 |
| **3.** | **Methodology/approach/ standard procedures that will be applied for Permanent and Temporary Recruitment** |  | **30** |
| 3.1 | Bidders should provide a detailed permanent & temporary recruitment search and selection strategies and techniques that will be followed in sourcing suitable candidates. Elaborate on the distinct strategies that will be deployed for the leadership roles i.e. specialised / technical, compliance and support capabilities. | 0 points = Bidder provided no detailed permanent and temporary recruitment search and selection methodology/approach/strategies 1 points = Bidder provided a detailed permanent recruitment search and selection methodology/approach/strategies that shows one logical step  2 points = Bidder provided a detailed permanent and temporary recruitment search and selection methodology/approach/strategies that shows two logical steps  3 points = Bidder provided a detailed permanent and temporary recruitment search and selection methodology/approach/strategies that shows three logical steps 4 points = Bidder provided a detailed permanent and temporary recruitment search and selection methodology/approach that shows four logical steps 5 points = Bidder provided a detailed permanent and temporary recruitment search and selection methodology/approach/strategies that shows at least five logical steps | 5 |
| **5** | **Testimonials** |  | **8** |
| 5.1 | Provide five (5) most recent testimonials from any clients for more than three (3) vacancies where successfully placed The testimonials must include but not be limited to: • Brief description of services rendered • Quality of service • Recruitment Turn-around-time  • Performance | Bidder provided 5 testimonials satisfying the points below (8 points) • Quality of service (2 points) • Performance (2 points) • Turn-around-time (TAT) (2 points) • Customer satisfaction (2) Score of the bidder Total score (40) X Weight (8) = Weighted Score | 8 |