

# ESTABLISHMENT OF A LIST OF APPROVED SERVICE PROVIDERS FOR RECRUITMENT SERVICES

Briefing Session : 08 September 2016, 09H00 and 11H00

RFP No : RFP 26/2016

Closing Date : 20 September 2016 , 11H00

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# Bid Evaluation Committee

## Procurement

Commodity Leader: Professional Services – Project Oversight

Governance, Compliance & Risk Specialist – Audit

Contract Specialist

Tender Office – Pre-Qualification

Value Delivery Planning – Price Evaluator

B-BBEE Evaluator

## SARS Human Capital & Enablement

Bid specification team

Technical Evaluators X 3

## Corporate Legal Services

Legal Specialist

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# RFP Timelines

ACTIVITY	DUE DATE
RFP Advertisement in Government Tender Bulletin	02 September 2016
RFP Advertisement in National Treasury Tender Portal.	02 September 2016
Tender Documents on SARS Website	05 September 2016
<b>Non-Compulsory Briefing Session</b>	<b>08 September 2016, 9H00</b>
Questions Relating to RFP	14 September 2016
RFP Closing Date	20 September 2016, 11h00
Notice to Bidders	* January 2017

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# Background

The purpose of this Request for Proposal (RFP) is to establish a list of approved service providers for permanent placement and non-permanent recruitment services.

## ❖ **Permanent Employment**

This type of employment is when the appointment is for an indefinite period and is subject to termination by either party giving the other notice as per the employment contract.

## ❖ **Non-Permanent Employment**

This type of employment is where the position is of a fixed short-term in nature. SARS may from time to time, utilise the services of non-permanent employees for seasonal work, short-term assignments and/or replacement assignments.

# Background

- SARS is currently utilising a direct Online Recruitment Solution to assist in managing SARS recruitment process end-to-end.
- SARS will however from time-to-time find themselves in a situation where the service of a recruitment agency is required to assist in filling vacancies that could not be filled through the utilisation of the Online Recruitment Solution.
- SARS will advertise such vacancies on the Recruitment Agency Portal or invite all approved agencies to a briefing session.
- All CVs will be submitted through the Recruitment Agency solution with a strict deadline as set at the time of the request.



# Scope of work

## Scope of Work

The successful bidders must-

- Dedicate a consultant that will be responsible for all requests from SARS (one point of entry);
- Provide a centralised email address
- Personally interview candidates
- Provide comprehensive Curriculum Vitae (CV) of the referred candidates, compiled by the agency.
- Conduct a Personal Credentials Verification
- When a offer is made to a candidate to ensure the candidate complete all the on boarding documents
- Advise unsuccessful applicants of the outcome of their applications timeously
- Complete monthly reports on all placement concluded
- Submit all invoices with a Purchase Order (“PO”) number to the Recruitment Partner
- Attend annual performance reviews when requested
- Not send unsolicited CV’s to SARS
- Not publish SARS remuneration packages when advertising positions
- Not disclose or commit a specific salary to candidates; and
- Not “poach” or solicit any SARS employees

# Scope of work

## Engagement with SARS Recruitment Partner and “Ownership ” of CVs

- The bidder(s) work with the Recruitment Partner and not directly with any SARS line manager;
- Where more than one (1) approved bidder submits an application for the same candidate and position, the bidder who submitted the CV first via the prescribed process, will be considered as the preferred bidder;
- Where the bidder(s) submits candidate who has previously submitted his/her application to SARS privately for the same position, the CV will not be considered as submitted by the bidder; and
- In the event that SARS stops a recruitment process for whatever reason and subsequently re-advertises the same position within three months of stopping the aforementioned recruitment process and thereafter appoints a candidate initially referred to SARS through the former recruitment process, then the bidder shall be entitled to a placement fee (commission) in respect such appointment.

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# Bid Evaluation Process Gate 0: Pre-Qualification Criteria

Gate 0

Pre-Qualification

The following documents must be submitted for pre-qualification Gate 0:

Name of Document that must be submitted	Non-submission may result in disqualification?
Invitation to bid – SBD 1	YES
Central Registration Report (Central Database System) from National Treasury	YES
Declaration of Interest – SBD 4	YES
Preference Point Claim Form - SBD 6.1 and B-BBEE certificate	NO
Declaration of bidder's Past Supply Chain Management Practices – SBD 8	YES
Certificate of Independent bid Determination – SBD 9	YES
SARS' Oath of Secrecy	YES
Pricing Schedule	YES
General Conditions of Contract (GCC)	YES
Bidder Compliance Checklist Form for Technical Evaluation (Annexure A2)	NO

# Bid Evaluation Process Gate 0: Pre-Qualification Criteria

## CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

- Service providers and suppliers who wish to render services to SARS will no longer register at SARS directly. Suppliers will have to register on National Treasury Central Supplier Database (CSD) as per National Circular No 3 of 2015/6 – Central Supplier Database;
- National Treasury will maintain the database for all suppliers for Government and its institutions; and
- All existing and prospective suppliers are requested to register on the CSD by accessing the National Treasury website at [www.CSD.gov.za](http://www.CSD.gov.za).

# Bid Evaluation Process Gate 1 – Technical Criteria

Only bidder(s) that have met the Pre-Qualification Criteria in (Gate 0) will be evaluated in Gate 1 for functionality.

The Bidder(s) information will be scored according to the following points system:

Criteria	Maximum Points Allocation
<ul style="list-style-type: none"><li>• Company Profile and Resources</li><li>• Capability of the bidder to perform the employment services requested in the RFP</li><li>• Methodology followed by the bidder in the performance of the services requested in the RFP</li><li>• Guarantees granted by the bidder</li><li>• Testimonials</li></ul>	100

Bidder(s) will be evaluated out of **100 points** and must achieve a minimum of **70 out of 100 points** to be considered for Price and BBBEE evaluation.

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# Bid Evaluation Process Gate 2 – Price and B-BBEE

## Stage 1: Price Evaluation (90 points)

Price will be evaluated out of **90 points**. Bidders should complete Annexure B for price proposal.

Non adherence and non-submission of Annexure B will render the bidders proposal as non-responsive.

- Bidders will score **80 points** for accepting SARS proposed percentage placement fee per Grade;
- Bidders will further be evaluated up to a maximum of **10 points** for a proposal that varies within a range of one percent from the SARS proposed percentage placement fee.
  - E.g. propose an improved competitive percentage will result in an additional point of up to a **maximum of 10 points**.
  - E.g. propose a higher percentage than the SARS proposed percentage placement fee will result in a reduction of points
- Successful bidders will be categorised into three categories or tiers.
  - **Tier 1** will be those bidders who have proposed an improved competitive percentage fee.
  - **Tier 2** will be those bidders who have accepted the SARS proposed percentage placement fee.
  - **Tier 3** will be those bidders who have proposed a higher percentage than the SARS proposed percentage placement fee.
- SARS reserves the right to negotiate the placement percentage throughout the lifecycle of the contract.



# Bid Evaluation Process Gate 2 – Price and B-BBEE (cont)

## Stage 2: B-BBEE Evaluation (10 points)

B-BBEE points may be allocated to Bidders on submission of documentation or evidence as follows:

Adjudication Criteria	Points
A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1) and a B-BBEE certificate.	10

Bidder(s) who do not claim Preference Points will be scored **0** for B-BBEE, but will not be excluded from the tender process. Bidders, who do not fill SBD 6.1 in its entirety, will not be awarded points for B-BBEE.

# Bid Evaluation Process Gate 2 – Price and B-BBEE

## B-BBEE key Sections to complete in SBD 6.1

### 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

6.1 B-BBEE Status Level of Contribution:.....= .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

### 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii)The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv)Whether the sub-contractor is an EME.

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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# Bid Evaluation Process Gate 2 – Price and B-BBEE (cont)

## Sub-contracting

Bidders who want to claim preference points will have to comply fully with regulations 11(8) and 11(9) of the Preferential Procurement Regulations, 2011 with regard to sub-contracting:

### Regulation 11(8)

- A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer 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 tenderer qualifies for, unless the intended sub-contractor is an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

### Regulation 11(9)

- 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 an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

# Bid Evaluation Process Gate 2 – Price and B-BBEE (cont)

## B-BBEE Certificate

The table below indicates the B-BBEE documents that must be submitted for this bid. Failure to submit the required documents will result in bidder(s) scoring zero (0) for B-BBEE.

No.	Classification	Turnover	Submission Requirement
1.	Exempted Micro Enterprise (EME)	Below R10 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by the Independent Regulatory Board for Auditors (“IRBA”) or a letter from an Accounting Officer as contemplated in the CCA.
2.	Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by the IRBA.
3.	Large Enterprise (LE)	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by the IRBA.

**NB: SARS will accept B-BBEE Certificates issued under the revised B-BBEE Codes.**

# Bid Evaluation Process Gate 2 – Price and B-BBEE (cont)

## Joint Ventures (JVs) and Consortiums

- Incorporated JVs must submit the B-BBEE status of the entity. Unincorporated JVs must submit a consolidated B-BBEE scorecard as if they were a group structure for every separate bid.
- Bidders must submit concrete proof of the existence of joint ventures and/or sub-contracting arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture and/or sub-contracting arrangement.
- The joint venture and/or sub-contracting agreements must clearly set out the roles and responsibilities of the lead partner and the joint venture and/or sub-contracting party. The agreement must also clearly identify the lead partner, who shall be given the power of attorney to bind the other party / parties in respect of matters pertaining to the joint venture and/or sub-contracting arrangement.

## Use and Acceptance of affidavits

- SARS reserves the right to request that bidders submit proof of their black ownership and turnover information, in support of their sworn affidavits.

### Stage 3: (90 + 10 = 100 points)

- The Price and B-BBEE points will be added together to determine each bidder's overall score out of 100 points.

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# Bid Submission

Bidders must submit copies of each file (Original and Duplicate) and a CD-ROM with content of each file by the **20 September 2016 at 11:00**



## TENDER BOX

SARS Brooklyn Bridge, 570 Fehrsen Street, Linton House, Brooklyn

Any enquiries must be referred, in writing via email to:  
[tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za) and cc [rft-professionalservices@sars.gov.za](mailto:rft-professionalservices@sars.gov.za)



# File 1: Original/ Duplicate

## Exhibit 1

- Pre-qualification Documents (SBD documents)



## Exhibit 2

- Technical Responses as outlined in Annexure A1
- Supporting documents for technical response
- References



## Exhibit 3

- Company profile
- Any supplementary / additional information or supporting documents for the technical responses



## Exhibit 4

- General Conditions of Contract (GCC)
- Draft Services Agreement



## File 2: Original/ Duplicate

Exhibit 1

- B-BBEE Certificate



Exhibit 2

- Pricing Schedule



### Note:

- SARS request that bidders use Lever Arch files to package their proposals.
- Each file must be marked correctly and sealed separately for easy reference during the evaluation process. CD-ROM / USB marked with Bidder Name.

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