

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE RECRUITMENT  
OF TEMPORARY EMPLOYEES WITHIN ERWAT FINANCE DEPARTMENT**

**Closing Date: 23 February 2016**

**Time: 12h00**

**1. BACKGROUND**

ERWAT's finance department seeks to procure recruitment services from a reputable service provider/s to assist in human capital skills resourcing as and when the finance department requires. The greater percentage of human capital skills required largely emanate from the areas such as Finance and Accounting.

**2. PURPOSE:**

To appoint a panel of service providers to assist the ERWAT finance department for a period of twelve (12) months or R200 000, whichever is reached first in recruiting suitably qualified and skilled temporary staff.

**3. SCOPE OF WORK:**

- 3.1** Receive requests and obtain an understanding of the vacant position(s);
- 3.2** Source Curricula Vitae for suitably qualified applicants;
- 3.3** Provide ERWAT with a certified copies of the identity document (ID) and qualifications candidates identified;
- 3.4** The bidder is required to conduct background checks in respect of potential candidates including:-
  - 3.4.1** Qualification verification checks;
  - 3.4.2** Verification of South African citizenship;
  - 3.4.3** Credit record checks; and
  - 3.4.4** Criminal record check.
- 3.5** Handle all external correspondence relating to each recruitment process with the bidders' candidates.

**4. PHASE 1 EVALUATION – ADMINISTRATIVE (EXPERIENCE / REQUIREMENTS)**

- 4.1** The bidder must have minimum 5 (five) years working experience in providing recruitment services to organization/companies of similar in size to ERWAT;
- 4.2** The bidder must be able to provide at least 2 (two) references, on the referee's company letterhead, bearing the contact details and signed by the senior/executive manager. The reference must also indicate the number of placements made by your company within a period of 12 months, and failure to submit the references information as stipulated will disqualify the bidder;
- 4.3** The bidder must submit the company profile indicating the company's numbers of years' experience as well as the company's Organogram;
- 4.4** The bidder must be registered with APSO (African Professional Staffing Organisation) and also provide proof of current and valid registration.
- 4.5** ERWAT may request the bidder to make a presentation as part of the evaluation process.
- 4.6** The service provider should indicate a fixed rate (%) which includes VAT for the service across the level.

5. PHASE 2 EVALUATION - FUNCTIONALITY EVALUATION

	EVALUATION CRITERIA	RANGE	POINTS	WEIGHTS	MAXIMUM SCORE
1	How many years' experience does the company have in providing recruitment services? (Provide Company Profile)	0-2 year	1	3	30
		3-4 years	2		
		5-6 years	3		
		7-8 years	4		
		9 years -and above	5		
2	Bidders' Staff Headcount As per the organogram (recruitment related staff members)	1-4	1	2	15
		5-8	2		
		9-12	3		
		13-15	4		
		15 and above	5		
3	How many years' experience does your company have in the middle management placement?	Middle Management		2	15
		0-2 years	1		
		3-4 years	2		
		5-6 years	3		
		7-8 years	4		
		9 years and above	5		
4	How many years' experience does the company have in the junior staff placement?	Junior Staff		1	10
		0-2 years	1		
		3-4 years	2		
		5-6 years	3		
		7-8 years	4		
		9 years and above	5		

6	Number of job placements as per your reference letter from former / current clients within the 12 month period to the date of tender briefing session. These placements should preferably be professional in the accounting, finance and related sectors.	1 <sup>st</sup> Letter of reference	1-2=1 3-4 =2 5-6=3 7-8=4 8 and above=5 (number of people placed)	2	10
		2 <sup>nd</sup> Letter of reference	1-2=1 3-4=2 5-6=3 7-8=4 8 and above=5 (number of people placed)	2	10
		3 <sup>rd</sup> Letter of reference	1-2=1 3-4=2 5-6=3 7-8=4 8 and above=5 (number of people placed)	2	10
	<b>Total</b>			<b>100</b>	
	<b>Minimum Threshold</b>			<b>70%</b>	

Key Weights	Rating Scale
1=basic requirements	1=Much less than acceptable
2=important	2=Less than acceptable
3= critical	3=Acceptable
	4=More than acceptable
	5=Much more than acceptable

### PHASE 3 OF EVALUATION – PRICE POINT SCORING

Bidders who have satisfied the evaluation requirements in phase 1 & 2 will scoring based on the 80/20 method. The price component to be used in the formula will be calculated based on the placement fee benchmark below.

#### Placement fee benchmark

Pt: R300 000 pa X Z%

Z: Percentage placement fee to be charged to ERWAT should the candidate proposed by your company be selected for the award.

The placement fee will serve as re-imburement for all direct and indirect cost incurred by the recruitment provider which includes but is not limited to:

1. Printing costs;
2. Vetting of candidates;
3. Communication fees;
4. Travel costs;
5. Etc.

The recruitment providers will then be ranked in accordance to the price points achieved. The highest scoring bidder will be approached first to submit a batch of candidates for consideration and interviews. If no suitable candidates are identified from this batch, the second highest scoring bidder will be approached in order to submit their batch of candidates. This process will be repeated through to the 5<sup>th</sup> highest scoring bidder. If at this stage, if no suitable candidates are ERWAT reserves the right to approach the market directly for a suitable candidate.

In the event that the same candidate is submitted by more than one recruitment agency, and the candidate was previously rejected after being interviewed, ERWAT will not re-consider the candidate.

**Replacement arrangement**

If performance deficiencies are identified at any time during employment of the temporary personnel member, placed by the agency, they will be replaced by the agency within 5 working days or as otherwise agreed to in writing between both parties.

**Sourcing of candidates**

After appointment to the panel of temporary employee recruitment providers, you will be requested to source candidates for placement in temporary positions in ERWAT. These candidates will be interviewed by an internal ERWAT panel in order to determine the most suitable candidate.

**Evaluation Criteria** followed to evaluate quotations – Preference points system (PPS) as included in the Preferential Procurement Regulations of:

PPS	Contract value	Formula	Additional Considerations
80/20	Equal to or above R 30 000.00 and up to R 200 000	$Ps = 80(1-(Pt-P \text{ min}/P))$ Where $Ps = \text{Points scored for price of bid under consideration.}$ $Pt = \text{Rand value of bid under consideration.}$ $P \text{ min} = \text{Rand value of lowest acceptable bid.}$	Maximum of 20 points may be awarded for BBEEE contribution level dependent on contribution level certificate.  Above points must be added to points scored for price.  Only bidder with the highest points scored may be selected.

**PLEASE NOTE THAT FAILURE TO MEET ANY OR ALL OF THESE REQUIREMENTS WILL LEAD TO DISQUALIFICATION**

- Valid Original Tax Clearance Certificate (2016-2017)
- Copy of Latest Municipal Account and Certification
- Declaration of Interest (Download form ERWAT website/Procurement/Service Provider Registration)
- BBEEE Certificate

For any technical queries please contact the  
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