

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE RECRUITMENT OF PERMANENT EMPLOYEES.

Closing Date: 10th March 2016

Time: 12h00

1. BACKGROUND

ERWAT's seeks to procure recruitment services from reputable service provider/s to assist in human capital skills resourcing as and when required. The greater percentage of human capital skills required largely emanate from the requirement of Specialist skills, in areas such as Engineering & Maintenance, Process Engineering, Project Management, Finance and Administrative Staff.

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 permanent contract 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 3 (three) 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.

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 st 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 nd 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 rd 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
	Total			100	
	Minimum Threshold			70%	

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: R650 000 X Z%

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

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 5th 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.

Probation period arrangements

All permanent placements will be subject to a three (3) month probation period. In the event that the candidate does not perform satisfactorily within the three (3) month probation period, the placement agency who was the deemed beneficiary of the placement fee will be responsible to replace the candidate with a more suitable candidate at no additional cost to ERWAT.

The placement fee will serve as re-imbusement 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.

Sourcing of candidates

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

**For any technical queries please contact the
Human Resources Officer: Sonja Bester (011) 929 7015 or
Email: sonja@erwat.co.za.**