

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/404/07/2024
DATE ISSUED	12/07/2024
PROJECT NAME	Provision of Executive Headhunting Services
CLOSING DATE AND TIME	24/07/2024 at 12:00PM
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA NUMBER)	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	
SIGNATURE	

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Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Peral Number

A. BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this The SANSAS Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site.

- disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN
MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

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B. REQUEST FOR QUOTATION FOR PROVISION OF EXECUTIVE HEADHUNTING SERVICES

SANSA is seeking proposals from suitable qualified service providers for the provision of Executive Headhunting Services to fill the position of Executive Director: Space Science at SANSA Hermanus.

1. BACKGROUND TO SANSA

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa

The SANA currently has a vacancy at an Executive level, namely: **Executive Director: Space Science. (ED: SS)**

The Executive Director: Space Science position reports to the SANSA Chief Executive Officer (CEO) and is part of the SANSA Executive Committee. This position is based at the SANSA **Hermanus** site.

SANSA is looking for a strategic individual who will provide leadership, strategy development and implementation, financial sustainability, capability development, performance, operations, and governance within the division. The individual will lead the research, development, and commercialisation of technologies and knowledge solutions from a sound scientific and technology base. The incumbent will garner and utilise market insights to inform the SANSA's scientific and technological development and take our products and innovations to the market. The incumbent will also be accountable for high-level stakeholder engagement in the private and public sectors and will drive collaboration with relevant local and international parties. The incumbent will act as a role model, embracing and demonstrating the professional and ethical values and purpose of the SANSA. Detailed job specification, requirements and scope will be discussed with the successful service provider.

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2. SCOPE OF WORK (TERMS OF REFERENCE)

1. The South African National Space Agency (SANSA) seeks the services of a service provider to facilitate **the recruitment of an Executive Director on a five - year fixed-term contract on behalf of SANSA.**
2. The service provider will be responsible for the end- to- end sourcing of a suitable candidate and this will include publishing the advertisement, conducting the long-listing and short-listing of candidates, conducting candidate assessments as required through a variety of background checks, psychometric tests or similar assessments aligned with the level of the position.
3. The service provider will be required to present the shortlisted candidates to SANSA and facilitate the recruitment and selection processes for the successful candidate up to the offer stage.
4. Management of response handling and associated correspondence, clarifications and feedback to candidates will be the responsibility of the service provider.
5. The job requirements are detailed in the attached advert and job description.
6. The service provider screening processes must be conducted in a manner that specifically focuses on each candidate's, qualifications, experience, personal and professional attributes, demonstrated ability and technical competencies as aligned to the job description, as well as the candidate's overall fit with the SANSA values and culture.
7. Provide interviewing tools and assist in relation to the development of case studies for interviews.
8. Provide secretariat support to the Selection Panel, which includes writing minutes and interview reports.
9. The service provider will be responsible for arranging interviews, and act as an intermediary between SANSA and submitted candidates.
10. The service provider must be able to conduct ALL necessary screening and background checks as and when requested by SANSA.
11. SANSA subscribes to the principles of Employment Equity and welcomes applications from all persons with disabilities. The appointment of a successful

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candidate is to be done in alignment with the SANSA's Employment Equity Plan.

12. The service provider to attach the terms and conditions of the services rendered, including any additional charges for the service to be rendered.
13. The once-off placement fee will only be made to the awarded service provider.

C. EVALUATION CRITERIA

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated not to exceed R1 million (all applicable taxes included) and therefore the **80/20** system shall be applicable.

Please Note: the above amount (R1 million) is not the budgeted amount for this project, but it is the Treasury threshold for written price quotations.

The procedure for the evaluation of responsive tenders is **price, functionality (quality) and preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of 70 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the specific goals in accordance with the Table below.

1. Preference

Specific goals for this RFQ and number of points are indicated as per the table 1 below.

Proof of the specific goals below must be attached and submitted with the bid document in order to qualify for the preference points (specific goals).

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

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Table 1: Specific Goals and points

The specific goals allocated points in terms of this RFQ B-BBEE Status Level of Contributor	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non- Compliant contributor	0	
Total Points (Specific Goals)	20	

2. Eligibility Criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below.

If there is “**No**” on the Table 2 below, the bidder who didn't submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		

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3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **70 points** and over to be assessed on their financial offer (Price) and preference (specific goals) score.

The allocation of points for the evaluation of quality/functionality is set out in Table 3 below:

Table 3: Quality/Functionality Criteria

Criteria	Maximum Points
Project Team Experience	30
Executive Recruitment Track Record in the Public Sector	40
Methodology: Recruitment and Selection Approach	30
Total evaluation points for quality	100

Evaluation criteria 1: Project Team Experience

Description: Demonstrate capacity to source and provide profiles of suitable candidates in accordance with the Terms of Reference for the assignment. Experts in carrying out Executive searches with adequate experience in the **Public Sector Executive Assignments**. The Project Lead/Partner/Key Personnel should have at least **ten (10) years of previous experience** in similar Executive search assignments. **Service provider to attach a detailed CV of the Project Lead/Partner detailing Executive Recruitment projects the Project Lead/Partner has conducted, with a minimum of (3) three contactable references from the Public Sector.**

Maximum Points	Criteria
0	Service provider has not provided CV's/profiles which is non – responsive
10	Key personnel have limited levels of experience (less than 5 years) as Recruitment / Talent Acquisition Specialists in Executive Placement based on their CV / profile and/or qualifications
20	Key personnel have extensive levels of experience (5 -10 years) as Recruitment / Talent Acquisition Specialists in Executive Placement based on their CV / profile and/or qualifications
30	Key personnel have outstanding levels of experience (more than 10 years) as Recruitment / Talent Acquisition Specialists in Executive Placement based on their CV / profile and/or qualifications

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Evaluation criteria 2: Executive Recruitment Track Record in the Public Sector

Description: The company has a demonstrated track record of public sector Executive appointments made in the **past five years**. Service provider must attach a **list** of public entities for which executive recruitment assignments were concluded successfully including the details of the Executive roles filled, the contact person, email, and telephone number for each client.

Additionally, at least 3 **written** references for similar Executive recruitment assignments are required. **Provide a letter of reference for each reference.**

Project Listing

Company Name	Contact Person, phone number & email	Description of Executive Role	Date/ Period when the service was rendered

Please note that SANSA may contact the references provided to verify the information.

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NB: Reference letters MUST be provided for at least 3 assignments.

Maximum Points	Criteria
0	<ul style="list-style-type: none"> Failure to provide 3 reference letters according to the above-mentioned requirements
10	<ul style="list-style-type: none"> Service provider has limited experience as per the project listing and reference letters attached (less than 10yrs experience specialising in Executive recruitment, including placement of a CEO). Less than 5 executive recruitment assignments concluded in the past three years
30	<ul style="list-style-type: none"> Service provider has solid experience as per the project listing and reference letters attached (between 10-15yrs experience specialising in executive recruitment, including placement of a CEO). 5 to 10 executive recruitment assignments concluded in the past three years
40	<ul style="list-style-type: none"> Service provider has extensive experience as per the project listing and reference letters attached (more than 15yrs experience specialising in Executive recruitment, including placement of a CEO). More than 10 executive recruitment assignments concluded in the past three years

Evaluation criteria 3: Methodology: Recruitment and Selection Approach

Description: Service provider to provide a detailed approach of the recruitment and selection process **outlining** the following: Facilitating the **selection and interviews** as per SANSA's requirements, detailing the **assessment tools** for shortlisted candidates and **presenting candidates** to the selection panel and **concluding** the recruitment process up to offer stage. **A detailed recruitment plan for the assignment and ability to secure appointment within the agreed timelines should be attached demonstrating an ability to secure appointment within the agreed timelines.**

Maximum Points	Criteria
0	<ul style="list-style-type: none"> Service provider has not provided methodology is non responsive
10	<ul style="list-style-type: none"> Proposal is poor and unlikely to satisfy project objectives or requirements. The service provider has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the scope of the work

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20	<ul style="list-style-type: none"> The recruitment plan fits the scope of work; all important activities are indicated, and their sequencing is appropriate and consistent with project objectives and requirements
30	<ul style="list-style-type: none"> Besides providing a detailed recruitment plan that fits the scope of work, important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that is relevant to the project. The detailed recruitment plan for the assignment reflects an ability to secure appointment within the agreed timelines and is sufficiently flexible to accommodate changes that may occur during execution

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D. PRICING SCHEDULE

Pricing Instructions

1. The Bidder must price all items;
2. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
3. Payment will be made based on the deliverables (proven progress) for the services rendered/goods received.
4. Payment will only be made on the basis of invoices provided.
5. Offer to be valid for 30 days from the bid closing date.

DESCRIPTION	Quantity	AMOUNT (EXCL VAT)
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)		
VAT (15%)		
TOTAL CONTRACT AMOUNT (INCLUDING VAT)		

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E. SPECIAL CONDITIONS

- a) Quotations to be returned to B Mdozana :bmdodana@sansa.org.za
- b) The service provider shall commit to post support where and when required by SANSA.
- c) Contract will not be awarded unless supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD) before the closing date of the bid.
- d) The offices of SANSA are situated at the following address:

SANSA Space Science
Hermanus
7200

F. TIMELINES

The successful service provider must be in the position to provide the goods/service within 1 week after the purchase order has been issued by SANSA.

G. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- b. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT.
- c. All pages of quotation must be signed by the authorised person.
- d. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- e. SANSA reserves the right to invite bidders to present their bid proposals for final decision or visit the bidders' premises as part of the evaluation process.

H. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;

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- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- iv) confirms that the contents of this questionnaire/forms (SBD 4) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on (<http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/>)

Signed

Date

Name

Position

Enterprise
name

BID CONDITIONS

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder will be disqualified. Please return this document with the required supporting documents.

2. Bid Document Submission

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the SANSA by the due date and time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

COMPLIANCE WITH PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("POPIA")

1. The Constitution guarantees citizens the right to privacy, including the right not to have the privacy of their communications infringed.

2. POPIA aims to promote the protection of privacy through the application of its guiding principles for the processing of personal information in a context-sensitive manner.

Committed to your Privacy

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3. SANSAS fully comprehends that your personal and company information is valuable to you; your privacy is just important to SANSAS. SANSAS commits to safeguarding and lawfully processing your personal information.

Purpose for Processing your Personal Information

4. SANSAS collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSAS will only process your personal information for a purpose you would reasonably expect, including:

- Complying with any legal and regulatory requirements such as contract agreements, etc.
- Confirming, verifying and updating your details.
- Invoicing or paying you to ensure payment and tax compliance.

5. SANSAS may collect your personal information which may include your first name and last name, company name and its registration number, identity numbers, email address, physical or postal address, other contact information, banking details, etc.

Consent to Disclose and Share your Personal Information

6. SANSAS may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSAS shares your personal information, it will take all reasonable precautions to ensure that the third party will treat your personal information with the same level of protection as required by SANSAS.

Request and Access to your Personal Information

7. Should you require further information on this or have any concerns about how your personal information is processed or used, please follow this link https://www.sansa.org.za/wp-content/uploads/2022/06/PAIA_POPIA_Manual_final.pdf

8. You can request access to the personal information SANSAS has on you at any time. If you think that SANSAS has outdated information, you may request to update or correct it. You can also opt-out and request the removal of your personal information at any time. If there are any lawful reasons for requiring SANSAS to retain any information, SANSAS will advise so.

9. PLEASE TAKE NOTE that your personal information is securely hosted on infrastructure / system managed by SANSAS. SANSAS assures you that your information will not be shared for any marketing or promotional purposes without your consent.

10. SANSAS will continue to manage, monitor, refine and develop policies, processes and systems. This will ensure that SANSAS takes every practical and reasonable step(s) to ensure data protection, is in line with POPIA.

END