



Independent Communications Authority of South Africa

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ANNEXURE A

A BID TO APPOINT A SUITABLE PANEL OF TEN (10) RECRUITMENT AGENCIES TO PROVIDE RECRUITMENT SERVICES FOR ICASA FOR A PERIOD OF THREE (3) YEARS.

The Independent Communications Authority of South Africa (ICASA) invites suitable service providers to submit proposals based on the technical requirements specified within the terms of reference of this bid, for a period of three (3) years.

1. Terms of Reference

ICASA intends to appoint a panel of ten (10) recruitment agencies to provide recruitment services for permanent staff placement, temporary staff placement, Executive Search, head hunting and applicants response handling. The services of the panel of ten (10) recruitment agencies will only be required where skills are scarce or critical as well as in certain senior positions, where the need to use skills search or head hunting services is required. This is applicable in cases where it has been proven difficult to recruit suitably-qualified candidates and/or candidates from historically disadvantaged groups, following the normal sourcing processes. Recruitment agencies have access to candidates' databases which they can use to access far reaching potential candidates that ICASA can utilise for candidate search.

ICASA is a service-based employer and therefore requires recruitment agencies that have experience in both sourcing appropriately technically skilled candidates and candidates that demonstrate a values match with the corporate culture of ICASA.

3.1. Permanent/Temporary Staff referral should cover:

- Brief taking (where applicable);
- Sourcing of suitable candidates as per job specification provided by ICASA;
- Pre-screening of all potential candidates, pre-interviews, employment checks, ITC, criminal & qualifications checks);
- Scheduling of interviews with the shortlisted candidates; and
- Response handling.

3.2. Executive search should cover:

- Brief taking;
- Market search;
- Candidate profiling;
- Candidate report presentation;
- Reference checking;
- ITC, criminal and qualifications checks;
- Employment contracting facilitation;
- Remuneration negotiations; and
- Response handling.

3.3. Head Hunting search should cover:

- Candidate profiling;
- Candidate report presentation;
- Reference checking;
- ITC, criminal and qualifications checks;
- Employment contracting facilitation;
- Remuneration negotiations; and
- Response handling.

2. Period of Assignment

The service providers will be appointed for a period of three (3) years.

3. Functionality Evaluation

Bidders will be evaluated for the submission of the required documents, functionality and on price/BBBEE Evaluation of the required expertise. It should be noted that the functional evaluation will be carried out in three (3) separate stages. Bidders will be evaluated per category to measure their capacity, capability and experience in that particular category in order to facilitate a transparent and fair selection process that will allow equal opportunities to all bidders. Only service providers who meet the cut-off score of **70** points out of 100 points will be considered further for price evaluation. All bid proposals submitted will be evaluated in accordance with the 80/20 procurement principle.

Service providers should indicate the category that they are bidding for using the table below. Please select / tick the area of interest:

Category	Select the applicable category using a ✓ or ✗
Permanent/ Temporary Staff	
Executive Search	
Head Hunting	

Service providers who did not select any category of interest as stated above will not be considered.

The functional evaluation will be conducted in the following procedure:

- Table 1: Functional Evaluation Criteria (Permanent/ Temporary Staff) – **applicable to a service provider who would have selected permanent/temporary staff category;**
- Table 2: Functional Evaluation Criteria (Executive Search) - **applicable to a service provider who would have selected the Executive Search category;** and
- Table 3: Functional Evaluation Criteria (Head Hunting) – **applicable to a service provider who would have selected the Head-Hunting category.**

Service providers who selected all categories outlined above will be evaluated on each of the selected category using the applicable evaluation criteria.

Table 1: Functional Evaluation (Permanent/Temporary Staff)

A minimum of **70** points out of 100 points on functional capability will be the cut off to qualify for further evaluation. Those who qualify will be assessed using the 80/20 formula for Price and B-BBEE as per the PPPFA. **ICASA will analyse and assess functional capability and therefore the bidder who selected the category of permanent/temporary staff will be evaluated using the following criteria:**

No	Table 1 – Functional Evaluation	Weight
1.	<p>Capacity and Experience of the Firm.</p> <p>Years of experience that the bidder have in similar assignments (Temporary/Permanent Staff)</p> <p>Zero to one year experience = 1 Two to three years experience = 2 Four to five years experience = 3 Six to seven years experience = 4 Eight and above years of experience = 5</p> <p>Bidders organogram with headcount of employees who will be responsible for the recruitment function.</p> <p>One to two employees = 1 Three to four employees = 2 Four to five employees = 3 Five to six employees = 4 Seven employees and above = 5</p>	40
2.	<p>Approach and Methodology, Work Plan and Process (Temporary/Permanent Staff).</p> <p>Provide a detailed approach, methodology, work plan and process to meet the organisation’s recruitment requirements</p>	30

	<p>No approach, methodology and processes provided = 1</p> <p>Provided a workplan which does not have a detailed approach, methodology to be used to find and attract candidates = 2</p> <p>Provided a workplan with detailed approach, methodology to be used to find and attract candidates = 3</p> <p>Provided a workplan with detailed approach, methodology to be used to find and attract candidates and the screening process to be undertaken for shortlisted candidates. = 4</p> <p>Provided a workplan with detailed approach, methodology to be used to find and attract candidates and the screening process to be undertaken for shortlisted candidates and further demonstrate the pre-onboarding process for the recommended candidates = 5</p>	
3.	<p>Experience of proposed team</p> <p>Demonstrate experience and qualifications of the proposed team including of a team leader (the experience must be emphasised on Recruitment of Temporary/Permanent Staff in the ICT or related sector) (Attach CVs with contactable references where recruitment services for the placement of permanent / temporary staff have been successfully rendered).</p> <p>Zero to one year recruitment experience = 1</p> <p>Two to three years recruitment experience = 2</p> <p>Four to five years recruitment experience = 3</p> <p>Six to seven years recruitment experience = 4</p> <p>Eight years and above recruitment experience = 5</p>	30
Total		100

Table 2: Functional Evaluation (Executive Search)

A minimum of **70** points out of 100 points on functional capability will be the cut off to qualify for further evaluation. Those who qualify will be assessed using the 80/20 formula for Price and B-BBEE as per the PPPFA. **ICASA will analyse and assess functional capability and therefore the bidder who selected the category of Executive Search will be evaluated using the following criteria:**

No	Table 2 – Functional Evaluation	Weight
1.	<p>Capacity and Experience of the Firm. The bidder must demonstrate their experience in similar assignments (Executive Search)</p> <p>Zero to one year experience in Executive Search = 1 Two to three years experience in Executive Search = 2 Four to five years experience in Executive Search = 3 Six to seven years experience in Executive Search = 4 Eight and above years of experience in Executive Search = 5</p> <p>Bidders organogram with headcount of employees who will be responsible for the Executive Search function.</p> <p>One to two employees = 1 Three to four employees = 2 Four to five employees = 3 Five to six employees = 4 Seven employees and above = 5</p>	40
2.	<p>Approach and Methodology, Work Plan and Process (Executive Search). Provide a detailed approach, methodology and process to meet the organisation’s Executive Search requirements</p> <p>No approach, methodology and processes provided = 1</p> <p>Provided a workplan which does not have a detailed approach, methodology to be used to find and attract candidates = 2</p> <p>Provided a workplan with detailed approach, methodology to be used to find and attract candidates</p>	30

	<p style="text-align: center;">= 3</p> <p>Provided a workplan with detailed approach, methodology to be used to find and attract candidates and the screening process to be undertaken to shortlist candidates.</p> <p style="text-align: center;">= 4</p> <p>Provided a workplan with detailed approach, methodology to be used to find and attract candidates and the screening process to be undertaken to shortlist candidates and further demonstrate the pre-onboarding process for the recommended candidates</p> <p style="text-align: center;">= 5</p>	
3.	<p>Experience of proposed team.</p> <p>Demonstrate experience and qualifications of the proposed team including of a team leader the experience must be emphasised on Executive Search. (Attach CVs with contactable references where the Executive Search services have been successfully rendered)</p> <p>Zero to one year Executive Search experience = 1</p> <p>Two to three years Executive Search experience = 2</p> <p>Four to five years Executive Search experience = 3</p> <p>Six to seven years Executive Search experience = 4</p> <p>Eight years and above Executive Search experience =5</p>	30
Total		100

Table 3: Functional Evaluation (Head Hunting)

A minimum of **70** points out of 100 points on functional capability will be the cut off to qualify for further evaluation. Those who qualify will be assessed using the 80/10 formula for Price and B-BBEE as per the PPPFA. **ICASA will analyse and assess functional capability and therefore the bidder who selected the category of Head Hunting will be evaluated using the following criteria:**

No	Table 3 – Functional Evaluation	Weight
1.	<p>Capacity and Experience of the Firm. The bidder must demonstrate their experience in similar assignments (Head Hunting)</p> <p>Zero to one year experience in Head Hunting = 1 Two to three years experience in Head Hunting = 2 Four to five years experience in Head Hunting = 3 Six to seven years experience in Head Hunting = 4 Eight and above years of experience in Head Hunting = 5</p> <p>Bidders organogram with headcount of employees who will be responsible for the Executive Search function.</p> <p>One to two employees = 1 Three to four employees = 2 Four to five employees = 3 Five to Six employees = 4 Seven employees and above = 5</p>	40
2.	<p>Provide a detailed approach, methodology and process to meet the organisation’s recruitment requirements Approach and Methodology, Work Plan and Process (Head Hunting). Provide a detailed approach, methodology and process to meet the organisation’s Head Hunting requirements</p> <p>No approach, methodology and processes provided = 1</p>	30

	<p>Provided a workplan which does not have a detailed approach, methodology to be used to find and attract candidates = 2</p> <p>Provided a workplan with detailed approach, methodology to be used to find and attract candidates = 3</p> <p>Provided a workplan with detailed approach, methodology to be used to find and attract candidates and the screening process to be undertaken to shortlist candidates. = 4</p> <p>Provided a workplan with detailed approach, methodology to be used to find and attract candidates and the screening process to be undertaken to shortlist candidates and further demonstrate the pre-onboarding process for the recommended candidates = 5</p>	
3.	<p>Experience of proposed team</p> <p>Demonstrate experience and qualifications of the proposed team including of a team leader (the experience must be emphasised on Head Hunting) (Attach CVs with contactable references where Head Hunting services have been successfully rendered)</p> <p>Zero to one year Head Hunting experience = 1</p> <p>Two to three years Head Hunting experience = 2</p> <p>Four to five years Head Hunting experience = 3</p> <p>Six to seven years Head Hunting experience = 4</p> <p>Eight years and above Head Hunting experience = 5</p>	30
Total		100