

Request for Proposals (RFP) for

The Provision of Executive Headhunting Services to the CSIR

RFP No. 3435/23/03/2021

Date of Issue	Tuesday, 09 March 2021	
Closing Date	Tuesday, 23 March 2021 at 16h30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

The CSIR currently has two (2) vacancies at an Executive level, namely: **(1) Divisional Group Executive: Natural Resources, Enabling Infrastructure, public and Professional Service;** AND **(2) Executive Manager: Smart Mobility.**

The divisional Group Executive position reports to the CSIR Chief Executive Officer (CEO) and is part of the CSIR Executive Committee. This position is based at the CSIR Main Campus in Pretoria. On the other hand the Executive Manager- Smart Mobility will report to the Divisional Group Executive: Natural Resources, Enabling Infrastructure, public and Professional Service.

The Divisional Group Executive: Natural Resources, Enabling Infrastructure, Public and Professional Service role has been vacant since 2018. CSIR 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. They will lead the research, development localisation, and commercialisation of technologies and knowledge solutions from a sound scientific and technological base. The incumbent will garner and utilise market insights to inform the CSIR'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 CSIR. Detailed job specification, requirements and scope will be discussed with the successful service provider.

It is against the above-background that proposals are invited for the provision of **Executive Head-Hunting Services** to the CSIR whereby a comprehensive research of the South African markets and the international markets is conducted to locate the most suitable talent not only technically proficient but also fits the culture of the organisation for the appointment of both **the Divisional Group Executive as well as the Executive Cluster Manager: Smart Mobility**.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of Executive Placement / Head Hunting Services to the CSIR.

Only one bidder will be appointed for the headhunting for each position. Bidders must indicate in their cover letter as part of their submission which part/option they are bidding for:

- Option 1: Divisional Group Executive: Natural Resources, Enabling Infrastructure, public and Professional Service
- Option 2: Executive Cluster Manager: Smart Mobility

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this enquiry.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

4.1 Technical Proposal

The following must be submitted as part of the **technical** proposal:

- A. Covering letter- *must also indicate which position you are bidding for.*
- B. Company Profile or technical proposal highlighting:
 - Bidder's track record and past performance in providing executive headhunting recruitment services recently (2018-2020).
 - List of executive placements including year, company sourced for, title of job, industry, size of company.
 - Successful EE Candidates (inclusive of African, Coloured, Indian) and Female placements at Executive/Senior Management Level.

- Successful headhunting and Placements of Executive/Senior Management candidates in the contract RDI space.

C. Methodology and Approach:

- Although every search is different and the process may vary, the search process generally involves multiple phases; we require the head-hunter to describe/propose a rigorous approach and methodology. The headhunting firm must;
 - Provide in **detail** the proposed approach, methodology and **unique** tools and how they will assist CSIR in achieving the objectives of this request.
 - Demonstrate a clear methodology and approach for filtering and identification of companies and potential candidates,
 - Possess and demonstrate an Innovative Market Research/Research strategy,
 - Demonstrate understanding of the key requirements and expectations of CSIR as outlined in this document, and
 - Indicate proposed time lines in conducting the executive search.
 - Demonstrate the capability of executing the executive headhunting and placement within record time lines. Attach evidence from past clients.

D. Bidder's Designated Professional handling the CSIR Headhunting Assignment Track Record:

- Bidders must submit CVs for the designated professional who will be conducting the headhunting process, demonstrating their expertise in headhunting / executive search for roles at Group Executive level and higher. The designated professionals must be highly knowledgeable about the research or related industries.
- The designated professional must have a minimum of NQF Level 7 qualification in Human Resources or related field. Further, they must have a minimum of 10 years' experience in headhunting and executive search.
- In the CV, the following must be demonstrated:
 - Past/Current Technical Executive Assignments (Client and Position).
 - Past/Current successful placement of Technical Executive Assignments (Client, Position, and Cost of the Assignment).
 - Successful placements for technical executive positions such as the Divisional Group Executive and higher or Executive Manager.
 - Track record in the successful appointment of senior leaders in the contract Research,

4.2 Financial Proposal:

The following must be submitted as part of the **financial** proposal:

- Cover letter indicating which option has been quoted for.
- Proposed cost/ commercial offer on official company letterhead.
- The pricing must be firm and inclusive of all costs and disbursements required to render the required services to the CSIR.
- A detailed cost breakdown of the proposed cost in line with scope of work and deliverables.
- Provide a valid original or certified copy of B-BBEE certificate or valid sworn affidavit.

5 SCOPE OF WORK AND DELIVERABLES

5.1 The head hunting firm is expected to:

Do a comprehensive research of the South African and international markets to locate the most suitable talent for the appointment of executives and scarce skills staff for the CSIR.

This will include the following:

- 5.1.1 Executive / Scarce Skill Research – the service provider must ensure that they understand the requirements of the position (job analysis) and the candidate profile the CSIR would like to attract;
- 5.1.2 Sourcing – attracting and encouraging candidates to apply for the position;
- 5.1.3 Screening – it would be important that the service provider assist CSIR in increasing the success rate of the selection process, by decreasing the number of visibly under qualified job applicants. Furthermore, it would be important for the service provider to assist CSIR in meeting its legal and social obligations regarding the composition of workforce;
- 5.1.4 Presenting a longlist and shortlist – after thorough screening the service provider, will present to the CSIR the longlist and shortlist of candidates who are likely to contribute significantly to the CSIR's objectives;
- 5.1.5 the successful bidder should present a shortlist of at 10 candidates from which the CSIR will make a selection for interview

- 5.1.6 Verification and background checks of the shortlisted candidates (e.g. Reference check, qualification and ID verification, criminal check and others as required by the CSIR);
- 5.1.7 Schedule relevant and or optional assessments as and when may be required or where deemed necessary; and
- 5.1.8 Weekly progress reports to the CSIR.
- 5.1.9 Standard timelines for headhunting – the following timelines are expected by the CSIR:

TASK	MILESTONE/ DELIVERABLE	TIMELINES
<ul style="list-style-type: none"> Executive/Scarce skill search 	<p>As per agreed project timelines and milestones:</p> <ul style="list-style-type: none"> Full search; Identification and present appropriately experienced candidates who are likely to contribute significantly to meeting the CSIR's objectives; and Interview and evaluate potential candidates, including any internal candidates and those that may be identified by the CSIR or from other sources. 	Week 1 – 4
<ul style="list-style-type: none"> Long- and short-listing of potential candidates 	<ul style="list-style-type: none"> Submit long-list for approval by CSIR; Short-list suitable candidates; and Verifications and background checks on the shortlist, before any interviews are scheduled. 	Week 4 - 6
<ul style="list-style-type: none"> Final selection of candidates 	<ul style="list-style-type: none"> Support to CSIR in final selection of candidates. 	Week 7 - 8

5.2 Experience – the service provider must:

- Have a good track record in headhunting services. Proof of evidence must be provided.
- Provide a company profile stipulating industry experience and clients serviced. The reference list must include the client's name, position placed, contact person, contact number and email.
- Service provider's performance on past and current projects – Provide reference letters from clients for headhunting services completed, clearly stating the position placed, and the workmanship and ability to complete assignments on time.

6. PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

Only headhunting firms with a level 1-3 B BBEE contributor status will be considered

7. FUNCTIONAL EVALUATION CRITERIA

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

No.	Evaluation criteria	Weighted score
1.	Company Experience A company profile must be submitted, stipulating the number of years the company has been rendering headhunting services. The company must have been in existence for at least 5 years, conducting executive placement and/or head hunting services. If the company is a start-up company, provide proof that the directors appointed to perform the function have done similar jobs before- will be measured in criteria 2 below. Experience in head hunting for executive positions in R&D performing organisations in the public and private sector.	10
2.	*Experience of Lead head-hunter or Team Leader Bidders must submit CVs for the designated professional who will be conducting the headhunting process, demonstrating their expertise in headhunting / executive search for roles at Group Executive level and higher. The designated professionals must be highly knowledgeable about the research or related industries. They must have a minimum of 10 years' experience in headhunting and executive search. In the CV, the following must be demonstrated: <ul style="list-style-type: none">○ Past/Current Technical Executive Assignments (Client and Position).○ Past/Current successful placement of Technical Executive Assignments (Client, Position, and Cost of the Assignment).○ Successful placements for technical executive positions such as the Divisional Group Executive and higher.○ Track record in the successful appointment of senior leaders in the contract Research, Development and Innovation Industry.	20
3.	Qualification of Lead head-hunter or Team Leader The designated professional must have a minimum of NQF Level 7 qualification in Human Resources or related field.	5
4.	*Executorial Excellence in past projects (Case Studies)	15

	*The Bidder to provide case studies relating to similar executive searches with references of companies serviced (References from companies must be attached). The case studies must demonstrate the capability to successfully headhunt and place executives.	
4.1	Track Record on Successful EE Candidates (inclusive of African, Coloured, Indian) and Female placements at Executive/Senior Management Level	5
4.2	*Track Record of Successful headhunting and Placements of Executive/Senior Management candidates in the contract RDI space	20
5.	References The bidder or consultants in its employ must have demonstrable experience in providing headhunting services in the area of specialisation that they are bidding for. At least 5 references must be provided. Such reference letters must include as a minimum: <ul style="list-style-type: none"> • Client • Contact Person • Contact Number • Email • Position placed and tenure of the placed candidate • Year position placed • Performance rating for service rendered 	15
6.	Methodology and approach <ul style="list-style-type: none"> - Demonstrate a detailed/clear methodology and approach for identification of potential candidates, filtering and final selection for long and short lists including interviews. - Demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document. - Provide in detail the proposed approach, methodology and tools and how they will assist CSIR in achieving the objectives of this request. - An outline of the project deliverables, indicating key milestones and turnaround times. - Demonstrate the value-add to the CSIR in terms of the following: <ul style="list-style-type: none"> o Process efficiencies; o Reduced turnaround times; and o Improved staff retention. 	10
	TOTAL	100

- 7.1 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70 % and less than 50 % on any of the individual criteria marked with asterisks will be eliminated from further evaluation.
- 7.2 The bidder must submit their complete placement terms and conditions.
- 7.3 The bidder must provide the applicable rates as a percentage.
- 7.4 No additional costs will be considered beyond the offered percentage fees proposed in the bid.

8. PRICING SCHEDULE:

Option 1: Divisional Group Executive

Bidders must price as per the below pricing schedule:

Bidders must price as per the below pricing schedule for the purposes of evaluation (Based on average salary of **R3 250 000**):

No.	Deliverable / Item Description	Unit of Measure	% Fee	Unit Price (Excl. VAT)	Price (Excl. VAT)
1	Executive/Scarce skill search	Each	1		
2	Long- and short-listing of potential candidates				
3	Final selection of candidates				
				Sub-total	
				VAT	
				Total	

Option 2: Executive Cluster Manager- Smart Mobility

Bidders must price as per the below pricing schedule:

Bidders must price as per the below pricing schedule for the purposes of evaluation (Based on average salary of **R2 675 000.00**)

No.	Deliverable / Item Description	Unit of Measure	% Fee	Unit Price (Excl. VAT)	Price (Excl. VAT)
1	Executive/Scarce skill search	Each	1		
2	Long- and short-listing of				

	potential candidates				
3	Final selection of candidates				
				Sub-total	
				VAT	
				Total	

Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market-related, CSIR may not award the contract to that bidder. CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFP;
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFP.
- If a market-related price is not agreed with the bidder scoring the third highest points, CSIR may cancel the RFP.
- **Only one bidder will be appointed per position. Bidders to clearly indicate which position they are bidding for.**

NB: The above cost must be inclusive of all costs required to render the required services as per above scope of work and deliverables;

9. ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location (Bids must be submitted electronically at tender@csir.co.za).

10. NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning bidder, it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

SECTION B – TERMS AND CONDITIONS

11. PROCEDURE FOR SUBMISSION OF PROPOSALS

11.1 All proposals must be submitted electronically to tender@csir.co.za.

11.2 Respondents must use the RFP number as the subject reference number when submitting their bids.

11.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.

11.4 The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).

11.5 All documents submitted electronically via e-mail must be clear and visible.

11.6 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

12. TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: 09 March 2021
- Last date for submission of queries: 19 March 2021
- Closing / submission Date: 23 March 2021

13. SUBMISSION OF PROPOSALS

13.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.

13.2 Responses submitted by companies must be signed by a person or persons duly authorised.

13.3 All e-mailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:

PART 1: Technical Proposal RFP No.: 3435/23/03/2021

PART 2: Pricing Proposal RFP No.: 3435/23/03/2021

13.4 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and B-BBEE.

13.5 Proposals submitted must be in the following file formats:

- PDF

14. DEADLINE FOR SUBMISSION

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of ***Tuesday, 23 March 2021***, during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

15. AWARDING OF TENDERS

15.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

16. EVALUATION PROCESS

16.1 Evaluation of proposals

An evaluation team will evaluate all proposals for functionality, price, and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderer/s.

A two-phase evaluation process will be followed:

16.1.1 The first phase includes the evaluation of elimination and functionality criteria.

16.1.2 The second phase includes the evaluation of price and B-BBEE status.

Pricing Proposals will only be considered after the functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

16.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to pricing and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

17. PRICING PROPOSAL

- 17.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 17.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations indicated.
- 17.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 17.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.
- 17.5 Bidders must quote as per the pricing schedule.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

- 17.6 Payment will be according to the CSIR Payment Terms and Conditions.

18. VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

19. APPOINTMENT OF SERVICE PROVIDER

- 19.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 19.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, CSIR reserves the right to appoint an alternative supplier.
- 19.3 Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

20. ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with **RFP No: 3435/23/03/2021 – “The Provision of Executive Headhunting Services to the CSIR”** subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

21. MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

22. COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

23. CORRECTNESS OF RESPONSES

- 23.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 23.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

24. VERIFICATION OF DOCUMENTS

- 24.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 24.2 Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.
Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

25. SUB-CONTRACTING

- 25.1 A tenderer will 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.
- 25.2 A tenderer 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.

26. ADDITIONAL TERMS AND CONDITIONS

- 26.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

- 26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 26.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture Agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
- 26.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 26.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

27. CSIR RESERVES THE RIGHT TO

- 27.1 Extend the closing date;
- 27.2 Verify any information contained in a proposal;
- 27.3 Request documentary proof regarding any tendering issue;
- 27.4 Give preference to locally manufactured goods;
- 27.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 27.6 Award this RFP as a whole or in part;
- 27.7 Cancel or withdraw this RFP as a whole or in part.

28. DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No: 3435/23/03/2021

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No. 3435/23/03/2021** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied about the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

29. ANNEXURE A

No.	Criteria	Proof required	Points allocation	Weight
1	<p>Company Experience:</p> <p>A company profile must be submitted, stipulating the number of years the company has been rendering headhunting services. The company must have been in existence for at least 5 years, conducting executive placement and/or head hunting services. If the company is a start-up company, provide proof that the directors appointed to perform the function have done similar jobs before- will be measured in criteria 2 below.</p> <p>Experience in head hunting for executive positions in R&D performing organisations in the public and private sector.</p>	<ul style="list-style-type: none"> Company Profile explicitly indicating the number of years the company has been providing executive headhunting services for executives in the RDI space. Detailed CVs of directors have experience in conducting executive headhunting services 	<p>< 5 years – 0 points</p> <p>5 – 7 years – 5 points</p> <p>8 – 10 years – 7 points</p> <p>>10 or more years – 10 points</p>	10%
2	<p>Experience of Lead head-hunter or Team Leader</p>	<p>Bidders must submit CVs for the designated professional who will be conducting the headhunting process, demonstrating their expertise in headhunting / executive search for roles at Group Executive level and higher. The designated professionals must be highly knowledgeable about the research or related industries.</p> <p>They must have a minimum of 10 years' experience in headhunting and executive search.</p>	<p>Experience of Team Leader or Head-hunter:</p> <p>< 10 years – 0 points</p> <p>11 years – 5 points</p> <p>12 years – 7 points</p> <p>> 12 more years – 10 points</p>	20%

		<p>In the CV, the following must be demonstrated:</p> <ul style="list-style-type: none"> ➤ Past/Current Technical Executive Assignments (Client and Position). ➤ Past/Current successful placement of Technical Executive Assignments (Client, Position, and Cost of the Assignment). ➤ Successful placements for technical executive positions such as the Divisional Group Executive and higher. ➤ Track record in the successful appointment of senior leaders in the contract Research, Development and Innovation Industry 		
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		Qualification of Team Leader or Head-hunter	<p>The designated professional must have a minimum of NQF Level 7 qualification in Human Resources or related field:</p> <p>No Qualification – 0 points National Diploma (NQF 6)– 5 points Bachelor Degree / NQF 7 – 7 points Honours Degree/NQF 8 and higher – 10 points</p>	5%
3		The Bidder to provide case studies relating to similar executive searches with references of companies serviced (References from companies must be attached). The case studies must demonstrate the capability to successfully headhunt and place executives.	<p>No case studies provided – 0 points 1– 3 case studies – 5 points 4 – 7 case studies – 7 points > 7 case studies – 10 points</p>	15%

	Executorial Excellence	<p>Track Record of Successful headhunting and Placements of Executive/Senior Management candidates in the contract RDI space:</p> <ul style="list-style-type: none"> Bidder to provide full details (Job title, company name) 	<p>RDI placements at an executive level within the last three years:</p> <p>No RDI placement – 0 points 1 – 2 RDI placements – 5 points 3 – 5 RDI placements – 7 points > 5 RDI placements – 10 points</p>	20%
		<p>Track Record on Successful EE Candidates (inclusive of African, Coloured, Indian) and Female placements at Executive/Senior Management Level:</p> <ul style="list-style-type: none"> Bidder to provide full details (Job title, company name) 	<p>Number of EE placements at Executive/Senior Management Level within the last three years:</p> <p>No EE placement – 0 points 1 – 2 EE placements – 5 points 3 – 5 EE placements – 7 points > 5 EE placements – 10 points</p>	5%
4	<p>References (Only relevant references)</p> <ul style="list-style-type: none"> The service provider must provide evidence they have successfully executed executive headhunting services. A minimum of 5 references are required 	<p>Reference Letters, with the following information as a minimum</p> <ul style="list-style-type: none"> Client Contact Person Contact Number Email Position placed Year position placed Performance rating for service rendered 	<p>< 5 references – 0 points 5 - 6 references – 5 points 7 - 8 references – 7 points >8 references – 10 points</p>	15%

5	Methodology and Approach <ul style="list-style-type: none"> - Demonstrate a clear methodology and approach for filtering and final selection for long and short lists including interviews. - Demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document. - Provide in detail the proposed approach, methodology and tools and how they will assist CSIR in achieving the objectives of this request. - An outline of the project deliverables, indicating key milestones and turnaround times. - Demonstrate the value-add to the CSIR in terms of the following: <ul style="list-style-type: none"> o Process efficiencies; 	<p>Detailed Methodology, Approach and Gantt Chart/time line</p>	Non-submission or proposal does not address the scope of the assignment – 0 points	10%
			Approach is generic. The bidder's proposal addresses and meets minimum requirements. The work plan and timeframes meet the requirements of the assignment, the sequencing of activities indicate the bidder understand the requirements. There is a limited utilisation of tools in the headhunting process. – 5 points	
			Approach is specifically tailored to suit the requirements and will meet the needs of the assignment. The work plan and timeframes meet the requirements of the assignment, the sequencing of activities indicate the bidder understand the requirements. The bidder utilises a variety of tools in executing assignments. – 7 points	

	<ul style="list-style-type: none"> ○ Reduced turnaround times; and ○ Improved staff retention. 		<p>The approach is innovative and more than exceeds the expectations of the CSIR. The work plan and timeframes meet the requirements of the assignment, the sequencing of activities indicate the bidder understand the requirements. The bidder utilises a variety of tools in executing assignments. The bidder clearly demonstrated how they would add value to the CSIR.</p> <p style="text-align: center;">– 10 points</p>	
Total				100

30. SCHEDULE OF BIDDER'S REFERENCE INFORMATION

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the past 5 years must be provided.

[illegible]

31. ANNEXURE B RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –		
PART A: TECHNICAL RETURNABLES		
ONE ELECTRONIC COPY		
Description	Included	
	Yes	No
Cover letter indicating which position you are bidding for		
<p>Company Experience – (Company Profile / detailed CV of directors if start-up company)</p> <p>Company Profile or technical proposal highlighting:</p> <ul style="list-style-type: none"> ➤ Bidder’s track record and past performance in providing executive headhunting recruitment services recently (2018-2020). ➤ List of executive placements including year, company sourced for, title of job, industry, size of company. ➤ Successful EE Candidates (inclusive of African, Coloured, Indian) and Female placements at Executive/Senior Management Level. ➤ Successful headhunting and Placements of Executive/Senior Management candidates in the contract RDI space. 		
<p>Methodology and Approach:</p> <ul style="list-style-type: none"> • Although every search is different and the process may vary, the search process generally involves multiple phases; we require the head-hunter to describe/propose a rigorous approach and methodology. The headhunting firm must; <ul style="list-style-type: none"> ➤ Provide in detail the proposed approach, methodology and unique tools and how they will assist CSIR in achieving the objectives of this request. ➤ Demonstrate a clear methodology and approach for filtering and identification of companies and potential candidates, ➤ Possess and demonstrate an Innovative Market 		

<p>Research/Research strategy,</p> <ul style="list-style-type: none"> ➤ Demonstrate understanding of the key requirements and expectations of CSIR as outlined in this document, and ➤ Indicate proposed time lines in conducting the executive search. 		
<p>Bidder's Designated Professional handling the CSIR Headhunting Assignment Track Record:</p> <ul style="list-style-type: none"> • Bidders must submit CVs for the designated professional who will be conducting the headhunting process, demonstrating their expertise in headhunting / executive search for roles at Group Executive level and higher. The designated professionals must be highly knowledgeable about the research or related industries. • The designated professional must have a minimum of NQF Level 7 qualification in Human Resources or related field. Further, they must have a minimum of 10 years' experience in headhunting and executive search. • In the CV, the following must be demonstrated: <ul style="list-style-type: none"> ➤ Past/Current Technical Executive Assignments (Client and Position). ➤ Past/Current successful placement of Technical Executive Assignments (Client, Position, and Cost of the Assignment). ➤ Successful placements for technical executive positions such as the Divisional Group Executive and higher or Executive Manager. ➤ Track record in the successful appointment of senior leaders in the contract Research, Development and Innovation Industry. 		
<p>PART B: PRICING PROPOSAL ONE ELECTRONIC COPY</p>		
	Cover letter indicating option bidding for	
	Pricing Proposal	
	B-BBEE Certificate	
	Completed SBD1 Form	

Any other relevant document may be submitted, to substantiate the bidder's proposal.