



GAUTENG

LEGISLATURE

YOU ARE HEREBY INVITED TO SUBMIT BIDS FOR THE REQUIREMENTS OF GAUTENG PROVINCIAL LEGISLATURE

BID NUMBER:	GPL032/2018	
BID DESCRIPTION:	The main aim of the tender is to appoint a qualified service provider to provide E Recruitment Services	
BRIEFING SESSION (COMPULSORY)	DATE	08 November 2018
	TIME	11:00am
	VENUE	No.10 Fraser Street, SAGE Building (corner Helen Joseph and Fraser Street) 1 st Floor.
	Note: Failure to attend the briefing session will result in disqualification of your bid response.	
BID CLOSING:	CLOSING DATE	22 November 2018
	CLOSING TIME	11:00am
BID VALIDITY PERIOD:	90 days, commencing from the closing date	
BID SUBMISSION	DEPOSIT IN Tender Box at 1 st Floor Sage Building, No.10 FRASER STREET, JOHANNESBURG (available 24hours)	
LATE SUBMISSION	Tenders/Bids submitted after the closing date and time will not be considered	
CONTACT INFORMATION	TECHNICAL	Tumi Khumalo Tel: 011 498 6379 Email: TKhumalo2@gpl.gov.za
	GENERAL	Paul Wilson Tel: 011 498 5430 Email: pwilson@gpl.gov.za

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1. BACKGROUND TO GAUTENG PROVINCIAL LEGISLATURE

The Gauteng Provincial Legislature (Gauteng Legislature, GPL) is one of nine provincial legislatures in South Africa, which are a product of extensive negotiations that gave shape to the 1996 Constitution. The Constitution empowers the Legislature to make laws for Gauteng, watch that the Gauteng government works efficiently and honestly, and ensure that the people of Gauteng participate in the running of their province. The Legislature moved from Pretoria to Johannesburg in 1994 after the first democratic elections in 1994 and following a decision to move the Government of the Gauteng Province. The Johannesburg City Hall opened as the Gauteng Legislature's new home on 21 October of 1995.

1.1 How The Gauteng Legislature Is Composed

The Legislature is a House comprising the speaker (who heads up the organisation) and Members of the Provincial Legislature (MPLs) from various political parties, allocated per the vote of the Gauteng Province. Political parties get seats in the Legislature through a system of proportional representation – meaning, the party with the majority of votes gets the majority of MPLs in the House. The Constitution empowers each of the nine provincial legislatures to make laws that apply uniquely to each of their provinces. MPLs divided into portfolio committees conduct the business of the House. Each committee is attached to a provincial government department (or cluster of departments) in the Provincial Government, and enhances the department's ability to deliver services through advisory, monitoring and oversight.

Standing committees deal with diverse issues (other than government departments). These committees consider Bills and other matters referred to them either by the Speaker or the House. Ad hoc committees work with various experts to matters that need specialised expertise. The Legislature's administration staff complement gives operational support to the committees. The administrative wing of the Legislature is headed by the provincial secretary (or secretary to the legislature).

1.2 Legislature Oversight's Role

MPLs consider Bills placed before them by the provincial executive, comprised of the Premier of Gauteng and the Members of the Executive Council (MECs). MPLs debate Bills, budgets, statements and speeches by MECs in committee meetings or in plenary sessions of the Legislature. Committees have the power to summon MECs and Department officials to answer questions relating to service delivery in the Province. The MECs must be prepared to answer hard questions on how they are delivering a better life to the people of Gauteng. Committees can also undertake investigations into activities by government departments and such investigations are often open to public scrutiny. The Legislature allows the people of Gauteng to participate in law-making and oversight processes. It is a Constitutional requirement that the Provincial Legislature affords Citizens an opportunity to partake in legislative processes – and this is an obligation that the Gauteng Provincial Legislature has vigorously embraced.

1.3 Law Making

New legislation starts out as a Bill, which is carefully discussed to ensure that it is relevant to the needs of the Province, clear, practical and in line with the Constitution. MPLs also receive submissions from the people of Gauteng on matters of concern to the Province, which may require specific legislation to be instituted. MPLs can also initiate legislation individually, as can any of the Legislature's standing committees.

2. BIDDING INSTRUCTIONS

2.1 Bid Validity Period

- 2.1.1 This Bid and all proposals (costs included) shall remain binding and valid for a period of ninety (90) days calculated from the closing date of the Bid.
- 2.1.2 Gauteng Provincial Legislature (GPL) reserves the right to notify bidders in writing to extend the above validity period for another sixty (60) days if deemed in the interest of Gauteng Provincial Legislature (GPL).
- 2.1.3 Any additional extension after the above days, Gauteng Provincial Legislature (GPL) will request approval from bidders received.

2.2 Documents

- 2.2.1 Specify name, position, address and other contact details (e-mail, telephone and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
- 2.2.2 The Bid shall be signed by a relevant company or close cooperation (CC) representative who has the relevant authority to sign legal and binding contracts on behalf of the company or CC.
- 2.2.3 If any part of this Bid is not duly filled in and signed in ink it may invalidate the Bid.
- 2.2.4 Where alterations have been made to any part of the Bid, the Bidder must sign next to such alteration.
- 2.2.5 All Bids must be submitted on the official forms (not to be re-typed). The Bidder must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid must be returned with the proposal.
- 2.2.6 The company, its Directorship and personnel assigned will be subject to vetting by GPL's Security Services. A register of particulars will be requested of the successful company.

2.3 Joint Venture Or Consortium

- 2.3.1 Ensure one responsible lead bidder in the case of a consortium.
- 2.3.2 Where Joint Ventures or Consortia are formed, the Supplier Accreditation Form (SAF) shall be filled in, in respect of every entity or company participating in the Joint Venture or Consortium.
- 2.3.3 A Copy of the Joint Venture Consortium agreement, duly signed must be attached.
- 2.3.4 A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.

2.4 Format for Submission of Bid Proposal

- 2.4.1 This Bid must be submitted in accordance with the format, times and place as prescribed in the Bid document.
- 2.4.2 All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this Bid will be considered appropriate cause for rejection of the response and will result in instant disqualification.
- 2.4.3 Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.

2.5 Quantity of Bids to be Submitted

- 2.5.1 All bidders **must** submit one **(1) original** bid proposal with all requisite documents and **four (4)** copies with all requisite documents attached. Failure to adhere to this administrative requirement will render your submission automatically disqualified.

2.6 Submission of Bids

- 2.6.1 No faxed or e-mailed copies will be accepted.
- 2.6.2 This Bid document, proposal and all other relevant documentation requested must be submitted in one sealed envelope or sealed box.
- 2.6.3 Bids must be clearly marked **on the front** as “**Bid No: GPL032/2018**”
- 2.6.4 Bids must be clearly marked **on the back** as follows:
Bid No: GPL032 /2018
Bidders Name
Bidders Address
Bidders Contact Number
- 2.6.5 Bid documents may couriered / Deposited in the tender box situated at:
No. 10 Fraser Street
SAGE BUILDING
First (1st) Floor
JOHANNESBURG

2.7 Accessibility Of The Tender Box

- 2.7.1 The Bid box can be accessed for twenty-four (24 hours). Monday to Friday (including Week-ends and Public Holidays), at No.10 Fraser, 1st Floor, SAGE Building, Johannesburg.
- 2.7.2 Bidders must ensure that bids are delivered in a timely manner and to the correct address. If the bid is late, it will not be accepted for consideration. Bidders must allow sufficient time to access the tender box in the GPL through the visitor’s entrance and other security checkpoints.

2.8 Time Frames

- 2.8.1 Bidders are advised that GPL reserves the right to change any of the dates indicated.

2.9 Ownership Of Proposals

- 2.9.1 All proposals in response to this bid, whether successful or unsuccessful, will become the property of GPL.
- 2.9.2 Any costs incurred by the service providers in preparing and submitting their response will be the sole responsibility of the service provider.

2.10 Preferential Point System

2.10.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

2.10.2 **Preference points for this bid shall be awarded as follows:**

- Price 80
- B-BBEE Status Level of Contribution 20

Calculation of points for B-BBEE status level of contributor

Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

2.11 Discounts

- 2.11.1 When calculating comparative prices, GPL will take into account any discounts which have been offered unconditionally.
- 2.11.2 A discount which has been offered conditionally will be implemented when payment is effected despite not being taken into account for evaluation purposes.

2.12 Bid Declaration

- 2.12.1 Only a bidder who has completed and signed the declaration part of the tender documentation will be considered for preference points.

2.13 Visits / Meetings / Inspection

- 2.13.1 As part of the adjudication process GPL may request certain providers to organize a visit to an existing facility under the management of the service provider to gain an understanding of the provider's service standards.
- 2.13.2 GPL may require presentations or meetings with bidders, at the cost of bidders, as part of the evaluation process to provide further information, submission of substantiating documentation or clarification to GPL as deemed necessary.

2.14 Award of Bid

- 2.14.1 The award of this Bid by the Secretary to GPL shall constitute a binding contract, and such acceptance by a letter, email or facsimile message.
- 2.14.2 The Secretary to GPL may award this Bid to more than one successful Bidder, either in full or in part.
- 2.14.3 GPL reserves the right not to award this contract.
- 2.14.4 Service Level Agreements will be concluded with the successful service provider.

2.15 Subcontracting

- 2.15.1 A bidder shall not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-service provider is an EME that has the capability and ability to execute the sub-contract.
- 2.15.2 A service provider is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-service provider is an EME that has the capability and ability to execute the sub-contract.
- 2.15.3 In relation to a designated sector, a service provider must not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.15.4 All relevant documentation, relating to the subcontractor must be submitted as proof at the time of submission.

2.16 Fronting

- 2.16.1 The GPL supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the GPL condemns any form of fronting.
- 2.16.2 The GPL, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / service provider to prove that fronting does not exist. Failure to do so within a period

of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder /service provider to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the GPL may have against the bidder / service provider concerned.

2.17 Security and Occupancy

2.17.1 Security

All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as "Restricted Areas" and all of the provisions of these Acts will apply to this contract. All buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site. In addition all workmen and staff on site or in any way involved in this contract are subject to **prior** security clearance. Bidders will be required to submit a list of the minimum sufficient persons required affecting the work on site plus those directly involved on site with this contract. If any person is rejected for security reasons Bidder will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance his Bid may be rejected on such grounds.

Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Service provider, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.

Successful Bidder will be required to hand in to the GPL Security Unit within Seventy two (72) hours after being requested, following formal acceptance of the Bid, the following information:

- Full names of each of the persons intended to be utilized on site, including supervisory staff.
- Position in firm plus service to be performed.
- Intended areas they will be working in.
- A copy of Identification Document, certified as a true copy of the original by the SAPS. Such document shall be the original certified copy.
- Home address.

Bidders are recommended to have such documentation, both for their own staff and for their Sub-service providers, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.

Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.

Such clearance for this project shall remain valid for a period not exceeding 12 months and shall only apply for this project.

2.17.2 Safeguarding of Documents

All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.

All documents issued to sub-service providers or suppliers must be signed for, and such sub-service providers and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.

All documentation shall be strictly handled as set out in the State Security Agency Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful service provider at the time of site hand over.

It will be the main service provider's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-service providers are advised accordingly.

2.18 Other

2.18.1 GPL may amend or cancel this Bid before the award should it deem it necessary.

2.19 Tax Clearance Requirements

- 2.19.1 It is a condition of bidding that -: The tax matters of the successful Bidder **must** be in order.
- 2.19.2 No contract shall be concluded with any bidder whose tax matters are not in order.
- 2.19.3 Failure to submit a valid, **original or** Electronic Tax Compliance Certificate with a Personal Identification Pin number from SARS **will** invalidate the bid.
- 2.19.4 In bids where Consortia/Joint Ventures/Sub-service providers are involved, each party must submit a separate Tax Clearance Certificate.

2.20 Delivery Adherence

- 2.20.1 Delivery of goods must be made in accordance with the instructions appearing on the official order forms issued by purchasing unit.
- 2.20.2 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery has been effected.
- 2.20.3 Deliveries not complying with the order forms will be returned to the service provider at the service provider's expense.

2.21 Risk

- 2.21.1 During the period the equipment is in transit or in the possession of the service provider, up to and including the date of acceptance by the end-user, the service provider shall be responsible for all risks of loss or damage to the equipment.

2.22 Guarantees

- 2.22.1 The service provider shall fully guarantee and maintain all items against manufacturing defects for the entire warranty period.

3. CONTRACTUAL OBLIGATIONS

3.1 Conditions and Procedures to be compiled with as part of the Contract with GPL

3.1.1 Statutory Requirements

All persons employed by the contractor working within the premises of GPL shall comply with the regulations of the Occupational and Safety Act no. 85 of 1993 as amended.

The contractor shall designate, in writing, one of his full time employees in terms of the provisions of General Safety Regulations or Section 8 of the Occupational Health and Safety Act who shall be in charge of work on site.

The above designation shall be made before work commences on site. The appointed person, for inspection purposes, shall hold one copy on site and a duplicate copy shall be handed to NDPW / WSP employee in charge of the project

4. SPECIFIC CONDITIONS

- 4.1 GPL cannot award contracts to provide goods or services to a Member of GPL or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal councillor, a person in the employ of the state whose participation in bidding for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a Director or has controlling or other substantial interest.
- 4.2 The service provider must certify that the personnel identified in its response to this bid will be the persons actually assigned to GPL. Any changes in the personnel from those identified in the response to the bid must be approved by GPL. GPL may, at its discretion, require the removal and replacement of any of the service provider's personnel who do not perform adequately.
- 4.3 The successful service provider must enter into a formal service level agreement with GPL upon appointment and must go through a security clearance process.
- 4.4 The award of the contract will be subject to the successful conclusion of a Service Level Agreement.
- 4.5 Bidder must be willing to sign confidentiality or non-disclosure agreement.
- 4.6 Prospective bidders may submit their technical questions to TKhumalo2@gpl.gov.za and copy pwilson@gpl.gov.za
- 4.7 GPL may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations.
- 4.8 GPL reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 4.9 GPL reserves the right to invite shortlisted bidders to make presentations to its evaluation team.
- 4.10 GPL reserves the right not to award this bid in total or part thereof.
- 4.11 GPL reserves the right to award this bid to one or more bidders.
- 4.12 GPL reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder, if such bidder has been awarded a bid by GPL or has performed services for GPL during the last 12 months prior to the closing date of the bid.
- 4.13 Where a joint venture / partnership submits an offer for this bid, a joint venture / partnership agreement must be attached, which specifies the names of the companies that have formed the joint venture / partnership, the name of the joint venture / partnership. Companies that are members of the joint venture / partnership will be individually required to comply with tax compliance requirements by SARS.
- 4.14 Only statutory price increases will be considered. The successful bidder must submit proof thereof.
- 4.15 All relevant clearances and/or memberships must be submitted to GPL upon the renewal throughout the duration of the contract.
- 4.16 Bidders must ensure that the reference questionnaire is signed by the referee, and the contact details are fully completed with a company stamp or logo thereon. The contact details must include the contact number and/or the e-mail address of the referee as this information will be used by GPL to verify all references submitted. If the referee does not confirm the information provided, the reference will not be considered.
- 4.17 The scores allocation will be aggregated and applied on a conversion formula:
Where:

Ps = points scored.
So = total score of bidder under consideration.
Ms = maximum possible score.
Ap = percentage weight allocated for references.

5. MANDATORY AND COMPULSORY DOCUMENTS

6.1 These are compulsory documents required for this bidding.

6.2 Should the bidder fail to submit the following **MANDATORY/COMPULSORY** documents your bid will be disqualified automatically:

Item	Description	Yes	No
1	Technical Proposal		
1	Invitation to bid (SBD1): completed and signed		
2	Terms of Reference		
3	Pricing Schedule (Firm Pricing) SBD 3.1		
4	Did you submit the Price Breakdown (Excel Sheet provided by you)		
5	Did you submit a total bid price including vat, For the duration of the contract?		
6	Did you submit any proof of registration to relevant professional bodies, if applicable?		
7	Declaration of interest (SBD 4) Original completed and signed.		
8	Preference points claim (SBD 6.1) Original completed and signed		
9	Declaration of Bidder's past SCM Practices (SBD 8) Original completed and signed.		
10	Did you submit proof of shareholding for HDI points (CK documents)?		
11	Did you submit copies of South African IDs' for shareholders? Compulsory		
12	Did you submit a consortium/joint venture agreement, if applicable?		
13	Original and valid tax clearance certificate. Or SARS Issued PIN?		
14	Did you submit one (1) original and three (3) copies of the bid documents?		
16	Did you take note of and understand the Special Conditions?		
17	Did you submit your management and contact details?		
18	Did you submit contact details for minimum two references?		
19	Did you submit your company profile, brief financial information, concerning turnover and asset value, and details of any BEE Shareholding?		
20	Did you submit your companies Financial Statements? Compulsory and must be latest		
	Joint Venture / Consortium agreement / Trust Deed (if applicable)		
	<ul style="list-style-type: none"> ▪ Certified copies of shareholders certificates ▪ Certified copy of Company Registration documents that reflect Company name, ▪ Registration number, date of registration and active Directors or Members Certified copy of ID documents of the Directors or Members		
	<ul style="list-style-type: none"> ▪ Original or Certified copy of Valid B-BBEE Certificate (from SANAS accredited Verification Agency) or from the Auditors approved by the Independent Regulatory Body of Auditors (IRBA); ▪ Any EME (Exempt Micro Enterprise) or QSE(Qualifying Small Enterprise) is only required to obtain a sworn affidavit on an annual basis, confirming the following: <ul style="list-style-type: none"> • B-BBBEE Level of contribution • The percentage of Black Ownership • The percentage of ownership by women • Whether or not Bidder's Annual income exceeded R10,000,000 (ten million rand) based on Management Accounts and other information available on the past financial year. 		

Service Provider's name: Completed by: Signature:

8.1 BID DECLARATION (JOINT VENTURE)

IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM.

We the undersigned partners / joint ventures / consortium, tendering/bidding as

..... hereby authorize to sign this Bid as well as any contract resulting from this Bid and any other documents correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES	CAPACITY	SIGNATURE
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

1. IF THE BIDDER IS A ONE PERSON BUSINESS / SOLE TRADER.

I, the undersigned, hereby confirm that I am the sole owner of the business trading as

.....

8.2 IF THE BIDDER IS SUB-CONTRACTING.

I, the undersigned,

hereby confirm that I will be sub-contracting work to the following company/companies

.....

If more than 25% of the contract/work you enter into GPL is to be subcontracted, indicate the following details:

Sub-service provider's name	Value of work to be sub-contracted	% of work to be sub-contracted	B-BBEE Level of the sub-service provider

8.3 IF THE BIDDER IS AN ENTITY / COMPANY / CC / TRUST.

NAME OF FIRM / BIDDER:

POSTAL ADDRESS:

STREET ADDRESS:

.....

TELEPHONE NUMBER: CODE: NUMBER:

CELL PHONE NUMBER:

FACSIMILE NUMBER: CODE: NUMBER:

VAT REGISTRATION NUMBER:

E MAIL:

THE BIDDER ELECTS DOMICILLIUM CITANDI ET EXECUTANDI IN THE REPUBLIC

AT:.....

.....

HAS A VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? **YES / NO**

ARE YOU THE ACCREDITED REPRESENTATIVE IN
SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED? **YES / NO**
(IF YES, ENCLOSE PROOF)

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

TOTAL BID PRICE:..... (Ceiling Price Inc. VAT)

TOTAL NUMBER OF ITEMS OFFERED:

8.4 I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:

- 8.4.1 The information furnished is true and correct.
- 8.4.2 In the event of a contract being awarded as a result of points claimed, the service provider may be required to furnish documentary proof to the satisfaction of GPL that the claims are correct.
- 8.4.3 If the claims are found to be incorrect, GPL may, in addition to any other remedy it may have to –
 - recover all costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- 8.4.4 impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
- 8.4.5 I hereby undertake to render services described in the attached Bidding documents to GPL in accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by GPL during the validity period indicated and calculated from the closing date of the Bid.
- 8.4.6 All the above documents shall be deemed to form and be read and construed as part of this agreement.
- 8.4.7 I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding 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.
- 8.4.8 I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- 8.4.9 I declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
- 8.4.10 I confirm that I am duly authorised to sign this contract.

8.5 DECLARATION

- 8.5.1 I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to GPL of the Republic of South Africa shall have the right to:
 - recover any losses or damages sustained by GPL under such agreement
 - restrict the supplier from further business with GPL depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____ **Date:** _____

I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above requirements of this bid.



GAUTENG
LEGISLATURE

GAUTENG PROVINCIAL LEGISLATURE

Date:
08/11/2018

**Compulsory Briefing Session –
Declaration Of Attendance**

Page:

COMPULSORY BRIEFING - DECLARATION OF ATTENDANCE

BID NUMBER: GPL032/2018
BID DESCRIPTION: Appointment of a service provider to provide E Recruitment Services
BID CLOSING DATE: 22 November 2018 **CLOSING TIME:** 11: 00am

BRIEFING SESSION:

Applicable: Yes
Compulsory: Yes

Venue: 1st Floor, Sage Building , Fraser Street.
Date: 08 November 2018
Time: 11H00

- 1. I/We hereby declare that I/we attended the compulsory briefing session to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED AT THE SITE INSPECTION WAS UNDERSTOOD.

SIGNATURE OF BIDDER OR ASSIGNEE(S)
..... DATE:.....

Position
Name of bidder.....
Name of company

SIGNATURE OF GPL OFFICIAL..... DATE:.....



GAUTENG
LEGISLATURE
Your View ~ Our Vision

REQUEST FOR PROPOSAL TO

[E-RECRUITMENT SYSTEM]

[FOR A THREE-YEAR PERIOD: JANUARY 2019 – DECEMBER 2021]

(Cycle: 2019/2020/2021)

[14 OCTOBER 2018]

1. STATEMENT OF PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals for a best in the market eRecruitment system/Online recruitment platform that is both cost effective and efficient in conducting a systematic end to end online recruitment process from various organizations/companies, to conduct a fair and extensive evaluation based on the criteria listed herein, and select the company that best represent an eRecruitment/Online platform that the GPL would like to employ.

2. BACKGROUND

- In February 2012, GPL implemented an Automated Recruitment System with an objective to automate the sourcing of applicants, during the recruitment process. Also, to enhance process, improve effectiveness and efficiencies, with which recruitment is conducted in the institution.
- Before the introduction of the Automated Recruitment System the GPL was relying a lot on Recruitment Agencies, and the process was not regulated hence the halt on it. Using agencies for all positions was also not financially viable.
- The introduction of the Automated System led to Increased efficiencies and effectiveness of the recruitment process.
- From the financial year 2015/2016 to 2017/2018, about eighty-six (86) permanent positions were filled through the online Recruitment system; this is excluding interns, temporary placements and the senior manager positions. Over two hundred and twenty thousand (220 000) candidates viewed GPL vacancies and at least twenty-five thousand (25 000) candidates applied for vacancies via the previous system
- The automated system provided the GPL with a systematic, predictable and reliable system that had an audit trail for all transactions done via the online system such as records/reports for amongst other things:
 - ✓ Number of Published adverts (online and offline)
 - ✓ Number of applicants (Passed and failed)
 - ✓ Applicants demographics
 - ✓ Number of placements
 - ✓ User history etc...
- All the above reports were drawn electronically, instead of being manually compiled which gave more time to the Human Resource team to focus on providing quality support to the GPL.

3. INTRODUCTION/SUMMARY

- The Gauteng Provincial Legislature (the GPL) is a Legislative Authority of Gauteng as per Section 10(1) of the Constitution. The main functions of The GPL which are provided for in Section 114(1) and (2) of the Constitution are: law making for all of Gauteng, calling on the Premier of Gauteng, the Executive Council and all Provincial Government Departments to account on the work that they do through its Oversight role. The Legislature is also there to ensure that the people of Gauteng are part of the decision-making processes, which affect the province through public participation

4. SCOPE OF WORK

The GPL calls for the rendering of professional services for the provision of an automated recruitment system/platform, which gives the GPL exposure to the market through their own reputable platform, not reliant on the GPL website. The project should commence in January 2019 and it is envisaged will be concluded by no later than March 2019. The expected outcome of the project will include training of the Human Resource team in terms of the use of the system.

4.1. Overall Objectives:

The appointed professional service provider will be expected to provide the GPL recruitment team to a system that will achieve the following objectives:

- 4.1.1.** Exposure to appropriate social media platforms through their respective career site
- 4.1.2.** Notifications sent to applicants on newly posted jobs.
- 4.1.3.** Cost per hire efficiencies

It is expected that the automated/e-Recruitment system will result in reduced cost per hire, which will be achieved by leveraging the Talent Pool that is built up as part of the Organisation Development strategy because candidate applications are received, stored and retrieved electronically, thereby reducing reliance on external recruitment agencies.

4.1.4. Reduced Turnaround times

It is expected that the system should result in a more efficient applicant tracking and management process thereby resulting in organisational resources being saved through less time wasted conducting the candidate management.

4.1.5. Candidate Database

It is expected that the GPL Human Resources will be able to access the provider's database of candidates and track the candidate activities on the said database. Candidates will also have the opportunity of updating their CV's online and/or uploading a version of their latest CV.

All resumes sourced by the system will form part of the GPL candidate database. The GPL reserves the right to access the candidate database on termination of the contract.

4.1.6. Management Report

The System should be able to generate various management reports to be customised to the Gauteng Provincial Legislature's (GPL) requirements.

4.1.7 Employee Branding

The system should be able to position the GPL as an Employer of Choice presenting the GPL in the best possible light, using effective ways of attracting the best candidates in the market.

5. EQUIRED COMPETENCIES/DELIVERABLES

The system is expected to conform to a minimum of the following features: -

5.1. Applicant Overview

The system should allow for maximum interaction with the applicant. The application should contain the following: -

- Automatic upload of CV's on the system in both PDF and Word formats
- Option to upload or capture cv
- Option to source the cv from other platforms such as LinkedIn profile
- Online maintenance/updating of CV's by candidates
- Candidate selection
- Candidate screening
- Candidate tracking
- Online assessment
- Online interview
- Online Offer
- Online Regret

5.2. Key Applicant Tracking features include:

- Apply for Job
- Search for Jobs
- Active/ inactive CV's
- Online access to CV's
- Create CV with cover letter

- Upload CV
- View posted jobs and company profile
- Details Search
- Print specific job details
- Email a specific job to a friend
- View job application history
- Integrated Application Tracking

5.3. Employers Overview

The Employer is the internal client who needs to fill a job vacancy. The Employer creates job vacancies in the system and may search for candidates who suit the job requirements (This may be deferred to HR)

5.4. Key Features:

- Create requisitions
- Create advert
- Ability to integrate with the in-house ERP system and or company website
- Dashboard - Open Jobs, Interviews, Offer Approvals
- List Jobs per recruiter
- List Applicants with specific demographics (occupations, sectors, job level, business unit, creator, job type)
- Calendar schedule for fixing meetings
- Search CV's
- Applicant Tracking
- Status of CV
- Able to view interview schedule as arranged by the recruiter
- Pre-qualifiers to eliminate candidate
- Automatic regrets

Reporting.

5.5. Recruiter's Overview

Recruiters are the internal users who manage the recruitment process.

5.5.1. Key Features:

- Schedule Interviews
- Dashboard - Open Jobs, Interviews, Offer Approvals
- Make interview notes
- View the applied candidates
- Pre-qualifiers to eliminate candidates.

5.6. Administrator Overview

The administrator is the back bone of the system and is responsible for system administration functions.

5.6.1. Key Features:

- Reports
- Notification Mail
- Manage Database
- Apply Restrictions
- Maintain candidate list
- Create Employer and Recruiter
- User management & database administration
- Maintain Masters
- Generate reports
- Update Categories
- Custom Report Writer

6. KEY ASSUMPTIONS

The GPL will assume that the successful service provider will take the following into consideration during the process:

- HR Diagnostics report
- GPL Talent Attraction Policy
- The implementation will consider the HR Value Chain and best practice
- The successful service provider has previous experience in online system applications
- Capacity to implement the system within the stipulated timeframes
- Provide train -the trainer system training
- Provide technical support to the online users as well as job applicants

7. PERIOD OF THE ASSIGNMENT/TERM OF CONTRACT

The time frame for project completion is approximately 3 months, from date of Tender Approval.

This Automated Recruitment System implementation will be conducted under the direction of the Director Institutional Support Services (ISS), Senior Manager Human Capital and Talent Attraction Specialists.

The term of the contract shall be three (3) years from the implementation date of the eRecruitment system/online platform by the Gauteng Provincial Legislature.

8. MINIMUM REQUIREMENTS

The appointed service provider must have:

- An existing recruitment platform that has been running for at least 7 years, that the GPL may utilise for its recruitment needs;
- Proven track record in running of the automated online recruitment system/ platform;
- Provided similar services to at least 5 other contactable clients with written testimonials detailing the nature of the services provided;
- Enough capacity to carry out the assignment within the given time; as stated in 7 above.

NB: Proposals should be able to not only provide what is mentioned above but also indicate areas of importance pertinent to the process.

9. EVALUATION CRITERIA

All proposals submitted will be evaluated on: [an example of an evaluation criterion has been included below. Please adapt this to your specific requirements? SCM and STOR committee will assist Line management where required]

- Functionality Threshold – 50%
- Price - 30%
- Compliance with the BBB-EE goals - 20%

For functionality, the following criteria will be applicable, and the maximum value of each criterion is indicated as below:

#	DESCRIPTION	WEIGHT
1	A e-recruitment platform that has been existing for at least 7 years	25
2	System that integrates to social media platforms such as LinkedIn/ Facebook/ tweeter, etc.	5
3	Methodology: Technical approach and execution plan	5
4	Project Management	10
5	References: 5 written testimonials on similar services	10
6	Innovations over and above minimum requirements stated	10
7	System testing/ demonstration The companies who have complied with the regulatory requirements will be required to grant GPL access to the system to test the compliance to the requirements stated above. A threshold for the shortlisting will be 70 points, based on the above criteria.	35

10. CONTACT PERSON(S)

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ii. Mr Moeketsi Radebe

Director: ISS

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