



A world class African city



Joburg Market (SOC) Ltd

Heidelberg Road
City Deep
Johannesburg
2049

PO Box 86007
City Deep,
Johannesburg
South Africa
2049

Tel +27(0) 11 992 8000
Fax +27(0) 11 613 7381
E-mail: info@joburgmarket.co.za

www.joburgmarket.co.za
www.joburg.org.za

REQUEST FOR QUOTATION NO: MKT- 4208906 - 2024/2025

APPOINTMENT OF A SERVICE PROVIDER TO HANDLE THE FULL RECRUITMENT AND SELECTION PROCESS UP TO THE FINAL APPOINTMENT OF THE SUCCESSFUL CANDIDATE FOR THE POSITION OF THE CHIEF INFORMATION OFFICER

Issued by:
<p>The Joburg Market: Supply Chain Department</p> <p>P.O. Box 86007 Fortune Road City Deep Johannesburg 2049</p> <p>quotations@joburgmarket.co.za for enquires</p>

Full name of bidding/tendering entity: _____

Contact Person: _____

Tel Number: _____

Contract Price (excl VAT): _____

Contract Price (incl. VAT): _____

Advert date: **10 December 2024**

Closing date and time: **18 December 2024 @ 11H00**

Submission: **quotations@joburgmarket.co.za**

Bidders to submit a quotation as per the scope of work

1. BACKGROUND

The Joburg Market requires an exceptional, results-oriented, dynamic and experienced service provider to handle the full recruitment and selection process up to the final appointment of the successful candidate for the position of the Chief Information Officer.

The service provider will work closely with the Chairperson of Remuneration, Social Ethics and Transformation Committee (REMSETC) together with Executive Manager: Corporate Services to handle the full recruitment and selection process up to the final appointment of the successful candidate.

2. SCOPE OF WORK

- Placing advertisements in newspapers (National and Provincial newspapers).
- Arranging for advertisement to be uploaded to JM website with the email address of the appointed service provider.
- Conducting preliminary interviews based on the minimum requirements to screen applicants for potential interview candidates.
- Preparing long and short list.
- Compiling applicants' schedule.
- Preparing a detailed summary of potential shortlisted candidates for the Selection Panel.
- Discussing final shortlist with the Selection Panel.
- Recording proceedings at the final shortlisting and interview session with the panel.
- Coordinating the interview process by inviting applicants and panel members and all other logistics relevant to interviews.
- Conducting post interview screening as required by Board and in line with the applicable regulations; including Qualification, ID, Criminal and Credit Verification, Reference checking.
- Conducting Psychometric Assessments (based on the COGTA Battery) that will be required for the position.
- Presenting the final report to Board detailing the entire assignment outcomes, including the final results of the screenings and psychometric test outcomes for the final two candidates.
- In consultation with the Board, coordinate the presentation of employment offer to the successful candidate.

Reporting Responsibilities

The consultant shall be guided by the Chairperson of REMSETC together with Executive Manager: Corporate Services and Group Governance where necessary.

Timeframe

The consultant shall be expected to commence work immediately after appointment and conclude the process within two months of receiving the applications.

Required Skills and Competencies

In order to deliver on the above listed responsibilities/deliverables, the suitable service provider would require extensive recruitment, selection and placement experience of Executive level and highly technical positions.

Profiles of Consultant Firms

The criteria for short listing the consultants will be:

- Brief company profile, as relevant to the above mentioned terms of reference.
- Experience in the relevant areas.
- Clientele / previous projects.
- A concept paper / project plan for conducting the exercise, showing tasks, timelines etc.
- CV/Resumes of all team members, highlighting experience relevant to this exercise
- Financial proposal / Financial cost schedule (See pricing schedule)

3. EVALUATION CRITERIA

Minimum Required Score for functionality is: **80 points_out of 100 points and any bidder scoring less than 80 points will not be considered for further evaluation.**

Evaluation Criteria	Weight
<ul style="list-style-type: none">• Past Relevant Experience reputation (Attach signed letters of reference confirming services on the recruitment and placement on Executive and Senior Management positions). The letters must be on the client's official letterheads. Reference letters must be on services rendered in the past five (5) years,	50
<ul style="list-style-type: none">• Methodology and Project Approach	25
<ul style="list-style-type: none">• Qualifications and skills of the project team	20
<ul style="list-style-type: none">• Brief company profile	5
TOTAL	100

Bidder/s that meets the minimum required percentage or minimum points will be subjected to price and preference points evaluation as per the PPPFA Act, No.5 of 2000 as amended and its associated Regulations, 2022 issued by the National Treasury.

Past Relevant Experience (attach signed letters of reference from clients for services)	Total points- 50
Above three (3) relevant projects	50 points
Three (3) relevant projects	40 points
Two (2) relevant projects	30 points
One (1) relevant project	20 points
No experience	0 points
Methodology and Project Approach (Attach methodology and project approach)	Total points- 25
A comprehensive schedule of how the services are to be provided, namely, <ul style="list-style-type: none"> A concept paper / project plan for conducting the exercise, showing tasks, timelines 	25 points
No submission/Not relevant to project	0 points
Qualification and Skill of Resources of at least two personnel (attach CV's and copies of qualifications of person(s))	Total points- 20
A project leader with a Degree or post graduate in Human Resources Management with Three (3) or more years' experience in recruitment of Executives and senior manager positions. (Attach CV's)	20 points
A project leader with a Diploma or advanced in Human Resources Management with Two (2) or more years' experience in recruitment of Executives and senior manager positions. (Attach CV's)	10 points
No qualifications and skills	0 points
Brief company profile	Total 5 points
Submission of a brief company profile relevant to the above mentioned terms of reference	5 points
Company profile not relevant / No submission	0 points

Note: A bidder/s that scores less than **80 points** in respect of functionality, or submits solutions that are not according to requirements will be regarded as submitting a non-responsive bid and will be disqualified.

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder..... Bid Number.....

Closing Time Closing Date

OFFER TO BE VALID FOR _____ DAYS FROM THE CLOSING DATE OF BID

Item	Description	Rate
1	Cost of advertising in the newspaper (National, black and white, size 15x15)	R
2	Cost of advertising in the newspaper (Provincial, black and white, size 15x15)	R
3	Administration of the recruitment process from the point of receiving and capturing applications, vetting applications, short listing, fielding and responding to enquiries, short listing, supporting report/s (longlist, shortlisting; interview report , close out report) coordination & conducting interviews, offer of employment to candidate and close out report (all costs involved must be considered)	R
4	Qualification verification	R
5	Credit verification	R
6	Reference check	R
7	Criminal Record check	R
8	Psychometric assessment (COGTA battery)	R
9	Disbursement costs	R
10	Total for recruitment process excluding placement fee	R
11	Placement fee based on a Total Cost to Company package (Indicate in percentage form %)	_____ %

BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)**

- Does the offer comply with the specification(s)? *YES / NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm / Not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1. Full Name of bidder or his or her representative:.....

3.2. Identity Number:

3.3. Position occupied in the Company (director, trustee, shareholder²):.....

3.4. Company Registration Number:

3.5. Tax Reference Number:.....

3.6. VAT Registration Number:

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state?

YES	NO
-----	----

3.8.1. If yes, furnish particulars.

¹MSCM Regulations: “in the service of the state” means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999

(Act No.1 of 1999);

- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?

YES	NO
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3.9.1.If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES	NO
-----	----

3.10.1. If yes, furnish particulars.

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES	NO
-----	----

3.11.1. If yes, furnish particulars

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES	NO
-----	----

3.12.1. If yes, furnish particulars.

3.13 Are any spouse, child or parent of the company’s director’s trustees, managers, principle shareholders or stakeholders in service of the state?

YES	NO
-----	----

3.13.1. If yes, furnish particulars.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

YES	NO
-----	----

3.14.1. If yes, furnish particulars:.....

4. Full details of directors / trustees / members / shareholders (If employed by the state)

Full Name	Identity Number	State Employee Number (If employed by the state)

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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).

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.3 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.4 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all

applicable taxes less all unconditional discounts;

- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such)

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

The specific goals allocated points in terms of this tender	Means of verification Evidence must be provided to claim points	Number of points allocated (80/20 system)	Number of points allocated (80/20 system) (To be completed by the bidder)
SMME's An EME OR QSE)	CSD, B-BBEE Certificate/ Affidavit Sworn under oath	10	
Enterprises located within the City of Johannesburg Metropolitan Municipality	CSD Proof of municipal account/ lease agreement	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation

- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) 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;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:
