Film and Publication Board
Content Regulatory Authority of South Africa

ECO Glades 2, 420 Witch Hazel Ave
ECO Park, Centurion, 0169
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T +27(0) 12 003 1400
www.fpb.org.za

RFQ No: 02/10/2026

QUOTATION DESCRIPTION	DEPART.	CONTACT PERSON	CLOSING DATE &TIME
Appointment of panel of Recruitment Placement Agencies to provide recruitment and talent sourcing services as and when required	FINANCE	SCM **Tel**: 012 003 1400 Email: SCMDemand@fpb.org.za	Date: 10 November 2026 Time: 12:00 pm
ALL QUOTATIONS OR PROPOSALS TO BE EMAILED TO: SCMDemand@fpb.org.za ADDRESS: ECO Glades 2, 420 Witch Hazel Ave ECO Park, Centurion, 0169			
ALL QUOTATION MUST BE VALID FOR 60 DAYS			

FPB Council Members: Prof. Siyasanga Tyali (Mr) – **Council Chairperson**; Ms. Lungelo Dhladhla – **Deputy Chairperson**
Dr. Phosa Jan Mashangoane; Dr. Seithati Maria Motebang (Ms); Adv. Lindelwa Ndziba (Ms); Ms. Ditaba Lucy Maraka; Ms. Mariana Maartens; Ms. Zandile Gail Mpungose; Ms Melanie Roy
Acting Chief Executive Officer: Ephraim Tlhako (Mr); **Council Secretary**: FluidRock Governance Group

INDEX

NO	DETAILS	DOCUMENT
	LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF QUOTATION DOCUMENT (NEATLY ATTACHED AS ANNEXURES)	
1	Tax Clearance Certificate or Unique Pin	
2	Proof or supporting documents for points claim on specific goal -SBD6.1	**1.** CIPC **2.** CSD (Full) report **3.** Sworn affidavit /BBBEE indicating the level of ownership in the Enterprise
	BBBEE SCORECARD GUIDELINE BB-BEE score of companies Level 1 9 Points Level 2 8 Points Level 3 7 Points Level 4 6 Points Level 5 5 Points Level 6 4 Points Level 7 3 Points Level 8 2 Points Non-compliant 0 Points	
3	Standard Bidding Documents	SBD1, SBD 4, SBD6.1
4	Tax compliant CSD Report	
5	Comprehensive proposal or Quotation that respond to RFQ	
ALL PRICES MUST BE VAT INCLUSIVE		

Very important notice for disqualification

I/we the undersigned, who warrants that he/she is duly authorised to do so on behalf of thecompany declares that:

-The information furnished on this quotation is true and correct.

-If the information provided on this quotation is found to be incorrect, FPB, in addition to anyother remedy it may have:

-Recover all costs, losses or damages it has incurred or suffered as a result of that person'sconduct; and

-Cancel the purchase order and claim any damages which it has suffered as a result of havingto make less favourable arrangement due to such cancellation.

I have read, fully understand, and hereby accept FPB's standard quotation instructions.

"In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFQ/tender, you are consenting to the processing by FPB or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify FPB against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit."

Name and surname:……..

Signature: ……..

Date:……

Detailed Specification Requirement

The Film and Publication Board seeks to appoint a panel not exceeding ten (10) of Recruitment Placement Agencies to provide recruitment and talent sourcing services as and when required for vacant positions within the organization

Refer to attached Annexure A for detailed Specification

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	RFQ 02/10/2026	CLOSING DATE:	10 November 2026	CLOSING TIME:	12:00 pm
DESCRIPTION	Appointment of panel of Recruitment Placement Agencies to provide recruitment and talent sourcing services as and when required				
BID RESPONSE DOCUMENTS MAY BE DEPONSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
SCMDemand@fpb.org.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Lastar.Makhubela**	CONTACT PERSON	**Lastar Makhubela**
TELEPHONE NUMBER	**012 003 1400**	TELEPHONE NUMBER	**012 003 1400**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	SCMDemand@fpb.org.za	E-MAIL ADDRESS	**SCMDemand@fpb.org.za**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE	(010)	NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCESTATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes	No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] Yes	No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IFYES,ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐YES☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

SBD1

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....

.....

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

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

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

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

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be

true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat anyrestrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reportedto the National Prosecuting Authority (NPA) for criminal investigation and or may be restrictedfrom conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE ISCORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF

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

PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……

Signature Date

…… ……

Position Name of bidder

SBD 6.1

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 andserves 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

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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).

1.2 To be completed by the organ of state

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

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

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall beawarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5 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.

1.6 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, inany 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 aninvitation to provide goods or servicesthrough price quotations, competitive tendering processor 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 contractsthrough 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, butis 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**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = 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 termsof this tender	**Number of points allocated (90/10 system) (To be completed bythe organ of state)**	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (90/10 system) (To be completed by the tenderer)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
BBBEE scored card refer table A		9		
EME and/QSE		1		
51% women or more owned		2		
51% youth or more owned		2		
51% Owned by Persons wh Disabilities		5		
Gauteng		1		

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 thatthe 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 asindicated 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 tothe 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 ofstate 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:	.....
	.....
	.....
	.....

Annexure A

APPOINTMENT OF PANEL OF SERVICE PROVIDERS FOR RECRUITMENT PLACEMENT AGENCIES TO PROVIDE RECRUITMENT AND TALENT SOURCING SERVICES AS AND WHEN REQUIRED

1. ORGANISATIONAL PROFILE	The Film and Publication Board (FPB) is a Schedule 3A Public Entity established in terms of the Films and Publications Act, 1996 (Act No. 65 of 1996), as amended. The FPB reports to the Department of Communications and Digital Technologies and is mandated to regulate the creation, production, possession, publication, distribution and exhibition of films, games and certain online content in South Africa. The FPB's primary objective is to protect children from exposure to harmful content and provide consumers with information to make informed viewing and gaming choices through the classification and regulation of content. The organisation employs professionals across various disciplines including: • Information and Communication Technology (ICT)

	• Human Capital • Finance and Supply Chain Management • Risk Management • Internal Audit • Corporate Governance • Licensing and Registration • Regulatory Development • Research and Policy Development • Classification Services • Compliance and Enforcement • Public Complaints • Platform Monitoring • Legal Services • Communications and Marketing • Facilities Management • Executive and Senior Management • Other related to the mandate of the FPB.
2. PURPOSE	2.1 The Film and Publication Board seeks to establish a panel of up to five (5) or ten (10) Recruitment Placement Agencies to provide recruitment and talent sourcing services as and when required for vacant positions within the organisation. 2.2 The appointment onto the panel does not constitute a guarantee of work. Requests for candidate sourcing will be issued to appointed panel members as recruitment needs arise.
3. OBJECTIVE	3.1 The objective is to appoint suitably qualified and experienced Recruitment Placement Agencies with proven capacity to source and identify suitably qualified candidates across a broad range of occupational categories and **scarce skills** requirements.
4. SCOPE OF WORK The appointed Recruitment Placement Agencies shall, on an as-needed basis:	**4.1 Talent Sourcing** • Source suitably qualified candidates for positions requested by the FPB. • Utilise recruitment databases, professional networks, advertising platforms and talent pools.

	• Conduct targeted searches for scarce and critical skills where required. • Present the potential candidate to the Selection Panel (Virtually) subject to the request of the selection panel. **4.2 Candidate Screening** • Conduct preliminary screening of candidates. • Verify candidate suitability against the minimum requirements provided by the FPB. • Conduct initial reference checks where applicable. **4.3 Candidate Submission** Submit shortlisted candidates together with: • Signed (each page) Curriculum Vitae (CVs) with contactable references by the candidate/s • Less than six (6) Certified Identity Document, qualifications and Valid Professional Registration (If applicable). • Submit Long List or Screened Applications meeting the minimum or exceed the job advertisement requirements in line with the prescribed templated by FPB • Relevant supporting documentation **4.4 Recruitment Support** • Provide Response handling for all adverts issued by the organisation • Facilitate communication between candidates and the FPB. • Coordinate interview, Technical and Competency Assessment arrangements where required. • Support the recruitment process until conclusion.
5. IMPORTANT NOTICE	5.1 The purpose of this RFQ is solely to establish a panel of Recruitment Placement Agencies. 5.2 No recruitment assignment, placement guarantee, replacement guarantee, fee structure, candidate

	ownership provisions or payment conditions form part of this RFQ. 5.3 The terms and conditions applicable to individual recruitment assignments will be communicated to appointed panel members whenever a specific vacancy is released by the FPB. 5.4 Only agencies appointed onto the panel will be invited to participate in recruitment assignments for specific vacancies. 5.5 In accordance with the FPB (Talent and Acquisition Policy, clause 7.5.2.2): ***In the event of an employee leaving the FPB because of misrepresentation by an Agency, the Agency will reimburse in full, in cash the agency fee paid. In the case of dismissal and resignation withing six months of employment, the agency will be required to replace free of charge or carry the recruitment cost for the replacement.***
6. DELIVERABLE	6.1 The successful outcome of this RFQ will be the appointment of up to five (5) or ten (10) Recruitment Placement Agencies onto the FPB Recruitment Agency Panel for a period of three (3) years. 6.2 The appointment to the panel shall not guarantee any minimum value of work or number of recruitment assignments.
7. CONFIDENTIALITY	7.1 All information obtained from the FPB during the course of any recruitment assignment shall be treated as confidential and shall not be disclosed to any third party without prior written consent.
8. PROPOSAL REQUIREMENTS Interested service providers must submit the following:	**8.1 Qualification of the Team Leader/Project Leader** • Team Leader/Project Leader must have a relevant National Diploma or Bachelor's Degree (i.e., Human Resources Management, Industrial Psychology, Organisational Development or any equivalent qualification).

	• Valid Registration with the South African Board for People Practices (SABPP) or Health Professional Council of South Africa or Institute of People Management (IPM) or equivalent professional institution in Talent Sourcing and acquisition/Recruitment or related area. **8.2 Qualification of one Team Member** • Team member must have a relevant National Diploma or Bachelor's Degree (i.e., Human Resources Management, Industrial Psychology, Organisational Development or any equivalent qualification).

9. EVALUATION CRITERIA

Functionality Evaluation

Criteria	Requirements from Service Providers	Weight
Company Experience Bidder must submit Company Profile indicating years of experience in Recruitment Services.	10 points for company profile indicating more than 10 years of experience in Recruitment Services 5 points for company profile indicating 6 to 10 years of experience in Recruitment Services 3 points for company profile indicating 3 to 5 years of experience in Recruitment Services 0 points for company profile indicating Less than 3 years of experience in Recruitment Services	10%

Company /Corporate Professional Registration Bidder must submit a valid (current) proof of Registration with the federations of African professional staffing organisations (APSO)	10 points for submission of the valid proof of registration with the federations of African professional staffing organisations (APSO) 0 points for lack of valid or non-submission of the valid proof of registration with the federations of African professional staffing organisations (APSO)	10%
Relevant assignments Reports Bidder must submit relevant assignment report demonstrating experience in Recruiting Scarce and Critical Skills. The relevant assignments Reports must include position/title, industry/client, recruitment period, and whether the position was successfully filled.	20 points for seven (7) or more assignment reports demonstrating experience in recruiting and successfully placing candidates in scarce, specialised, or hard-to-fill positions. 15 points for five (5) assignment reports demonstrating experience in recruiting and successfully placing candidates in scarce, specialised, or hard-to-fill positions. 5 points for three (3) assignment reports demonstrating experience in recruiting and successfully placing candidates in scarce, specialised, or hard-to-fill positions. 0 points for less than three (3) assignment reports demonstrating experience in recruiting and successfully placing candidates in scarce,	20%

	specialised, or hard-to-fill positions.	
References Letters Bidders are required to submit contactable client references where relevant or similar recruitment services can be verified. Reference should be presented in a form of a written letter that is in a company letter head, signed, and dated with contact details. No appointment letters from client will be accepted as reference letters.	20 points for more than 5 valid relevant reference letters. 10 points for 3-5 valid relevant reference letters. 0 points for less than 3 valid relevant reference letters.	20%
Experience and Qualifications of Recruitment Team. Submit CVs and qualifications. **Team Leader/Project Leader:** Minimum of 4 years' experience in recruitment talent sourcing and placement. A minimum of relevant National Diploma or Bachelor 's Degree (i.e., Human Resources Management, Industrial Psychology,	**Team Leader/Project Leader:** 10 points for more than 6 years of experience in recruitment talent sourcing and placement as a Team Leader/Project Leader. 5 points for 4-5 years of experience in recruitment talent sourcing and placement as a Team Leader/Project Leader. 0 point for less than 4 years of experience in recruitment talent sourcing and placement for a Team Leader/Project Leader. 5 points for submission of the relevant National Diploma or Bachelor 's Degree (i.e., Human Resources Management, Industrial Psychology,	10% 5%

Organisational Development or any equivalent qualification). Valid Registration with the South African Board for People Practices (SABPP) or Health Professional Council of South Africa or Institute of People Management (IPM) or equivalent professional bodies in Talent Sourcing/Recruitment. **One Team Member:**	Organisational Development or any equivalent qualification). 0 point for lack of submission of the relevant National Diploma or Bachelor 's Degree (i.e., Human Resources Management, Industrial Psychology, Organisational Development or any equivalent qualification). 5 points for submission of the valid proof of registration with the South African Board for People Practices (SABPP) or Health Professional Council of South Africa or Institute of People Management (IPM) or equivalent professional bodies in Talent Sourcing/Recruitment. 0 points for lack of valid or non-submission of the valid proof of registration with the South African Board for People Practices (SABPP) or Health Professional Council of South Africa or Institute of People Management (IPM) or equivalent professional bodies in Talent Sourcing/Recruitment. **One Team Member:** 5 points for more than 4 years of experience in recruitment talent sourcing and placement.	5% 5%

Minimum of 3 years' experience recruitment in talent sourcing and placement. A minimum of relevant National Diploma or Bachelor 's Degree (i.e., Human Resources Management, Industrial Psychology, Organisational Development or any equivalent qualification).	3 points for 3-4 years of experience in recruitment talent sourcing and placement. 0 point for less than 3 years of experience in recruitment talent sourcing and placement. 5 points for submission of the relevant National Diploma or Bachelor 's Degree (i.e., Human Resources Management, Industrial Psychology, Organisational Development or any equivalent qualification). 0 point for lack of submission of the relevant National Diploma or Bachelor 's Degree (i.e., Human Resources Management, Industrial Psychology, Organisational Development or any equivalent qualification).	5%
Recruitment Methodology and Talent Sourcing Approach Bidders must provide a brief description of their recruitment methodology and talent sourcing approach, demonstrating their ability to source and attract suitably qualified candidates across various occupational categories and levels. The methodology should address: • Candidate sourcing channels and recruitment platforms utilised and quality assurance. • Approach to sourcing scarce and critical skills.	10 points for Comprehensive methodology covering all requirements with clear evidence of strong sourcing capability and recruitment capacity. 5 points for Methodology addresses most requirements and demonstrates adequate recruitment capability. 0 point for no methodology submitted.	10%

• Recruitment Phases/process and Recruitment turnaround times each phase. • Capacity to recruit across multiple disciplines and levels.		
Total		**100%**

Minimum Threshold

Bidders must achieve a minimum score of **70 points out of 100** for functionality in order to be considered for appointment to the panel.