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Request for Proposal (RFP) for the appointment to a panel of recruiters that will provide recruitment related services to the Accounting Standards Board (ASB) at Midridge Office Estate (South), Cnr. Pioneer and Atlantis Ave, Building A, Ground Floor, Midrand

RFP No 03/22/01/2021

Date of issue	Friday, 04 December 2020
Closing Date and Time	Friday, 22 January 2021 at 11h00. <i>(Late proposals will not be considered)</i>
Contact details	For submission of proposals or any other enquiries: Email info@asb.co.za <i>(Please use RFP No. as subject reference. No hardcopies will be accepted)</i>

1. REQUEST FOR PROPOSAL (RFP)

Service providers who meet the requirements stipulated in this RFP are requested to submit comprehensive proposals to the Accounting Standards Board (ASB) for the rendering of recruitment related services for positions (executive/professional or other) that become vacant within the organisation.

Board Members: Mr V Ngobese (chair), Ms F Abba, Mr C Braxton, Mr K Hoosain,
Ms I Lubbe, Ms K Maree, Ms P Moalusi, Ms M Sedikela, Ms N Themba
Chief Executive Officer: Ms E Swart, Technical Director: Ms J Poggiolini

This RFP seeks to solicit proposals from various recruitment agencies for appointment onto a panel of recruiters to supplement the ASB recruitment related processes from time to time.

The recruiters appointed to the panel will be required to assist the ASB in identifying suitably qualified candidates for the vacant position(s) and presenting a shortlist of potential candidates of the highest calibre to the organisation for the vacant position(s).

The panel of recruiters will be appointed for a period of three (3) years or until an amount of R500 000, including VAT and any reimbursable expenditure has been used for recruitment services.

The proposal must be submitted, in writing, by the specified date. By submitting a proposal in response to this RFP or by participating in this RFP process, the service provider accepts that it is subject to and bound by all the terms and conditions contained in this RFP document and the General conditions of Contract which can be viewed [here](#).

Importantly to note that inclusion on the panel does not guarantee that a candidate put forward by your organisation will be selected, but you will have the opportunity to compete with other service providers on the panel to supply the ASB with the required candidates.

2. ABOUT THE ACCOUNTING STANDARDS BOARD

The ASB is a Schedule 3A Public Entity, established in terms of Chapter 11 of the Public Finance Management Act (PFMA). Its main function is to set accounting standards for all spheres of Government.

The ASB has a total of seven (7) employees of which two (2) are executives, three (3) are standards setters, one accountant and one office administrator.

Due to the nature of the work performed by the ASB, five (5) of the ASB staff members are professionals (Chartered Accountants).

The current annual turnover rate for the last four years has been 0% (zero percent) which means no recruitment was done in the last four years. The ASB envisages

that two positions for a standards setter and an accountant would need to be filled in the first half of 2021.

Additional information about the ASB is available on its website, www.asb.co.za.

3. CLARIFYING QUESTIONS

Any clarifying questions should be submitted by e-mail to info@asb.co.za with the following subject line: RFP No 02/07/09/2020,<Service providers Name>, <clarifying questions >.

4. SUBMISSION REQUIREMENTS

Service providers should present their proposal in electronic format only by the dates and time as indicated above, by email. No hand delivered proposals will be considered.

Late proposals will not be considered.

Proposals should be sent via email to Erna Swart at info@asb.co.za with the following subject line: RFP No 03/22/01/2021, <Service providers Name>, <Proposal >.

5. SCOPE OF SERVICES REQUIRED

The successful recruiters will, as part of rendering recruitment services to the ASB, be required to:

- Arrange meetings with the ASB to determine the requirements for the vacant position(s).
- Obtain written job specifications for the vacant position(s) from the ASB.
- Source the required applicants using appropriate means of advertising that conform with the ASB's policies and Code of Conduct.
- Generate interest and approach suitable candidates to apply for the positions.
- Consider and refer to the ASB only CVs that appropriately match the predetermined requirements/criteria for the recruitment process.
- Conduct in-depth first round interviews with the candidates and compile detailed CVs of the individuals on a generic template. The CV's should be no more than four pages in length and must include the following:

- Race
- Gender
- Qualification and competencies for the position
- Expected salary of candidate
- Shortlist candidates against the job specifications and employment equity requirements received from the ASB.
- Obtain the candidates' approval before referring their CVs (and expert analysis thereof) to the ASB for consideration.
- After the candidate's interview with the ASB, conduct security vetting and comprehensive reference checks on the candidates as is required by the ASB, which may include but not limited to *credit checks; criminal record checks; ID verification checks; qualification verifications; tax compliance checks with SARS; as well as Companies and Intellectual Property Commission directorship registration checks and delinquent director verifications.*
- Provide a risk analysis of the shortlisted candidates to the ASB which shall include media and reputational risk profiling (depending on the position to be filled).
- Upon the ASB's selection of candidates to be interviewed, schedule interviews with the candidates in line with the ASB's timetable.
- Upon receipt of the ASB's decision on the candidate to be appointed and the accompanying offer, present the offer and employment contract to the candidate and facilitate the negotiations and signing thereof.
- Ensure that all recruitment processes are well planned and conducted in a timely manner so as to enable the ASB to have sufficient time to consider, process and approve the appointments.

The above requirements may be reviewed and amended by the ASB in line with its recruitment needs and any changes to the process.

5.1 Psychometric assessment and practical assessments

The ASB might require psychometric assessments or practical assessment for some positions within the organisation. The ASB will require the selected recruiter to have these assessments done by reputable service providers.

For positions where a practical assessment is applicable, the ASB will communicate the requirement to the recruitment agency.

5.2 Reporting

All recruiters selected on the panel will work closely with the ASB's CEO or Hiring Executive and present regular progress reports during a recruitment process.

5.3 Timeframes for Recruitment

The ASB will communicate a broad timeline in which the recruitment processes should be finalised, and CV's should be submitted by the recruiters on an agreed upon date at the beginning of each recruitment drive.

The selected recruiters will be required to provide a comprehensive recruitment plan to illustrate their end to end recruitment methodology and processes, indicating the planning and preparation that will be involved to ensure a timely and efficient process.

6. FUNCTIONAL PROPOSAL SUBMISSION

Due to the nature of the ASB's work and calibre of candidates required, recruiters are requested to submit a proposal document in order for the company to be evaluated based on functionality.

Recruiters are requested to submit proposals which consist of the sections as highlighted below:

6.1 Capacity of the recruiter

- a) Recruiters are requested to present an overview of the company which includes the company's *core business, industry specialisation, range of services*, an organisational chart indicating the ownership structure and a brief history and exposition of the company.
- b) Provide an organogram illustrating the company's staff complement.

- c) Provide an overview of the company's experience in recruitment.

6.2 Capability and competency of the recruiter

- a) Comprehensive CVs of the recruiter or project team indicating relevant recruitment qualifications skills and experience.
- b) The recruiter's methodology, resources and systems utilised in the recruitment process.
- c) The recruiter's experience in the recruitment of candidates at different occupational levels, inclusive of senior and executive positions and specialised technical accountants.
- d) Timeframes for the finalisation of recruitments for different occupational levels.

6.3 Track Record of the recruiter

- a) Demonstrate professional recruitment services previously rendered by the recruiter and accompanying evidence that the recruiter is able to source suitably qualified candidates within the finance and public sector industries as required by the ASB.
- b) Demonstrate placement for positions at various occupational levels (including executive level) and outline placement success rate.
- c) Provide at least three (3) positive service relevant reference letters, not older than 12 months from clients (relevant to positions available at ASB).
- d) Provide a list of current and previous clients.

7. PROPOSAL EVALUATION AND APPOINTMENT TO PANEL

7.1 Phase 1 – Initial screening:

During this phase, submissions will be reviewed for the purposes of assessing compliance with RFP requirements, including the general bid conditions that include the following, as per table in paragraph eight (8) below:

- Submission of a valid and original Tax Clearance Certificate or a pin (obtainable from SARS);
- Valid BEE Status Certification Document;
- Proof of National Treasury: CSD registration;
- Completion of all Standard Bidding Documents;

Failure to comply with the requirements assessed in Phase 1 (compliance) may lead to disqualification.

7.2 Phase 2 – Non-mandatory functional requirements:

Proposal will be subjected to a responsiveness criteria assessment to determine which responses are compliant or non-compliant with the specifications and requirements as issued by the ASB.

Proposals will be evaluated, in accordance with requirements listed in paragraph 6 above, against the criteria and weights for functionality as depicted in the table below:

1 – POOR 2 – FAIR 3 – AVERAGE 4 – GOOD 5 – EXCELLENT

Criteria:	Weight	Reference
Functionality		
Service Provider’s relevant capacity to render the required service	30	Par 6.1 (a-c)
Service Provider’s relevant capability and competency	40	Par 6.2 (a-d)
Service Provider’s demonstrated track record	30	Par 6.3 (a-d)
Total	100	
Minimum Threshold	70	

Service Providers are required to achieve a minimum score of 70 points, out of the 100 total points during this phase of the evaluation process to be considered further for the B-BBEE and Pricing evaluation.

7.3 Phase 3 – BBEE and Pricing

Service Providers that qualify in Phase 2 will be evaluated in terms of the 80/20 preference points system, where the 80 points will be used for rating pricing and the 20 points will be awarded to Service Providers for their B-BBEE level contributor status, in accordance with their BEE Certificate/Affidavit documents as indicated below:

Criteria	Point
B-BBEE	20
Pricing	80
Total Points	100

Service Providers that do not submit B-BBEE Status Level Verification Certificates or that are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE but will not be disqualified from the process.

Note: Please refer to SBD 3.3 available on the ASB website, for the format in which the required pricing proposal must be submitted.

8. COMPULSORY DOCUMENTATION REQUIRED

Service providers are required to submit the following documents, failing which may lead to the disqualification of the submission.	Comment	Submitted (Yes/No)
SBD 1: Invitation to bid	Must be signed	
SBD 2: Tax clearance certificate	Certificate must be valid / or pin provided	
SBD 3.3: Pricing Schedule	Must be completed in correct format and signed	
SBD 4: Declaration of interest	Must be signed	
SBD 6.1: Preference Point claim form in terms of PPPFA, 2017	Must be completed and points claimed as per BEE certificate	
SBD 8: Abuse of Supply Chain Management System	Must be signed	
SBD 9: Certificate of independent bid declaration	Must be signed	
Certified copies of Company Registration Documents. (not older than 6 months)	Certificate of registration - Change of name certificate (if applicable) - Register of directors - Most current registered address	
BBBEE certificate or Sworn Statement	Valid certified copies must be submitted	
Company Profile	Include structure of the company	
Certified copies of identity documents	For all current shareholders / members	
CSD Registration	Proof of CSD Registration	

9. DISCLAIMER

Service Providers must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the RFP. The ASB will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.

The ASB reserves the right to not appoint any particular service provider that does not comply with the conditions of this RFP, or if information that could put the ASB at risk is obtained by the ASB about a service provider.

The ASB is not obliged to use any appointed service provider where CVs were received directly from individuals before receiving the service provider's branded CVs.

10. PROPOSAL VALIDITY AND REPRESENTATIONS

Any proposal shall be irrevocable after the final submission time and shall remain valid for a period of one hundred and twenty (120) days from the proposal due date.

The ASB will not be responsible for any costs incurred by service providers in the preparation of their submissions or during the RFP evaluation process.

By submitting a proposal, the service provider represents to the ASB the following:

- That it has read and understood all RFP documents, and that RFP documents are acceptable to it; and
- That its proposal is based upon the services requested and upon the terms and conditions set forth in the RFP documents.

11. CONTRACTUAL ASPECTS

The contents of this document shall be deemed to constitute the Special Conditions of Contract applicable to this RFP and shall be read together with the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations.

Where, however, the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.

The document submitted by the successful service providers, together with the specifications contained in this document, shall constitute part of the Contract.

Service providers shall not perform any work or render any services in terms of the contract, unless they are in receipt of a written instruction to that effect from the ASB.

The successful service providers may not assign their own obligations.

The successful service provider must advise the ASB immediately when it seems like unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished to the ASB, including project team changes that may affect the quality of the service.

The successful recruiter should guarantee the calibre of the candidate assigned. Should the contract be terminated within the first three months of employment in a fair, reasonable and legal manner, all cost paid to the recruiter must be refunded with immediate effect to allow the ASB to continue the recruitment process.

12. PRICING SCHEDULE

Service providers are requested to provide the detailed pricing schedules for the required service, as detailed in the SBD 3.3 document. All applicable services required must be listed by the service provider.

The pricing schedule must be submitted in the format as set out in the SBD 3.3 form and must be clearly marked.

Payment will only be processed in respect of successful candidate placements and ad-hoc service delivery. The ASB will not be held liable for costs incurred by recruiters whose candidates were unsuccessful /or not appointed by the ASB.

The ASB will not be responsible for expenses incurred by the successful service provider for operational and/or other requirements to render the services.