



THE BIDDER

TENDER NO. : IRBA001/2020/RFT
CLOSING DATE : 2 OCTOBER 2020 AT 12H00
VALIDITY PERIOD : 145 DAYS (CALCULATED FROM THE CLOSING DATE)

BID DESCRIPTION : APPOINTMENT OF A PANEL OF RECRUITERS TO PROVIDE RECRUITMENT RELATED SERVICES TO THE IRBA

1. Bidders are invited to submit their tender proposals for the supply of the abovementioned services, according to the attached Terms of Reference and conditions, as outlined in the tender document.
2. This bid is subject to the General Conditions of Contract (GCC) and, where applicable, any other special conditions of contract.
3. Kindly note that the bid offers should be submitted as follows:
 - **Via electronic submission** and should be emailed to tenders@irba.co.za before or on the closing date and time of the bid.
 - **Documents must be submitted in pdf format and must be signed by an authorised signatory.**
4. No late bids will be accepted.

DIRECTOR: OPERATIONS

DATE:

TERMS OF REFERENCE

APPOINTMENT OF A PANEL OF RECRUITERS TO PROVIDE RECRUITMENT RELATED SERVICES TO THE IRBA FOR A FIVE (5) YEAR PERIOD

Bidders are requested to submit comprehensive proposals to the Independent Regulatory Board For Auditors (IRBA) for the rendering of recruitment related services for various positions (executive/professional or other) that become vacant within the organisation.

1. BACKGROUND OF THE IRBA

The IRBA is a public entity established in terms of section 3 of the Auditing Profession Act of 2005 (APA). The primary mandate of the IRBA is to protect the financial interests of the public by ensuring that only suitably qualified individuals are admitted to the auditing profession, and that registered auditors deliver services of the highest quality and adhere to the highest ethics and professional standards.

In giving effect to its legal mandate, the IRBA has established seven departments with a total of approximately 80 staff members. The structure is flat with a focus on employees becoming technical experts. The departments are as follows:

- **The Executive Department:**
Responsible for overall direction of the IRBA operations, governance, stakeholder relationship management, strategic communication, as well as research within the profession.
- **The Standards department:**
Responsible for the development and maintenance of internationally comparable Ethics and Auditing Standards for Auditors.
- **The Inspections Department:**
Responsible for inspecting or reviewing the practice of a Registered Auditor [RA] who performs the audit of public interest companies.
- **The Education Department:**
Responsible for registering and approving training contracts and raising awareness of the auditing profession.
- **The Investigations Department:**
Responsible for the investigating allegations of improper conduct against RAs.
- **The Legal Department:**
Responsible for the registration of auditors, pursuing disciplinary action against RAs, administration of reportable irregularities, knowledge management, litigation, legal support and compliance.
- **The Operations Department:**
Provides support to the organisation in terms of Financial Management, Procurement, Facilities, Information and Communication Technology, Communications and Human Resources.

Due to the nature of the work performed by the IRBA, most of the IRBA staff members are professionals in their areas of expertise.

The current annual turnover rate is approximately 10% which would equate to approximately 8 recruitment drives per year. In addition to this, the IRBA has a new approved structure which includes approximately 8 new positions which would need to be filled.

2. INVITATION TO BID

The IRBA makes use of recruitment agencies to assist with recruitment drives and is desirous to have a panel of approved agencies that will work with the IRBA on such drives.

In view of the above, these Terms of Reference seek to solicit proposals from various recruitment agencies for appointment onto a panel of recruiters to supplement the IRBA recruitment related processes from time to time.

The successful recruiters will be required to assist the IRBA in recruiting suitably qualified candidates for various positions and then present a shortlist of potential candidates of the highest calibre to the organisation for these positions.

3. SCOPE OF SERVICES

The successful recruiters will, as and when the need arises, be required to identify suitably qualified candidates for the vacant positions in the most transparent, cost-effective and efficient manner.

The IRBA will be recruiting for candidates to occupy position on a permanent, part-time or fixed-term basis, and in certain instances, candidates may be procured as independent contractors. The positions may be at a skilled, semi-skilled, professional or senior management level.

in addition to the above, recruiters will be required to assist with executive placements, as well as the placement of statutory committee members.

4. INDEPENDENCE

The IRBA maintains independence from the RAs it regulates. As such, no bids will be considered from any entity or person that is regulated by the IRBA, including network firms as defined in the IRBA Code of Professional Conduct.

In view of the above, successful recruiters must be free from any relationship which could result in any undue influence from auditors and audit firms regulated by the IRBA.

5. SERVICE REQUIREMENTS

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

- Arrange meetings with the IRBA to determine the requirements for the positions.
- Obtain written job specifications for the various positions from the IRBA.
- Facilitate discussions with the relevant Hiring Manager to align the requirements for the suitably qualified candidates.
- Source the required applicants using appropriate means of advertising that conform with the IRBA's policies and Code of Conduct.
- Generate interest and approach suitable candidates to apply for the positions.

- Consider and refer to the IRBA 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 IRBA.
- Obtain the candidates' approval before referring their CVs (and expert analysis thereof) to the IRBA for consideration.
- Prior to the candidate's interview with the IRBA, conduct security vetting and comprehensive reference checks on the candidates as is required by the IRBA, which may include *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 IRBA which shall include media and reputational risk profiling.
- Upon the IRBA's selection of candidates to be interviewed, schedule interviews with the candidates in line with the IRBA's timetable.
- Upon receipt of the IRBA'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 IRBA to have sufficient time to consider, process and approve the appointments.

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

5.1. Psychometric Assessments and Practical Assessments

The IRBA makes use of various service providers to assist with psychometric assessments for all positions within the organisation. The IRBA will manage these assessments and will not require the assistance of the recruiters on this part of the recruitment process, with the exception of setting up the appointments with the candidates.

For positions where a practical assessment is applicable, the IRBA will communicate the requirement to the recruitment agency who will then be required to inform the relevant candidate.

Candidates should be informed upfront by the recruiter of these rigorous steps in each recruitment drive.

5.2. Reporting

All successful recruiters will work closely with the IRBA HR department during a recruitment process.

5.3. Timeframes for Recruitment

Most recruitment processes take approximately (1) one month to finalise and CV's should be submitted by the recruiters on an agreed upon date at the beginning of each recruitment drive.

Interested recruiters must 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. PROPOSAL SUBMISSION REQUIREMENTS

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, 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 footprint and 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, as well as committee appointments.
- 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.
- 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 various positions).
- d) Provide a list of current and previous clients.

7. EVALUATION OF THE BID PROPOSALS

7.1. Phase 1 – Initial screening:

During this phase, bid responses will be reviewed for the purposes of assessing compliance with RFT requirements, including the general bid conditions that include the following, as per paragraph 8.2 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 the disqualification of bids.

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 IRBA.

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: Functionality	Weight	Reference
Bidder's relevant capacity to render the required services	40	6.1 (a-c)
Bidder's relevant capability and competency to render the required services	40	6.2 (a-d)
Bidder's demonstrated track record	20	6.3 (a-d)
Total	100	

Minimum Threshold	70	
--------------------------	-----------	--

Bidders 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.

Phase 3 – BBEE and Pricing

Bidders 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 bidders for their B-BBEE level contributor status, in accordance with their BEE Certificate/Affidavit documents as indicated below:

Criteria	Points
B-BBEE	20
Pricing	80
Total Points	100

Bidders 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 tendering process.

Note: Please refer to SBD 3.3, annexed to this document, for the format in which the required pricing proposal must be submitted.

8. COMPULSORY DOCUMENTATION TO BE SUBMITTED

8.1. Bidders must comply with the minimum conditions below, if they would like their bids to be evaluated on functionality.

8.2. Interested bidders are required to complete and submit **all** Standard Bid Documents (SBD), failing which their bid may be disqualified. The standard bid documents are as follows:

- SBD 1: Invitation to Bid;
- SBD 3.3: Pricing Schedule;
- SBD 4: Declaration of Interests Form;
- SBD 6.1: Preference Points Claim Form in terms of PPPFA, 2017;
- SBD 8: Abuse of Supply Chain Management System;
- SBD 9: Certificate of Independent Bid Determination;
- Certified copy of the bidder/recruitment agency's BEE Certificate/Affidavit as signed by a Commissioner of Oaths;
- Certified copy of the bidder/recruitment agency's Tax Clearance Certificate/or pin obtainable from SARS; and
- Company proposal, including documents outlined in paragraph 6 above.

8.3. **National Treasury – Central Supplier Database:** Suppliers must submit

confirmation of the company or individual registration on the Central Supplier Database (CSD). The IRBA will not award any bid to a supplier that is not registered as a prospective supplier on the CSD, as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 4 of 2016/2017. The CSD registration requirement applies to all companies/individuals, including joint ventures and sub-contracted companies.

- 8.4. **VAT:** Bidders must submit bids that are **inclusive of VAT** (if applicable) with their proposals.
- 8.5. **Joint Ventures:** A trust, consortium or joint venture (including unincorporated consortium and joint ventures) must submit a consolidated bid, inclusive of consolidated B-BBEE Status Level Verification and Tax Clearance Certificate documents or pins (obtainable from SARS) for every separate tender.
- 8.6. **GCC:** The General Conditions of Contract will be applicable to all tenders, and these are available on the IRBA website.

9. DISCLAIMER

- 9.1. Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the bid. The IRBA will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.
- 9.2. The IRBA reserves the right to not appoint any particular bidder that does not comply with the conditions of this bid, or if information that could put the IRBA at risk is obtained by the IRBA about a bidder.
- 9.3. The IRBA is not obliged to use any appointed bidder where CVs were received directly from individuals before receiving the bidder's branded CVs.
- 9.4. The IRBA reserves the right to cancel this bid should the budget to cover the full quote of this tender not be available at the time of awarding the bid, or if the need does not exist anymore or the specifications have changed.

10. ASSIGNMENT OF OBLIGATIONS, INDEPENDENCE AND CONFLICT OF INTEREST

- 10.1. The successful bidders:
 - 10.1.1. May not assign their own obligations;
 - 10.1.2. Shall, in rendering services to the IRBA, maintain independence and avoid any conflict of interest;
 - 10.1.3. Shall have systems in place for identifying and managing conflicts of interest and will be required to disclose any conflicts of interest that exist and/or may exist at any point in time;
 - 10.1.4. Must advise the IRBA 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 IRBA, including project team changes that may affect the quality of the service; and
 - 10.1.5. Shall restrict the use of the IRBA information and documentation for the

purpose for which such information and documentation was disclosed to the recruiter by the IRBA.

11. CONTRACT

11.1. A Service Level Agreement will be entered into between the successful bidder and the IRBA to manage and track the quality of services to be rendered.

11.2. The agreement shall be valid for a period of five (5) years, subject to an annual review of the bidder's performance.

11.3. Notwithstanding the above, the IRBA shall engage the services of the recruiter on an *"as and when required basis"*.

12. CANCELLATION OF THE CONTRACT

12.1. The IRBA may, in its sole discretion, and without limitation to any of its other rights elsewhere in law, cancel the contract and/or resolve that no tender from such a person will be favourably considered for a specified period, if the IRBA is satisfied that any person (including an employee, partner, director or shareholder of the interested company or a person acting on behalf of or with the knowledge of the interested person or firm):

12.1.1. Is executing a contract with the IRBA unsatisfactorily;

12.1.2. Has, in any manner, been involved in a corrupt act or offered a gift or remuneration to any officer or employee of the IRBA in connection with obtaining or executing a contract;

12.1.3. Has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract;

12.1.4. Has, in any manner, influenced or attempted to influence the awarding of the IRBA's bid;

12.1.5. Has, when advised that his tender has been accepted, given notice of his inability to execute or sign the contract;

12.1.6. Has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from tendering for this contract, or relating to the tender price to be submitted by either party; and/or

12.1.7. Has disclosed to any other person any information relating to this bid, except where disclosure in confidence was necessary to obtain quotations required for the preparation of the tender.

12.2. If the IRBA is satisfied that any person is or was a shareholder or a director of a firm or company, which in terms of paragraph 12.1 is one from which no tender will be favourably considered for a specified period, the IRBA may also decide that no tender from such a person, firm or company shall be favourably considered for a specified period.

12.3. Any restriction imposed upon any person shall apply to any other person with which such a person is actively associated.

12.4. The IRBA reserves the right to unilaterally terminate the contract with the successful bidder with a notice of one month, in the event of circumstances beyond its control and that render continuation with the contract undesirable or unnecessary, without compensation to the bidder.

13. CONTRACTUAL ASPECTS

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

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

13.3. The bid document submitted by the successful bidder, together with the specifications contained in this document, shall constitute part of the Contract.

13.4. Bidders 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 IRBA.

13.5. The successful bidder may not assign their own obligations.

13.6. The successful bidder must advise the IRBA 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 IRBA, including project team changes that may affect the quality of the service.

14. TENDER SUBMISSION REQUIREMENTS

- 14.1. All the documentation submitted in response to this Request for Tender (RFT) must be in English.
- 14.2. The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 14.3. Bids submitted by bidders that are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid. The authorised signature may be done electronically or hand-written signature, through a scanned version of the document, and must be accompanied by the abovementioned resolution.
- 14.4. The bidder should check the numbering of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by the IRBA in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 14.5. A list of all positive references (a minimum of three (3), as per the Evaluation Functionality Criteria set out in point 6 of the RFT) must be included in the bid response.
- 14.6. A copy(ies) of valid certificates/ or qualifications relevant to Recruitment must be included in the bid response.
- 14.7. The IRBA requires one (1) electronic tender submission of the complete bid document supporting the criteria as stated above. The IRBA reserves the right to make additional copies, as required, for evaluation or record purposes.
- 14.8. Completed documents must be clearly marked and submitted with the correct reference and tender number.

15. PRICING SCHEDULE

- 15.1 Bidders are requested to provide the detailed pricing schedules for the required service, as detailed in the SBD 3.3 document. All applicable services required to render the services must be listed by the bidder.
- 15.2 The pricing schedule must be submitted in the format as set out in the SBD 3.3 form and must be **clearly marked**.
- 15.3 Payment will only be processed in respect of successful candidate placements and ad-hoc service delivery. The IRBA will not be held liable for costs incurred by recruiters whose candidates were unsuccessful /or not appointed by the IRBA.
- 15.4 The IRBA will not be responsible for expenses incurred by the successful bidder for operational and/or other requirements to render the services.

16. OTHER

16.1 Enquiries may be directed as follows:

Technical Enquiries

Lisa Venables

Tel: (087) 940-8805

E-mail address: lvenables@irba.co.za

RFT Enquiries

Samantha Berry

Tel: (087) 940-8817

E-mail address: sberry@irba.co.za