



TENDER NO. : IRBA002/2019/RFT
CLOSING DATE : 29 NOVEMBER 2019 AT 12h00
VALIDITY PERIOD : 120 DAYS (CALCULATED FROM THE CLOSING DATE)

BID DESCRIPTION : THE PROVISION OF HEADHUNTING SERVICES FOR AN EXECUTIVE LEVEL POSITION

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 hand delivery and should be deposited in the tender box on the Ground Floor of Building 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609.
4. No bids forwarded via email, fax or similar medium will be considered.
5. No late bids will be accepted after 12h00 on 29 November 2019.

A handwritten signature in black ink, appearing to read 'M. Biefy', is written over the printed name of the Director of Operations.

DIRECTOR: OPERATIONS

DATE:

TERMS OF REFERENCE

THE PROVISION OF HEADHUNTING SERVICES FOR AN EXECUTIVE LEVEL POSITION

Bidders are requested to submit comprehensive proposals to the IRBA for the rendering of headhunting services for the Chief Executive Officer (CEO) position within the IRBA.

1. BACKGROUND OF THE IRBA

The IRBA was established in terms of Section 3 of the Auditing Profession Act, No. 26 of 2005 (the Act), which had an effective date of 1 April 2006. The objectives of the Act, as set out in Section 2, are as follows:

- a) To protect the public in the Republic by regulating audits performed by registered auditors;
- b) To provide for the establishment of an Independent Regulatory Board for Auditors;
- c) To improve the development and maintenance of internationally comparable ethical standards and auditing standards for auditors that promote investment and as a consequence employment in the Republic;
- d) To set out measures to advance the implementation of appropriate standards of competence and good ethics in the auditing profession; and
- e) To provide for procedures for disciplinary action in respect of improper conduct.

2. BACKGROUND TO THIS INVITATION

The term of the current CEO is coming to an end on 31 March 2020. The Terms of Reference seeks to appoint a service provider to facilitate the appointment of the CEO on behalf of the IRBA Board.

The successful bidder needs to assist the IRBA Board to headhunt suitably qualified candidates for the CEO position and then present a list of eligible candidates of the highest caliber to the IRBA Board.

The successful bidder will run the internal and external search for potential candidates concurrently.

3. SCOPE OF SERVICES

The successful bidder will identify suitably qualified high-level executives for the CEO position in a transparent, cost-effective and efficient manner. The headhunting process must be conducted in a timely manner and be well planned for the IRBA Board to have sufficient time to process and approve the appointment.

4. MINIMUM REQUIREMENTS FOR A BID

- 4.1. Bidders must comply with the minimum conditions below, if they would like their bids to be evaluated on functionality. Failure to submit or comply will render the bids noncompliant.
- 4.2. The IRBA needs to be independent from the registered auditors it regulates. As such, no bids will be considered from any entity or person that it regulates, including network firms as defined in the IRBA Code of Professional Conduct. The successful bidder must be free from any relationship which could result in any undue influence from auditors and audit firms regulated by the IRBA. The successful bidder must have systems in place for identifying and managing conflicts of interest and will be required to disclose any conflicts of interest that exist and / may exist at any point in time.
- 4.3. Subcontracting and joint ventures are not acceptable in this bid.
- 4.4. Bidders are required to complete and submit **all** signed Standard Bid Documents (SBD), failing which their bid will be disqualified. The standard bid documents are as follows:
- a) SBD 1: Invitation to Bid;
 - b) SBD 2: Tax Clearance Certificate or PIN as issued by SARS;
 - c) SBD 3.3: Pricing Schedule (only fixed pricing will be accepted);
 - d) SBD 4: Declaration of Interests Form;
 - e) SBD 6.1: Preference Points Claim Form in terms of PPPFA, 2017;
 - f) SBD 8: Abuse of Supply Chain Management System;
 - g) SBD 9: Certificate of Independent Bid Determination;
 - h) Certified copy of the bidder's BEE Certificate/Affidavit as signed by a Commissioner of Oaths;
 - i) Certified copy of the bidder's Tax Clearance Certificate/or pin obtainable from SARS;
and
 - j) Company proposal, including CVs of the project team (the evaluation will be based on the information as outlined and contained in the document).
 - k) Declaration that the company is free from undue influence from audit firms and auditors regulated by the IRBA.
- 4.5. **B-BBEE:** Only firms with a stipulated B-BBEE level 4 and higher rating will be considered for the bid.
- 4.6. **National Treasury – Central Supplier Database:** Bidders must submit confirmation of the company or individual registration on the Central Supplier Database (CSD). The IRBA will not award any bid to a bidder 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.
- 4.7. **VAT:** Bidders must submit price quotations that are **inclusive of VAT** (if applicable) with

their proposals.

- 4.8. GCC:** The General Conditions of Contract will be applicable to all tenders, and these are available on the IRBA website.

5. EXPECTED SERVICES

The successful bidder will inter alia be expected to render the following services:

- a) Draft and finalise the written job specifications for the CEO position with the IRBA Board and the current CEO.
- b) Facilitate meetings with the IRBA Board to determine the requirements for the CEO position.
- c) Facilitate discussions with the IRBA Board to fine tune the requirements for the suitably qualified candidates.
- d) Generate interest and approach suitable candidates to apply for the position. This may be done through various means, such as the use of an electronic database and advertising. Details of the various advertising options are to be provided to assist in managing cost for the IRBA.
- e) Provide a report of all CVs received.
- f) Conduct credit checks; ITC 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 on the shortlisted candidates (round 1). This should be done before the shortlist is generated.
- g) Shortlist candidates against the job specifications received from the IRBA and obtain the candidates' approval before referring their CVs (and expert analysis thereof) to the IRBA Board for consideration.
- h) Conduct comprehensive reference checks on the shortlisted candidates (round 1), as is required by the IRBA. This should be done before the candidates are interviewed by the successful bidder.
- i) Conduct in-depth first round interviews with the shortlisted candidates and compile an expert analysis and an evaluation.
- j) The successful bidder will schedule interviews with the candidates according to the IRBA Board's timetable. This should be done once the IRBA Board has selected (based on the outcome of the first-round interviews) the candidates it would like to interview in the final round interviews.
- k) Present the offer and employment contract to the candidate and facilitate the signing thereof.

5.1 Psychometric Assessment

The IRBA has appointed Organisation & Management Technologies (Pty) Ltd to conduct psychometric assessments on selected candidates following the final interviews.

The successful bidder will work closely with Organisation & Management Technologies (Pty) Ltd to assess the candidates selected after the final round of interviews. The successful bidder will be expected to work closely with the relevant expert to analyse these candidates

5.2. Reporting Obligations

The successful bidder will report to the IRBA Board Secretary by providing regular progress feedback. A first weekly update must be presented during the first two (2) weeks of the commencement of the Service Level Agreement (SLA). Subsequently, a detailed report must be submitted to the IRBA Board at the end of the selection process, including a detailed evaluation report on each shortlisted candidate.

5.3. Timeframe

The IRBA Board envisions that the contract and the SLA will be finalised by 6 December 2019. It is expected that the finalisation of the headhunting process will take a maximum of eight (8) weeks, from commencement.

The IRBA Board envisions that the headhunting process would be finalised on 31 January 2020. Any change in date would be allowed after agreement with the IRBA Board but may not exceed 28 February 2020.

6. PROPOSAL SUBMISSION REQUIREMENTS

Bidders are requested to submit proposals that consist of the sections highlighted below.

NB: The following criteria is applicable to each firm category.

Criteria: Functionality	Weighting
The company's capacity and expertise based on the company profile. It is imperative that service providers include their experience in headhunting candidates for executive positions, (including that of a CEO), and demonstrate the timeframe to finalise these appointments.	20
At least three (3) reference letters (relevant to executive positions) from clients not older than 24 months.	10
Comprehensive CVs of the project team.	10
Demonstrated capability and track record (in the industry) of the service provider to render the required services.	20

Demonstration of professional headhunting services and evidence that the company has successfully placed qualified executive level candidates Bidders are required to provide information on the timelines of previous successful appointments.	20
Bidders must provide a comprehensive headhunting plan to illustrate their methodology to finalise the process, indicating the planning and preparation that will be involved to ensure a timely and efficient process. In addition, they will have to present a media strategy (in line with the IRBA media policy to the IRBA Board.	20
Total	100
Minimum Threshold	70

7. EVALUATION OF THE PROPOSALS

Phase 1

Proposal documents will be subjected to an evaluation 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 point 6 above, against the criteria and weighting for functionality as depicted in the table

Bids that score less than 70 points for functionality will not be considered for Phase 2 of the evaluation process.

Phase 2

Bidders that qualify in Phase 1 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.

8. DISCLAIMER

- 8.1. 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.
- 8.2. The IRBA reserves the right to not appoint any particular contracted bidders 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.
- 8.3. 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.

9. ABSENCE OF OBLIGATION

No legal or other obligation shall arise between service providers and the IRBA, unless and until the formal appointment documentation has been signed. The IRBA is not obliged to proceed with any service provider's bids.

10. REQUIREMENT TO CONCLUDE A CONTRACT

This bid document, all the appended documentation and the proposal in response thereto, together with the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations, shall form the basis for a formal contract to be negotiated and concluded between the IRBA and the successful service provider to whom the IRBA will award the bid, either in whole or in part.

11. DURATION OF CONTRACT

11.1. The contract will be valid for the duration of the service requirement.

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

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 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):

- a) Is executing a contract with the IRBA unsatisfactorily;
- b) 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;
- c) Has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract;
- d) Has in any manner influenced or attempted to influence the awarding of the IRBA's bid process;
- e) Has, when advised that their proposal has been accepted, given notice of their inability to execute or sign the contract;
- f) 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 quoting for this contract, or relating to the bid to be submitted by either party; and/or
- g) 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 bid.

12.2 The IRBA may, in its sole discretion, resolve that no bid from a bidder whose contract has been cancelled for fraud, dishonesty or contravention of supply chain management legislation, would be considered by the IRBA for a specified period. 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 11.1 is one from which no bid will be favorably considered for a specified period, the IRBA may also decide that no bid from such a person, firm or company shall be favorably considered for a specified period.

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

13. PROPRIETARY INFORMATION

All information, either written or verbal, which is provided to the bidder, to be proprietary to the IRBA. Such information shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish, or advertise this RFT or related information to any third party without the prior written consent of the IRBA.

14. CONTRACTUAL ASPECTS

14.1. 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.

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

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

14.4. 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.

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

14.6. 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.

15. INSTRUCTIONS ON THE SUBMISSION OF BIDS

15.1. The IRBA requires three (3) printed copies – one (1) hard copy original and two (2) additional copies – of the complete bid documentation supporting the criteria as stated in section 2 of the document. Bidders should also submit an electronic copy in a flash drive. The IRBA reserves the right to make additional copies, if required, for the evaluation.

15.2. The SBD 3.3, Financial Proposal, must be submitted in a separate sealed envelope.

- 15.3. The tender document must be hand-delivered and placed in the tender box on the Ground Floor of Building 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609, by no later than 12h00 South African time on **29 November 2019**.
- 15.4. The bid register located where the tender box is must be signed by the person making the delivery.
- 15.5. The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 15.6. No bid response received by email, fax or similar medium will be considered.
- 15.7. Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. It is the IRBA's policy not to consider late bids for tender evaluation.
- 15.8. Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing date and time.

16. PREPARATION OF THE BID RESPONSE

- 16.1. All the documentation submitted in must be in English.
- 16.2. The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 16.3. 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.
- 16.4. 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.
- 16.5. A list of all references (a minimum of three (3), as per the Functional Evaluation Criteria set out in section 5) must be included in the bid response.
- 16.6. A copy(ies) of valid and current certificates from the professional organisations/bodies that the bidder is affiliated to or a member of must be included in the bid response.

17. PRICING SCHEDULE

- 17.1 Bidders are requested to provide the pricing schedules for the required service, as detailed in the SBD 3.3 document.
- 17.2 For ease of evaluation, the pricing schedule must be submitted in a sealed envelope that is separately sealed from the technical proposal. The pricing schedule must also be submitted in the format as set out in the SBD 3.3 form and must be **clearly marked**.
- 17.3 The IRBA will not be responsible for expenses incurred by the successful bidder for operational and/or other requirements to render the services.

18. OTHER

Enquiries may be directed as follows:

Technical Enquiries

Jill Levendal

Tel: (087) 940-8800

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

Tender Requirement Enquiries

Samantha Berry

Tel: (087) 940-8800

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