



Independent Communications Authority of South Africa
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Annexure A

Technical Specifications ICASA 04/2018

APPOINTMENT OF A SUITABLE PANEL OF EIGHT (8) RECRUITMENT AGENCIES TO PROVIDE THE RECRUITMENT SERVICES FOR A PERIOD OF THREE (3) YEARS.

1. Purpose and background

ICASA as the ICT Regulator aims to attract competent, talented individuals and fill vacant positions with the best qualified candidates. In most cases ICASA has been quite effective in filling its vacancies. However, in cases where skills are scarce or critical, as well as in certain senior positions, the need to use skills search or head hunting services is required. This is applicable in cases where it has been proven difficult to recruit suitably-qualified candidates and/or candidates from historically disadvantaged groups, following the normal sourcing processes.

It is against this background that ICASA requires a panel of service providers to provide recruitment services on an "*as and when required*" basis. The overall objective is to establish partnerships with reputable service providers specialising in recruitment services. During the recruitment process ICASA will still be the ultimate decision maker in selecting the successful candidate(s).

2. Scope of work

ICASA intends to appoint a panel of eight (8) recruitment agencies to provide recruitment services for permanent staff placement, temporary staff placement,

Executive Search, head hunting and applicants response handling. The services of the panel of eight (8) recruitment agencies will only be required where skills are scarce or critical as well as in certain senior positions, where the need to use skills search or head hunting services is required. This is applicable in cases where it has been proven difficult to recruit suitably-qualified candidates and/or candidates from historically disadvantaged groups, following the normal sourcing processes.

ICASA is a service-based employer and therefore requires recruitment agencies that have experience in both sourcing appropriately technically skilled candidates and candidates that demonstrate a values match with the corporate culture of ICASA.

3.1. Permanent/Temporary Staff referral should cover:

- Brief taking (where applicable);
- Sourcing of suitable candidates as per job specification provided by ICASA;
- Pre-screening of all potential candidates, that is interviews, employment checks, ITC, criminal & qualifications checks);
- Scheduling of interviews with the shortlisted candidates; and
- Response handling.

3.2. Executive search should cover:

- Brief taking;
- Market search;
- Candidate profiling;
- Candidate report presentation;
- Reference checking;
- ITC, criminal and qualifications checks;
- Employment contracting facilitation;
- Remuneration negotiations; and
- Response handling.

3.3. Head Hunting search should cover:

- Candidate profiling;
- Candidate report presentation;
- Reference checking;
- ITC, criminal and qualifications checks;
- Employment contracting facilitation;
- Remuneration negotiations; and
- Response handling.

See attached "**Annexure A**" for the Terms of Reference.

3. Period of assignment

The panel of eight (8) service providers will be appointed for a period of three (3) years.

4. Briefing Session

There will be a compulsory briefing session.

5. Bid evaluation

Bidders will be evaluated for the submission of the required documents, functionality and on price / BBEE Evaluation. It should be noted that the functional evaluation will be carried out in three (3) separate stages. Bidders will be evaluated per category to measure their capacity, capability and experience in that particular category in order to facilitate a transparent and fair selection process that will allow equal opportunities to all bidders. Only bidders who meet the cut-off score of 70 points out of 100 points for functionality will be considered further for price and BBEE evaluation. All bid proposals submitted will be evaluated in accordance with the 80/20 procurement principle as prescribed by National Treasury Regulations.

The functional evaluation will be conducted in the following procedure:

- Table 1: Functional Evaluation Criteria (Permanent/ Temporary Staff);
- Table 2: Functional Evaluation Criteria (Executive Search); and

- Table 3: Functional Evaluation Criteria (Head Hunting).

Bidders will be evaluated in terms of the prevailing Supply Chain Policy applicable to ICASA. Those who qualify will be assessed using the 80/20 formula for Price and B-BBEE as per the PPPFA; and ICASA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

Table 1: Functional Evaluation Criteria (Permanent/Temporary Staff)

A minimum **70** points out of 100 points on functional capability will be the cut off to qualify for further evaluation. Those who qualify will be assessed using the 80/20 formula for Price and B-BBEE as per the PPPFA. ICASA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

No	Category	Weight
1.	Capacity and Experience of the Firm. Years of experience that the bidder have in similar assignments (Temporary/Permanent Staff) Zero to one year experience = 1 Two to three years experience = 2 Four to five years experience = 3 Six to seven years experience = 4 Eight and above years of experience = 5 Bidders organogram with headcount of employees who will be responsible for the recruitment function. One to two employees = 1 Three to four employees = 2 Four to five employees = 3	40

	<p>Five to Six employees = 4</p> <p>Seven employees and above = 5</p>	
2.	<p>Approach and Methodology, Work Plan and Process (Temporary/Permanent Staff).</p> <p>Provide a detailed approach, methodology and process to meet the organisation's recruitment requirements</p> <p>No workplan provided = 1</p> <p>Workplan with no method to be used to find and attract candidates = 2</p> <p>Workplan with methods to be used to find and attract candidates = 3</p> <p>Workplan with methods and hiring processes to be undertaken = 4</p> <p>Workplan with methods, hiring processes to be undertaken and how candidates will be evaluated = 5</p>	40
3.	<p>Experience of proposed team</p> <p>Demonstrate experience and qualifications of the proposed team including of a team leader (the experience must be emphasised on Recruitment of Temporary/Permanent Staff) (Attach CV's).</p> <p>Zero to one year recruitment experience = 1</p> <p>Two to three years recruitment experience = 2</p> <p>Four to five years recruitment experience = 3</p> <p>Six to seven years recruitment experience = 4</p> <p>Eight years and above recruitment experience = 5</p>	20
Total		100

Table 2: Functional Evaluation Criteria (Executive Search)

A of minimum **80** points out of 100 points on functional capability will be the cut off to qualify for further evaluation. Those who qualify will be assessed using the 80/20 formula for Price and B-BBEE as per the PPPFA. ICASA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

No	Category	Weight
1.	<p>Capacity and Experience of the Firm .The bidder must demonstrate their experience in similar assignments (Executive Search)</p> <p>Zero to one year experience in Executive Search = 1</p> <p>Two to three years experience in Executive Search = 2</p> <p>Four to five years experience in Executive Search = 3</p> <p>Six to seven years experience in Executive Search = 4</p> <p>Eight and above years of experience in Executive Search = 5</p> <p>Bidders organogram with headcount of employees who will be responsible for the Executive Search function.</p> <p>One to two employees = 1</p> <p>Three to four employees = 2</p> <p>Four to five employees = 3</p> <p>Five to Six employees = 4</p> <p>Seven employees and above = 5</p> <p>Demonstrate financial capability to undertake the project (attach two years audited financial statements)</p>	40

	<p>No financial statements attached = 1</p> <p>Unaudited Financial statements attached = 2</p> <p>Audited Financial statements attached with no income statement, balance sheet and statement of cash flows = 3</p> <p>Audited Financial statements attached with no income statement, and balance sheet = 4</p> <p>Audited Financial statements attached with income statement, balance sheet and statement of cash flows as well as budget for sourcing of candidates = 5</p>	
2.	<p>Approach and Methodology, Work Plan and Process (Executive Search). Provide a detailed approach, methodology and process to meet the organisation's Executive Search requirements</p> <p>No workplan provided = 1</p> <p>Workplan with no method to be used to find and attract candidates = 2</p> <p>Workplan with methods to be used to find and attract candidates = 3</p> <p>Workplan with methods and hiring processes to be undertaken = 4</p> <p>Workplan with methods, hiring processes to be undertaken and how candidates will be evaluated = 5</p>	40
3.	<p>Experience of proposed team.</p> <p>Demonstrate experience and qualifications of the proposed team including of a team leader the experience must be emphasised on Executive Search) (Attach CV's).</p>	20

	Zero to one year Executive Search experience = 1 Two to three years Executive Search experience = 2 Four to five years Executive Search experience = 3 Six to seven years Executive Search experience = 4 Eight years and above Executive Search experience = 5	
Total		100

Table 3: Functional Evaluation Criteria (Head Hunting)

A of minimum **70** points out of 100 points on functional capability will be the cut off to qualify for further evaluation. Those who qualify will be assessed using the 80/10 formula for Price and B-BBEE as per the PPPFA. ICASA will analyse and assess functional capability and therefore the bidder should demonstrate the following:

No	Category	Weight
1.	Capacity and Experience of the Firm .The bidder must demonstrate their experience in similar assignments (Head Hunting) Zero to one year experience in Head Hunting = 1 Two to three years experience in Head Hunting = 2 Four to five years experience in Head Hunting = 3 Six to seven years experience in Head Hunting = 4 Eight and above years of experience in Head Hunting = 5 Bidders organogram with headcount of employees who will be responsible for the Executive Search function.	40

	<p>One to two employees = 1</p> <p>Three to four employees = 2</p> <p>Four to five employees = 3</p> <p>Five to Six employees = 4</p> <p>Seven employees and above = 5</p> <p>Demonstrate financial capability to undertake the project (attach two years audited financial statements)</p> <p>No financial statements attached = 1</p> <p>Unaudited Financial statements attached = 2</p> <p>Audited Financial statements attached with no income statement, balance sheet and statement of cash flows = 3</p> <p>Audited Financial statements attached with no income statement, and balance sheet = 4</p> <p>Audited Financial statements attached with income statement, balance sheet and statement of cash flows as well as budget for sourcing of candidates = 5</p>	
2.	<p>Approach and Methodology, Work Plan and Process (Head Hunting)</p> <p>Provide a detailed approach, methodology and process to meet the organisation's recruitment requirements</p> <p>No workplan provided = 1</p> <p>Workplan with no method to be used to find and attract candidates = 2</p> <p>Workplan with methods to be used to find and attract candidates = 3</p> <p>Workplan with methods and hiring processes to be</p>	40

	<p>undertaken = 4</p> <p>Workplan with methods, hiring processes to be undertaken and how candidates will be evaluated = 5</p>	
3.	<p>Experience of proposed team</p> <p>Demonstrate experience and qualifications of the proposed team including of a team leader (the experience must be emphasised on Head Hunting) (Attach CV's).</p> <p>Zero to one year Head Hunting experience = 1</p> <p>Two to three years Head Hunting experience = 2</p> <p>Four to five years Head Hunting experience = 3</p> <p>Six to seven years Head Hunting experience = 4</p> <p>Eight years and above Head Hunting experience = 5</p>	20
Total		100