

Tel : +27 12 341 9638 / 9651
Fax : +27 12 341 5938

Private Bag X08 | Arcadia | 0007
523 Stanza Bopape Street | 5th Floor | Provisus Building | Arcadia



PanSALB
PAN SOUTH AFRICAN LANGUAGE BOARD

Provisioning of Recruitment Service

RFQ No. Pan202201HR

Closing Date and Time	Tuesday, 01 November 2022 @ 11:00
Contact Details	any enquiries is via email can be send to: zola@pansalb.org
Category	Professional Services



1. PURPOSE

The Pan South African Language Board (PanSALB) is hereby request quotations from suitable and qualified service provider to provide recruitment management services as detailed in the scope of work.

2. BACKGROUND

The Pan South African Language Board (PanSALB) is a statutory body established in terms of the Pan South African Language Board Act No. 59 of 1995 and the Constitution of the Republic of SA, 1996. It was established for among other reasons to create conditions for the development and for the promotion of the equal use and enjoyment of all the official South African languages.

3. SCOPE OF WORK

PanSALB advertised twelve (12) intern program opportunities in April 2022. An unexpected volume of over **7000** applications were received possibly due to the high unemployment rate our country faces.

Appointment of the service provider who will manage response handling, screening checks and qualification verifications for the advertised 12 (twelve) internship program;

3.1. Successful Service provider is expected to;

- a) response handling;
- b) shortlisting along with PanSALB representatives;
- c) facilitate interviews logistics in consultation with PanSALB representatives;
- d) reference and security checks;
- e) social media checks;
- f) qualification verifications;
- g) Draft a recruitment report of each of the below-mentioned posts for the signature of PanSALB Human Resources, Line and Executive Management.

For the following advertised positions (**refer to attached Advertisement**):

1. Disqualification



1. Any form of canvassing/lobbying/influencing regarding the short listing will result in disqualification;
2. Any non-disclosure of any information pertaining to this bid will result in disqualification;
3. Non-compliance with the bid requirements will invalidate the bid; and
4. Non-compliance with all the applicable Acts, Regulations and by-laws will result in the disqualification of the bid.

2. EVALUATION CRITERIA

Bid will be evaluated in three (2) phases:

Phase 1 – Evaluation on Compliance

This entails initial screening of bid responses received at close of bid. During this phase, bid responses are registered and to ascertain the number of bid responses received before the closing date and time and to verify if the bidders submitted all mandatory requirements. The following mandatory documents should be submitted to qualify for the next phase of evaluation:

- Valid original SARS tax clearance certificate;
- Complete and signed of SBD Forms

Phase 2 – Evaluation in Terms of PPPFA Regulations, 2017

This bid will be evaluated and adjudicated according to the 80/20 preference point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the B-BBEE status level certificate.

Breakdown of points:

80/20 Preference Point Component	Points
Pricing	80
B-BBEE Level Contribution	20
Total	100



Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

3. PRICE

1. All services pricing should be inclusive of all taxes and payment shall be made in South African Rand;

4. Payment Terms

- The PanSALB undertakes to pay valid tax invoices in full within thirty (30) days from statement date for services rendered; and
- All supporting documents for services rendered should be submitted together with the tax invoices as and when a service has been rendered.

5. SPECIAL TERMS AND CONDITONS

1. The PanSALB reserves the right to accept or reject any submission in full or in part, and to suspend this process and reject all proposals or part thereof, at any time prior to the awarding of the contract, without thereby incurring any liability to the affected bidders.
2. This bid and the contract will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the PFMA. The special terms and conditions of contract are supplementary to that of the general conditions of the contract.

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3. Where, however, the special conditions of contract are in conflict with the general conditions of contract, the general conditions of contract will prevail.
4. Failure to comply with the above-mentioned conditions will invalidate the bid.
5. Certified copy of B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the founding documents of a CC must be submitted.

6. SUBMISSION OF BID DOCUMENTS

Responses to this bid must be submitted to PanSALB by no later than:

Date : 01 November 2022
Time : 11H00
Address : zola@pansalb.org

7. LATE SUBMISSION

A response to this Request for Proposal (RFP) shall be late if it is received by the PanSALB at any time after the closing date and time indicated in paragraph above. A late submission shall be clearly marked as late and shall not be admitted for consideration by PanSALB.