



ADDENDUM

SPECIAL INVESTIGATING UNIT (SIU)

RFP: 019/12/2017

**PANEL OF RECRUITMENT AGENCIES
PROCUREMENT DOCUMENT**

22 June 2018

Issued by:

Special Investigating Unit ("UNIT")

Submission address:

74 Watermeyer street
Rentmeester Building
Meyerspark
Pretoria

Closing date: Friday 29 June 2018

Closing time: 11:00am

Item	TERMS OF REFERENCE'S CLARITY/QUESTIONS AND ANSWERS
1	<p><u>BIDDERS' QUERY</u></p> <p>The bid document in the Pricing Section Page 26 indicates the use of SBD3.1.</p> <ul style="list-style-type: none"> • Do we need to fill in any of the SBD mentioned above? • Or must we indicate our prices proposal for the different services we will offer (e.g. Sourcing of permanent employees, Contract worker & temp workers). • Lastly, the bid document doesn't mention anything about advertising on the print media. Do we need to including the latter including the pricing? <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> • Kindly complete the pricing schedule, the template has been provided in this document under item number 7, Table 7. • A bidder must indicate the pricing on each chosen Category A (permanent) and Category C (Temporary & contract workers). Refer to Table 7 for the detailed pricing sheet, which we have attached hereunder. • You are not required to include this in your bid document, however the SIU may from time to time request adverts in print media which will facilitated by the Unit.
2	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> • If we want to respond to all three sections of the bid, can we prepare one bid document that touches on the 3 areas in details? <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> • No, each category is treated independently, and so is the evaluation and award process • You are required to complete each bid document in your area of specialisation. • The evaluation and award will be done independently for each category. Therefore, if a bidder has applied for more than one category, he/she is required to treat each category as an independent tender/category. • For example, if a bidder has already submitted information such as a CV for POR 1 and the same resource/individual is capable of POR 3 (Temporary), the bidder is required to re-submit the CV or any details of that same resource as each bid is reviewed separately.. • Failure to submit such information irrespective of whether it looks like a duplication will result in no score being allocated.
3	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> • Are the 3 categories for the RFP independent or interlinked? <p>i.e. does a company need to bid for all 3 or to select one; as in Head hunting or Placements</p>

	<p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> Bids are treated independently, a Company can select 1 or more bid (s) if he/she has the expertise, details on the process of responding to more than one category are provided above in item number 2.
4	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> The client reference pro-forma (pg 32 and 33) contained in the bid requires us to recreate the form and send it off to clients for their comment and signature. This can become a nuisance for clients as these type of forms is regularly required as part of bids but are non-standard in nature. Therefore, the client is required to fill out a unique form for each bid for us. The clients do us a favour in filling these forms out. This is not guaranteed to take place every time we ask them to fill out the reference form. I am worried that if we continuously ask clients to fill these forms out, they will stop assisting us at some point. Could we propose that our Client Satisfaction Questionnaire (CSQ) and our Client Reference Letter be used as surrogate which will demonstrate our performance in past projects. We can show the SIU SCM team a copy of our CSQ and our reference letter (a copy which will not be used on this bid) to get their understanding and approval. <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> Unfortunately, it is SIU's requirements to evaluate/assess proposals in this manner. However, the bid document does allow for the submission of reference letters in the possession of the bidders, but they should be as per SIU's reference requirements as highlighted in the bid document. Please note that whatever you propose to submit should demonstrate SIU's client reference requirements as failure of those questionnaires to provide adequate details will disadvantage the bid. The same questionnaires must be completed by the referee with contact details of the person who completed those questionnaires. As indicated above, the bidder has the prerogative in deciding what to submit. The bidder is cautioned to ensure that they submit documents that adhere to SIU requirements so as not to disadvantage themselves. Previous client letters are acceptable, provided that they meet the details required to assess the previous work undertaken by the bidding company/bidder.
5	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> Kindly advise about the two (2) envelope system and the original and copy. <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> Envelope 1, is for the technical evaluation and bid documents including returnable

	schedules, whilst the 2 nd envelope is for pricing details.
6	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> • Are SBD 5 and SBD 6.2 applicable to this tender? • How do we complete pricing schedule? <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> • The, SBDs referred to above are not applicable • Refer to the simplified Table 7 below
7	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> • Are we able to create our own template which will set out in % format how a price will be arrived? The hourly rate paid will be determined by the skill required by the Temp. Thereafter we will show the statutory fees that need to be paid and our mark-up. Please confirm if this is in order. <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> • Please refer below to the template format, on how to complete the pricing schedule. Bidders' should complete the relevant table, as per the chosen category. • You may add additional columns to assist in disclosing any other applicable/required statutory fees.
8.	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> • When is the closing date of the bid RFP: 019/12/2017? <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> • The initial closing Date was 15 June 2018 @11h00am however, this has been extended to: • Friday 29 June 2018 @11h00am

TABLE 7 (as labelled on the bid document): POR-01 HEAD HUNTING AND PERMANENT PLACEMENT

ANNUAL SALARY PACKAGE	QUANTITY OF TEMPORARY	TEMPORARY FEE %	PLACEMENT GUARANTEE PERIOD	TOTAL OF PLACEMENT
R70 000 - R100 000	1			
R101 000 - R200 000	1			
R201 000 - R300 000	1			
R301 000 - R400 000	1			
R401 000 - R500 000	1			
R501 000 - R600 000	1			
R601 000 - R700 000	1			
R701 000 - R800 000	1			
R800 000 – R999 000	1			
R1 million plus	1			
Total before VAT				
VAT				
Total Inc. VAT				

TABLE 7 (as labelled on the bid document): POR 03- CATEGORY C- TEMPORARY AND CONTRACT

ANNUAL SALARY PACKAGE	QUANTITY OF TEMPORARY	PERMANENT TEMPORARY FEE %	PLACEMENT GUARANTEE PERIOD	TOTAL OF TEMPORARY AND CONTRACT
R70 000 - R100 000	1			
R101 000 - R200 000	1			
R201 000 - R300 000	1			
R301 000 - R400 000	1			
R401 000 - R500 000	1			
R501 000 - R600 000	1			
R601 000 - R700 000	1			
R701 000 - R800 000	1			
R800 000 – R999 000	1			
R1 million plus	1			
Total before VAT				
VAT				
Total Inc. VAT				

Addendum received by the Bidder and the contents thereof included in the Request for Proposal (RFP)

Signature(s)

RFP: 019/12/2017

Name(s)

Date

Capacity

(Name of organization)

“Please include a signed copy of the Addendum with the Submission”