INTEGRITY I PUBLIC INTEREST I AUDIT QUALITY

APPOINTMENT OF A PANEL OF RECRUITMENT AGENCIES TO PROVIDE RECRUITMENT SERVICES ON AN "AS AND WHEN" REQUIRED BASIS, FOR A PERIOD OF FIVE YEARS

BID NO.: **IRBA/04/2026/RFT**

CLOSING DATE: **24 August 2026 at 12h00 (South African Time)**

- This bid is subject to the General Conditions of Contract and, where applicable, any other special conditions of contract.
- Kindly note that the bid offers should be submitted as follows:
    - Via hand delivery and be deposited in the tender box on the Ground Floor of Building 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609.
    - The Pricing Schedule and the Standard Bid Document 3.3 form (Annexure B: Financial Proposal) must be submitted in a separately sealed envelope, along with the printed copies of the bid documentation.
    - The bid number, bidder's name and the return address must be reflected on the envelope.
- No bids forwarded via email, fax or a similar medium will be considered.
- Any bid response that is not in the bid box at the bid closing date and time will be regarded as a late bid. It is the Independent Regulatory Board for Auditors' policy not to consider late bids for tender evaluations.

MARIUS FOURIE

DIRECTOR: OPERATIONS

DATE: 2026-07-31

⚠ IRBA FRAUD ALERT – IMPORTANT NOTICE TO BIDDERS

The Independent Regulatory Board for Auditors (IRBA) wishes to alert all prospective and current bidders to the existence of fraudulent activities in which individuals falsely impersonate IRBA officials and purport to influence, facilitate or secure favourable procurement outcomes in exchange for a payment, favours or any other form of consideration.

IRBA officials will never request, solicit or accept any payment, inducement, gift or other benefit in exchange for favourable treatment, preferential consideration or the award of a bid. Any such request should be treated as fraudulent and reported immediately through the reporting channels set out below.

How to Report Suspicious Activity

If you suspect fraudulent activity or receive a communication that appears suspicious, do not engage further and do not make any payment or provide any benefit. The matter should be reported immediately through the following channels:

- Anti-Corruption Hotline: 0800 212 208
- Email: IRBA@whistleblowing.co.za

Your vigilance assists the IRBA in protecting the integrity, fairness and transparency of its procurement processes and promotes public confidence in its operations.

The IRBA does not appoint, authorise or utilise intermediaries, agents or third parties to secure the award of bids on its behalf. Prospective bidders are cautioned against relying on any person claiming to be able to influence procurement outcomes.

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SECTION A: GENERAL CONDITIONS OF THE BID

The Independent Regulatory Board for Auditors (IRBA) would like to invite suitably qualified independent bidders to submit their bids to be appointed to its panel of recruitment agencies for the sourcing, attracting and placing of qualified candidates across various roles and departments within the organisation.

Bidders are hereby invited to submit their proposals for the supply of the abovementioned services, in accordance with the Terms of Reference and conditions outlined in this tender document.

1. PROPRIETARY INFORMATION

The IRBA will consider this Request for Tender (RFT) and all related information, either written or verbal, that 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 the related information, to any third party, without the IRBA's prior written consent.

2. ENQUIRIES

2.1. All communication and attempts to solicit information of any kind relative to this RFT should be channelled **in writing** to:

RFT Enquiries

Phyllis Mualusi

Email address: scm@irba.co.za

2.2. Enquiries in relation to this RFT will not be entertained after 16h00 on **10 August 2026.**

2.3. All enquiries will be consolidated and the IRBA will then issue one response that will be posted on **13 August 2026** on the IRBA website (www.irba.co.za), under the section on tenders.

2.4. The IRBA may, in its absolute discretion, respond to any enquiry; and the bidder acknowledges that it will have no claim against the IRBA on the basis that its bid was disadvantaged by lack of information or the inability to resolve ambiguities.

3. BID VALIDITY PERIOD

3.1 Responses to this RFT from bidders will be valid for a period of 145 working days, from the bid closing date.

3.2 Bidders may be requested to extend their validity period for a specified additional period. In such instances, bidders will not be allowed to change any aspect of their tender, unless they

are able to demonstrate that the proposed change(s) is as a direct and unavoidable consequence of the IRBA's extension of the validity period.

4. BACKGROUND AND OVERVIEW OF THE IRBA

The IRBA was established in terms of Section 3 of the Auditing Profession Act 26 of 2005, as amended (the Act), which had an effective date of 1 April 2006. Its primary purpose is to protect the financial interests of the public by ensuring that only suitably qualified individuals are registered as members of the auditing profession, and that registered auditors deliver services of the highest quality and adhere to the highest ethical and professional standards. As part of its legislative functions, the IRBA is required to investigate and take appropriate action against registered auditors in respect of improper conduct.

The IRBA fulfils its statutory function by:

- Setting audit standards.
- Preparing and training candidate auditors.
- Monitoring audit standards through inspections.
- Maintaining standards through investigations of suspected improper conduct.
- Enforcing standards through disciplinary hearings.

Its principal value-adding processes are:

- Auditor support (training, registration, access to standards and continuing professional development).
- Development and publication of audit standards, including manuals and practice notes.
- Compliance enforcement (responding to complaints, conducting inspections and investigations, holding hearings and litigation).

The IRBA employs a workforce of about 100 professionals across seven departments: Executive, Standards, Investigations, Inspections, Education and Transformation, Legal and Operations.

5. MINIMUM REQUIREMENTS FOR A BID

5.1. Interested bidders must comply with the minimum conditions set out below, for their proposals to be evaluated on functionality. Failure to comply will render the bid non-compliant.

5.2. The IRBA maintains independence 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 for Registered Auditors. In view of this, bidders must be free from any relationship that could result in any undue influence from auditors and audit firms that the IRBA regulates. Consequently, bidders are required to submit

the declaration, as per **Annexure A**, that confirms that they are independent of the auditing profession in that:

a) They are not employed by an audit firm and/or a network firm; and

b) They do not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.

5.3. Interested bidders are required to duly complete and submit all applicable Standard Bid Documents (SBDs), signed by authorised signatories.

a) SBD 1: Invitation to Bid, including an Authority to Sign document.

b) SBD 3.3: Pricing Schedule.

c) SBD 4: Declaration of Interests Form.

d) SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act, 2022.

5.4. **National Treasury – Central Supplier Database (CSD):** Bidders must submit confirmation of the company or individual registration on the CSD. The IRBA will not award any contract to a bidder that is not registered as a supplier on the CSD, as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 9 of 2017/2018. The CSD registration requirement applies to all companies and individuals. Bidders may register on the CSD through the National Treasury website (www.csd.gov.za).

5.5. The IRBA reserves the right to verify the validity of any information or documentation submitted in the bid proposal for the functionality evaluation stage.

6. INSTRUCTIONS ON THE SUBMISSION OF BIDS

6.1. The IRBA requires **two** copies – one original hard copy and one soft copy (USB) – of the complete bid documentation that supports the criteria, as stated in section B of this document.

6.2. 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.

7. PREPARATION OF THE BID RESPONSE

7.1. All documentation submitted in response to this RFT must be in English.

7.2. The bidder is responsible for all costs incurred in preparing and submitting the bid document.

7.3. 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.

7.4. The bidder should check the numbering of the pages on their bid to satisfy themselves that the document is paginated and no pages are missing or duplicated. No liability will be accepted by the IRBA regarding anything arising from the fact that pages of a bid are missing or duplicated.

7.5. Bidders are required to complete the Checklist for the Tender Submission (Table 1, Appendix A). Completing this checklist will assist the bidder in ensuring that they have complied with all of the submission requirements.

8. 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 formal contracts to be negotiated and concluded between the IRBA and the successful bidders to whom this bid will be awarded.

9. CONTRACT PERIOD

9.1. The contract shall be valid for a period of five years, on an "as and when" required basis, subject to an annual performance review of the service provider and any contractual terms agreed with the successful bidder.

9.2. Each successful bidder shall, upon receipt of a written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IRBA.

10. ASSIGNMENT OF OBLIGATIONS, INDEPENDENCE AND CONFLICT OF INTEREST

10.1. The successful bidder:

a) May not assign their own obligations.

b) Shall conduct their business from the Republic of South Africa.

c) Shall, in rendering the services to the IRBA, maintain independence and must not have any conflicts of interest.

d) Must immediately advise the IRBA, in writing, 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.

e) Shall restrict the use of the IRBA information and documentation to the purpose for which such information and documentation were disclosed to the bidder by the IRBA.

11. CANCELLATION OF THE CONTRACT

11.1. The IRBA may, in its sole discretion and without limitation to any of its other rights elsewhere in law, cancel the contract, if it 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 entity):

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, entity 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 the quotations required for the preparation of the bid.

11.2. The IRBA may, in its sole discretion, resolve that for a specified period it will not consider any bid from a bidder whose contract has been cancelled for fraud, dishonesty or contravention of supply chain management legislation. If it is satisfied that any person is or was a shareholder or a director of an entity or company, which in terms of paragraph 11.1 is one from which no bid will be favourably considered for a specified period, it may also decide that no bid from such a person, entity or company shall be favourably considered for a specified period.

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

11.4. The IRBA reserves the right to unilaterally terminate the contract with the successful bidder on at least three months' notice, in the event of circumstances beyond the IRBA's control and those that render continuation with the contract undesirable or unnecessary.

12. DISCLAIMER

12.1. 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.

12.2. The IRBA reserves the right to not appoint any bidder that does not comply with the conditions of this bid, or if it obtains information about the bidder that could put the IRBA at risk.

12.3. The IRBA reserves the right to cancel this bid, should the budget to cover its full costs not be available at the time of awarding the contract, or if the need no longer exists or the specifications have changed.

13. ABSENCE OF OBLIGATIONS

13.1. No legal or other obligation shall arise between the bidder and the IRBA, unless and until the formal appointment, contract and SLA have been signed.

13.2. The IRBA is not obliged to proceed with any submitted bids.

14. EVALUATION CRITERIA AND POINTS ALLOCATION

Bids shall be evaluated in terms of the process and conditions that are detailed below.

14.1 Phase 1 – Administrative Requirements

During this phase, bid responses will be reviewed for the purposes of assessing compliance with the RFT requirements, including the general bid conditions that require the following:

a) **National Treasury – Central Supplier Database:** Bidders must submit confirmation of their company or individual registration on the CSD or provide a CSD registration summary report.

b) **Consortiums and Joint Ventures:** If a bid is from a joint venture (JV) or a collaborative partnership (including a newly formed company) that does not have a joint track record, the individual entities that make up the tendering unit/JV should each provide all the administrative requirements. Should all the requirements in respect of the tendering unit or the individual entities (as the case may be) not be met, then the JV will be disqualified. It is recognised that a bidder may wish to form a consortium or a JV to provide the services. In that case, the bidder must submit the JV agreement that has been signed by all parties.

c) **Pricing:** Bidders must complete and submit the compulsory SBD 3.3, including the Pricing Proposal **(Annexure B)**, without changing the structure of the document.

d) **Standard Bid Documents:** The completion and submission of the SBDs, as noted in paragraph 5 above.

e) **Declaration of Independence:** Complete and submit the declaration (Annexure A) to confirm independence from the auditing profession. The IRBA reserves the right to perform a verification of the declarations made.

The IRBA reserves the right to request any missing information or supporting documents from a bidder's submission. Non-compliance with the Phase 1 requirements may result in a disqualification.

14.2 Phase 2: Functionality Evaluation

Bid responses will be evaluated in accordance with the functionality criteria listed in section B of this RFT document and the associated points, as indicated.

14.3 Phase 3: Specific Goals and Pricing

All bids that achieve the minimum qualifying scores for functionality and are shortlisted under Phase 2 will be evaluated using the 80/20-point system, as follows:

Criteria	Points
Specific Goals	20
Pricing	80
Total Points	**100**

14.3.1 Specific Goals

A maximum of 20 points will be awarded to a bidder for the specific goals of individuals who were historically disadvantaged by unfair discrimination, based on the following:

Specific Goal Allocated Points in terms of this Tender	Points Allocated (80/20 system)
a) Enterprise with ownership of 51% or more by person/s who are Black	10
b) Enterprise with ownership of 51% or more by person/s who are women	5
c) Enterprise with ownership of 51% or more by person/s who are youth	3
d) Enterprise with ownership of 51% or more by person/s with a disability	2
TOTAL	**20**

To qualify for preference points for specific goals, bidders are required to submit proof of the documents noted below, together with the proposal for the 80/20 evaluation criteria. While failure to submit the supporting proof documents will not disqualify the

bidder, it will result in the allocation of zero points for the respective specific goal. The documents required for the verification of the points allocation are:

No.	Procurement Requirement	Proof Documents
a)	Black people/ownership	CSD Report/Black Economic Empowerment (BEE) Certificates/Sworn Affidavit/Share Certificates
b)	Women	CSD Report/BEE Certificates/Share Certificates
c)	Youth	CSD Report/BEE Certificates/Share Certificates
d)	People living with disabilities	CSD Report/Medical Certificate/Report
The CSD Report will be used to verify the ownership percentage		

14.3.2 Pricing

Refer to the Pricing Schedule and SBD 3.3 (Annexure B: Financial Proposal) for the prescribed pricing format.

14.4 Appointment Terms

The IRBA intends to appoint up to 15 service providers to a panel of recruitment agencies for a period of five years on an "as and when" required basis, to ensure adequate capacity to deliver all its required recruitment services.

The IRBA establishes this bid as an open panel and reserves the right, at its discretion, to re-open the panel or invite further submissions periodically, as required. All bidders will be evaluated in accordance with the terms, conditions and criteria set out in this Terms of Reference document.

14.5 Work Allocation Strategy

a) When the need arises, a job specification document will be compiled for each specific recruitment, outlining the required candidates. This document will be shared with all the appointed panel members, and they will be invited to submit curricula vitae (CVs). Placement fees will be payable only in respect of candidates who are successfully placed.

b) The IRBA may engage service providers on a rotational basis for headhunting, recruitment and ad-hoc services, including verification and related support, as required. Work will be allocated based on each service provider's relevant experience in headhunting, specialised recruitment and executive management placements.

c) The IRBA does not guarantee that every panellist will be allocated recruitment work. It, however, reserves the right to formalise the allocation strategy for an equitable split and allocation of recruitment work among the service providers appointed onto the panel of recruitment agencies.

SECTION B: FUNCTIONAL REQUIREMENTS SPECIFICATIONS

1. BACKGROUND TO THE RFT

The Human Resources Management Unit at the IRBA is responsible for ensuring the recruitment of appropriately skilled individuals, to meet the organisation's staffing needs. To support this process, recruitment agencies are utilised to assist in sourcing and identifying suitably qualified candidates for advertised positions within the organisation. Therefore, the successful recruitment agencies shall assist in the sourcing of suitable candidates for specified vacant positions.

2. SCOPE OF WORK

The recruitment agencies will provide support throughout the recruitment lifecycle, including sourcing, screening, assessment coordination, candidate administration, verification support and facilitation, as further detailed below.

2.1. The scope of work will entail the following:

a) Obtain written job specifications for the relevant position(s) from the IRBA.

b) Source the required applicants using the appropriate means of advertising.

c) Research the market in search of the top talent available to fill the particular role or roles during a specified period – including, but not limited to, examining their networks and available databases – and provide CVs of potential candidates to the IRBA.

d) Conduct first-round interviews with the candidates and draw up a detailed CV for each one.

e) Perform comprehensive reference checks on the candidates, as required by the IRBA, including credit checks; ITC checks; criminal record checks; identity document verification checks; qualification verification; social media checks; as well as the Companies and Intellectual Property Commission directorship registration checks. This should be done before the IRBA interviews any candidate.

f) Ensure that the shortlisted candidates fall within the IRBA's approved salary brackets for the relevant roles and also confirm their salary expectations prior to the submission of their CVs.

g) Shortlist candidates against the job specifications received from the IRBA and obtain each candidate's approval prior to referring their CV and related personal information to the IRBA for consideration. This requirement is intended to support compliance with the Protection of Personal Information Act and must be read with Annexure C and any applicable IRBA operator agreement or addendum.

h) Present a list of suitably qualified candidates to the IRBA after the first-round interviews conducted by the agency.

i) Submit a transcript of the interview discussions to the Human Resource Unit (HRU), along with the list of shortlisted candidates.

j) Once the IRBA has selected the candidates it would like to interview, arrange interviews with those individuals according to the organisation's schedule.

k) After the interviews and the selection of the preferred candidates for the next level of the process, the HRU will inform the agency of the outcome. The agency will then facilitate psychometric assessments with the IRBA's selected service provider, or as directed by the organisation.

l) Extend a job offer to the successful candidate, as required by the IRBA.

m) Present the offer and employment contract to the candidate and facilitate the signing thereof.

2.2 Service providers may be required to provide on-demand services to the IRBA, which include but are not limited to:

- Shortlisting candidates, where the IRBA has received CVs directly; and
- Providing verification services for checks that are required outside the normal recruitment process, such as conducting reference and integrity checks (e.g. qualifications and criminal record) for committees and other members.

2.3 Bidders are requested to describe the technologies their agencies use during the recruitment process (e.g. applicant tracking systems (ATS), artificial intelligence (AI) tools, data storage solutions and any third-party platforms). They must also outline the measures in place to protect confidentiality, prevent unauthorised access, prevent misuse of candidate information and manage data breaches, including controls over access, encryption, audit trails, retention, deletion and third-party integrations pertaining to:

- Types of technology platforms and tools used (ATS, AI screening, cloud storage, etc.).
- Data protection protocols (encryption, access controls, audit trails, etc.).
- Compliance with the relevant legislation (e.g. Protection of Personal Information Act).
- Risk management for third-party integrations.

3. EVALUATION CRITERIA

3.1 Administrative Requirements

A proposal that fails to meet the eligibility criteria, as set out in paragraph 14.1 under section A, will be deemed unacceptable and may not be further evaluated in terms of functionality.

3.2 Functionality Evaluation Requirements

Proposals will be evaluated against the functionality criteria and corresponding point allocations outlined in the tables below, with a maximum attainable score of 100 points.

The functionality evaluation will be based on a threshold, where bids that fail to achieve an overall minimum of 70 points on the functionality stage will not be considered further.

Also, it should be noted that a minimum qualifying score per criteria must be met, as set out in the evaluation criteria. Failure to achieve any of the minimum scores for each element will result in a disqualification for further consideration, even if the overall minimum total score has been achieved.

No.	Element	Minimum Points	Maximum Points
a)	Company overview, which should comprise the experience of the company in the recruitment services sector (including a submission of the company profile and list of clients).	5	10
b)	Approach, methodology and timelines that are tailored to the scope of work.	15	20
c)	Experience of the key staff in the related areas of specialisation, with detailed CVs/profiles that outline each individual's relevant experience and qualifications (including a submission of the copies of their awarded diplomas/degrees).	15	20
d)	Experience in comparative projects performed; and bidders must supply reference letters from similar projects that were completed in the past five years.	20	30
e)	Sourcing strategies for executive and specialised candidates.	15	20
	Total Points	**70**	**100**

3.2.1	*Evaluation Criteria – Company Overview*	*Scoring Points*
The company overview must demonstrate experience in providing recruitment services and include a list of completed and ongoing recruitment projects that are relevant to the scope of work.		**Maximum = 10** **Minimum = 5**
a)	**Company Profile** The bidder must submit a company profile that includes the following: • **Experience:** Demonstrate a minimum of five years' experience in providing recruitment services. • **Company Background:** A brief overview of the company's history, core services and areas of expertise. • **Key Management Personnel**: Profiles of individuals who hold significant authority and responsibility in the company's strategic direction and operations.	Company profile indicates more than five years' experience in recruitment services, the background of the company and the key management structure = **5** Company profile indicates five years' experience in recruitment services, the background of the company and the key management structure **= 2** Company profile has not been provided; **or** it does not comply with the requirements of the criteria **= 0**
b)	**Client List** The bidder must submit a comprehensive list of contactable current/ past clients that includes **when** the services were offered; **and** at least three current/past clients where recruitment services are currently being or have been provided in the past five years from the closing date of this RFT. *Provide the following document as evidence:* *i. Client list completed in accordance with Table 3 in Appendix A.*	The bidder submitted a client list with more than three current/past clients wherein recruitment services are currently being or have been provided in the past five years from the closing date of this RFT **= 5** The bidder submitted a client list with three current/past clients wherein recruitment services are currently being or have been provided in the past five years from the closing date of this RFT **= 3** The bidder did not provide a list of clients; **or** the client list provided does not comply with the requirements of the criteria **= 0**

3.2.2	*Evaluation Criteria – Approach and Methodology*	*Scoring Points*
The bidder must provide an overview of the approach and methodology it will take to deliver the required recruitment services.		**Maximum = 20** **Minimum = 15**
a)	**Approach and Methodology** The bidder's proposal must include a detailed recruitment methodology from the initial briefing stage to the final recommended placement of a candidate. The proposal should clearly outline, but not be limited to, the following: i) **Workflow processes for recruitment activities:** A step-by-step outline of the recruitment process, including job profiling, advertising, sourcing, screening, interviewing, reference checking and offer management. ii) **Client Relationship Management:** Processes for managing communication with the IRBA. iii) **Logistical arrangements for candidate engagement:** Details on how interviews, assessments and candidate communications will be coordinated. iv) **Resource Allocation:** Identification of the key personnel assigned to the IRBA account, including their roles and responsibilities. v) **Quality control and oversight:** Measures in place to ensure the quality and suitability of candidates, including vetting procedures, compliance checks and alignment with the IRBA's values and salary structures. vi) **Technology and Information Security:** A detailed description of the technologies and systems used to manage candidate information, in line with paragraph 2.3 above.	Detailed bespoke methodology that takes into account all of the IRBA's timelines and covers each of the six requirements, per the criteria **= 20** Detailed methodology that covers five requirements, per the criteria **= 15** Generic methodology that does not meet at least five requirements, per the criteria; **or** no methodology submitted **= 0**

3.2.3	*Evaluation Criteria: Experience of the Key Staff*	*Scoring Points*
The experience of the key staff members (project team) in the related areas of specialisation to be indicated. For bidders to get points, they must submit detailed CVs/profiles that clearly indicate the relevant experience and proof (copies of the awarded diplomas/degrees) of qualifications for the following project team members and roles: **i. Lead Recruitment Consultant; and** **ii. Senior Talent Acquisition Specialists (x2).** **Also, the bidder must complete Table 2 in Appendix A.**		**Maximum = 20** **Minimum = 15**
a)	**Lead Recruitment Consultant** Must have a minimum of: • 10 years' end-to-end recruitment experience and a diploma or higher qualification.	Lead Recruitment Consultant has more than 10 years' relevant experience and the required qualifications or higher **= 10** Lead Recruitment Consultant has 10 years' relevant experience and the required qualifications **= 7.5** No CV and/or required qualifications provided for the Lead Recruitment Consultant; **or** they have less than 10 years' relevant experience **= 0**
b)	**Senior Talent Acquisition Specialists (x2)** Each must have a minimum of: • Five years' experience in end-to-end recruitment services. • A diploma or higher qualification in human resource management, industrial psychology or a related field.	Two Senior Talent Acquisition Specialists and both with more than five years' relevant experience and the required qualifications or higher **= 10** One Senior Talent Acquisition Specialist has five years' relevant experience and the required qualifications **= 7.5** No CVs and/or required qualifications provided for Senior Talent Acquisition Specialists or equivalent applicable title; **or** one/both Senior Talent Acquisition Specialists or equivalent applicable title have less than five years' relevant experience **= 0**

3.2.4	*Evaluation Criteria – References*	*Scoring Points*
Reference letters for previous similar work/projects performed are required and these must have been completed in the past five years.		**Maximum = 30** **Minimum = 20**
a)	**Reference Letters:** The bidder must provide a minimum of three contactable reference letters **for the following service** from their clients within the public sector or corporate business on each client's official letterhead, where the service has been rendered in the past five years from the closing date of this RFT: • Recruitment and placement of candidates across various job levels and functions, including specialist and executive roles. To be valid, each client reference letter must be signed and: i) Clearly indicate the name of the bidder; ii) Specify the service rendered; iii) Indicate when the service was rendered, which must be within five years of the closing date of the bid; and iv) Contain the name(s) of the contact person(s) and their details (phone numbers/email addresses). **The IRBA reserves the right to verify the information provided.**	Four or more positive written and contactable client reference letters where recruitment services have been rendered in the past five years, at least two of which are for executive roles, on a referee's letterhead, meeting all criteria (i-iv) **= 30** Three positive written and contactable client references letters where recruitment services have been rendered in the past five years, at least one of which is for an executive role, on a referee's letterhead, meeting all criteria (i-iv) **= 20** Two or less contactable client reference letters submitted where recruitment services have been rendered in the past five years; **or** no positive written and contactable client references provided; **or** services not rendered in the past five years; **or** no executive role reference letter; **or** reference letters do not meet all criteria (i-iv) **= 0**.

3.2.5	*Evaluation Criteria – Sourcing Strategies for Executive and Specialised Candidates*	*Scoring Points*
Bidders must submit documentation demonstrating previous work successfully completed, specifically aligned to the sourcing and placement of executive and/or specialised candidates.		**Maximum = 20** **Minimum = 15**
a)	Bidders must submit a comprehensive sourcing strategy, along with a portfolio of evidence demonstrating their experience and capability in delivering recruitment services for executive and/or specialised positions. For the purpose of this RFT, the bidder must provide the following: i) A detailed sourcing strategy outlining the channels and methods used to identify and attract executive and specialised candidates, including but not limited to: • Headhunting for senior or hard-to-fill roles; • Professional networks; • Executive search platforms; and • Referrals. ii) Verifiable documentation demonstrating the successful placement of executive and/or specialised candidates. This may include, but is not limited to: • A list of at least four successful executive and/or specialised placements; and • Contracts or other formal confirmation of placement for specialised or executive roles.	A **comprehensive sourcing strategy,** as indicated in **point i)**, and **verifiable documentation** demonstrating the successful placement of executive and/or specialised candidates, as indicated in **point ii) = 20** A generic **sourcing strategy**, as indicated in **point i)**, and **verifiable documentation** demonstrating the successful placement of executive and specialised candidates, as indicated in **point ii) = 15** No submission; **or** incomplete submission; **or** general information that does not fully address all requirements = **0**

Notes:

- Where the bidder is restricted by confidentiality and cannot disclose the client's name, the bidder may omit the name of the client.
- The IRBA undertakes to keep the information provided herein confidential and to use same solely for the purposes of evaluating the bidder's proposal.

SUPPORTIVE INFORMATION

The information provided under this section must support the bidder's bid. The forms provided herein below may be reproduced and the information inserted.

Table 1: Checklist for the Tender Submission

This checklist is provided as an aid to bidders and is intended to assist them in cross-checking if they have addressed the applicable submission requirements for this RFT. The checklist is intended for convenience only and does not replace, amend, limit or override any requirement, condition, evaluation criterion or obligation set out in this RFT. In the event of any inconsistency between this checklist and the provisions of the RFT, the provisions of the RFT shall prevail. Bidders remain solely responsible for ensuring that their submissions comply fully with all requirements of this RFT. Failure to complete this checklist will not, in itself, result in disqualification. However, failure to comply with any mandatory requirement of this RFT, including the provision of supporting documents or information sought therein, may result in disqualification or otherwise affect the evaluation of the bid.

RFT Section Reference	**Submission Description**	**Included in Submission**	
		Yes *(Add the relevant page number per the bid document)*	***No***
Administrative Requirements	National Treasury – Central Supplier Database: Confirmation of the company or individual registration on the CSD (MAAA number); or provided a CSD registration summary report.		
	Completed and signed SBD 1: Invitation to Bid, including an authority to sign document.		
	Completed and signed SBD 3.3: Pricing Form.		
	Completed and signed the Pricing Proposal (as per Annexure B).		
	Completed and signed SBD 4: Declaration of Interests Form.		
	Completed and signed SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act, 2022.		
	Completed and signed the Declaration of Independence (as per Annexure A), confirming independence from the auditing profession.		
	Consortia and Joint Ventures: Completed and signed the JV agreement (if applicable); also completed and signed the mandatory documents for each individual entity.		

RFT Section Reference	Submission Description	Included in Submission	
		Yes *(Add the relevant page number per the bid document)*	***No***
Functionality Evaluation	Company profile demonstrating experience in recruitment services, as well as the overview and history of the company, its core business and key management.		
	A comprehensive list of contactable past and current clients for which recruitment work was completed in the past five years, from the closing date of this RFT, as per Table 3 of Appendix A.		
	A detailed project methodology, project plan and timelines for recruitment services, from the briefing stage to the final delivery.		
	Detailed CVs and copies of qualifications of the assigned team members, as per Table 2 of Appendix A.		
	Reference letters from contactable clients for previous similar recruitment work/projects performed and/or completed in the past five years, from the closing date of this RFT.		
	Documentation demonstrating previous work successfully completed, specifically aligned to the sourcing and placement of executive and/or specialised candidates.		

Table 2: Details of the Individual Assigned Team Members and Their Roles

Position	Name	Qualification	Relevant Experience
Lead Recruitment Consultant			
Senior Talent Acquisition Specialist			
Senior Talent Acquisition Specialist			

Table 3: Relevant Previously Completed Projects

In the table below, list a minimum of three previously completed projects or current ones (preferably, provide a detailed company profile, specifying the information mentioned below), as per the Functionality Evaluation criteria under paragraph 3.2.1, section B, of this RFT.

Project Description/Name	Client Contact Name	Client Email Address & Contact Number	Project Start Date	Project Completion Date

ANNEXURE A

DECLARATION OF INDEPENDENCE FROM THE AUDITING PROFESSION

1. Purpose of the Form

The Independent Regulatory Board for Auditors is a statutory body established in terms of Section 3 of the Auditing Profession Act 26 of 2005, as amended. It maintains independence from the registered auditors it regulates. As such, no bids will be considered from any entity or person that the IRBA regulates, including network firms, as defined in the IRBA Code of Professional Conduct for Registered Auditors.

Thus, any bidder with any direct or indirect financial or personal ties to an auditor or an audit firm that the IRBA regulates will be deemed ineligible to participate in the bidding process. So, bidders are required to declare and confirm that they are independent of the auditing profession in that:

- They are not employed by an audit firm and/or a network firm; and
- They do not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.

To this end, all bidders are required to make this declaration in respect of the details required hereunder.

2. Bidder's Declaration

By appending their signature herein below, the bidder declares and confirms that they are independent of the auditing profession in that:

- They are not employed by an audit firm and/or a network firm, as defined in the IRBA Code of Professional Conduct for Registered Auditors.
- They do not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.

The bidder understands that any misrepresentation of their independence will result in a disqualification from the bidding process.

……	……...
Name	Position
……	……...
Entity Name	Date

ANNEXURE B

FINANCIAL PROPOSAL

- The bidder must complete the below Pricing Schedules and the attached SBD 3.3 form.
- The price must be fixed for all recruitment services, and must be inclusive of the yearly increases, where applicable. To this effect, the bidder must complete the SBD 3.3 form.
- Bidders are required to submit an all-inclusive quotation on an official company letterhead, using the attached Pricing Schedule. The schedule must include the cost breakdown for all items, as per the scope of work, and the expected deliverables for the duration of the contract. Bidders must submit price quotations that are inclusive of Value-Added Tax.
- The quoted percentage placement fee should cover all recruitment stages, from the inception of the project to the end, including advertising and close-up reports. No further additional charges will be paid over and above the quoted percentage.
- Only the placement percentage fee shall be paid to the bidder whose candidate(s) is appointed/selected. No other costs will be considered.
- The submission of the Pricing Schedule is compulsory, and bidders must ensure that it is completed without changing the structure. Failure to complete same in the prescribed manner and with unauthenticated alterations to the prices may result in the disqualification of the bid during the financial evaluation process.
- All estimates quoted in the Pricing Schedule will be for evaluation purposes only and are by no means a commitment from the IRBA.
- The execution of this contract will be governed by the unit price/rates quoted and placement fee, unless otherwise stated.
- The IRBA reserves the right to negotiate the quoted percentage placement fee before an appointment.

PRICING PROPOSAL

Bidders are requested to submit the detailed placement percentage applicable to end-to-end recruitment services and which is payable upon successful placement.

Placement Rate	**Fixed Placement Percentage - Year 1**	**Fixed Placement Percentage - Year 2**	**Fixed Placement Percentage - Year 3**	**Fixed Placement Percentage - Year 4**	**Fixed Placement Percentage - Year 5**
Fixed placement percentage	%	%	%	%	%
Bidders are requested to submit detailed costing for the following on-demand service requirements:					
	Cost per Candidate - Year 1	**Cost per Candidate - Year 2**	**Cost per Candidate - Year 3**	**Cost per Candidate - Year 4**	**Cost per Candidate - Year 5**
ITC vetting/screening	R	R	R	R	R
Security vetting options	R	R	R	R	R
Financial vetting options	R	R	R	R	R
Risk analysis of the candidates to the IRBA, which shall include media and reputation risk profiling	R	R	R	R	R
Educational qualifications	R	R	R	R	R
Driver's licence	R	R	R	R	R
Identity verification	R	R	R	R	R
Citizenship verification	R	R	R	R	R
Professional membership	R	R	R	R	R

	Unit Cost per Candidate - Year 1	Unit Cost per Candidate - Year 2	Unit Cost per Candidate - Year 3	Unit Cost per Candidate - Year 4	Unit Cost per Candidate - Year 5
Reference checks x3	R	R	R	R	R
Fraud checks	R	R	R	R	R
Commission for Conciliation, Mediation and Arbitration and Labour Court matters checks	R	R	R	R	R

Partial Recruitment or Support Services (Where the IRBA Sources CVs Directly)

Bidders are required to complete and submit specific pricing for the on-demand services listed below.

CV Screening & Shortlisting **(Includes screening/vetting against the minimum criteria and recommendations report)**	Volume Cost - Year 1	Volume Cost - Year 2	Volume Cost - Year 3	Volume Cost - Year 4	Volume Cost - Year 5
Volume cost per range (500-1000 CVs)	R	R	R	R	R
Volume cost per range (1001-2000 CVs)	R	R	R	R	R
Volume cost per range (2001-3000 CVs)	R	R	R	R	R
Volume cost (more than 3000 CVs) – Bulk rate	R	R	R	R	R

Note: Bidders are required to complete and submit the compulsory Financial Proposal (Annexure B) without changing the structure. Failure to complete it in the prescribed manner and with unauthenticated alterations will result in the disqualification of the bid.

ANNEXURE C

COMPLIANCE WITH PERSONAL INFORMATION PROCESSING LAWS

The Protection of Personal Information Act 4 of 2013 (POPIA) restricts the processing of personal information to circumstances that are lawful, legitimate, responsible and that comply with the provisions of the POPIA.

The IRBA will have to process certain personal information, which is owned or held by bidders; and thus, to comply with the POPIA, the IRBA must provide bidders, whose personal information is processed, with a number of details pertaining to such processing, prior to the information being processed, which details are housed under the IRBA Procurement Processing Notice found on the IRBA website (https://www.irba.co.za/library/popi-act). You are requested to download and read the Notice. Please note that most of your personal information, which we will be processing, is required for lawful purposes and, as a result, your consent to process will not be required. Where we do, however, require your consent, which is indicated in the Notice, the handing over of such personal information to the IRBA will be viewed as consent to the IRBA's processing of such personal information.

Where the IRBA's personal information is provided for processing, the IRBA consents to the processing thereof, provided that you or any other recipient who processes it undertakes to process all and any such personal information strictly in compliance with the POPIA; and subject further that where the IRBA's personal information is not processed in accordance with the POPIA, then the person handling such information indemnifies and holds the IRBA and/or any third parties that may be or will be affected by such non-compliance harmless against all and any liabilities, loss or damages, including pecuniary, non-pecuniary and/or aggravated damages, which the IRBA or any data subject or other person may incur in consequence of such non-compliance, such person (who is processing the personal information) agreeing to pay to the IRBA and/or any affected data subject/s or third party/ies all and any such damages which they may have incurred as a result of such non-compliance, on demand, and NO LIMITATION OF LIABILITY CLAUSES housed under this document or elsewhere WILL UNDER ANY CIRCUMSTANCES LIMIT THE ABOVEMENTIONED DAMAGES.

Where the IRBA provides personal information to you in terms of this document and you are tasked with processing it on behalf of the IRBA in your capacity as an "Operator", as defined under the POPIA, then in such case the provisions set out under the IRBA standard "Operator Agreement/Addendum" found on the IRBA website will apply to such processing, which terms will be incorporated into and read together with this document.