BROADBAND INFRACO SOC LTD

REQUEST FOR QUOTATION: APPOINTMENT OF A SERVICE PROVIDER / CONSULTING FIRM FOR THE EXECUTIVE SEARCH AND PLACEMENT SERVICES FOR A CHIEF FINANCIAL OFFICER (CFO)

RFQ NUMBER:	**RFQ:12378**
RFQ ISSUE DATE:	**05/11/2026**
RFQ CLOSING DATE:	**13/11/2026 AT 12:00 Noon**
RFQ VALIDITY PERIOD:	**60 days (COMMENCING FROM THE RFQ CLOSING DATE).**
A FULL DESCRIPTION OF GOODS/SERVICES REQUIRED:	**APPOINTMENT OF A SERVICE PROVIDER / CONSULTING FIRM FOR THE EXECUTIVE SEARCH AND PLACEMENT SERVICES FOR A CHIEF FINANCIAL OFFICER (CFO)**
RESPONSES TO THIS RFQ SHOULD ONLY BE FORWARDED TO:	**Supply Chain Management – Commercial Department** **Email: Quotations@infraco.co.za**
ENQUIRY: SHOULD BE FORWARDED TO:	**Risben Khoza** **Risben.Khoza@infraco.co.za**

Bidders must acknowledge receipt of this RFQ on the above contact details.

Annexure A

BIDDER: .....

REGISTRATION NUMBER: .....……..……..……

ADDRESS: .....

CONTACT PERSON: .....

TEL: .....

FAX: .....

E-MAIL ADDRESS: .....

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ).

1. Broadband Infraco standard conditions of purchase shall apply.
2. No services must be rendered, or goods delivered before an official Broadband Infraco Purchase Order form has been received.
3. Late and incomplete submissions will not be accepted.
4. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform Broadband Infraco before the RFQ closing date.
5. Where applicable, Work will be carried out in terms of the OHSA and regulations and therefore it is important for the bidders to include OHSA compliance costs (i.e., safety file for the recommended bidder will be approved by Broadband Infraco).
6. Bidder is required to submit copy of Tax Clearance Certificate and verification information (PIN) to be used by Broadband Infraco to validate the copy on the SARS website for all price quotations exceeding the value of R30 000 (VAT included). Failure to submit the copy of valid Tax Clearance Certificate and verification information will result in the invalidation of this RFQ. It is the responsibility of the bidder to ensure that Broadband Infraco is in possession of the bidder's valid Tax Clearance certificate.
7. The onus is on the bidder to ensure that Broadband Infraco receives a valid Tax Certificate as soon as the validity of the said certificate expires.
8. Bidders must attach a valid B-BBEE certificate, correct affidavit or valid exemption letters with the bid. Copies must be certified.
9. Bidders must submit the full CSD report.
10. Bidders are required to complete **PART A** for all price quotations exceeding the value of R30 000 (VAT included).
11. This RFQ will be evaluated in terms of Price and Specific Goals system and points shall be awarded accordingly.
12. All prices must be quoted in South African Rand (ZAR) and the foreign currency amount applicable must be stated. The bidder must indicate clearly which portion of the quoted price is linked to the exchange rate. The cost of installation, delivery, and other charges must be included in the total price quoted.
13. It is within Broadband Infraco's prerogative to award this bid in part/s or whole to one or more than one service provider based on the pricing and other technical consideration within the ambits of the law.
14. Broadband Infraco will only commence payment processes after fulfilment of the conditions contained in the contract and/ or on receipt of an invoice from the service provider and after such has been approved by the client division as representing the services received.
15. Payment of invoices will be effected on the last day of the calendar month following the calendar month of receipt of a correct and original invoice
16. Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc will be disqualified.
17. Bidders will be disqualified if there are listed on prohibited register of bidders in National Treasury and register of tender's defaulters.

NB*, Please provide us with a detailed quotation on your company letterhead, indicating all the product specifications and indicate compliance (and any deviations) to the givenspecification.

DECLARATION BY BIDDER

I, the undersigned (NAME).....certify that:

i. I have read and understood the conditions of this RFQ.

ii. I have supplied the required information and the information submitted as part of this RFQ is true and correct.

..... **.....**

Signature **Date**

.....

Capacity

STANDARD BIDDING DOCUMENT 1 - PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF BROADBAND INFRACO (SOC) LTD					
BID NUMBER:	**RFQ: 12378**	CLOSING DATE:	**13 November 2026**	CLOSING TIME:	**12:00 Noon**
DESCRIPTION:	**APPOINTMENT OF A SERVICE PROVIDER / CONSULTING FIRM FOR THE EXECUTIVE SEARCH AND PLACEMENT SERVICES FOR A CHIEF FINANCIAL OFFICER (CFO)**				

BID RESPONSE DOCUMENTS MUST BE SUBMITED THROUGH EMAIL.

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
TAX CLEARANCE NUMBER						
	TCS PIN:		**OR**	CSD No:		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No		
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?						
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)				
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)				
	☐	A REGISTERED AUDITOR				
		NAME:				

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE *IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?*	☐Yes ☐No [IF YES ENCLOSE PROOF]	***ARE YOU A FOREIGN BASED SUPPLIER FOR*** *THE GOODS /SERVICES /WORKS OFFERED?*	☐Yes ☐No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	……	*DATE*	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE

1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER AND PROOF MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1. Any person (natural or juristic) may make an offer in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2. If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES [ ] NO [ ]**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.3 Does the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder have a relationship with any person who is employed by the institution procuring the required goods or services? **YES [ ] NO [ ]**

2.3.1 If YES, complete the details of the relationship with the person employed by the institution procuring the required goods or services in table below.

Name of person in bidder	**Name of person at institution**	**Nature of the relationship**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners have any interest[1] in any other related enterprise / company / trust, whether or not that enterprise / company / trust is bidding[2] for this requirement?
YES [ ] NO [ ]

2.4.1 If YES, complete the details of the related enterprise / company / trust in the table below:

Registering authority	**Name of related enterprise / company / trust**	**Registration number**	**Description of interest**

[1] Includes ''beneficial interest'' and ''personal financial interest'' as defined in the Companies Act 71 of 2008
[2] Includes open competitive bidding / limited bidding/ requests for quotations/ requests for proposals/ unsolicited bids

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid for this requirement, do hereby make the following statements, on behalf of the bidder, that I certify to be true and complete in every respect:

3.1 I have read and understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the institution procuring the required goods or services in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT.

I ACCEPT THAT THE INSTITUTION PROCURING THE REQUIRED GOODS OR SERVICES MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME, THE BIDDER AND ANY OF ITS DIRECTORS / TRUSTEES / SHAREHOLDERS / MEMBERS / PARTNERS IF THIS DECLARATION IS FOUND TO BE FALSE.

…… ……
Signature Date

…… ……...
Designation Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any

time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING

PROCUREMENT

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Owned Entity	**6**	
Women Owned Entity	**4**	
Youth Equity Ownership	**4**	
People With Disability	**3**	
Military veterans	**3**	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

…… **SIGNATURE(S) OF TENDERER(S)** **SURNAME AND NAME**: ……. **DATE:** …… **ADDRESS**: …… …… …… ……

1. BACKGROUND INFORMATION

Broadband Infraco SOC Ltd (BBI) is a state-owned company whose legislative mandate is set out in the Broadband Infraco Act 33 of 2007. Its mandate includes expanding the availability and affordability of access to electronic communications, including in underdeveloped and underserviced areas, through electronic communications network services and electronic communications services. BBI is appointing one (1) expert executive search firm to headhunt and place a Chief Financial Officer (CFO).

Position Location: BBI Head Office.
Governance Level: Executive Committee (Exco).
Vacancy Date: The position has been vacant since 1 February 2026.
Scope Restriction: This assignment is strictly for a CFO selection process. No other executive roles form part of this RFQ.

2. INVITATION FOR PROPOSALS

1) BBI invites suitably qualified executive search firms to submit proposals for a complete CFO headhunting and placement assignment. One service provider will be appointed for this CFO assignment. No Chief Executive Officer recruitment forms part of this RFQ.

2) The provider must conduct comprehensive research of the South African market and relevant international markets to identify candidates who meet the approved CFO profile, demonstrate the required leadership capabilities and support BBI's organisational values. The search must include candidates with relevant ICT, telecommunications and state-owned company experience.

3. PROPOSAL SPECIFICATION

Bidders are expected to submit proposals in a format specified in this bid documentation. Bidders are to submit responses in the following format prescribed below. Failure to adhere to this requirement may result in disqualification and the bid may be deemed as non-responsive.

4. SCOPE OF WORK AND DELIVERABLES

The appointed service provider must conduct deep market research within the South African and relevant international markets to identify, screen, and place a strategic CFO. The target candidates must possess executive capabilities within the Information and Communications Technology (ICT), telecommunications, or State-Owned Company (SOC) sectors.

The assignment must be completed within a strict eight (8) week timeframe according to the following proposed sequential milestones.

Phase / Ref	Functional Deliverables & Scope	Responsibility	Timeline
1. Inception	Confirm the approved CFO job profile (Annexure A), reporting lines, qualifications, experience parameters, remuneration range, and Employment Equity (EE) targets. Submit an inception report, research strategy, and finalized project plan.	Provider prepares; BBI approves.	**Week 1**
2. Search & Attraction	Execute national and international market mapping, database searches, and direct headhunting networks. Source internal and external candidates against identical criteria. All outreach, sourcing, and tool costs are included in the percentage fee.	Service Provider.	**Weeks 1 – 4**
3. Pipeline & Longlist	Submit an initial candidate pipeline and progress report by the end of Week 2. Continue search actions through Week 4 to present a comprehensive longlist and detailed suitability matrix. Maintain documented audit trails for all inclusions/exclusions.	Service Provider.	**Week 2** (Pipeline) **Week 4** (Longlist)
4. Shortlist	Present a recommended list of at least **10 qualified and willing candidates** for BBI interview consideration. If fewer than 10 candidates meet the baseline criteria, the provider must present documented market mapping evidence and a remedial timeline adjustment for written approval before moving to interviews.	Provider recommends; BBI approves.	**Weeks 5 – 6**
5. Screening & Verification	Conduct professional identity, qualification, employment history, SAAQA verification (if foreign qualification), and criminal record checks on shortlisted candidates before formal panel interviews. Credit, tax compliance, and fit-and-proper checks may only be executed where lawfully permitted and authorized by BBI.	Service Provider.	**Weeks 5 – 6** *(Prior to BBI interviews)*
6. Selection & Interviews	Prepare secure interview packs, coordinate competency-based interview schedules, provide pre-agreed scoring templates, and record panel decisions. BBI retains sole employment decision-making powers.	Provider coordinates; BBI Panel interviews.	**Weeks 7 – 8**
Phase / Ref	Functional Deliverables & Scope	Responsibility	**Timeline**

7. Assessments	Administer scientific, unbiased, and valid leadership, emotional intelligence, and cognitive complexity assessments for BBI-nominated finalists via registered professional practitioners in compliance with Section 8 of the Employment Equity Act.	Registered Practitioner.	**Weeks 7 – 8**
8. Reporting & Records	Submit weekly written progress reports, maintain project minutes, and attend status updates via Microsoft Teams or on-site. Deliver a comprehensive final electronic closure archive at assignment completion.	Service Provider.	**Weekly & Final Handover**
9. Offer & Close	Facilitate market feedback, extend BBI's official offer package, and manage contract closure within written mandates. The provider cannot alter terms or bind BBI.	Provider facilitates; BBI appoints.	**Weeks 7 – 8**

5. MANDATORY PRE-QUALIFICATION & MINIMUM REQUREMENTS

Bidders must meet the following baseline parameters to be evaluated further:

- **Designated Lead Consultant:** The assigned project team leader must possess a minimum of **ten (10) completed years** of executive headhunting experience and hold an **NQF Level 7 qualification** (or higher) in Human Resources, Business Administration, or a related field. Foreign credentials must be accompanied by formal South African Qualifications Authority (SAQA) equivalence evidence.

6. TECHNICAL PROPOSAL INSTRUCTIONS

Bidders must structure their technical submissions using the exact sequence below. Failure to provide this evidence will result in disqualification:

a) **Covering Letter & Profile:** One official letter identifying the CFO assignment alongside a company profile detailing executive search experience, research systems, and market infrastructure.

b) **Lead Consultant CV:** Detailed CV of the designated team leader demonstrating past and present executive assignments, specifically highlighting CFO or executive-level placements within the ICT, telecommunications, or SOC space.

c) **Team Allocation:** Structural breakdown and CVs of auxiliary support personnel and professional registration details for the psychometric/leadership assessment practitioners.

d) **Dated Placement Schedule:** A comprehensive log of executive placements executed within the three (3) years immediately preceding the bid closing date, stating the client name, job title, industry sector, corporate size, and placement date.

e) **Case Studies & Reference Letters:**

Clean case studies alongside a minimum of five (5) signed reference letters proving successful executive or senior management placements in the ICT, telecommunications, or state-owned environment. References must specify:

- Client corporate identity and contactable personnel details (Phone, Email).
- Position placed, placement year, and candidate tenure.
- Explicit performance or workmanship rating for the services rendered.

f) **Employment Equity (EE) Track Record:** Documented proof of successful EE and female executive or senior management placements executed within the last three (3) years.

g) **Methodology and Work Plan:** Detailed operational approach addressing candidate sourcing channels, database utilization, screening mechanics, and a clear Gantt chart demonstrating how the 8-week target duration will be maintained.

h) **Annexure C:** Completed Functionality Evidence Schedule.

7. FUNCTIONAL EVALUATION SCORECARD

Bidders must score a minimum of 65 points out of 100 on the technical scorecard below to qualify for financial and preference evaluation.

Note: All criteria measuring volume or sector placement track records are restricted to the three (3) years immediately preceding the closing date of this bid

No	Evaluation Criteria	Verification Evidence Required	Points Allocation Matrix	Weight
1	**Company Operating Experience**	Company profile explicitly demonstrating the number of years the firm has rendered executive headhunting services within the ICT, telecom, or SOC domains.	< 5 years = 0 points 4– 7 years = 5 points 8 – 10 years = 7 points > 10 years = 10 points	**10%**
2	**Experience of Lead Headhunter**	Comprehensive CV of the designated Lead Consultant demonstrating executive search tenure and completed assignments.	< 10 years = 0 points 11 years = 5 points 12 years = 7 points> 12 years = 10 points	**20%**
3	**Qualifications of Lead Headhunter**	Certified copies of qualifications and SAQA equivalence certificates where applicable.	No Qualification = 0 points National Diploma (NQF 6) = 5 points Bachelor's Degree (NQF 7) = 7 points Honours / Master's / Higher (NQF 8+) = 10 points	**5%**
4	**Executional Excellence (Case Studies)**	Attached case studies detailing executive searches completed alongside connected reference proofs.	0 case studies = 0 points 1 – 3 case studies = 5 points 4 – 7 case studies = 7 points > 7 case studies = 10 points	**15%**
No	**Evaluation Criteria**	**Verification Evidence Required**	**Points Allocation Matrix**	**Weight**

5	**Sector Specific Track Record**	Verified placement history of Executive/Senior candidates within the ICT, telecommunications, or SOC sector over the past 3 years.	0 placements = 0 points 1 – 2 placements = 5 points 3 – 5 placements = 7 points > 5 placements = 10 points	**20%**
6	**Employment Equity (EE) Placements**	Documented volume of EE and Female placements at Executive/Senior levels over the past 3 years.	0 EE placements = 0 points 1 – 2 EE placements = 5 points 3 – 5 EE placements = 7 points > 5 EE placements = 10 points	**5%**
7	**Quality of References**	Submission of fully compliant, contactable reference letters containing complete rating metrics (Minimum of 5 required).	< 5 references = 0 points 4 – 6 references = 5 points 5 7 – 8 references = 7 points 6 > 8 references = 10 points	**15%**
8	**Methodology & Project Approach**	In-depth operational methodology and detailed Gantt chart mapping milestones, timeline efficiencies, reduction of search durations, and candidate retention tools.	**Generic approach:** Meets minimum needs; limited tools = 5 points **Tailored approach:** Specifically suited to BBI; diverse tools = 7 points **Innovative approach:** Exceeds expectations; robust value-add clarity = 10 points	**10%**
Total				**100%**
Minimum Threshold				**65%**

8. PRICE AND SPECIFIC GOALS

The evaluation for Price and Specific Goal shall be based on the 80/20 PPPFA Principle and the points for evaluation criteria are as follows:

CRITERIA	WEIGHTING/ POINTS
Price	80
Specific Goals	20

9. FINANCIAL PROPOSAL & PRICING INSTRUCTIONS

Bidders must submit their financial proposal in a **separate, sealed package or electronic file**, clearly isolated from the technical submission.

Pricing Rules:

1) **Letterhead:** The financial offer must be printed on the bidder's official company letterhead.
2) **Firm Pricing:** Pricing must be firm, fixed, and inclusive of all search costs, databases, advertising, background checks, disbursements, and travel expenses. No hidden or additional costs will be entertained.
3) **Open RFQ Process:** This is an open procurement process. No exclusive mandates, retainer fees, or up-front setup payments are applicable.
4) **Contract Value Mechanics:** For evaluation purposes, the proposed percentage fee will be calculated against a standardized reference maximum Total Cost to Company (TCTC) salary

scale of **R0,000,000**. The final contract value invoiced upon success will be the exact offered percentage applied to the actual, agreed TCTC salary package of the appointed candidate.

5) **Replacement Guarantee:** Bidders must include their full placement terms and conditions alongside their explicit replacement guarantee period clauses.

10. PRICING SCHEDULE (PART B: CHIEF FINANCIAL OFFICER)

No	Project Deliverable / Milestone	Unit of Measure	Offered % Fee	Unit Price (Excl. VAT)	Total Price (Excl. VAT)
1	**Executive Search & Candidate Sourcing** *(Phases 1 to 3)*	Progress Milestone		**R**	**R**
2	**Longlisting, Shortlisting & Verifications** *(Phases 4 to 5)*	Progress Milestone		**R**	**R**
3	**Final Selection, Assessments & Contract Close** *(Phases 6 to 9)*	Success Milestone		**R**	**R**
Sub-Total			**%**	**R**	**R**
VAT		*(Value Added Tax at applicable standard statutory rate)*			
Total		**All-Inclusive Evaluated Cost (Inc. VAT)**			

Reviewed by:

Signature: .....

Date: 05/11/2026

Approved by:

Signature: .....

Date: 05/11/2026