



**NKOMAZI SEZ**  
 TREASURE OF OPPORTUNITIES  
 An Entity of the Department of Economic Development and Tourism

**REQUEST FOR PROPOSALS (RFP) FOR  
 PROCUREMENT OF SERVICES**

**DESCRIPTION OF WORK**

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A  
 RECRUITMENT AGENCY TO FACILITATE THE PLACEMENT OF THREE  
 (3) SHORT-TERM CONTRACT POSITIONS AT NKOMAZI SEZ**

**PROPOSALS DETAILS**

RPF/QUOTATION NUMBER: RFP 002 -26/27

Closing Date : 23 APRIL 2026

Time : 12H00

Compulsory Briefing session:

Yes

No

If Yes, Date and time of compulsory briefing session:

Date: \_\_\_\_\_ Time: 10:00 am

**DETAILS OF RESPONDENT**

Name of bidder: .....

CSD Number : .....

Amount : ..... (VAT INCL)

*Please indicate whether it is the original or copy, tick the applicable block*

ORIGINAL

COPY

## REQUEST FOR PROPOSALS (RFP)

### 1. GENERAL CONDITIONS OF THE RFP:

- The 80/20 evaluation criteria for requirements with a Rand value of up to R50 000 000 (all applicable taxes included) will be used for this bid.
- The value of this bid is estimated not to exceed R1 000 000.00 (all applicable taxes included).
- Fully comply with the scope of work / service or **(Attached Scope of work / service)**
- Quotations must be valid for a period of 30 days
- The Bidder's quotation to bear correct contact details and address
- Fully completed Standard Bidding Documents (SBD4 and SBD 6.1)
- The bidder must be registered on the Central Supplier Database (CSD)
- This bid will **not** be evaluated on functionality

### 2. SCOPE OF WORK / SERVICE OR ITEMS

#### Subject: Request for Proposals: Recruitment Agency Services for 3 Month Fixed-Term Contracts

Nkomazi Special Economic Zone is seeking a highly competent and compliant recruitment agency to assist with the sourcing and placement of specialized personnel on a short-term, fixed-duration basis.

We require a partner who has proven expertise in managing fixed-term contracts (FTCs) in compliance with the South African Labour Relations Act (LRA) and other statutory requirements.

#### 1. Project Overview and Scope

DETAIL	SPECIFICATION
<b>Contract Duration</b>	All placements must be for a <b>strict fixed term of 3 months</b> with a start date of 01 May 2026 to 31 July 2026.
<b>Total Volume Required</b>	1x Internal Control Specialist  1x Communication and Stakeholder Specialist  1x Personal Assistant- CEO
<b>Location</b>	Komatipoort (though currently based in Mbombela with a planned move before the contract end date)
<b>Service</b>	Full service: Sourcing, screening, payroll management, statutory

DETAIL	SPECIFICATION
Required	Contribution (UIF/PAYE), and contract management.  Cellphone and Travel Re-imbusement for each employee, as and when needs arise

## 2. Required Roles

See **Annexure A** for the details of the roles.

## 3. Key Non-Negotiable Specifications

1. **LRA Compliance:** Your proposal must confirm strict adherence to **Section 198B of the LRA** regarding fixed-term employment, confirming the legitimate reason for the fixed term will be documented in the contract.
2. **Statutory Contributions:** Please confirm your process for managing and remitting **PAYE, UIF, and SDL**.
3. **Vetting:** All final candidates must successfully pass mandatory **Criminal Record, ID Verification, and Qualification Verification** checks prior to placement.
4. Equity objectives during the sourcing process.

## 4. Proposal Submission Requirements

We request that your proposal clearly addresses the following points:

Requirement	Details Needed in Your Proposal
<b>Mandatory Requirement Pricing</b>	Detailed breakdown of the <b>Monthly/Hourly Bill Rate</b> for each role type (showing candidate salary, agency markup, and total cost/VAT).
<b>SLA/Timeline</b>	Commitment to a <b>Time-to-Shortlist</b> (Maximum days to present the first suitable shortlist).
<b>Placement Guarantee</b>	Details of your replacement guarantee period (e.g., free replacement if candidate leaves within the first 10 working days).
<b>Agency Experience</b>	Provide 2-3 brief case studies or references where your agency successfully managed high-volume/short-term fixed contracts.
<b>Administrative</b>	Description of your payroll system, time sheet management, and

<b>Requirement</b>	<b>Details Needed in Your Proposal</b>
<b>Process</b>	invoicing process.

## Timeline

- RFP Issued: **20 April 2026**
- Proposal Submission Deadline: **23 April 2026 at 12h00**

Please submit your completed proposal to the address below:

### **NKOMAZI SEZ Office**

**All bidders are requested to submit the documents in two [2] formats,**

**Namely: one [1] original and [2] memory stick**

## **ANNEXURE A**

### **1. INTERNAL CONTROL SPECIALIST**

#### **REQUIREMENTS**

A bachelor's degree in Accounting, Finance, Business Administration, or a related field. A postgraduate qualification will be an added advantage. Professional certifications such as Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA) will be an added advantage.

#### **COMPETENCIES REQUIRED**

**The preferable candidate should possess the following competencies at an advanced level:** Strong analytical and problem-solving skills, attention to detail, and a solid understanding of accounting principles and regulations are essential.

#### **KEY RESPONSIBILITIES**

- Risk assessment: Identify, categorize, and assess risks within financial and operational processes.
- Audit and testing: Conduct internal audits and control testing to evaluate the design and effectiveness of systems.
- Compliance: Ensure the company adheres to internal policies, external regulations, and laws.
- Process improvement: Recommend and implement solutions to mitigate risks and improve efficiency and accuracy.
- Documentation: Maintain risk registers, audit findings, and other documentation related to internal controls.
- Collaboration: Work with other departments and management to implement controls and provide training or awareness programs.

## **2. COMMUNICATION AND STAKEHOLDER SPECIALIST**

### **REQUIREMENTS**

Degree in Customer Relations/Marketing/Public Relations/Communications/Journalism or related field (NQF level 7); 5 - 7 years' relevant, related experience at senior practitioner level; Have a valid driver's license. Knowledge of: Public Finance Management Act (PFMA); Basic knowledge of all legislation; Marketing Communication principles; Event management; Media ethics; Project Management; Planning and Organizing; Computer literacy; Stakeholder engagement.

### **KEY RESPONSIBILITIES**

- Develop, manage and implement internal and external communications strategy. Develop media engagement plans and implementation thereof.
- Facilitate the development and implementation of internal communication policies, procedures, and processes
- Generate content of interest for organisational strategic initiatives
- Lead media liaison duties specifically with growing the media database.
- Develop quality news article, media statement and features for NSEZ's publication (Internal and external newsletters)
- Distribute media release/ statements to external stakeholders (media).
- Provide reports and analysis on media monitoring.
- Lead the NSEZ's participation at various relevant forums.
- Manage, update and generate content for the NSEZ digital platforms such as website and social media platforms.
- Identify relevant media platforms to promote the NSEZ's programmes and projects (Mainstream and Community media).
- Conceptualize and manage the NSEZ Press conference, media briefings, media networking sessions, media site visits and other media interventions platforms.
- Prepare media interviews script for NSEZ board and management. Compile responses to media enquiries.
- Collaborate with NSEZ stakeholders and government departments

## **3. PA to the CEO**

### **REQUIREMENTS**

Bachelor's Degree in Business Studies or equivalent qualification. A minimum of 5+ years of experience in executive support, operations management, or a similar role within a fast-growing, high-performance environment. Demonstrated success working directly with C-suite executives (senior leadership team of the company, responsible for overall strategy, vision, and direction), particularly in settings demanding rapid decision-making and agility. Advanced proficiency with remote work tools, digital calendars, communication platforms, and project management software. Excellent written and verbal communication skills in English. Proven ability to develop and implement robust operational systems that drive efficiency and accountability.

### **KEY RESPONSIBILITIES**

- Provide administrative support to the Chief Executive Officer, including managing calendars, scheduling meetings, and handling correspondence.
- Prepare and organize materials for meetings, presentations, board meetings and other ad hoc

events.

- Coordinate travel arrangements, including booking flights, hotels, and transportation.
- Conduct research and compile data for reports, presentations, and projects.
- Assist in tracking and managing budgets, expenses, and invoices.
- Manage fleet, usage and petrol cards.
- Maintain and update contact lists, databases, and files.
- Coordinate and oversee special projects and events as assigned by the Chief Executive Officer .
- Liaise with internal and external stakeholders, including senior management, clients, and service providers.
- Handle confidential and sensitive information with discretion and professionalism.
- Company cell phones administration
- Managing the day-to-day activities of office team (driver/storeman and general worker), leave, discipline etc.
- Managing the maintenance of the office, building and garden
- Perform other duties as assigned by the Chief Executive Officer.

RFP'S can be emailed to [Bridgette.mahlalela@mega.gov.za](mailto:Bridgette.mahlalela@mega.gov.za) or [scm@mega.gov.za](mailto:scm@mega.gov.za)

Enquiries should be directed at: [scm@mega.gov.za](mailto:scm@mega.gov.za)

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

**2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....  
...

2.3 Position occupied in the Company (director, shareholder etc):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

\* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .....

Name of state institution to which the person is connected:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
shareholders / members or their spouses conduct business  
with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, **YES / NO**  
have any relationship (family, friend, other) with a person  
employed by the state and who may be involved with the  
evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....

.....

.....

.....

2.10 Are you, or any person connected with the bidder,  
aware of any relationship (family, friend, other)  
between the bidder and any person employed by the state  
who may be involved with the evaluation and or  
adjudication of this bid?

2.10.1 If so, furnish particulars.

.....

.....

.....

.....

**YES / NO**

2.11 Do you or any of the

directors /shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

**YES / NO**

2.11.1 If so, furnish particulars:

.....  
.....  
.....  
.....

**YES /NO**



## 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**

### 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	
Enterprise owned by Black people	4
Enterprise owned by Women	4
Enterprise owned by Youth	4
Enterprise owned by Disabled	4
Enterprise owned by SMME's-QSE and EME <b>Nkomazi Local Municipality</b>	4
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

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 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = 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
- (b) 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,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by Black people	N/A	4	N/A	
Enterprise owned by Women	N/A	4	N/A	
Enterprise owned by Youth	N/A	4	N/A	
Enterprise owned by Disabled	N/A	4	N/A	
Enterprise owned by SMME's-QSE and EME Nkomazi Local Municipality	N/A	4	N/A	

**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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....