



NKOMAZISEZ
 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 PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HEADHUNTING AND RECRUITMENT SERVICES FOR THE POSITIONS OF GENERAL MANAGER: INFRASTRUCTURE AND PERSONAL ASSISTANT TO THE CEO

PROPOSALS DETAILS

RPF/QUOTATION NUMBER: RFP 004-26/27

Closing Date : 15 MAY 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 be evaluated on functionality

➤ **BACKGROUND**

The Nkomazi Special Economic Zone intends to appoint a suitably qualified and experienced Service Provider to provide executive recruitment and headhunting services for the following positions:

- **General Manager: Infrastructure**
- **Personal Assistant to the Chief Executive Officer (CEO)**

The purpose of this appointment is to source, identify, screen, and present suitably qualified candidates for consideration by NSEZ.

➤ **OBJECTIVE**

The objective of this assignment is to appoint a professional recruitment/headhunting service provider to conduct a targeted search and recruitment process for the above-mentioned positions and provide NSEZ with a shortlist of competent candidates.

2. SCOPE OF WORK / SERVICE OR ITEMS

The appointed Service Provider will be required to perform, but not limited to, the following services:

2.1 Recruitment and Headhunting Services

- Conduct targeted headhunting and recruitment processes for the positions of:
 - General Manager: Infrastructure; and
 - Personal Assistant to the CEO.
- Develop and implement an appropriate recruitment strategy to attract suitably qualified and experienced candidates.
- Advertise the positions where necessary and conduct proactive search initiatives.
- Source candidates through professional networks, databases, and other recruitment platforms.

2.2 Screening and Shortlisting

- Receive and evaluate applications in line with the minimum requirements provided by NSEZ.
- Conduct preliminary screening of candidates, including verification of qualifications, experience, and suitability for the positions.
- Conduct reference checks where necessary.
- Prepare and submit a shortlist of seven (7) suitable CVs for each position.

2.3 Submission of Candidates

The Service Provider must submit:

- Seven (7) shortlisted CVs for the General Manager: Infrastructure position; and
- Seven (7) shortlisted CVs for the Personal Assistant to the CEO position.

Each submitted CV must be accompanied by:

- A summary profile of the candidate;
- Copies of qualifications.
- Relevant supporting documentation; and
- Motivation indicating suitability for the position.

Additional Candidates Clause

- NSEZ reserves the right to request additional candidates should the submitted candidates not meet the minimum requirements or expectations of the entity
- The Service Provider shall submit the shortlisted candidates within five (5) working days from the date of appointment.

2.4 Interview Coordination

- Communicate interview dates, venues, and requirements to candidates.
- Ensure candidates confirm attendance for interviews.
- Provide administrative support during the interview process where required.

3. INTERVIEW PROCESS

- Interviews and final selection of candidates will be conducted by NSEZ.
- The Service Provider will not participate in the final selection and appointment decision.
- NSEZ reserves the right not to appoint any candidate from the submitted shortlist.

4. DURATION

The assignment shall commence upon signing of the appointment letter/service level agreement and shall be completed within the timeframe agreed upon by NSEZ and the appointed Service Provider.

5. CONFIDENTIALITY

The appointed Service Provider shall maintain strict confidentiality regarding all information and documentation obtained during the recruitment process and shall not disclose such information to any third party without prior written consent from NSEZ.

6. MINIMUM REQUIREMENTS FOR THE SERVICE PROVIDER

The Service Provider must:

- Have proven experience in executive recruitment and headhunting services;
- Demonstrate experience in recruiting senior management and support personnel;
- Have the necessary capacity and resources to perform the required services; and
- Be registered and compliant with all applicable statutory requirements.

7. ANNEXURES

The following documents form part of this RFP:

- Annexure A – Job Description: General Manager Infrastructure
- Annexure B – Job Description: Personal Assistant to the CEO

8. SUBMISSIONS

Proposal Submission Deadline **15 May 2026 at 12h00**

Please submit your completed proposal to the address below:

MEGA Head Offices

02 Eastern Boulevard

Riverside Park

Ground floor

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

**Namely: - one original and
- memory stick**

**Enquiries should be directed to: Bridgette Mahlalela scm@mega.gov.za or
scm@nkomazisez.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.

.....

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.....

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
PRICE	80
SPECIFIC GOALS	
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 Nkomazi Local Municipality	4
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 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

- 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
 - (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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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