

Tender Number: T46/10/19

Tender description: Appointment of a Panel of Preferred Service Providers for the Provision of Temporary Staff for the IDC

Question and Answers Version 1

No.	Question	Type	Answer																				
1	Please confirm should we provide a list of candidates and submit CV's for each category I nationally and INCLUDE this in the tender or JUST provide pricing per category?	Technical	Pricing per category and snap shot of database - NOT list of candidates and their CV's																				
2	Advise if these resources will be on IDC Payroll or OUR Payroll?	Technical	Provider payroll not IDC																				
3	Can you give an indication of minimum and maximum salaries per hour or per month for each role below at this stage?	Technical	See below																				
4	<p>Can you give an indication of minimum and maximum salaries per hour or per month for each role below at this stage?</p> <ul style="list-style-type: none"> • Finance Administrators • Secretaries • Executive Secretaries • Administrators • Legal Secretaries • Receptionists • Switchboard Operators • General Workers and handyman • Call Centre Operators • IT Staff (helpdesk, network administrators) • Marketing and Events Management • Crèche Teachers • Any other temporary staff that may be required from time to time 	Technical	<p>The following was used previously as an indicative guideline however we are specifically asking for detailed costings as we want to ensure rates paid are market related, fair and in line with the industry</p> <table border="1"> <thead> <tr> <th>POSITION</th> <th>PLACEMENT FEE PER HOUR</th> </tr> </thead> <tbody> <tr> <td>Finance Administrator</td> <td>R160- R200</td> </tr> <tr> <td>Secretaries</td> <td>R138 – R184</td> </tr> <tr> <td>Executive Secretaries</td> <td>R138 - R184</td> </tr> <tr> <td>Administrators</td> <td>95 - R130</td> </tr> <tr> <td>Legal Secretaries</td> <td>R105 - R150</td> </tr> <tr> <td>Receptionists</td> <td>R70 - R105</td> </tr> <tr> <td>Switchboard Operators</td> <td>R70 - R105</td> </tr> <tr> <td>General Workers and Handyman</td> <td>R60 - R95</td> </tr> <tr> <td>Call Centre Operators</td> <td>R70 - R105</td> </tr> </tbody> </table>	POSITION	PLACEMENT FEE PER HOUR	Finance Administrator	R160- R200	Secretaries	R138 – R184	Executive Secretaries	R138 - R184	Administrators	95 - R130	Legal Secretaries	R105 - R150	Receptionists	R70 - R105	Switchboard Operators	R70 - R105	General Workers and Handyman	R60 - R95	Call Centre Operators	R70 - R105
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5	Costing Model: Is the requirement pointing to the fact that we have to suggest/determine the actual hourly rates that will be paid the temp workers, apart from our fees?	Technical	Yes - clearly indicate hourly rates apart from fees. This is to ensure that temp staff are paid fairly per position and we clearly want to understand what is included in the fees payable to the supplier																				
6	What would the duration of the majority contracts for the temp staff be?	Technical	Varies from 3 days to 3 months - only exceptions will be for a longer duration to accommodate for employees on maternity leave or project specific work that may take longer to conclude. In instances of project specific assignments longer than 3 months such rates will be agreed to separately on a needs basis																				