

Tender Number: T25/05/23

Tender description: APPOINTMENT OF A PANEL OF PREFERRED SERVICE PROVIDERS FOR THE PROVISION OF TEMPORARY STAFF FOR 1

Question and Answers Version 1

| No. | Question | Type | Answer |
|-----|---|-----------|--|
| 1 | On Page 14. Is the service provider only restricted to apply for locations/provinces where they have presence or can they apply for all IDC offices/Globally? | Technical | The intention is for ease of business that service providers have a presence where, we may require staff at short notice and therefore the provider is to indicate where they do have presence so that our Regional offices can work directly with service providers in the respective presence. |
| 2 | On Page 22 (7.1 Provide costing for each of the areas). The gross rate billed to client (per hour) is different for each candidate dependent on experience. Can a service provider state "Rate Based" instead of the hourly rate? | Technical | No, we would want to agree on rates per hour so we know the costs upfront. The suggestion would be to base rates on experienced individuals. |
| 3 | Must the previous work/reference letters only be from Corporate clients or can a service provider also provide letters from State-Owned entities including Municipalities? | Technical | Both are acceptable but a spread and balance will be preferable. |
| 4 | With regards to "Bidders database of candidates" can the Template be submitted in Excel format & how many Candidates must be submitted as proof? | Technical | Excel is fine. We just need a snapshot to be provided so two or three pages of screenshots would be fine. |
| 5 | Who will be responsible for payroll on placed/hired candidates, will it be IDC or the service provider? Temporary staff of a longer duration FTC | Technical | (e.g. 6 months or longer) can be placed on IDC payroll. We will agree/negotiate which option is preferred with the line manager at the time of sourcing. |
| 6 | Monthly Reporting: Indicate and provide a sample of monthly reports provided to the client for tracking and monitoring of all temp placements and associated costs. Kindly advise on the format or information that will be required on this monthly report(s)? | Technical | We are not prescriptive in terms of the format as we understand each provider would have their templates. However, it should contain all the basic information e.g. name of temp, start date, end date, summary of candidate, position, rate of pay etc. |
| 7 | Please assist with guidelines on the type of roles that fall under "Any other temporary staff that may be required from time to time", kindly advise if a range with admin fee cost may be submitted. Will there be an opportunity to submit a quotation for all "other temporary staff" that was not listed in 7.1 of the tender submission requirements document. | Technical | The nature of roles in this category are for special/ad-hoc projects and can vary from types such as Legal Experts, Specialists in a specific sector/industry, Human Capital Specialists. For these types of temporary staff requirements, we will request a quotation from the respective provider. |

| | | | |
|----|--|-----------|---|
| 8 | Kindly assist with differentiation on sourcing vs placement fee? | Technical | The intention is for example if we reach out to a service provider to source a Procurement Specialist for say a one-year assignment we would then put the person on our payroll at the IDC and we would then pay a placement fee for the successful sourcing of the individual that was placed. There is only one fee involved i.e., a placement fee. |
| 9 | What kind of accreditation do you need? I wanted to ask if the accreditation must be on the company or personnel? | Technical | Recruitment service providers often have membership with for example APSO. Any registration/accreditation should be for the company not individuals. |
| 10 | Annexure 5 refers to Experience of the Project Team. (Table A) Table B requests the same information with the project cost. Our team have worked on many projects in the course of their employ with us. Are you happy to accept the cost of one project per team member in Table B? | Technical | The cost of one project per team member for table B will be acceptable. |

THE IDC