



BID PUBLICATION

RFB 0132/2008. PROVISION OF PLACEMENT SERVICES - GENERIC PLACEMENTS (TEMPORARY AND/OR PERMANENT) ON A NATIONAL BASIS.

Closing date & Time:	2009.02.06 @ 11H00
Contact Person:	Jessieca Mathe
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Document Fee:	R50.00

1.0 **SCOPE:**

Telkom wish to invite potential Bidder/s to bid for the provision of placement services – Generic Placements (Temporary and/or Permanent) on a National Basis.

2.0 **CRITICAL CRITERIA REQUIREMENTS:**

The following Critical Criteria will apply for the evaluations of this bid document. Non-compliance to these criteria shall invalidate your bid response.

2.1.1 Effective Black ownership of fifty one percent or more (51%) and with a minimum of 30% effective Black Female shareholding”.

Telkom requires that Bidders must have a minimum of **51%** or more Effective Black Shareholding/equity ownership **and with** a minimum of **30%** effective Black Female shareholding”.



Note: Telkom applies the Flow Through Principle AND NOT a Modified Flow Through Principle

The following documentary proof is required to substantiate compliance to the critical criteria:

- All registration documentation, as per the BEE questionnaire in the tender document e.g.
 - o certified copy of the latest valid shareholders certificate/s
 - o certified copy of Shareholders agreement and other legally certified documents
 - o ID documents

- **Note: The Bidder must complete the BEE Questionnaire in the RFB document and provide all the documents as stated above.**

2.1.2 Full compliance to Telkom’s Standard Terms and Conditions

The Bidder/s must fully comply with the Telkom Standard Terms and Conditions applicable for the supply of services.

2.1.3 Bidder/s responding must have be in existence for at least 24 (twenty-four) months. Bidder/s should provide their financial statements for the past 2 (two) financial years (2006/2007 and 2007/2008), as proof.

2.1.4 Permanent Placements

2.1.4.1 Bidder/s responding must have made at least **50 permanent placements the previous year** (01 November 2007 – 31 October 2008)

Temp Name	Company currently employed with	Date of employment	Position	Functional area	Annual Package



- 2.1.4.2 Bidder/s **guarantee clause for placements must be at least 6 months**. Should an employee placed by the Service Provider resign or be lawfully dismissed for any reason whatsoever within a **six month** period from the commencement date of employment within Telkom, the Service Provider will at the option of Telkom, replace the employee with another applicant approved by Telkom's Human Resources Department, or refund Telkom 100% of the placement fee.

2.1.5 Temporary Placements

- 2.1.5.1 Bidder/s responding must have at least **100 temporary employees** on current assignments. Bidders should complete the following table as proof:

Temp Name	Company currently employed with	Date of employment	Position	Functional area

- 2.1.5.2 Bidder/s responding and bidding for temporary placement services must have a valid **Labour Broker Exemption Certificate (IRP30)**

The Bidder/s must submit proof that they are in possession of a current valid Labour Broker Exemption Certificate (IRP30), issued by the South African Revenue Services (SARS), in terms of paragraph 5 of the 4th Schedule to the Income Tax Act, Act 58 of 1962.



BIDDER'S CONFERENCE:

Date: 29 January 2009 (Thursday)

Venue: Telkom SA Limited
152 Proes Street
Telkom Tower North building
First (1st) Floor, Strelitzia Conference Room
Pretoria

Time: 09:00am till 11:00am

LOCATION:

The services are required on a national basis, in all the nine (9) South African provincial regions.

The tender document can be obtained from Telkom's Tender Office at the following address:

Attention: Marietjie Mattheus
Tel: (012) 311 3009
or
Benji Ramatlakana
(012) 311 3364
179 Proes Street
Pretoria
0001

The tender document can be obtained from Telkom's Tender Office at the following address: