



## BID PUBLICATION

RFB0155/2009. PROVISION OF PLACEMENT SERVICES FOR TELKOM (EXECUTIVE SEARCH SERVICES) ON A NATIONAL AND/OR INTERNATIONAL BASIS.

Closing date & Time:	2009.06.17 @ 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 to Telkom (Executive Search Services) on a National and/or International 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 Effective Black ownership of twenty five point one (25.1%) or more Economic Interest**

- Economic Interest shall mean a member's entitlement to receive any payment from the company, which arises by virtue of the member's holding any equity interest. This shall include a shareholder's entitlement to dividends of a company limited by shareholding and a beneficiary's entitlement to share in the distributions of a trading trust.
- Telkom requires that all bidders must have a minimum of 25.1% Effective Black Shareholding/equity ownership.
- The Bidder must complete the BEE Questionnaire in the RFB document and provide all the documents as stated below. Failure to



complete the BEE questionnaire and to provide all documents as requested below, shall lead to disqualification.

**The Bidder shall be a registered legal entity that is owned and controlled by South African Blacks, as evaluated by Telkom.**

The following documentary proof is required to substantiate compliance to the Critical Criteria:

All company registration documentation, as per the BEE questionnaire in the tender document e.g.

- certified copy of the latest valid shareholders certificate
- certified copy of Shareholders agreement & other legally certified docs
- ID docs

**Note**

- **Any Joint Ventures must be a registered legal entity organization.**

- 2.2** BIDDERS responding must have a minimum of **3 years experience** in the field of Executive Search (Head Hunting) Placements. BIDDER/s should provide their financial statements for the past 3 financial years 2005/2006, 2006/2007 and 2007/2008, as proof and to substantiate the experience.
- 2.3** BIDDERS shall have made more than **20 permanent** placements on Executive and Senior Management levels (minimum package of R400 000) for the previous two years (1 December 2006 – 30 November 2008).
- 2.4** BIDDERS **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 Providers shall at the option of TELKOM, replace the employee with another applicant approved by TELKOM's Human Resources Division, or refund TELKOM 100% of the placement fee.



**BIDDER'S CONFERENCE:**

**Date:** 12 June 2009 (Friday)

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

**Time:** 09:00am till 11:00am

**LOCATION:**

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

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**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  
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