

RFPPr-00003-2014: TO PROVIDE ADDITIONAL EXECUTIVE SEARCH SERVICES

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Description:

REQUEST FOR PRICING (RFPPr-00003-2014) FOR THE PROVISION OF ADDITIONAL EXECUTIVE SEARCH SERVICES

1. Pre-Qualification Criteria (Phase 1)

1.1 Tax clearance

At the closing date of this RFPPr, the bidder should provide Telkom with a valid original SARS tax clearance certificate. This certificate should be attached to the RFPPr response.

1.2 Telkom Terms and Conditions

Bidders must accept Telkom's Master Service Agreement and Annexure for "Services".

1.3 Availability and capability

The bidder must confirm their availability and capability to start on 10 September 2014 and provide confirmation that dedicated resources are available to manage the Telkom account.

1.4 Experience

- (i) Bidders must provide evidence that they have made at least **15 permanent placements** on Executive and higher levels. This refers to the following organizational levels on the grading systems:
- Telkom levels - M3 (Executive) level and higher which is Managing/Group Executive, Managing Director etc.
 - Patterson system - E levels and higher
 - Hay system - equal to 735 to 1,260 points and higher.

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- (ii) These permanent placements must have taken place in large companies consisting of 1,000 employees and more.
- (iii) The placements must have been undertaken during the previous two years, namely 1 August 2012 to the closing date of this Request for Pricing.
- (iv) The placements must have been made on a minimum guaranteed package of R1.5 million or higher.

1.5 Other Compulsory Documentation Required: Please refer to Annexure B

- The Bidder must read, accept and sign Telkom's Non-Disclosure Agreement
- Completed Telkom Tax Questionnaire must be submitted
- Accept Telkom's Supplier Code of conduct.

2. Bid Document Collection

The bid document can be collected from the Telkom SA SOC Ltd Tender Office at the following address:

**Telkom Tender Office (below the overhead bridge)
Lower ground floor of Telkom Tower South,
179 Johannes Ramokhoase Street (formally known as Proes Street),
PRETORIA CBD**

Contact Person: **Benji Ramatlakana**
Contact details: **(012) 311 3364**