

Date: 26 March 2026

Terms of reference for the appointment of service provider/recruitment agency on a term contract for a period of six months

- The Department of Public Works and Infrastructure intends to enlist the services of a service provider/recruitment agency to render the following services in relation recruitment and selection on a term contract for a period of six months:
- Response handling
- Receive applications for employment via Departmental email
- Printing of applications for employment received on the Departmental Email (Laptop will be provided)
- Compile and submit a schedule of all applications received per position with a summary profile of each applicant
- Screening of applications in line with the job requirements as per the advertisement
- Responsiveness (certification of attachment, signing of Z83, date of submission of the applications)
- Suitability screening in line with the advertisement (qualifications, experience, knowledge and skills)
- Prepare and submit a report on the suitability or non-suitability of each applicant per position
- Prepare and submit a report identifying and recommending the top ten (10) candidates per position for further consideration by the selection panel. In cases where a single advertisement is to result in the filling of more than one position, top ten candidates must be identified for each position.

- The Department of Public Works will be responsible for the following functions:
- Identification and advertisement of the vacant positions
- Receiving of hand delivered applications and sorting of applications (the applications will be delivered or handed over to the appointed service provider.)
- Nomination and appointment of selection panels.
- Facilitate and conduct final short listings taking into account the work and recommendations of the service provider.
- Conduct final shortlisting and interviews.
- Conduct pre-employment screening (Verification of qualifications, citizenship, criminal record, asset and financial and reference checks)
- Recommendations of the successful candidate

Functionality Criteria - 70%

Item	Description	Scoring Matrix	Points
Company (Attach Company profile)	Experience - Number of years' experience in recruitment and selection within the built environment.	10 years and more - 5 Points 8 - 9 years - 4 Points 6 - 7 years - 3 points 4 - 5 years - 2 2 -3 years - 1 0 -1 years - 0	15
Score:			
Team Leader Qualifications	Qualifications - A tertiary qualification in Human Resource Management/ Industrial Psychology / Public Management/ Administration/ Management Services/ Social and Behavioral Science	NQF level 09 – 5 Points NQF level 08 – 4 Points NQF level 07 – 3 Points NQF level 06 – 2 Points NQF level 05 – 1 Points	15
Score:			
Attach CV	Experience - Number of years' experience in recruitment and selection	10 years and more - 5 Points 8 - 9 years - 4 Points 6 - 7 years - 3 Points 4 - 5 years - 2 Points 2 - 3 years - 1 Points 0 - 1 years - 0 Points	15
Score:			
Total score:			
3 x Recruitment Consultants (Attach CVs)	Qualifications - A tertiary qualification in Human Resource Management/ Industrial Psychology / Public Management/	All 3 with NQF level 07 – 5 Points All 3 with NQF level 06 – 3 Points	15

Attach CVs	Administration/ Management Services/ Social and Behavioral Science	All 3 with NQF level 05 – 1 Points	
	Score:		
	Experience – Number of years’ experience in recruitment and selection per consultant	Each of 3 with 10 years and more – 5 Points Each of 3 with 8 – 9 years – 4 Points Each of 3 with 6 – 7 years – 3 points Each of 3 with 4 – 5 years – 2 Each of 3 with 2 -3 years – 1 0 -1 years – 0	20
	Score:		
	Total score:		
	Company References	Three reference letters with contact details confirming successful rendering of similar services	5 reference letters-5 points 4 reference letters-4 points 3 reference letters – 3 points 2 references letters – 2 points 1 Reference letter – 1 point
Score:			
	OVERALL SCORE		

Pricing Schedule

Cost of Screening Per application	No of applications estimated per position	No of positions	Cost
R	150 (This in an	30 positions	R

	Estimate based on the average number of applications received for senior management positions)	(estimation)	
Compile and submit a comprehensive schedule of all applications received per positions with a summary profile of each applicant			R
Prepare and submit a report on the suitability or non-suitability of each applicant per position			R
Prepare and submit a report identifying and recommending the top ten (10) candidate per position for further consideration by the selection panel			R
Total			R

NB: The Department will be responsible for the delivery of hand delivered applications and collecting of the applications from the service provider.