

**Date: 26 May 2026**

**Terms of reference for the appointment of service provider/recruitment agency on a term contract for a period of six months to provide Response Handling Services for Various positions**

- 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

Item	Description	Yes/ No
Company <b>(Attach Company profile reflecting the experience in recruitment, selection and indicate the duration)</b>	<b>Experience</b> – 8 -10 years' experience in recruitment and selection	
Team Leader <b>(Attach CV reflecting the qualifications, experience and duration)</b>	<b>Qualifications</b> - A tertiary qualification in Human Resource Management/ Industrial Psychology / Public Management/ Administration/ Management Services/ Social and Behavioral Science	
	<b>Experience</b> – 8 - 10 years' experience in recruitment and selection	
3 x Recruitment Consultants <b>(Attach CVs reflecting qualifications, experience and duration)</b>	<b>Qualifications</b> - A tertiary qualification in Human Resource Management/ Industrial Psychology / Public Management/ Administration/ Management Services/ Social and Behavioral Science	
	<b>Experience</b> – 3 – 5 years' experience in recruitment and selection for all consultants	
References	Three reference letters with contact details no older than 5 years confirming successful rendering of services in recruitment and selection.	

Pricing Schedule

Cost of Screening Per application	No of applications estimated per position	No of positions	Cost
R	150 applications per position (This in an Estimate based on the average number of applications received for senior management positions) Compile and submit a comprehensive schedule of all applications received per positions with a summary profile of each applicant 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) candidate per position for further consideration by the selection panel	30 positions (estimation)	R

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