



NON-COMPULSORY RFP BRIEFING SESSION

T31/06/26: REQUEST FOR PROPOSAL FOR THE

APPOINTMENT OF A TALENT ACQUISITION RESPONSE

HANDLING AND RECRUITMENT SERVICES PROVIDER.

Presentation by Fhulufhedzani Kone, Tebogo Mbhele and Holger Fischer

Date: 11 June 2026 at 14h00

Agenda

- 01** Briefing Registration
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- 03** Scope of Work
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RFP No. T31-06-26 | Closing: 23 June 2026 at 11h00 AM | Bid Validity: 120 Days



Non-Compulsory Briefing Registration

Register Your Attendance

Type the following in the Microsoft Teams chat:

- 1 Full name of attendee
- 2 Name of company
- 3 Telephone / cell phone number
- 4 E-mail address

Enquiries Contact

Contact Person:

Mr Fhulufhedzani Kone

Telephone:

+27 11 269 3565

E-mail:

FhulufhedzaniK@idc.co.za

Enquiry Deadline:

17 June 2026

Response Posted:

Within 2 business days
on www.idc.co.za / Tenders

Enquiries must be submitted in writing only. The IDC may respond at its absolute discretion.



Background and Context

The IDC is South Africa's national Development Finance Institution — mandated to drive industrial growth and economic empowerment across the continent.

856

Permanent Staff

~150

Fixed-Term
Contractors

977

Approved
Headcount (LTSP)

~100

Vacancies

Current Technology Platform

Currently using TalentLink via an existing service provider. Bidders must include a detailed transition plan ensuring service continuity.

Strategic Objective

Appoint an independent provider to deliver end-to-end Talent Acquisition services — enhancing efficiency, turnaround time, and IDC's ability to attract top talent.

National footprint: Head Office Sandton | Requirements across all provinces



Scope of Work — Six Integrated Components

ATS & Careers Page

- 01** Cloud SaaS ATS — job management, approvals, screening, analytics, SAP-compatible, desktop & mobile

Response Handling

- 02** End-to-end application intake, screening, shortlisting and standardised Vacancy Summary Reports

Verification Checks

- 03** Full background screening via accredited agency: ID, credit, criminal, qualifications, references, sanctions

On-Site TA Resources

- 04** On-site specialists (1 TA Manager + 4 TA Specialists) at IDC Sandton HQ
Consider current resources

Orientation & Training

- 05** Train 15 HC users; IDC-branded user guides; Super Users established; FAQ and how-to packs

Technical Support

- 06** Multi-channel support; 90-hour bundle over 3 years; respond 12h, resolve 48h

Contract term: 3 years from appointment (annual performance review) | Possible extension to 5 years | Implementation plan required at outset



Submission of Proposals

CLOSING DATE & TIME

Tuesday, 23 June 2026 at 11:00 AM

| | |
|------------------------|--|
| Electronic Only | Submit via dedicated SharePoint portal only — no email, fax or hand delivery. |
| File Format | Microsoft Office or PDF only. Non-standard formats result in disqualification. |
| File Size | Maximum 50 MB. Upload at least 30 minutes before the deadline. |
| Amendments | Mark amended bids 'Amendment to Bid' and submit before closing time. |
| Late Bids | Late bids will NOT be considered under any circumstances. |

Bid Validity: 120 days from closing date



Preparation of the Bid Response

| | |
|-------------------|--|
| Schedule 1 | Executive Summary Understanding of RFP & overview of proposed solution |
| Schedule 2 | Company & Compliance Docs Board Resolution, Company Rep ID, B-BBEE certificate, audited financials, Annexures 2–8 |
| Schedule 3 | Technical Response Section 2 response in Annexure 1 format — comply / partially comply / not comply with full substantiation |
| Schedule 4 | Price Proposal (Separate File) VAT-inclusive ZAR pricing across 5 tables (A–E): System, Professional Services, Ad-hoc Support, Recruitment Services, Verification Checks |

Note: Consortia, JVs and Prime Contractors must submit Schedule 2 documents for each party. The Prime Contractor must hold a higher contract value % than any individual subcontractor.



Evaluation Criteria and Weightings



Technical Evaluation Weighting

| Criterion | Points |
|---|-----------|
| ATS & Careers Page Functionality (6.2.1) | 25 |
| End-to-End Recruitment Service Experience (6.2.2) | 10 |
| Verification Checks Experience (6.2.3) | 5 |
| Qualifications & Experience of Proposed Team (6.2.4) | 5 |
| Proposed Methodology & Project Plan (6.2.5) | 15 |
| Subtotal — Written Submission | 60 |
| System Demonstration (6.2.6) — shortlisted bidders only | 40 |
| TOTAL | |

Minimum qualifying score: 42/60 (70%) on written technical criteria to qualify for demonstration stage.



ATS & Careers Page: Required Capabilities

| | | | |
|---|---|---|---|
| Job Management & Advertising Multi-channel posting; internal, external & agency; LinkedIn integration; role profile storage | Approvals & Auditability Full audit trail from vacancy approval to offer acceptance; delegation framework alignment | Applications & Screening Web & mobile portal; configurable pre-screening; automated shortlist; talent pool management | Workflows & Offers Digital offer management, e-signature, salary workflows; payroll onboarding integration |
| Candidate Care & Notifications Automated status updates; regret notifications; intelligent interview scheduling | Analytics & Reporting Dashboards by Division/Unit; SLA tracking; AI-assisted search & reporting | Technology & Security Cloud SaaS; POPIA-compliant; role-based access; encryption; SSO preferred; SAP-compatible | Additional Capabilities Calendar-integrated interview management; candidate document repository; offer tracking |

Bidders must indicate Comply / Partially Comply / Not Comply for each capability and provide full written substantiation with system screenshots (Annexure 1).



Mandatory and Other Technical Requirements

MANDATORY — 6.1.1 POPIA Compliance

Bidder must have documented POPIA systems, procedures and policies. Submit proof with bid. Non-compliance = disqualification (Pass / Fail).

6.2.2

Recruitment Experience

Min. 2 contactable client references for comparable end-to-end recruitment services in large corporates within past 3 years. Include sample shortlisting report.

6.2.3

Verification Checks

Current valid agreement with accredited verification agency. Submit sample verification report and turnaround SLAs.

6.2.4

Proposed Team

Team with min. 5 years ATS-based recruitment experience. Submit team structure (Table b, Annexure 1) and CVs of key personnel.

6.2.5

Methodology & Project Plan

Detailed plan covering: implementation approach, transition, training for 15 users, technical support model (respond 12h / resolve 48h), on-site resourcing timeline.



System Demonstration

40

POINTS

Shortlisted bidders must score min. 42/60 on written criteria to qualify.

Demonstration within 5 working days of IDC notification.

8 Areas to be Demonstrated

01 Job Management & Advertising

02 Approvals & Auditability

03 Applications & Screening

04 Workflows & Offers

05 Notifications & Candidate Care

06 Analytics & Reporting

07 Technology & Security

08 Preferable Additional Capabilities

All demonstration costs are for the bidder's account. The IDC may request supplementary information at any stage.



Cost Proposal and Pricing Model

All pricing in ZAR (VAT-inclusive). Payments within 30 days of approved invoice. National Treasury Instruction 02/2016-17 may apply.

| | | | |
|----------------|---|----------------|--|
| Table A | System Cost ATS & Careers Page (unlimited positions) + annual maintenance (Yrs 1–3) | Table D | Managed Recruitment Services TA Manager + 4 TA Specialists monthly fee (Yrs 1–3) + Table F: peak-period rate |
| Table B | Professional Services Implementation & training for 15 IDC staff — resource rates, hours, disbursements | Table E | Verification Checks Unit prices by check type — credit, criminal, ID, qualifications, references, social media, etc. |
| Table C | Ad-hoc Technical Support 90 hours over 3 years (30 hrs/yr) at stated hourly rate | | |

Important: State clearly whether rates are firm or CPI-escalated. All disbursements must be explicitly itemised. Failure to disclose may result in the IDC applying the highest bidder rate + 50% for comparison.



Key Dates and Tender Timeline

05 Jun

RFP
Issued

11 Jun

Briefing
Session

17 Jun

Enquiry
Deadline

23 Jun

Bid
Closing 11h00

| | |
|--------------|--|
| 05 June 2026 | RFP issued and published on www.idc.co.za under Tenders |
| 11 June 2026 | Non-Compulsory Briefing Session — Microsoft Teams, 14h00 |
| 17 June 2026 | Enquiry deadline — no questions entertained after this date |
| 23 June 2026 | BID CLOSING — 11h00 AM (before midday). Late bids not considered. |
| Validity | 120 days from closing Contract: 3 years, extendable to 5 years |



Questions and Answers

Enquiries Process

| | |
|----------------------|---|
| Submit to: | FhulufhedzaniK@idc.co.za |
| In writing: | No verbal enquiries accepted |
| Deadline: | 17 June 2026 |
| IDC Response: | Consolidated — published on www.idc.co.za under Tenders within 2 business days |

Key Reminders

Submit via SharePoint only — any other channel = disqualification

All costs of bid preparation are for the bidder's account

IDC reserves the right not to accept the lowest bid

Successful bidder must conclude an SLA with IDC after award

B-BBEE partnerships encouraged — impacts Specific Goals scoring

Thank you for your attendance. The IDC looks forward to receiving your proposals.





Thank you



19 Fredman Drive, Sandown 2196



011 269 3000



callcentre@idc.co.za



www.idc.co.za