

	Scope of work	Document Identifier	559-1826396412	Rev	1
		Effective Date	21 October 2025		
		Review Date	October 2028		

TENDER DOCUMENTATION: SCOPE OF WORK

Panel for Executive Search and Specialised Skills Sourcing

Project Name (per PR): *Panel for Executive Search and Specialised Skills Sourcing*

Period: 3 years

Estimated Cost: R34.2 million excl. VAT (from PR)

PART 1: SCOPE OF WORK DOCUMENTATION

1. General Tender Requirements

Service Providers must:

- Be registered and compliant with all South African statutory requirements (COIDA, UIF, SARS, CSD, B-BBEE, POPIA).
- Comply with Eskom Procurement and HR policies, including Talent Discovery Procedure (240-128157536).
- Demonstrate capability, experience, and infrastructure to deliver Executive Search or Specialised Skills Sourcing.
- Provide verifiable evidence of successful placements, including senior-level and hard-to-fill positions.
- Maintain confidentiality, data protection, and ethical standards.
- Declare conflict of interest.
- Agree to Eskom's standard terms and conditions.

Panel Participation Declaration:

Service Providers must clearly indicate, at the time of tender submission, whether they are bidding for:

- the Executive Search Firms Panel, or
- the Contingency Recruitment Agencies Panel, or
- both panels.

Where a Service Provider elects to bid for both panels, the Service Provider must demonstrate the required capability, experience, resources, and systems applicable to each panel category, and Eskom reserves the right to evaluate and appoint the Service Provider to one or both panels based on compliance with the respective requirements.

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The scope of work entails but not limited to the following:

2. Scope of Work / Supply

Eskom requires a **panel of service providers** in two distinct but complimentary categories:

1. **Executive Search Firms** – primarily responsible for the sourcing and placement of Senior Management and Executive level roles, where confidentiality, strategic assessment, leadership evaluation, and targeted search methodologies are required.
2. **Contingency Recruitment Agencies** – primarily responsible for sourcing specialised, scarce, and hard to fill roles outside of Senior Management and Executive levels, across critical disciplines including Engineering, Renewable Energy, Commercial Finance, Information Technology and Human Resources. Notwithstanding the above, Contingency Recruitment Agencies may, from time to time and at Eskom's discretion, be required to support or execute Senior Management or Executive level assignments, particularly where urgency, market availability, project based requirements, or specialised sector expertise (including renewable energy projects and programmes) necessitates such engagement

A. Executive Search Firms – Detailed Scope

Required Services

1. Attend and obtain a briefing from Eskom.
2. Prepare a talent sourcing strategy for Eskom approval.
3. Source suitably qualified candidates nationally and internationally, aligned to relevant SA legislation.
4. Conduct comprehensive background screening including:
 - o Media analysis (print & social),
 - o Pre-employment checks,
 - o Identity, licensing, qualification & criminal verification,
 - o Business interest and board membership checks,
 - o Provide formal reports from reputable agencies.
5. Provide CVs of pre-screened candidates aligned with job profile and briefing.
6. Arrange and manage interview logistics and invitations.
7. Serve on Eskom's interview panel (when required).

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8. Provide remuneration package details for shortlisted candidates.
9. Facilitate candidate release, negotiate offers, and manage post-placement follow-ups.
10. Keep candidates informed throughout all stages.
11. Advertise jobs on approved platforms when required (standalone service).
12. Conduct response handling and preliminary shortlisting (standalone service).
13. Conduct psychometric assessments when required (standalone service).

B. Contingency Recruitment Agencies – Detailed Scope

1. Conduct a detailed intake meeting with Hiring Manager / HR.
2. Search and source candidates through targeted channels.
3. Shortlist candidates aligned to job requirements.
4. Submit curated CVs (3–5) on the ATS.
5. Conduct pre-employment screening (qualifications, criminal, compliance).
6. Coordinate interviews and assessments.
7. Manage the offer process (negotiation & acceptance facilitation).
8. Conduct post-placement follow-ups to ensure retention.
9. Provide response handling and preliminary shortlisting (standalone service).

3. Product / Goods Specification

The deliverable is a **suitably qualified candidate**, proven through:

- Alignment with minimum job requirements and Eskom briefing,
- Verified qualifications, checks and assessments,
- Compliance with legislative frameworks (LRA, BCEA, EE Act, POPIA),
- Demonstrated experience and competencies per job profile.

The final output is the **successful appointment** of a candidate who meets Eskom's operational and strategic needs.

(Aligned with the PR Form)

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PART 2: EVALUATION CRITERIA

Eskom will apply **two evaluation rounds**:

Round 1: Evaluation of Tender Documentation

- Mandatory Requirements
- Technical/Functional Evaluation (Desktop)

Round 2: Live Demonstration & Capability Assessment

Minimum threshold to proceed to Round 2: **70%**.

Bidders failing mandatory requirements = **disqualified**.

1. Mandatory Requirements Table

No.	Criteria	Score	Evidence Required
1	Valid CSD Registration	Comply	CSD Report
2	Tax Compliance	Comply	Compliance Status (TCS) eFiling PIN issued by SARS.
3	B-BBEE Certificate	Comply	Valid Certificate
4	Company Registration Documents	Comply	CIPC Docs
5	Proof of Industry Experience (≥10 years for Exec Search) Proof of Industry Experience (≥10 years for Contingency Agencies)	Comply	Portfolio / Contracts
6	POPIA Compliance	Comply	Certificate/ Statement / Policy
7	Capacity & Resources to Deliver Services	Comply	Organogram + CVs

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2. Technical Requirements

A. Executive Search Firms Technical Requirements (Table)

Desktop

No.	Criteria	Weight	Source of Evidence / Percentage-Aligned Scoring Guidelines
1	Verifiable track record of successfully sourcing and placing qualified candidates. Provide contactable references (companies) where placement(s) were made in the last 24 months .	15%	• Less than 3 contactable references = 5% • 4 or more contactable references = 10% • 5 or more contactable references = 15%
2	All successful placements made in the last 24 months. Attach Annexure – Excel Sheet with completed columns: Item No, Company Name, Job Title, Level of Role, Candidate Placed Office Location, Start Date	15%	• Acceptable (limited placements / partial data) = 5% • Good (adequate volume, mostly complete data) = 7.5% • Very Good (strong volume, fully completed annexure, relevant roles) = 15%
3	Capability Presentation: Structure of dedicated resources assigned to the Eskom account and overall team competence.	15%	• 5 or more searches per consultant = 5% • 4 searches per consultant = 10% • 3 or fewer searches per consultant = 15%
4	Search completion percentage / success rate. Must include discussion of failed searches and reasons, plus: • One (1) well-executed project • One (1) unsuccessful project with explanation	10%	• Above 50% completion rate = 5% • Above 70% completion rate = 7% • Above 80% completion rate = 10%
5	Guarantee offered by the Executive Search if the employee exits Eskom during the guarantee period.	15%	• 2 months or more = 5% • 4 months or more = 10% • 6 months or more = 15%

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6	Candidate post-placement support. Confirm duration and activities included.	15%	• 1 month support = 5% • 2 months support = 10% • 3 months or more support = 15%
—	TOTAL	100%	—

B. Contingency Recruitment Agencies Technical Requirements (Table)

Desktop

No.	Criteria	Weight	Source of Evidence / Percentage-Aligned Scoring Guidelines
1	Verifiable track record of successfully sourcing and placing qualified candidates. Provide contactable references (companies) where placement(s) were made in the last 24 months.	15%	• Less than 3 contactable references = 5% • 4 or more contactable references = 10% • 5 or more contactable references = 15%
2	All successful placements made in the last 24 months. Attach Annexure – Excel Sheet with completed columns: Item No, Company Name, Job Title, Level of Role, Candidate Placed Office Location, Start Date	15%	• Acceptable (limited placements / partial data) = 5% • Good (adequate volume, mostly complete data) = 7.5% • Very Good (strong volume, fully completed annexure, relevant roles) = 15%
3	Capability Presentation: Structure of dedicated resources assigned to the Eskom account and overall team competence.	15%	• 5 or more searches per consultant = 5% • 4 searches per consultant = 10% • 3 or fewer searches per consultant = 15%
4	Placement percentage / success rate. Must include information of unsuccessful placement and reasons, plus: • One (1) well-executed project • One (1) unsuccessful project with explanation	10%	• Above 50% completion rate = 5% • Above 70% completion rate = 7% • Above 80% completion rate = 10%

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5	Guarantee offered by the Contingency firm if the employee exits Eskom during the guarantee period.	15%	• 2 months or more = 5% • 4 months or more = 10% • 6 months or more = 15%
6	Candidate post-placement support. Confirm duration and activities included.	15%	• 1 month support = 5% • 2 months support = 10% • 3 months or more support = 15%
—	TOTAL	100%	—

3. Live Demonstration Evaluation (Stage 2)

Minimum Threshold to Proceed: 70%

Live Demonstration Evaluation Table for Executive Search & Contingency Agencies

Instruction to Bidders – Stage 2: Live Demonstration Evaluation

Bidders shortlisted for Stage 2 shall be required to prepare and present a formal presentation covering the applicable technical requirements for the panel category for which they have tendered, namely the Executive Search Firms Panel, the Contingency Recruitment Agencies Panel, or both panels where applicable.

Executive Search bidders must present on the Executive Search technical requirements and activity descriptions. Contingency Recruitment Agency bidders must present on the Contingency Recruitment Agency technical requirements and activity descriptions. Where a bidder has tendered for both panels, the bidder must clearly distinguish between the two service offerings and demonstrate capability applicable to each category separately.

The presentation must address the bidder's methodology, process, resources, tools, delivery capability, evidence of performance, and compliance with Eskom requirements. Scoring shall be based on the evidence presented during the live demonstration and submitted annexures. The minimum threshold for Stage 2 is 70%. Eskom reserves the right to verify all references, placement claims, and supporting evidence.

A. Executive Search Contingency Recruitment Agencies – (Table)

Item No.	Scope of Work	Activity Description / Requirements
1	Attend and obtain briefing	Eskom arranges briefing; service provider attends; submit project plan within 2 days.
2	Prepare sourcing strategy	Provide a detailed Executive Search strategy tailored to each assignment.

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3	Source candidates nationally/internationally	Demonstrate networks, databases & international reach; comply with SA legislation.
4	Conduct comprehensive screening	Provide full verification reports; use reputable agencies.
5	Provide pre-screened CVs	Submit aligned, quality-checked candidates with motivation.
6	Interview management	Handle scheduling, communication, logistics.
7	Panel participation	Participate in interviews as and when required.
8	Remuneration package information	Provide detailed CTC analysis.
9	Offer & release management	Negotiate offers, manage counteroffers, facilitate exit.
10	Candidate communication	Maintain candidate engagement throughout process.
11	Job advertising	Provide standalone advertising when required.
12	Response handling	Provide shortlisting service as required.
13	Psychometric assessments	Provide testing through accredited tools/practitioners.

B. Contingency Recruitment Agencies Technical Requirements (Table)

Item No.	Scope of Work	Activity Description / Requirements
1	Intake meeting	Conduct detailed consultation with Hiring Manager/HR.
2	Search & sourcing	Use targeted networks, platforms, talent pools.
3	Shortlisting	Match candidates precisely to job requirements.
4	CV submission	Upload curated 3–5 CVs on ATS.
5	Pre-employment screening	Conduct verification and compliance checks.
6	Interview coordination	Manage scheduling & logistics.

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7	Offer management	Negotiate and facilitate candidate acceptance.
8	Post-placement follow-up	Ensure integration and retention.
9	Response handling	Provide standalone shortlisting when required.

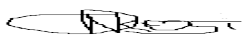
Evaluation Notes:

- Scoring is based on **evidence presented during the live demonstration** and submitted annexures.
- Percentages awarded per criterion **may not exceed the allocated weight**.
- Eskom reserves the right to **verify references, placement claims, and annexure data**.
- The same evaluation criteria apply to **Executive Search Firms and Contingency Recruitment Agencies**, noting that Contingency Agencies may, from time to time, be assessed on Senior Management or Executive-level capability.

Venue for demonstration: Virtually via MS Teams

SAFETY: Contractor resources will not be required to visit any Eskom site during scope execution. If any site visit becomes necessary, Eskom will confirm in writing the purpose of the visit and the site(s) to be visited, and the Service Provider will be required to comply with all applicable Eskom safety, security and OHS requirements prior to access.

Compiled by


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Date 2026/06/12

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