

RFP NUMBER:	SAC2607-013
RFP DESCRIPTION:	APPOINTMENT OF A SUITABLE RECRUITMENT AGENCY TO RECRUIT THE CHIEF EXECUTIVE OFFICER (CEO)
RFP ISSUE DATE:	FRIDAY, 28 JULY 2026
BRIEFING SESSION:	NONE
CLOSING DATE AND TIME:	MONDAY 17 AUGUST 2026 AT 16:00
SUBMISSIONS:	ALL SUBMISSIONS SHOULD BE EMAILED TO: scm@sacnasp.org.za (PLEASE USE RFP NO AND RFP DESCRIPTION AS SUBJECT REFERENCE)

1. INTRODUCTION

The South African Council for Natural Scientific Professions (SACNASP) is the registration and regulatory authority for natural science profession in South Africa. SACNASP was established in terms of the Natural Scientific Professions Act (No. 27 of 2003), as amended by the Science and Technology Amendment Act (Act No. 7 of 2014). The Council is mandated as the Accounting Authority to implement the provisions of the NSP Act, under the oversight of its Executive Authority, the Minister of Science, Technology and Innovation.

2. BACKGROUND

SACNASP is committed to achieving its strategic objectives and ensuring effective leadership and sound corporate governance in line with applicable South African legislation and recognised best practice standards.

In support of this commitment, SACNASP seeks to appoint a suitably qualified and experienced executive search and recruitment agency to facilitate the recruitment and selection process for the appointment of the Chief Executive Officer (CEO). To ensure a transparent, fair, competitive, and efficient recruitment process, SACNASP intends to engage

the services of a professional and reputable recruitment agency to assist in sourcing, screening, assessing, and recommending suitably qualified candidates.

3. OBJECTIVE

The purpose of this appointment is to procure the services of a competent recruitment agency to support SACNASP in identifying, evaluating, and presenting a shortlist of high-calibre candidates capable of providing strategic leadership, operational oversight, and executive management, in accordance with the Natural Scientific Professions (Act No. 27 of 2003, SACNASP's recruitment policy, principles of fairness, transparency and competitiveness.

4. SCOPE OF WORK AND AGENCY RESPONSIBILITIES

The scope of work and responsibilities of the appointed service provider shall be in accordance with a service level agreement to be concluded and will include but not be limited to:

- Engage with the selection panel as appointed by the Council.
- Study SACNASP's Recruitment Policy in conjunction with the job description and job advertisement.
- Review and refine the job advertisement and job description and competency profile.
- Develop an appropriate recruitment strategy, including advertising through suitable local, national job portals and digital platforms.
- Publication of the job advertisement on platforms subject to instructions from SACNASP.
- Conduct targeted searches and headhunting for qualified candidates.
- Ensure diversity, equity and inclusion principles as per the employment equity plan are applied.
- The Executive Search Agency will receive all applications, screen them in terms of suitability in line with the agreed selection criteria.
- Provide a list of qualified candidates (long and short list) and facilitate the shortlisting process in consultation with the Selection Panel.
- Arrange and facilitate interviews, assessments and competency-based evaluations.
- Provide Selection Panel with interview questions or assessment tools if requested.
- Conduct reference checks on only shortlisted/preferred candidates.
- Assist in drafting an offer letter and negotiating terms of employment if requested.
- Provide regular progress reports on the recruitment status.
- Manage response handling for both successful and unsuccessful candidates.

- Deliver a final report on the recruitment process, candidates considered and recommendations.
- The selected service provider must adhere to all relevant South African laws and regulations governing the recruitment processes and procedures.

5. DELIVERABLES

In addition to the above scope of work and responsibilities listed under paragraph 4, the service provider shall deliver the following:

- Approved job description and recruitment strategy.
- List of qualified candidates (long list and short list).
- Summary profiles of shortlisted candidates.
- Minimum of three professional reference checks for the preferred candidate.
- MIE checks, security clearance, credit checks, qualification checks.
- Final recruitment report with recommendations.

6. TIMELINES AND MILESTONES

The recruitment process is expected to be completed within two (2) months from the date of signing of the Service Level Agreement unless extended by mutual agreement.

7. REPORTING AND ACCOUNTABILITY

The recruitment agency will report to the Council (or designated representative) and will work closely with the Human Resources Department for logistical and administrative coordination.

8. CONFIDENTIALITY AND NON-DISCLOSURE

The selected service provider will be required to sign a confidentiality and non-disclosure agreement to protect sensitive information related to the recruitment process. No information will be shared with third parties without the written consent from SACNASP.

9. REQUIREMENTS FOR RPF

9.1. STAGE 1: MANDATORY REQUIREMENTS

Service providers who fail to meet the mandatory administrative requirements will be disqualified and excluded from further evaluation. Only responses that comply fully with all the

listed administrative requirements will proceed to the next stage of technical/functional evaluation. Service Providers must submit the following documents:

- Proof of registration on the Central Supplier Database (CSD) held by the National Treasury (with a valid, active CSD number).
- Proof of registration with the Department of Labour in terms of Section 24 of the Skills Development Act (Certificate of registration of a private employment agency/temporary employment service).
- Valid registration as a recruitment agency with a recognised professional body.
- Completed and signed Standard Bidding Documents (SBD forms):
 - SBD 4 – Declaration of Interest
 - SBD 6.1 – Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2017
 - SBD 8 – Declaration of Bidder's Past Supply Chain Management Practices
 - SBD 9 – Certificate of Independent Bid Determination.
- Valid original SARS Tax Clearance Certificate or Tax Compliance Status (TCS) PIN.
- Valid B-BBEE Verification Document:
 - An original or certified copy of a valid B-BBEE Certificate, or an original affidavit signed and stamped by a Commissioner of Oaths in line with current B-BBEE regulations.
- Quotations must reflect the cost breakdown for the recruitment including professional fees and any disbursements. Prices quoted must be inclusive of VAT.

Only bidders that comply with ALL the criteria set on Phase 1 below will proceed to Technical/Functional Assessment (Phase 2).

9.2. STAGE 2: TECHNICAL/FUNCTIONALITY ASSESSMENT

An assessment of functionality will be scored as per the scoring range below and service providers must score a minimum of 70% or more to proceed to the next stage of evaluation.

The following scoring system will be utilised for this evaluation:

CRITERIA	DETAILS	SCORE
EXPERIENCE The service provider must submit a company profile indicating the number of years in the industry and demonstrate the agency's experience in CEO recruitment (executive-level recruitment) including specific examples of past successful placements.	Proven experience in executive-level recruitment will be evaluated as follows: • 10+ years of relevant experience = 30 • 7 to 9 years of relevant experience = 20 • 5 to 6 years of relevant experience = 10 • Less than 5 years of relevant experience = 0	30%
REFERENCES Provide reference letters from previous clients within both public and private sectors. Include a list in table format which sectors you have worked with. The provided letters (on the client's letterhead) must be signed and the referee contactable. SACNASP will conduct extensive reference checks. <i>Only reference letters from clients where CEO recruitment (executive-level</i>	• 4 and above reference letters = 20 • 1 to 3 reference total = 10 • 0 reference letters = 0	20%

<i>recruitment) have been completed successfully will be considered.</i>		
UNDERSTANDING OF SCOPE Provide a clear explanation demonstrating an understanding of the scope of work outlined without repeating or paraphrasing its content. Service providers must demonstrate a clear understanding of SACNASP's needs and knowledge of corporate governance roles and public/private sector Board operations, provide an integrated strategy for the recruitment process, show insight into the organisation's environment, outline a practical skills transfer plan, and present a detailed delivery approach with timelines, tools, and value-added elements.	• The response provides a comprehensive, well-thought-out, and innovative approach that exceeds expectations = 30 • The response demonstrates a sound understanding of the scope and requirements. The proposed approach is clear, well-structured, and appropriately aligned with SACNASP's objectives = 20 • The response addresses the basic requirements but lacks depth or specificity. While some relevant information is provided, the approach may be vague or insufficiently tailored to SACNASP's needs = 10 • The response shows little to no understanding of the requirements. It lacks detail, fails to address key elements, or provides a generic or unclear approach = 0	30%
TEAM COMPOSITION Outline key resources to be allocated for successful delivery, the service provider is required to submit profiles	• Submitted 3 relevant CV's/profiles required with more than 3 years' experience in executive level recruitment= 20 • Submitted 1 to 2 relevant CV's/profiles required with more than 3 years' experience in executive level recruitment = 10	20%

outlining the expertise of the team members assigned to the project and the number of years of relevant experience recruitment in executive level recruitment.	No relevant CV's/profiles with experience in executive level recruitment submitted = 0	
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9.3. STAGE 3: EVALUATION CRITERIA

Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2017 Regulations.

Table 1. Price and B-BBEE

Criteria	Sub-criteria	Weighting/points
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
Total		100

10. SUBMISSIONS

Submission must have a minimum of 5 documents organised and labelled as follows:

- 1) Mandatory Documents.
- 2) Company Profile.
- 3) Technical project proposal outlining methodology and timelines.
- 4) Pricing (if not included in the proposal).
- 5) References.

All documents should be forwarded via email to:

Email: scm@sacnasp.org.za

Tel: 012 748 6500

No late bids will be considered. Bids sent to any other email address other than the one specified above will be disqualified and will not be considered for evaluation. It is the

bidder's responsibility to ensure that the bid is sent to the correct email address and in the correct time.

All technical enquiries should be directed to:

Contact Person: Mrs. Bongeka Mojafi
Designation: Human Resources Manager
Email: bongeka.mojafi@sacnasp.org.za
Tel: 012 748 6531

SACNASP reserves the right to reject any or all proposals and to waive any irregularities or informalities in the proposals received. This RFP content provides a comprehensive outline for potential service providers to understand the organisation's requirements and submit proposals accordingly.

11. VALIDITY PERIOD

SACNASP requires a validity period of 90 Business Days from the closing date. Bidders are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder, the validity of the successful bidder's response will be deemed to remain valid until a final contract has been concluded.