



REQUEST FOR PROPOSAL

SOUTH AFRICAN RUGBY UNION RECRUITMENT SERVICE PROVIDERS

PURPOSE OF RFP

South African Rugby Union (“SARU”) requires the services of Recruitment Agencies to assist with the filling of vacant positions as and when required on either a permanent, contract or temporary basis.

BACKGROUND AND SCOPE

SARU is the governing body for rugby in South Africa. Its main object is the ‘promotion, development and support of all levels of rugby in the Republic’. It is responsible for the administration of the game from the grassroots level to the Springboks as well as running competitions such as SA Cup, the Currie Cup, Youth competitions, amongst others, as well as coaching and development programmes.

The purpose of the RFP is to solicit proposals from qualified service providers, to create a database of suppliers for SARU, who have the capacity and knowledge to deliver the requires services to support the placement of suitably qualified and experienced candidates within SARU workforce.

The categories include:

- a. Generalist Agencies (i.e. expertise in a broad range of job functions)
- b. Specialist Agencies (specializing in sports corporate roles, performance to media and entertainment)
- c. Executive Search
- d. Temporary staffing

SARU will select service providers (which may also include individuals) as vendors for the purposes of delivery of these services.

Scope of work:

The Recruitment Agency may be requested to:

- Advertise the positions;
- Screen and interview all applications;
- Submit to SARU at least 5 best CVs of candidates who meet the minimum requirements of the positions as per the advertisement;
- Once SARU has identified suitable candidates to be interviewed, the Recruitment Agency will advise the candidates of the outcome.
- The Recruitment Agency is to conduct background checks on applicants (which will be stipulated by SARU such as ID, references and qualifications)
- Services are expected as and when required from July 2024.

PROPOSAL INFORMATION REQUIRED

Proposals should be straightforward, clear, well-organised, easy to understand and concise; and should include the following:

1. Covering letter
2. Declaration of interest (if any)
3. Tax Clearance Certificate and BEE certificate with no less than Level 4;



4. Company background
5. Overview of services, capabilities and management
6. Reference to point 5, contactable referees must be submitted;
7. Contact information
8. Must submit proposals based on the service requested (includes a breakdown of proposed rate and or fees, guarantee periods etc.)
9. Must be willing to negotiate their Placement fee within the stipulated rates that SARU will offer.
10. Any additional information can be requested by SARU to verify further details.

TIMELINE

Brief issued to potential proposers	19 June 2024
Submission deadline	26 June 2024
Shortlisted suppliers advised	28 June 2024
Presentations by proposers	03 July 2024
Decision communicated to proposers	08 July 2024
Contract commences	On signing of contract

PROPOSAL EVALUATION

SARU will evaluate each proposal received on how well it meets or exceeds our brief and requirements. SARU in its sole discretion will determine which proposal is best considering the following evaluation factors:

1. The experience and ability of the proposer to provide services to a high standard
2. The completeness and quality of the proposal and how well it meets SARU's needs.
3. The proposed rates/fees
4. The B-BBEE status of the proposer
5. Any other matters that SARU's panel considers relevant

Proposals will be eliminated under the following conditions:

1. Submission after the deadline;
2. Proposals submitted to incorrect email address
3. Proposal not relevant to the RFP request

NOTES

SARU will create a shortlist of proposers with whom we will enter into discussion around the submitted proposal. SARU may cancel this brief, or may reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. SARU may not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFP or RFQ or make any upfront Payment.

COMMUNICATIONS

It is the interested company's responsibility to inquire about and clarify any requirement of the brief that is not clearly understood. All questions must be in writing and submitted by 16h00 no later than two (2) working days prior to the proposal due date. All inquiries should be submitted by email to ncumisaj@sarugby.co.za



FURTHER INFORMATION

The requirements specified in this brief reflect those presently known. South African Rugby Union accepts no liability (including in contract, tort, including negligence or otherwise) to anyone in the event of an error in, or alleged misinterpretation of, any statements made or information provided during the briefing process. South African Rugby Union reserves the right to vary, in detail, the final requirements. Proposals will be valid for at least three months, and may not be withdrawn or changed without South African Rugby Unions prior consent in writing. South African Rugby Union may treat your proposal as your best proposal without and despite any further enquiry. Proposals are submitted in reliance on the proposer's own knowledge, skill and independent advice and not in reliance on any information provided, or representation made by South African Rugby Union. No contact is to be made with any of the South African Rugby Unions management or personnel in connection with this brief without the express authorization. All queries must be made via email unless of an urgent nature in which case they should be telephoned and confirmed via email. South African Rugby Union reserves the right to distribute any questions with South African Rugby Unions reply to all proposers without indicating the source of the inquiry, if it deems appropriate. South African Rugby Union does not guarantee all questions and responses. You must not directly or indirectly provide any form of inducement or reward to any employee of South African Rugby Union in relation to this process.

PROPOSAL PACKAGING AND SUBMISSION

In order to be considered for selection, interested companies must submit a complete response to this brief to procurement@sarugby.co.za