

City of Johannesburg
Pikitup

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2017

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ERRATUM TO TENDER

ERRATUM #: 1

TENDER NO: PU145/2025 FOR THE TENDER INVITATION DOCUMENT FOR THE APPOINTMENT OF SERVICE PROVIDER/S FOR THE PROVISION OF RECRUITMENT SERVICES OVER A PERIOD OF THIRTY SIX (36) MONTHS

Dear Sir or Madam,

Pikitup Johannesburg SOC Limited hereby notify all potential bidders regarding the amendment to the original tender document issued on 16 April 2025 by publishing erratum # 1. Kindly note that the following two amendments are made to the tender document:

- A) Page 29 of the original tender document must be deleted and replaced with the updated page 29 as per erratum # 1
- B) Pages 46 up to 54 of the original tender document must be deleted and replaced with the updated Annexure 3 as per erratum # 1.

Please note that any other tender terms, conditions, and/ or information as stated in the tender document will remain unchanged.

Any queries relating to this tender must be sent directly to the contact person as indicated in the tender document.

Pikitup Johannesburg SOC Limited would like to apologise for any inconvenience this might have caused and to thank you for your understanding.

Kind regards

Mhloli Maluleke
General Manager: Supply Chain Management
Pikitup Johannesburg SOC Limited

09/05/2025
Date



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ERRATUM # 1 - A

Page 29 of the original tender document must be deleted and replaced with the revised page 29 as per
erratum # 1



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Pre-compliance evaluation criteria and compulsory returnable documentation required for evaluation purposes. Compliance with pre-qualification criteria is a prerequisite for this tender, and non-compliance with the pre-qualification criteria will render the bid as disqualified.

C) Duly Signed and completed MBD forms 1, 4, 8 and 9.

The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.

All MBD forms, declarations or documents must be fully signed, dated, completed, and all questions must be answered. Questions or sections in the MBD forms must not be left open or blank. Where a question or section does not apply the bidder must indicate "not applicable" for the question or section.

D) Joint Ventures (JV) – This criterion is only applicable when the bidder tenders as a joint venture.

- Where the bidder bids as a Joint Ventures (JV), the required or relevant documents as per compulsory returnable documents subsections (a) to (c) above must be provided for all JV parties.
- In addition to the above, the bidder must submit a Joint Venture (JV) agreement signed by all relevant parties.

Additional Notes:

It is a condition of this bid that the successful bid will continue with the same Joint Venture (JV) arrangements for the duration of the contract, unless prior written approval is obtained from Pikitup.

E) The bidder must fully complete and sign the pricing schedules A and / or B in Annexure 3 as per tender requirements, for the bid to be responsive.

F) Mandatory Technical Requirements

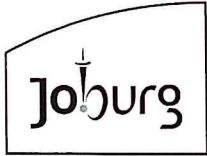
Professional registration and / or membership of a professional body

The bidding organisation and / or the bidding organisation director must have a valid registration and / or have a valid membership with at least one of the *relevant* professional bodies that *may include but not limited to* the following board, institute, or association:

- South African Board of People Practices (SABPP),
- Institute of Directors South Africa (IoDSA),
- Institute of People Management (IPM), and / or
- South African Association of Public Administration and Management (SAAPAM)

Important Notes:

- *Memberships of agencies will not be considered as a registration with a professional body.*
- In addition to the compulsory pre-compliance criteria, bidders must comply to the mandatory technical requirements for the bid to be responsive.
- Where a bidder responds as a joint venture, all JV parties must comply with the mandatory technical requirements.



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ERRATUM # 1 - B

Pages 46 up to 54 of the original tender document must be deleted and replaced with the updated Annexure 3 as per erratum # 1.

ANNEXURE 3

PRICING SCHEDULES

PRICING SCHEDULE – FIRM PRICES

PROCUREMENT OF GOODS, SERVICES AND / OR WORKS

ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Pricing details to be completed on the attached pricing schedules A and / or B.

Required by Pikitup Johannesburg SOC Limited:

- The goods services, and / or works must be delivered or are required within the City of Johannesburg geographical area as specified in the tender document.
- The tenderer must provide a separate schedule indicating the brand, model, delivery lead time, and country of origin of all the products offered, if applicable.
- All delivery costs including but not limited to loading, transport, fuel, labour, insurance, packaging, offloading, etc. must be included in the bid price for delivery or service delivery at the prescribed destination.
- All applicable taxes” including but not limited to value added tax, pay as you earn, income tax, unemployment insurance fund contributions, skills development levies etc. must be included in the bid price.
- **Important note: For bid price comparison purposes bidders must calculate VAT at 15% for all 3 years. The actual SARS VAT rate will apply with the successful service provider/s as at the time the tax invoice is submitted.**
- The tenderer must confirm if the offer fully comply with the tender specification(s)?

*YES / NO

- If the above answer is “No” the tenderer must provide a schedule specifying details of any deviations to the specifications.

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.....

The bid price will remain fixed for the proposed contract period.

PRICING SCHEDULES

1.Pricing Instructions

- 1.1. The bidder shall give the total all-inclusive bid price in South African Rand inclusive of all taxes and discounts in the respective pricing schedules. The pricing for the respective sections will be recorded in the Tender Register. Where conflicts exist between the total bid price, the pricing schedule, or any other prices quoted by the bidder elsewhere, the prices quoted in the respective sections of the pricing schedule shall prevail. Where applicable, the bidder must provide a price breakdown.
- 1.2. Subject to prior approval by Pikitup, Pikitup may request the successful service provider/s from time to time to arrange for additional requirements that relate to the execution of recruitment services, for example arrangements for external interviews venue bookings, travel, media advertisement costs, etc. The actual costs incurred by the service provider must be in line with the Municipal Cost Containment Regulation of 2019 (as amended) and will be settled by Pikitup as a disbursement. Disbursement costs may not exceed 10% of the total order or contract value of the project.

2.Pricing Schedules

- 2.1. The pricing schedules to be completed are in Annexure 3 of the tender invitation document. Bidders may respond to one or both sections of the scope of requirements, i.e.
 - Bidders that respond to Section A for general recruitment services must fully complete all sub-schedules of pricing schedule A, and / or
 - Bidders that respond to Section B for executive placement services must fully complete all sub-schedules of pricing schedule B.
- 2.2. Rates for pricing schedules A and B must be provided in South African Rand and must include VAT and all other related costs. The grand total for each of these respective schedules (i.e. schedule A and / or B) will be used respectively for price evaluation and comparison purposes.
- 2.3. **Important note: For bid price comparison purposes bidders must calculate VAT at 15% for all 3 years. The actual SARS VAT rate will apply with the successful service provider as at the time the tax invoice is submitted.**
- 2.4. The bidder must ensure that the activities per unit are correctly priced, considering that rates are required "per position" and others "per candidate".
- 2.5. Schedules A2, A3, B2 and B3 require the bidder to provide respective percentages of the annual remuneration and / or advertisement costs. For bid price comparison purposes, the bidder must use the bidder's proposed management fee with the given theoretical remuneration package and / or advertisement costs to calculate the comparative amount in South African Rand.
- 2.6. Bidders may respond to one or both sections (i.e. A and / or B) of the scope of requirements, by completing the corresponding pricing schedule/s.
- 2.7. Bidders must complete all activity rates in the pricing schedule for the particular section(s) the bidder is responding too.
- 2.8. Bidders will only be considered for the relevant section(s) where the related pricing schedule is fully completed in the manner or form as specified in the tender invitation document.
- 2.9. Bidders who do not fully complete or respond to all activities within a pricing schedule section (i.e. A and / or B) will be regarded as non-responsive for that particular section.

SECTION	DESCRIPTION	INDICATE "YES" OR "NO" IN THE SPACE BELOW
Section A (i.e. Pricing Schedule A)	General Recruitment Services	
Section B (i.e. Pricing Schedule B)	Executive Placement Services	

Signature

Designation

Date

PRICING SCHEDULE A – GENERAL RECRUITMENT SERVICES

Schedule A1: Pricing Schedule for activities relating to General Recruitment Services (General recruitment refers to all positions up to senior manager level, excluding executive recruitment positions)

The bidder must provide unit rates (excluding VAT) for each of the activities indicated below. The bidder must ensure that the activities per unit are correctly priced as per the specified unit of measure, considering that certain unit rates are required "per position" and others "per candidate".

Activity Description	Unit of Measure	Year 1 – Unit rate per activity (Excluding VAT)	Year 2 – Unit rate per activity (Excluding VAT)	Year 3 – Unit rate per activity (Excluding VAT)
Preliminary screening, categorising, and shortlisting of all applications (i.e. Rate per position)	Rate per position	R	R	R
Coordinate and conduct interviews, offer of employment to candidate and close out report including recruitment file. All related costs are to be included in the rate. (i.e. Rate per position)	Rate per position	R	R	R
Conduct verification of ID (i.e. Rate per candidate)	Rate per candidate	R	R	R
Conduct criminal checks (i.e. Rate per candidate)	Rate per candidate	R	R	R
Conduct credit checks (i.e. Rate per candidate)	Rate per candidate	R	R	R
Conduct verification of qualifications (i.e. Rate per candidate)	Rate per candidate	R	R	R
Conduct verification of driver's license (i.e. Rate per candidate)	Rate per candidate	R	R	R
Competency assessment, as required (i.e. Rate per candidate)	Rate per candidate	R	R	R
Subtotal for Schedule A1 (Sum the "Unit rate per activity" in the schedule for each year to calculate the subtotal for each year)		R	R	R
Total for Schedule A1 (Excluding VAT) (i.e. Subtotals for Year 1 + Year 2 + Year 3)		R		

Signature

Designation

Date

Schedule A2: Pricing Schedule for percentage management fee on advertising cost applicable to general recruitment services

The percentage management fee below will be applicable for general recruitment services on an as and when required basis. Bidders that respond to general recruitment services are required to specify a management fee that will be calculated as a percentage of the actual advertising costs.

Media advertisement management fee	Percentage Management Fee (Rate valid for year 1 to year 3)	Year 1 - Comparative Rate in ZAR (Excluding VAT) calculated on R50,000.00 advertisement costs	Year 2 - Comparative Rate in ZAR (Excluding VAT) calculated on R50,000.00 advertisement costs	Year 3 - Comparative Rate in ZAR (Excluding VAT) calculated on R50,000.00 advertisement costs
<p>Management fee as a percentage of the advertisement costs for drafting and placement of black and white vacancy advert in the applicable media. Pikitup will pay a percentage management fee in addition to the actual advertisement cost reimbursement.</p> <p>Indicate in the columns provided the percentage management fee as well as the management fee expressed in ZAR for each of the respective 3 years.</p>	<p>..... %</p> <p>Management fee of media advertisement costs</p>	R	R	R
Total for Schedule A2 (Excluding VAT) (i.e. Subtotals for Year 1 + Year 2 + Year 3)		R		

Important Note:

Use the proposed management fee with theoretical R50,000.00 advertisement costs to calculate the comparative rate that will be indicated above for years 1 to 3.

Example: R50,000.00 advertisement fee X "10%" proposed percentage management fee = R5,000.00 management fee (to be indicated above as the comparative rate for years 1, 2 and 3)

Signature

Designation

Date

Schedule A3: Pricing Schedule for head hunting services applicable to general recruitment services

The percentage placement fee below will be applicable for headhunting services required under general recruitment services on an as and when required basis. Bidders who respond to the general recruitment services section are required to specify a head-hunting services fee that will be calculated as a percentage of the placement's annual remuneration package.

HEAD HUNTING SERVICES	Percentage of annual remuneration package (Rate valid for year 1 to year 3)	Year 1 - Comparative Rate in ZAR (Excluding VAT) calculated on a R750,000.00 annual remuneration package	Year 2 - Comparative Rate in ZAR (Excluding VAT) calculated on a R750,000.00 annual remuneration package	Year 3 - Comparative Rate in ZAR (Excluding VAT) calculated on a R750,000.00 annual remuneration package
<p>Placement fee as a percentage of the annual remuneration package subject to approval by Pikitup.</p> <p>Important Note: For bid comparison purposes use the proposed percentage placement fee with a theoretical R750,000.00 annual remuneration package.</p> <p>Example: R750,000.00 remuneration package X 10% proposed placement fee = R75,000.00 placement fee.</p> <p>Indicate in the columns the percentage placement fee as well as the placement fee expressed in ZAR for each of the respective 3 years.</p>	<p>.....%</p> <p>of placement annual remuneration package</p>	R	R	R
Total for Schedule A3 (Excluding VAT) (i.e. Subtotals for Year 1 + Year 2 + Year 3)		R		

Grand Total for Schedule A:

Total for Schedule A (Excluding VAT) (i.e. Totals for schedules A1 + A2 + A3)	R
Value Added Tax (VAT) at 15% Important note: For bid price comparison purposes calculate VAT at 15% for all 3 years. The actual SARS VAT rate will apply for contracts and tax invoice.	R
Grand Total for Schedule A (Including VAT @ 15%) (I.E. TOTAL BID AMOUNT FOR SECTION A)	R

Signature

Designation

Date

PRICING SCHEDULE B – EXECUTIVE PLACEMENT SERVICES

Schedule B1: Pricing Schedule for activities relating to Executive Placement Services.

The bidder must provide unit rates (excluding VAT) for each of the activities indicated below. The bidder must ensure that the activities per unit are correctly priced as per the specified unit of measure, considering that certain unit rates are required “per position” and others “per candidate”.

Activity Description	Unit of Measure	Year 1 – Unit rate per activity (Excluding VAT)	Year 2 – Unit rate per activity (Excluding VAT)	Year 3 – Unit rate per activity (Excluding VAT)
Competency profiling and development of candidate matrix for applicants who meet the position requirements	Rate per position	R	R	R
Conduct pre-screening interviews of identified applicants applicable. Maximum of 15 on the preliminary long list	Rate per position	R	R	R
Based on pre-screening interviews identify a final long list of a maximum of 10 candidates, prepare a detailed written profile on each candidate; attend a shortlisting meeting to verbally present each candidate to a selection panel for shortlisting	Rate per position	R	R	R
Prepare shortlisting report / pack for Nominations Committee, and provide secretariat service	Rate per position	R	R	R
Conduct verification of previous employment (i.e. years of experience), reference checks, criminal vetting, credit checks, verification of ID and verification of qualifications, and driver's license for all shortlisted candidates	Rate per candidate	R	R	R
Co-ordinate, attend interviews, and draft a maximum of 10 interview questions based on competency profile for each position and finalise in consultation with the Chairperson of the Nomination Committee	Rate per position	R	R	R
Conduct candidate assessments as per Regulations on Appointment and Conditions of Employment of Senior Managers including prescribed COGTA competency assessments for preferred candidates	Rate per candidate	R	R	R
Present the results of competency assessments to the Nomination Committee and / or other relevant Committee for final decision and recommendation	Rate per position	R	R	R
Prepare recruitment file with all documents including final recruitment report	Rate per position	R	R	R
Subtotal for Schedule B1 (Excluding VAT) (Sum the “Unit rate per activity” in the schedule for each year to calculate the subtotal for each year)		R	R	R
Total for Schedule B1 (Excluding VAT) (i.e. Subtotals for Year 1 + Year 2 + Year 3)		R		

Signature

Designation

Date

Schedule B2: Pricing Schedule for percentage management fee on advertising cost applicable to Executive Placement Services.

The percentage management fee below will be applicable for executive placement services on an as and when required basis. Bidders that respond to executive placement services are required to specify a management fee that will be calculated as a percentage of the actual advertising costs.

Media advertisement management fee	Percentage Management Fee (Rate valid for year 1 to year 3)	Year 1 - Comparative Rate in ZAR (Excluding VAT) calculated on R50,000.00 advertisement costs	Year 2 - Comparative Rate in ZAR (Excluding VAT) calculated on R50,000.00 advertisement costs	Year 3 -Comparative Rate in ZAR (Excluding VAT) calculated on R50,000.00 advertisement costs
<p>Management fee as a percentage of the advertisement costs for drafting and placement of black and white vacancy advert in the applicable media. Pikitup will pay a percentage management fee in addition to the actual advertisement cost reimbursement.</p> <p>Indicate in the columns provided the percentage management fee as well as the management fee expressed in ZAR for each of the respective 3 years.</p>	<p>..... %</p> <p>Management fee of media advertisement costs</p>	R	R	R
Total for Schedule B2 (Excluding VAT) (i.e. Subtotals for Year 1 + Year 2 + Year 3)		R		

Important Note:

Use the proposed management fee with theoretical R50,000.00 advertisement costs to calculate the comparative rate that will be indicated above for years 1 to 3.

Example: R50,000.00 advertisement fee X "10%" proposed percentage management fee = R5,000.00 management fee (to be indicated above as the comparative rate for years 1, 2 and 3)

Signature

Designation

Date

Schedule B3: Pricing Schedule for head hunting services applicable to executive placement services.

The percentage placement fee below will be applicable for headhunting services required under executive placement services on an as and when required basis. Bidders who respond to the executive placement services section are required to specify a head-hunting services fee that will be calculated as a percentage of the placement's annual remuneration package.

HEAD HUNTING SERVICES	Percentage of annual remuneration package (Rate valid for year 1 to year 3)	Year 1 - Comparative Rate in ZAR (Excluding VAT) calculated on a R2,000,000.00 annual remuneration package	Year 2 - Comparative Rate in ZAR (Excluding VAT) calculated on a R2,000,000.00 annual remuneration package	Year 3 - Comparative Rate in ZAR (Excluding VAT) calculated on a R2,000,000.00 annual remuneration package
<p>Placement fee as a percentage of the annual remuneration package subject to approval by Pikitup.</p> <p>Important Note: For bid comparison multiply the bidder's proposed head-hunting placement fee with a theoretical R2,000,000.00 annual remuneration package.</p> <p>Example: R2,000,000.00 remuneration package X "10%" bidder's proposed head-hunting placement fee = R200,000.00 placement fee in monetary value.</p> <p>Indicate in the columns the percentage placement fee as well as the placement fee expressed in ZAR for each of the respective 3 years.</p>% of placement annual remuneration package	R	R	R
Total for Schedule B3 (Excluding VAT) (i.e. Subtotals for Year 1 + Year 2 + Year 3)		R		

Grand Total for Schedule B:

Total for Schedule B (Excluding VAT) (i.e. Totals for schedules B1 + B2 + B3)	R
Value Added Tax (VAT) at 15% Important note: For bid price comparison purposes calculate VAT at 15% for all 3 years. The actual SARS VAT rate will apply for contracts and tax invoice.	R
Grand Total for Schedule B (Including VAT @ 15%) (I.E. TOTAL BID AMOUNT FOR SECTION B)	R

Signature

Designation

Date