



**HOUSING COMPANY TSHWANE**  
affordable housing solutions

Housing Company Tshwane; Townlands Social  
Housing, 374 Cowie Street 0001  
+27 (0) 12 358-4469  
Reg. no. 2001/029821/08 | VAT No. 4090249030


**QUOTE DOCUMENT**

**SUPPLY CHAIN MANAGEMENT UNIT**

DESCRIPTION:	<b>APPOINTMENT OF A RECRUITMENT AGENCY TO FACILITATE THE RECRUITMENT OF HCT'S EXECUTIVES – CEO, CFO &amp; COO.</b>
QUOTE NO:	<b>HCT-SCMUQ 26/2025/26</b>
NAME OF COMPANY:	.....
AMOUNT R	..... VAT incl.
AMOUNT IN WORDS:	.....
	.....RAND
<b>CLOSING DATE: 02 OCTOBER 2025 @ 12H00</b>	



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ADVERT

**PART A: MBD1**

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**SUPPLY CHAIN MANAGEMENT UNIT**

**DEPARTMENT: HUMAN RESOURCE MANAGEMENT**

**QUOTE DESCRIPTION: APPOINTMENT OF A RECRUITMENT AGENCY TO FACILITATE THE RECRUITMENT OF HCT'S EXECUTIVES – CEO, CFO & COO.**

**QUOTE NO: HCT-SCMUQ 26/2025/26**

Quotations are hereby invited from interested service providers for: Appointment of a recruitment Agency to facilitate the recruitment of HCT's Executives – CEO, CFO & COO. Documents are obtainable from Housing Company Tshwane website [hct.tshwane.gov.za](http://hct.tshwane.gov.za) free of charge.

**Interested bidders must attach proof of the following documents:**


- CSD report.
- Original certified copies of IDs for all directors of the company (not older than 3 months).
- Statement of municipal rates and taxes for both company and directors appearing in the CK **OR** (not older than 3 months) not owing for more than 3 months or affidavit with municipal account attached if business is operating in the same premises of the director **OR**,  
Copy of Lease Agreement with statement of account for leasing for both director & company **OR**,  
Certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction for both director & company not older than 3 months **OR**  
Original signed letter from Councillor for bidders/company residing in informal settlements accompanied by original sworn affidavit.
- Valid tax pin or tax clearance.
- Proof of similar work experience (one or more Orders / Appointment letters).
- Valid signed joint venture agreements in case of a joint venture companies.

Completed documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into the tender box. Housing Company Tshwane box, Housing Company Tshwane; Townlands Social Housing, 374 Cowie Street 0001, marked as Quote No: **HCT-SCMUQ 26/2025/26 Appointment of a Recruitment Agency to Facilitate the Recruitment of Hct's Executives – CEO, CFO & COO. The document will be available on Housing Company Tshwane's website -[hct.tshwane.gov.za](http://hct.tshwane.gov.za) free of charge from the date of advert.**

**Closing date: 02 October 2025 @ 12h00 at Housing Company Tshwane; Townlands Social Housing, 374 Cowie Street, Marabastad 0001.**



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The quote will be evaluated on 80/20 points scoring system and returnable documents.

**Target Goals:**

80/20 system Scoring point system as per PPPFA

- 80 for pricing
- **20 Points for Specific Targets**
  - At least 51% Women owned companies - 5 Points
  - At least Youth owned companies – 4 Points
  - At least companies owned by People with disability – 4 Points
  - Locality – 7 Points

**The Bidder shall take note of the following Quote conditions:**

- a) Housing Company Tshwane Supply Chain Management Policy will apply on this quote.
- b) Specific goals points scored.
- c) The entity reserves the right not to appoint.
- d) No Quote der will be appointed if not registered on Central Supplier Database.
- e) Contract period of this quote is – once off procurement.
- f) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.
- g) All pages must be initialed, and all forms must be completed in full and signed.
- h) The quote document must be hand completed with a black pen.

Technical enquiries should be directed to Mr. A. Singo @ [avhashavhis@tshwane.gov.za](mailto:avhashavhis@tshwane.gov.za)

Administrative enquiries must be directed to Mr. T Mthethwa (012) 358 4469 / [hct-scm@tshwane.gov.za](mailto:hct-scm@tshwane.gov.za) .



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**PART B.1**  
**FORM OF OFFER**

**Quote for contract number: HCT-SCMUQ 26/2025/26**

I/We, the undersigned:

**Quote for an amount ..... % (vat inclusive) and.**

- a) Quote to supply and deliver to Housing Company Tshwane all or any of the supplies of goods described in both Specification and Scheduled of this Contract.
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this document, regarding delivery and execution.
- c) Declare that all information provided in respect of the bidder as well as the quote documents submitted are true and correct.

Signed at .....this ..... Day of .....20.....

\_\_\_\_\_  
**Signature**

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.**

I/We the undersigned am/are authorized to enter this contract on behalf of:

\_\_\_\_\_

By virtue of \_\_\_\_\_

Dated \_\_\_\_\_ a certified copy of which is attached to this quote.

Signature of authorized person: \_\_\_\_\_

Name of Firm: \_\_\_\_\_


Postal Address: \_\_\_\_\_

\_\_\_\_\_

Please Note: The prices at which quote are prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.



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**Part B. 2**

**Quote Information**

Details of person responsible for the quote process

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Address of office submitting quote: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax no: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Authority for signatory**

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

“By resolution of the board of director(s) passed on \_\_\_/\_\_\_/20\_\_\_

Mr/ Mrs. \_\_\_\_\_

Has been duly authorized to sign all documents in connection with the quote for

Contract \_\_\_\_\_ **No** \_\_\_\_\_

And any contract, which may arise there from on behalf of

\_\_\_\_\_



Signed on behalf of the company: \_\_\_\_\_

In his capacity as: \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Signature of signatory



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## 1. INTRODUCTION

Housing Company Tshwane would like to invite suitably qualified and experienced service providers to submit proposals to facilitate competency-based recruitment of Chief Executive Officer, Chief Operating Officer and Chief Financial Officer based in Pretoria.

## 2. BACKGROUND

Housing Company Tshwane was established by the City of Tshwane in 2001 as a Municipal Entity responsible for the development and management of institutional/rental housing in and around the inner-city areas of Tshwane Metropolitan area. The establishment of HCT was aimed at changing the way rental housing would be developed and managed in Tshwane, thus contributing to the achievement of specific development objectives of the City of Tshwane as the sole shareholder.

The HCT, as a social landlord is required to provide affordable rental accommodation that is well located that contributes towards restructuring of the Tshwane Metropolitan area. The Social Housing Projects must contribute towards spatial, economic and social integration of the City. In addition, the HCT has a responsibility to provide property management services to its tenants with a focus on tenant participation and empowerment and community development.

The high-level plan from the Shareholder's perspective was to use the company as the delivery agent for affordable rental accommodation that responds to community and shareholder's needs, as well as using the company as a catalyst for urban regeneration in a rapidly expanding city.

The HCT thus requires the services of a recruitment agency to facilitate the recruitment of the CEO, CFO and COO.


## 3. Scope of engagement

### 3.1 Bidders are hereby invited to submit proposals and quotations on the basis of the following scope:

- 3.1.1. Liaison with HCT HRM, CEO and Board of Directors (Remco).
- 3.1.2. Assisting HCT with the review of CEO, COO and CFO job descriptions and drafted advert.
- 3.1.3. Handling the advertising of the posts in the two (2) recommended print media.
- 3.1.4. Managing and evaluating applications received and recommending candidates for short listing.
- 3.1.5. Management of the recruitment process scheduling, overall logistics and administration of interviews.
- 3.1.6. Facilitating conducting reference checks and verification of qualifications of the shortlisted candidates.



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- 3.1.7. Facilitating the conducting of psychometric assessments of the shortlisted candidates post interviews & credit checks.
- 3.1.8. Providing administrative and advisory support to the interview panel and HCT Board of Directors (Remco).
- 3.1.9. Provide progress reports on the entire recruitment process.
- 3.1.10. Participate in the presentation of the final report to Board of Directors and shareholders detailing the whole assignment outcomes, including final results of the screenings and psychometric test outcomes for the top candidates in each position.

### **3.2 Housing Company Tshwane Responsibilities**

- 3.2.1 HCT will provide the appointed recruitment agency with the draft Job specification and any other relevant information required by the service provider

### **3.3 Reporting Lines.**

- 3.3.1 The consultant shall be guided by the HRM and Board of Directors (Remco).

### **3.4 Timeframe**

- 3.4.1 The assignment should be completed within two (2) months of appointment.

### **3.5 Required Skills and Competencies**

- 3.5.1 In order to deliver on the above listed responsibilities/deliverables, the suitable service provider would require extensive recruitment and selection and placement experience for executive and highly technical positions.


## **4. Evaluation Criteria**

### **4.1 Written References:**

- 4.1.1 It is a requirement that the bidders must submit five reference (5) letters confirming their services on the recruitment and placement executive management position. The five letters must be in the official letterheads and signed by the client to which the services were rendered by the bidder.
- 4.1.2 Reference letters must be on services rendered in the past five years.



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**5. FUNCTIONALITY Service Providers will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price as follows: -**

<b>Evaluation Criteria</b>	<b>Weight</b>
<input type="checkbox"/> Past Relevant Experience reputation (Attach signed letters of reference confirming services on the recruitment and placement on Executive and Senior management positions). The letters must be on the client's official letterheads. <b>Reference letters must be on services rendered in the past five years</b>	<b>30</b>
<input type="checkbox"/> Methodology and Project Approach	<b>25</b>
<input type="checkbox"/> Qualification and skill of resources	<b>35</b>
<input type="checkbox"/> Brief company profile	<b>10</b>
<b>TOTAL</b>	<b>100</b>

Service Providers that qualified pre-evaluation in terms of the functionality cut-off points of 80 points will then be evaluated in terms 80/20 preference point system.



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**Table 3: Functionality Evaluation Criteria – General Recruitment Services**

#	CRITERION	MEANS OF VERIFICATION AND SCORING	WEIGHTING
<b>1</b>	<b>Company experiences relating to executive recruitment with supporting references</b>		
<b>1.1</b>	<p>Company experiences relating to general recruitment.</p> <p>(Weighting = 25)</p> <p>The bidder must submit a schedule of previous completed general recruitment projects.</p>	<p>The bidder must submit a schedule of previously completed executive recruitment projects, the projects listed must be supported with client references. Projects listed without supporting client reference letters will not be considered for scoring.</p>	
<b>1.2</b>	<p>The bidder must provide reference letters on a client's letterhead for each of the completed projects as indicated in criterion 1.1.</p> <p>(Weighting = 25)</p> <p>Note: Only compliant client reference letters that relate to previous experience for projects indicated in 1.1 above will be considered.</p>	<ul style="list-style-type: none"> <li>• Five or more reference letters on client letterhead for completed projects relating to general recruitment, selection and / or placement services = 5</li> <li>• Four reference letters on client letterhead for completed projects relating to general recruitment, selection and / or placement services = 4</li> <li>• Three reference letters on client letterhead for completed projects relating to general recruitment,</li> </ul>	



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		<p>selection and / or placement services = 3</p> <ul style="list-style-type: none"> <li>• Two reference letters on client letterhead for completed projects relating to general recruitment, selection and / or placement services = 2</li> <li>• One reference letter on client letterhead for completed projects relating to general recruitment, selection and / or placement services = 1</li> <li>• No submission of required information or no details of previous projects = 0</li> </ul>
2	<b>Project lead or manager qualification and experience</b>	
2.1	<p><b>Project lead or manager qualification</b> (Weighting = 25) The project leader / manager should have a National Diploma or bachelor's degree in human resource, business management, Public Management / Affairs, Industrial Psychology or higher.</p>	<p>The bidder must provide a copy of the project lead or manager qualification:</p> <ul style="list-style-type: none"> <li>• Honors' degree in any of the fields specified = 5</li> <li>• Bachelor's degree, B-Tech degree, or Advanced diploma in any of the specified fields = 4</li> <li>• National Diploma in any of the fields specified = 3</li> <li>• Qualification in a different name than that of the project lead / manager, Qualification in any other field than specified, other qualification not mentioned, qualification less than a national diploma, not sufficient information, or no information = 0</li> </ul>



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**PART D**

**MBD 4**

**DECLARATION OF INTEREST**

1. No quote will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

**3. In order to give effect to the above, the following questionnaire must be completed and submitted with the Quote .**

- 3.1 Full Name: .....
- 3.2 Identity Number: .....
- 3.3 Company Registration Number: .....
- 3.4 Tax Reference Number: .....
- 3.5 VAT Registration Number: .....

3.6 Are you presently in the service of the state\* **YES / NO**

3.6.1 If so, furnish particulars.....

Have you been in the service of the state for the past twelve months? **YES / NO**

If so, furnish particulars. ....

3.7 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this Quote?  
YES / NO


3.7.1 If so, furnish particulars.....

3.8 Have you been in the State service for the past twelve months?  
YES / NO

\_\_\_\_\_



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3.8.1 If yes, furnish particulars.....

MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council.
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces.
- (b) a member of the board of directors of any municipal entity.
- (c) an official of any municipality or municipal entity.
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.9 Are you, aware of any relationship (family, friend, other) between a Quote der and any persons in the service of the state who may be involved with the evaluation and or adjudication of this quote ? YES / NO

3.9.1. If so, furnish particulars.....

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.10.1 If so, furnish particulars.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.....



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**4. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee Number

\_\_\_\_\_  
Signature



\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder(s)



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## **PART E**

### **MBD 6.1**

#### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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#### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*


- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.



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1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>


- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. **DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).



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### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P}_{min}}{\mathbf{P}_{min}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P}_{min}}{\mathbf{P}_{min}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of highest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P}_{max}}{\mathbf{P}_{max}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P}_{max}}{\mathbf{P}_{max}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender



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#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**



*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

Specific goals	80/20 preference point system	Evidence	Tick
		BBBEE Certificate CIPC BEE Certificate EME Affidavit	
At least 51% Women owned companies	5 Points		
At least Youth owned companies	4 Points		
At least companies owned by People with disability	4 Points		
Locality within Tshwane	7 Points		



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#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

**[TICK APPLICABLE BOX]**

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.



**HOUSING COMPANY TSHWANE**  
affordable housing solutions

Housing Company Tshwane; Townlands Social  
Housing, 374 Cowie Street 0001  
+27 (0) 12 358-4469  
Reg. no. 2001/029821/08 | VAT No. 4090249030

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

**CERTIFICATION**

**I, the undersigned (name)**.....

Certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Designation

.....  
Name of Bidder