



REQUEST FOR PROPOSAL/QUOTE (RFP/Q)

RFP/Q NUMBER	: EWM2026/10
DESCRIPTION OF SERVICE	: SUPPLY OF PERMANENT TALENT ACQUISITIONS / RECRUITMENT SERVICES
RFP/Q SUBMISSION DETAILS	: Online Application / via e-mail (NO HAND DELIVERIES WILL BE ACCEPTED)
CLOSING DATE	: 04 September 2026
TIME	: 16H30 (Late applications will not be accepted)
WEBSITE	: www.enviroserv.co.za
E-MAIL	: Sboniso.Mangele@enviroserv.co.za

Company Name: _____

Representative Name: _____

Representative Signature: _____

Date: _____

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SECTION 1

1.1 ABBREVIATIONS

- | | | | |
|----|-------|---|---|
| a. | RFP/Q | - | Request for Proposal or Quote |
| b. | BBBEE | - | Broad Based Black Economic Empowerment |
| c. | EWM | - | EnviroServ Waste Management (Ltd) |
| d. | CPA | - | Consumer Protection Act 68 of 2008 |
| e. | OSHA | - | Occupational Health and Safety Act 85 of 1993 |
| f. | SLA | - | Service Level Agreement |
| g. | FML | - | Full Maintenance Lease |

1.2 DEFINITIONS

- a. "The Contract" means the agreement entered into between the EnviroServ and the awarded Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. A contract will stem from this RFP/Q.
- b. "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- c. "The Goods" means all of the equipment, services, works and/or other materials, which the Supplier is required to supply to the Procuring entity under the Contract.
- d. "EnviroServ" means the organization or procuring entity purchasing the goods under this Contract i.e ENVIROSERV WASTE MANAGEMENT (PTY) LIMITED.
- e. "The Supplier" means the individual or firm supplying the goods under this Contract.
- f. "Ex-Stock" means a product or service can be supplied immediately without any delay manufacturing lead time.

1.3 SCOPE OF WORK

1.3.1 Purpose

The appointed Service Provider(s) shall deliver comprehensive end-to-end recruitment services to support EnviroServ's talent acquisition strategy and Employment Equity objectives. The successful bidder will partner with the Company to source, assess, and place suitably qualified candidates across permanent positions within the organisation. The recruitment services shall cover executive, management, specialist (technical, professional) and general positions, including but not limited to Finance, Human Resources, Information Technology, Supply Chain, Operations, Engineering, Environmental Services, Mining, Chemical Processing, Waste Management, Alternative-to-Waste, Commercial functions. The recruitment of people with disabilities will be required from time-to-time.

1.3.2 Scope of Services

The successful Service Provider(s) shall provide the following services:

Bidders must include a practical demonstration of the recruitment technologies, digital platforms and AI-enabled sourcing tools proposed for this contract. The demonstration should show how the solution sources scarce and critical skills, improves candidate matching, supports Employment Equity objectives, protects candidate information in line with POPIA, and provides real-time visibility of vacancy status, pipeline health and recruitment performance.

1.3.3 Talent Sourcing

- Develop recruitment strategies for each vacancy.
- Source high-calibre candidates through multiple recruitment channels.
- Build and maintain strong talent pipelines.
- Promote diversity and support the Company's Employment Equity objectives.
- Source candidates with scarce and critical skills.
- Source people with disabilities.

1.3.4 The Service Provider shall:

- Respond promptly to recruitment requests.
- Attend a briefing session with HR and the recruiting manager.
- Maintain regular communication with the Talent Acquisition Manager.
- Deliver quality candidates within agreed timelines.
- Screen all applications.
- Conduct competency-based interviews.
- Conduct background checks i.e. ID, Criminal, Qualifications, Professional registrations, Licenses, Permits, Credit (where necessary) in line with the requirements of the role.
- Conduct reference checks.
- Coordinate psychometric and technical assessments where required.
- Present only suitably qualified shortlisted candidates.
- Facilitate offer making and candidate acceptance process.
- Support the required onboarding process where required.
- Maintain strict confidentiality.
- Act as a trusted recruitment partner committed to continuous improvement and long-term talent acquisition success.

1.3.5 Service Delivery Requirements

The Service Provider(s) shall demonstrate:

- Proven experience in recruiting across technical and specialist disciplines.
- Strong recruitment capability within engineering (civil and chemical), environmental, waste management, mining, manufacturing or related sectors.
- Effective use of recruitment technologies, AI-enabled sourcing tools and digital platforms where appropriate.
- Full compliance with South African labour legislation and ethical recruitment practices.

1.3.6 Key Performance Indicators (KPIs)

The successful Service Provider(s) shall be measured against, but not limited to, the following:

- Time-to-fill vacancies.
- Time-to-submit qualified candidates.
- Quality of CVs submitted.
- Quality of shortlisted candidates.
- Offer acceptance rate.
- Placement retention
- Candidate and Hiring Manager satisfaction.
- Compliance with Service Level Agreements (SLAs).
- Submission of candidates within the Affirmative Action requirements set for each vacancy.

1.3.7 Experience and References

The successful Service Provider(s) shall provide:

- At least three contactable client references.
- Evidence of successful recruitment assignments of similar size and complexity.
- Experience within listed areas in 1.3.1.

1.3.8 Commercial Proposal

Pricing shall:

- Be transparent and fully itemised.
- Be based on a percentage of the successful candidate's annual fixed remuneration (including basic salary, vehicle allowance, fixed fuel (not variable), company contribution to medical aid, pension fund and restraint of trade payment).
- Clearly indicate any additional costs.
- Include value-added services offered at no additional cost.

1.3.9 Value-Added Services

Preference will be given to Service Providers that can demonstrate measurable value-added services at no additional or clearly itemised cost, including talent market intelligence, salary benchmarking, employer branding support, succession planning support, executive search capability, recruitment analytics dashboards, skills availability reports, candidate retention insights, and practical recommendations that help EnviroServ improve workforce planning, speed-to-hire, quality-of-hire and Employment Equity outcomes.

1.4 RFP TIMELINE

The following timeline table outlines the milestones and their respective due dates:

Milestone	Date
Advertisement period of RFP	14 August 2026
Briefing – Scope of Work and Tender Document (Onsite and Microsoft Teams)	21 August 2026
Tender Questions Deadline	27 August 2026
Response submitted by	4 September 2026
Adjudication	7 – 11 September 2026
Shortlist and Presentation	TBA to shortlisted applicants
Extend offer/s and sign Contract/s / SLA	TBA
New Contracts effective date	1 November 2026

1.5 SUBMISSION REQUIREMENTS

All Suppliers shall include the following information and documentation with their offer and where copies are attached they are to be certified:

- a) Completed RFP/Q document
- b) Code of Good Practice – Suppliers (As attached in Annexure A)
- c) Supplier Checklist (As attached in Annexure B)
- d) Written Power of Attorney of the signatory of the offer to commit the Supplier

- e) Proof of business address
- f) Accredited BBBEE status documentation
- g) Tax clearance certificate
- h) Price Schedule (As attached in Annexure C)
- i) Terms and Conditions of Trade (As attached in Annexure E)
- j) Company Registration Documents
- k) Tender Submission Form (As attached in Annexure D)
- l) COID Letter of good standing

Non-compliance to the requirements will result in an automatic disqualification as a bidder.

Submission of fraudulent documentation will also result in disqualification.

1.6 RULES AND REGULATIONS

- a. All documents relating to the offer will be in the English language;
- b. The Supplier is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the RFP/Q documents or to submit an offer not substantially responsive to the RFP/Q documents in every respect will be at the Bidder's risk and may result in the rejection of its offer;
- c. The Bidder shall prepare one (1) original set of documents and clearly mark these as "ORIGINAL". **If Applicable.**
- d. **This ORIGINAL documentation shall be typed/written in indelible ink (black) and shall be signed by a person (or persons) duly authorised to sign on behalf of the Supplier. All pages of the tender where entries or amendments have been made shall be initialed by the person (or persons) signing it.**
- e. This ORIGINAL bid documentation shall be sealed in an envelope **(if applicable)**.
- f. This sealed envelope will be addressed to EnviroServ's address provided in this document with the Bidder's name and RFP/Q reference number reflected. The envelope must also be marked with a clear warning NOT TO OPEN before the specified date and time **(if applicable)**.
- g. The tender shall contain no alterations or additions, except those which comply with instructions by EnviroServ, or as necessary to correct errors by the bidder in which case such corrections shall be initialed by the person (or persons) signing the tender;
- h. EnviroServ may extend the deadline of submission of offers by issuing an amendment in which case all rights and obligations of EnviroServ and the bidders previously subject to the original deadline, will then be subject to the new deadline;
- i. NO LATE submissions will be accepted;
- j. Suppliers may modify or withdraw their submission by giving notice in writing before the deadline;
- k. Offers shall remain valid for 30 days or more after date of opening; Offers valid for a shorter period will be rejected and considered non responsive.
- l. No information shall be disclosed to Suppliers or any other persons prior to official adjudication process. Any effort by a bidder to influence EnviroServ's process of bid-awarding decisions may result in the rejection of his bid;
- m. The Supplier shall bear all costs associated with the preparation and submission of its offer, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the RFP/Q process;
- n. EnviroServ will determine the substantial responsiveness of each offer to the RFP/Q documents, a substantially responsive tender is one, which conforms to all the terms and conditions of the RFP/Q documents without material deviations. There is no recourse should an offer be disqualified.

- o. EnviroServ will determine to its satisfaction whether a Supplier is qualified to perform the work satisfactorily. The determination will take into account the Supplier's financial, technical, and contractual capabilities. It will be based upon an examination of the documentary evidence submitted.
- p. EnviroServ reserves the right to accept or reject any offer, lowest quote or otherwise, and to annul the RFP/Q process and reject all offers at any time prior to contract award, without thereby incurring any liability to the affected Supplier on the grounds for the procuring entity's action. EnviroServ reserves its right to annul the procurement process at any time.
- q. The bidder must reveal its national footprint in South Africa by naming each branch/depot in every province and/or other national representation agencies, etc.
- r. EnviroServ will notify the successful Supplier/s in writing that its offer has been accepted. The notification of award will signify the formation of the Contract but will have to wait until the contract is finally signed by both parties. Simultaneously other Suppliers shall be notified that their offers have not been successful.
- s. There is NO APPEAL process and EnviroServ's decision will be final.
- t. This RFP/Q trading terms and conditions supercedes the Suppliers trading terms and conditions.

1.7 GENERAL TERMS AND CONDITIONS OF CONTRACT

a. Application

These General Conditions shall apply in all Contracts made by EnviroServ.

b. Use of Documents and Information

The Supplier shall not, without EnviroServ's prior written consent, make use or distribute any document or information in this RFP/Q. All documents, other than the Supplier Questionnaire itself, shall remain the property of EnviroServ.

c. Patent Rights

The Supplier shall indemnify EnviroServ against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or services supplied.

d. Delivery and Document

Delivery of the equipment, documents, installation and maintenance of the same shall be made by the Supplier in accordance with the terms specified by EnviroServ.

Suppliers must ensure the shortest possible delivery period of the equipment. Delivery period will be an important evaluation criterion and the responsive firm offering shortest delivery period will gain an advantage.

e. Pricing and Payment

Prices quoted by the Supplier shall remain fixed during the Supplier's performance of the contract. An offer submitted with an adjustable price quotation will be treated as non-responsive and will be rejected unless otherwise agreed by the parties. Prices indicated on the Price Schedule shall be the cost of the goods and any incidental works/services including all duties, VAT and other taxes. Payment of goods and services will be 45 / 30 days from statement.

f. Termination for Default

EnviroServ may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate the contract in whole or in part:

- if the Supplier fails to perform any other obligation(s)
- if the Supplier, in the judgment of the EnviroServ has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

g. Termination for convenience

EnviroServ by way of written notice may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the EnviroServ convenience, the extent to which performance of the Supplier of the contract is terminated and the date on which such termination becomes effective. No compensation will be payable for termination of contract.

1.8 GENERAL ENQUIRIES

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	PROCUREMENT
DESIGNATION	PURCHASING MANAGER
CONTACT PERSON	SBONISO MANQELE
TELEPHONE	011 456 5400

1.9 TECHNICAL ENQUIRIES

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	HUMAN RESOURCES
DESIGNATION	NATIONAL HR MANAGER
CONTACT PERSON	NIDA BOTHA
TELEPHONE	011 456 5400

SECTION 2

2.1. ELIGIBILITY OF SUPPLIERS

- a. All eligible Suppliers are requested to sign the DECLARATION OF INTEREST and CODE OF CONDUCT attached in Annexure G stating any relationships with EnviroServ employees, or members of consortiums, or joint ventures and/or sub-Suppliers, either in the past or currently. Should this Declaration be proven to be false, the Supplier's offer will be rejected.
- b. Suppliers shall not be under administration.
- c. Suppliers shall not be under a declaration of ineligibility for corruption and fraudulent practices.
- d. EnviroServ's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in this RFP/Q.
- e. Suppliers must be in good standing with the South African Revenue Service.
- f. Suppliers must have a proven track record in the supply of the service on offer.
- g. Suppliers must have the ability to supply good and services on time and in full.
- h. A Suppliers poor service deliver record will adversely affect a Suppliers ability to be awarded this RFP/Q.

2.2. SUPPLIER DETAILS

Company name _____

Physical Address _____

Postal Address _____

Landline Number _____

E-mail Address _____

2.3. DECLARATION

I.....confirm that the information given this day of 2026 is correct, accurate and I understand that any false information will lead to automatic disqualification without any further notice. I also understand that EnviroServ Waste Management (Pty) Limited will confirm with my previous clients that my company has dealt with if need be. I also declare that we have not engaged in any fraudulent practice or offered inducement to any member of procuring entity for purpose of this RFP.

Authorized signature..... Date.....

Name of signatory.....

SECTION 3

3.1 ANNEXURE A – SUPPLIER CHECKLIST

SUPPLIER NAME		
CONTACT PERSON		
CELLPHONE / LANDLINE		
RFP/Q DESCRIPTION	EMW2026/10: Supply of Permanent Talent Acquisition / Recruitment Services	
	NB: please tick appropriate box	
Technical		
Does your services meet EnviroServ specification?	Yes	No
Price		
Is your price fixed for the contract period?	Yes	No
Are your prices VAT exclusive?	Yes	No
Payment	From Statement:	
What payment terms do you offer? (Please tick)	30 Days	45 Days
General		
Do you agree to the terms and condition of the RFP/Q?	Yes	No
Do you agree that this RFP/Q falls under the Consumer Protection Act?	Yes	No
Which business forum do you come from?		
Which community ward are you from?		
Documentation		
Have you submitted the following documents?		
• Completed RFP/Q document	Yes	No
• Supplier Checklist (As attached in Annexure A)	Yes	No
• Written Power of Attorney of the signatory of the offer to commit the Supplier	Yes	No
• Proof of business address	Yes	No
• Accredited BBBEE status documentation	Yes	No
• Tax clearance certificate	Yes	No
• Price Schedule – In Excel and PDF (As attached in Annexure B)	Yes	No
• Code of Good Practice – Suppliers (As attached in Annexure G)	Yes	No
• Terms and Conditions of Trade	Yes	No
• Company Registration Documents	Yes	No
• Certificate of attendance (if applicable)	Yes	No
• COID Letter of Good Standing	Yes	No
• Tender Submission Form (As attached in Annexure D)	Yes	No

3.2 ANNEXURE B – PRICING SCHEDULE VAT EXCLUSIVE

Pricing Schedule: No pricing schedule is included in this Tender Document. Bidders are required to prepare and submit their Pricing Schedule in accordance with the pricing requirements and conditions stipulated herein. The Pricing Schedule must be submitted in both Microsoft Excel (.xlsx) and PDF formats as part of the tender submission.

3.3 ANNEXURE C – TENDER SUBMISSION FORM

TENDER SUBMISSION FORM

DESCRIPTION OF SERVICE : SUPPLY OF PERMANENT TALENT ACQUISITION /
RECRUITMENT SERVICES

TENDER NUMBER : EMW2026/08:

TENDER CLOSING DATE : 29 AUGUST 2026

BIDDER INFORMATION	
COMPANY NAME	
NAME OF REPRESENTATIVE	
DESIGNATION OF REPRESENTATIVE	
SIGNATURE	
DATE OF SUBMISSION	
METHOD OF SUBMISSION (PLEASE TICK UNDERNEATH METHOD OF DELIVERY)	
EMAIL	WEBSITE
RECEIVED BY (NAME & SURNAME)	
DATE RECEIVED	
SIGNATURE	
DESIGNATION	

3.4. ANNEXURE D – TERMS AND CONDITIONS OF TRADE

TERMS AND CONDITIONS OF TRADE

Between

ENVIROSERV WASTE MANAGEMENT (PTY) LTD

(Reg. No: 2008/021152/07) / (VAT No: 4300251123)

("EnviroServ")

And

.....
(The Supplier ")

Company registration no.:

VAT no:

Physical address:

Postal address:

.....

.....

.....

.....

.....

.....

Tel no:

Fax no:

Email:

1. Payment

Payment to the Supplier shall be effective within **30 (Thirty) days** from date of statement being emailed to EnviroServ.

2. Invoices

Invoices for services rendered/good supplied shall reflect the correct order number(s) and VAT number of the Supplier and EnviroServ; invoices shall be signed off by the authorised representative of the Supplier and shall be approved and signed off by a duly authorised representative of EnviroServ and to be valid for payment to be affected thereon. Invoices are to be emailed to librariangauteng@EnviroServ.co.za.

3. Bank particulars

Confirmation of the Supplier's banking particulars shall be confirmed in writing by the Supplier's banker alternatively by producing a cancelled cheque of the Supplier's banking account.

4. Discount

Early settlement discount will only be permitted if so agreed.

5. Service delivery

The Supplier shall deliver goods/supply services at the designated address specified in the Purchase Order. The Supplier will advise EnviroServ timeously of early/delayed performance.

6. Revoking of Purchase Order

EnviroServ reserves the right to revoke or cancel any Purchase Order by giving notice by electronic email to the Supplier.

7. VAT Registration

The Supplier shall produce a copy of its VAT registration certificate to EnviroServ.

8. Supplier's contractual terms

Contractual terms of the Supplier will only be of force and effect if presented to EnviroServ and accepted by it in writing.

Signed at.....on this..... day of 2026.

.....
Full name of signatory Signature

.....
Position of signatory of the Supplier

Signed at.....on this..... day of2026

.....
Clifford Mavundza

Head of Procurement and Supply Chain

3.5. ANNEXURE E – EVALUATION CRITERIA

Evaluation Criteria		Weighted Score
		80/20
OPERATIONAL EFFECTIVENESS (SERVICE DELIVERY)		30
1	- Technical Capabilities and Recruitment Methodology	25
2	- Relevant industry experience and client references	5
FINANCIAL IMPACT (COST, FINANCE, WARRANTIES)		50
1	Fee structure	50
ECONOMIC EMPOWERMENT (B-BBEE & strategic partnership)		20
1	B-BBEE Level	10
2	% Black Ownership	5
3	% Black Woman Ownership	5

AGREED METHODOLOGY FOR TENDER EVALUATION CRITERIA (80/20 RULE)

- **50% CRITERIA**
 - **50% FOR PRICE (MAX)**
 - Lowest = 50%
 - 2nd Lowest = 25%
 - 3rd Lowest = 10%
 - Others – 0%
- **20% BEE CRITERIA**
 - **10% BEE LEVEL**
 - Level 1 = 10%
 - Level 2 = 7.5%
 - Level 3 = 5%
 - Level 4 = 2.5%
 - Level 5,6,7,8 = 0%
 - **5% BO%**
 - BO ≥ 51 = 5%
 - BO <51 = 0%
 - **5% BWO%**
 - BWO ≥ 30% = 5%
 - BWO < 30% = 0%

3.6. ANNEXURE G – CODE OF CONDUCT

Refer to Annexure G, issued as a separate document – This annexure forms part of the tender documentation and must be read in conjunction with this tender.