

Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the region

## REQUEST FOR QUOTATIONS (02/06/2022)

### RECRUITMENT AGENCY SERVICES

Enterprise iLembe hereby requests proposals from interested and reputable service providers to render recruitment and placement services to fulfil the Company Secretary & Head of Legal vacancy within the Entity.

**Proposals to include the following services:**

- Headhunting
- Shortlisting
- Interviews
- Criminal checks
- Psychometric assessment
- Credit checks
- Recommendation Report of best suited candidate
- The deadline for the above-mentioned deliverables is four weeks from date of appointment.

It is compulsory for service providers to be registered on the Central Suppliers Database for Government.

**Information Contact:** Ms Kerry-Lee vd Linde; e-mail [kerry@enterpriseilembe.co.za](mailto:kerry@enterpriseilembe.co.za) ; Tel: 032- 946 1256.

**Proposals/ Quotations must be accompanied by the following documents:**

- Valid tax compliance status (TCS) Pin issued by SARS (compulsory)
- Proof of Registration on the Central Suppliers Database (compulsory). (A CSD Registration report will be available on the CSD Website once you have registered. Please visit <https://secure.csd.gov.za/> to register on the database.
- B-BBEE Status Level Certificate/ Affidavit (if you have)
- Company Registration Documents (CIPC) (compulsory);
- Proof of banking details/ Bank Confirmation (compulsory);
- MBD 4 – Declaration of Interest Form (compulsory)
- CV and relevant qualifications of the Team Leader allocated to this project (compulsory)
- A minimum of TWO Reference Letters for similar work undertaken (compulsory)

All proposals will be evaluated and adjudicated in terms of the approved Supply Chain Management Policy of Enterprise iLembe on the 80/20 Preferential Procurement points system read together with the 2017 Preferential Procurement Regulations.

Please submit your proposals via e-mail to [siyabongasi@enterpriseilembe.co.za](mailto:siyabongasi@enterpriseilembe.co.za) on or before **10 June 2022; 11h00.**

Mr. L. Mncube

Chief Executive Officer