

RFP CLARIFICATION QUESTIONS AND ANSWERS**FOR THE FRAMING OF AN APPROVED LIST FOR THE PROVISION OF RETAINED EXECUTIVE SEARCH WITH TALENT MAPPING, CONTINGENCY RECRUITMENT FOR PLACEMENT OF PERSONS WITH DISABILITIES AND SUPPLY OF FIXED TERM CONTRACTOR SERVICES FOR TRANSNET "AS AND WHEN REQUIRED" FOR A PERIOD OF FIVE (5) YEARS.**

Q1 To assist us in planning appropriately, could you kindly provide an indication of the average number of candidates Transnet hires annually? If possible, a broad breakdown across different levels (executives, management and general staff) would be very helpful in understanding the volumes we may be required to support.

A1 **To Note:** The figures below represent the volume of externally recruited candidates for FY2025/26. These numbers are provided solely to indicate anticipated recruitment volumes and should not be interpreted as a commitment or guarantee of contract utilisation should a bidder be awarded the tender.

The below numbers are for externally recruited candidates.				
FY2025/26	Non Permanent / FTC	Permanent	Grand Total for both perm and non-perm	Annual Forecast for PWD Hires
Top Management	1	1	2	2
Senior Management	3	10	13	4
Professional	45	21	66	10
Skilled Technical	132	52	184	15
Semi-Skilled	1067	48	1179	20
Unskilled	3848	9	3857	2
Grand Total	5099	141	6030	53

In addition, executive search services were utilised for **43 positions over a three-year period** under the previous transversal contract. This historical information is provided for reference purposes only and does not constitute a commitment regarding future utilisation. Please note that Transnet did not have a transversal contract for PWD and FTC.

Q2 Firstly, could you please confirm whether our understanding of the tender scope is correct. We understand that the tender covers the following categories:

1. Executive Search / Headhunting, including Talent Mapping;
2. Contingency Recruitment for the placement of Persons with Disabilities (PWDs); and
3. The supply of Fixed-Term Contractors across the various functional areas.

We further understand that bidders may select the specific category or categories for which they wish to submit a tender. Kindly confirm whether this interpretation is correct.

A2 Yes, the interpretation is correct, however it is **Executive Search with Talent Mapping** not Executive Search / Headhunting

Q3 Secondly, the tender document states that the bidder must demonstrate the level of customer satisfaction specifically in relation to Executive Search by providing three (3) contactable existing or previous clients from the past five years, excluding Transnet, who may be contacted for references. The document further states that the reference letter template attached as Appendix 1A must be used.

Could you please advise where Appendix 1A can be found, as we have been unable to locate it in the tender documentation provided?

A3	The Appendices 1A, 1B, 1C reference template are uploaded in the Transnet website and National Treasury portal.
Q4	The recruitment for the PWD's. Will Transnet also require training solutions for them?
A4	No, bidders are required to refer to the PWD scope of work.
Q5	There are 3 categories, are bidders expected to submit all 3 in one bid, or in 3 bids
A5	Bidders are to submit one bid, and indicate which category are they bidding for. The responses and supporting evidence must be packaged and named according as: Part A or B or C.
Q6	In terms on B-BBEE compliance, for EMEs is the DTIC BEE certificate sufficient or BBE verification certificate
A6	If you are an EME you submit DTIC certificate or Sworn affidavit signed by commissioner of Oath
Q7	When are the appendices will be uploaded?
A7	All appendices 1A, 1B & 1C and 2A, 2B, & 2C will be uploaded within 48 hrs after the briefing session date.
Q8	The reference letters are a challenge as some clients don't want to give reference letter in a different format. Will Transnet consider a normal reference letter?
A8	The concern is noted, however, to ensure consistency in the scoring, bidders must adhere to the reference letter appendix 1A, 1B & 1C.

Notes:

- Bidders are to ensure that reference letters are verifiable. Transnet reserves the right to verify reference letters.
- Bidders are advised to follow instruction in the RFP.
- Bidders are encouraged to do their best and avoid loading the RFP documents last minute or on the closing date. It is advisable to load documents a day before.