

ENGINEERING COUNCIL OF SOUTH AFRICA		 E C S A ENGINEERING COUNCIL OF SOUTH AFRICA
REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF AN EXECUTIVE SEARCH FIRM FOR RECRUITMENT OF THE CEO POSITION		
UNIQUE IDENTIFIER: ECSA RFP/05/2026	Date: 29 September 2026	

(PRIVATE & CONFIDENTIAL)

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Terms of reference for the appointment of a service provider to assist with the recruitment of a Chief Executive Officer for ECSA

1. BACKGROUND

The Engineering Council of South Africa ("ECSA") is a statutory body established by section 2 of the Engineering Profession Act, Act 46 of 2000 (EPA). ECSA's primary role is the regulation of the engineering profession in terms of the EPA. Its core functions are the accreditation of engineering programs, registration of persons as professionals in specified categories, maintenance of registration through Continuing Professional Development (CPD) and the regulation of the conduct of registered persons.

1.1. Our mandate

ECSA operates within the ambit of the Built Environment Profession. ECSA is, therefore, a creature of statute, with its mandate anchored in the EPA. ECSA has a myriad of mandates embedded in the Act, which enables ECSA to, inter alia:

- i. Decide on any applications for registration by applicants;
- ii. Determine and impose fees and charges, including registration fees, application fees, annual fees and appeal fees;
- iii. Conduct accreditation visits to educational institutions and to grant, refuse and withdraw accreditations;
- iv. Establish mechanisms and minimum standards for registration.

2. PURPOSE OF THE BID

ECSA seeks to appoint a reputable, independent Executive Search Firm with proven executive search experience at Chief Executive Officer (CEO) level to manage a professional, transparent, and confidential end-to-end recruitment process. The appointed service provider will be responsible for identifying, attracting, assessing, and shortlisting suitably qualified candidates, and recommending the most suitable candidates for consideration by ECSA for the appointment of the CEO.

To be considered for the final stage of bid evaluation, the service provider must submit a complete response that substantially satisfies all the requirements as stated.

3. CHECKLIST OF RETURNABLE DOCUMENTS AND ATTACHMENTS

Please adhere to the following instructions

- i. Tick in the relevant block below, the documents and schedules that form part of your response.
- ii. Ensure that the documents are completed and signed where applicable.
- iii. Use the prescribed sequence in attaching the annexes that complete the Bid Document
- iv. Should all these documents not be included or any part of the bid document not duly-completed, the bidder may be disqualified based on non-compliance/ non-responsiveness.
- v. Please index and paginate your bid documentation.

Checklist- the bid / request for quotation returnable documents and attachments

Item	Tick
Invitation to Bid (SBD 1)	
Company Profile	
CVs and proof of qualifications of the proposed team members	
Proposal incorporating requirements set out in paragraph 7 below	
A valid B-BBEE certificate issued in accordance with SANAS` requirements or B-BBEE Sworn Affidavit	
A valid tax clearance certificate	
Bidder`s Disclosure Form Declaration of Interest form (SBD 4)	
Proof of banking	

4. SCOPE OF THE PROJECT

The purpose of this assignment is to engage a reputable Executive Search Firm to conduct a comprehensive executive talent search and recruitment process for a vacant Chief Executive Officer position.

4.1 EXPECTATIONS

- Identify and attract suitably qualified Chief Executive Officer.
- Conduct targeted local and, where necessary, international executive searches.
- Ensure diversity, equity, and inclusion principles are incorporated throughout the recruitment process.
- Assess candidates against the organisation's competency framework and role requirements.
- Present a shortlist of highly qualified candidates for consideration.
- Support the organisation throughout the recruitment and appointment process.

- Developing and implementing a comprehensive executive search and headhunting strategy to target passive and active candidates.
- Providing recruitment expertise and market intelligence throughout the executive recruitment process.
- Recruitment plan (to include project milestones), project report.
- Compliance with ECSA's policies and Governance requirements.

4.2. KEY DELIVERABLES / EXPECTED RESULTS AND ACTIVITIES

- Engage with ECSA to understand the role requirements, organisational culture, strategic priorities, and leadership competencies.
- Provide a clear executive search and headhunting strategy, including where and how suitable candidates would be identified and approached.
- Benchmark CEO's job profile against comparable regulatory bodies, public entities, professional councils, and similar organisations.
- Undertake direct headhunting and targeted CEO's search initiatives
- Develop a diverse list of suitably qualified candidates/Detailed shortlist report.
- Screen and evaluate candidates against minimum requirements and leadership competencies.
- Verify qualifications, professional memberships, and employment history.
- Conduct preliminary reference checks/Conduct comprehensive background/Leadership Recruitment Psychometric assessments and feedback and reference checks on preferred candidates.
- Liaise with the ECSA's service provider for the Selected candidates to complete the competency assessments.
- The service provider will report to the Human Capital BU and work closely with the designated recruitment committee or executive selection panel.

5. CONTRACT DURATION/DURATION OF ASSIGNMENT

The contract duration will be until the CEO is appointed from the date of inception. The assignment shall be completed within an agreed recruitment cycle, typically between 8 and 16 weeks.

6. EVALUATION AND SELECTION CRITERIA

6.1 ECSA has set minimum standards that prospective suppliers must meet to be evaluated and selected as a successful supplier. The proposals received will be evaluated in different phases to arrive at the final phase of the award, and the phases will be as follows:

- 6.1.1 Administrative Criteria (Phase 1) - Prospective suppliers (s) must submit all required minimum and mandatory documents.
- 6.1.2 Technical Evaluation Criteria (Phase 2) - The proposed resource(s) must meet the mandatory requirements in each role as outlined;
- 6.1.3 Price and BBB-EE evaluation Criteria (Phase 3) - Prospective suppliers (s) will be evaluated out of one hundred (100) points during Technical Evaluations and the minimum threshold of seventy (70) must be achieved.

7. MINIMUM ADMINISTRATIVE REQUIREMENTS – PHASES

7.1. Minimum Screening Requirements (Phase 1):

Note: In this phase all proposals received will be verified for compliance and completeness of the submitted documents listed below as a set of mandatory requirements. Prospective suppliers who fail to comply with the requirements below will be eliminated and prospective suppliers who comply with the requirements below will progress to the next phase of technical evaluation.

- Fully completed, dated and signed bid forms must be properly received on the bid closing date and time specified on the invitation.
- Invitation to Bid must be fully completed
- CIPC certificate
- A valid SARS Tax Pin document
- A valid B-BBEE certificate or B-BBEE Sworn Affidavit
- Submission of duly completed SBD 4 (Bidder's disclosure)
- Proof of Joint Venture (if applicable)
- Proof of banking.

7.2 Functionality Requirements (Phase 2):

- A detailed plan reflecting approach, methodology, activities and timelines.
- A detailed cost breakdown that includes all costs associated with the service. The cost structure should be all inclusive.
- Brief description of your organization's track record and experience in delivery this type of service.
- Submission of Company Profile - the firm's profile - shall inter alia include a short history of the

firm's practice and the areas of operations, if applicable, and details of the firm's understanding of the requirement of this RFP. Identify existing client base including the number of clients similar services have been provided to.

- Five (5) reference letters, where the company has successfully appointed CEOs. ECSA reserves the right to contact these references directly and without prior consent. Reference letters must be on company letter head, signed and dated. It must contain the following information:
- Name of the project;
- Nature of work conducted;
- Date when recruitment process/appointment was undertaken and
- Duration of the recruitment process.
- Contact details of the clients
- CVs with proof of qualifications (and completed courses) of the lead experts as well as the proposed team members, indicating relevant experience.
- Minimum qualifications requirements for the lead expert must be NQF Level 7, Minimum qualifications requirements for support team members must be NQF Level 6.

7.3 Evaluation point allocation:

The evaluation will be out of hundred (100) points and prospective bidders who score seventy (70) points and above will proceed to Phase 3. The allocation of points is set out in the Table below:

No	Description	Max Points
1	Relevant Executive Search Company Experience: 10 years or more = 15; 8-9 years = 10; 6-7 years = 8; 1-5 years = 5; Less than 1 year = 0	15
2	Track Record in CEO's Placements in medium sized organisations: 10 placements successful CEO's placements = 25; 6-9 placements = 20; 3-5 placements = 15; 1-2 placements = 10; No placements = 0	25

3	Methodology and Executive Search Strategy: Comprehensive approach covering benchmarking = 0-5; Talent mapping = 0-5; Headhunting = 0-5; Candidate assessment = 0-5; Verification and recruitment support = 0-5	25
4	Project Team: i. Lead Consultant a. Qualification: NQF Level 9 - 10 in Human Resources Management or related field = 10 Points NQF Level 8 in Human Resources Management or related field = 9 Points NQF Level 7 in Human Resources Management or related field = 8 Points	10
5	Consultant or Assistant: b. Qualification: NQF Level 8 or above in Human Resources Management = 10 Points NQF Level 7 in Human Resources Management = 9 Points NQF Level 6 in Human Resources Management = 8 Points	10
6	Lead Consultant Experience: +11 years = 10 points 5-10 years = 5 points 1-4 years = 0	10
7	Reference Letters: 5 or more reference letters = 5 Less than 5 reference letters = 0	5
TOTAL		100

7.4 PRICE AND B-BBEE EVALUATION (PHASE 3):

i) Stage 1 – Price Evaluation

- ii) All prices must be quoted in South African Rand (ZAR), inclusive of VAT, and must remain valid for a minimum period of the assignment 90 days from the closing date of the bid. Bidders must provide a comprehensive cost breakdown covering all costs associated with the implementation in the following format: Pricing should be submitted in PDF.

Price Schedule

Item	Costs (incl Vat)
Final Placement Fee (Percentage)	
Benchmark CEO's job profile (Rand Value)	R
Verification Checks (Qualification, Criminal, Credit, References etc.), (Rand Value)	R
Leadership Recruitment Psychometric assessments and feedback, (Rand Value)	R
Total (Rand Value Excl Fee Percentage)	R

iii) Stage 2 - B-BBEE Evaluation

- o ECSA is committed to encouraging black economic empowerment through providing opportunities to historically disadvantaged individuals.
- o B-BBEE points may be allocated to prospective suppliers on submission of the following documentation or evidence:
 - A valid B-BBEE Certificate or B-BBEE Sworn Affidavit

8. LIABILITY

The successful prospective supplier shall be liable to ECSA for any direct damage and/or losses incurred by ECSA due to failure by the prospective supplier to perform its obligations in the manner required by the Service Level Agreement signed by the parties.

The successful prospective supplier shall further be liable to ECSA for all indirect and consequential or special damages and/or losses suffered by ECSA as a result of gross negligence, willful misconduct, a breach of confidentiality provisions stipulated in the signed Service Level Agreement between the parties, breach of applicable laws, infringement of a third party's intellectual property rights, or a criminal act

committed by the prospective supplier or any employees of the prospective supplier .

9. PROSPECTIVE SUPPLIER'S OWN TERMS AND CONDITIONS OR BID QUALIFICATIONS

This document contains the terms and conditions of this bid and prospective suppliers must not modify / qualify the specifications or produce their own terms and conditions. ECSA reserves the right to disqualify a bid which seeks to modify or depart from the specified conditions.

10. PREPARATION COSTS

The prospective supplier will bear all its costs in terms of preparing, submitting and presenting any response to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing ECSA, its employees or agents, under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the prospective suppliers in the preparation of their response to this bid.

11. INDEMNITY

If a prospective supplier breaches the conditions of this bid and, as a result of that breach, ECSA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the prospective supplier indemnifies and holds ECSA harmless from any and all such costs which ECSA may incur and for any damages or losses ECSA may suffer.

12. LIMITATION OF LIABILITY

A prospective supplier participates in this bid process entirely at its own risk and cost. ECSA shall not be liable to compensate a prospective supplier on any grounds whatsoever for any costs incurred or any damages suffered as a result of the prospective supplier's participation in this bid process.

13. TAX COMPLIANCE

No bid shall be awarded to a prospective supplier whose tax affairs are not in order. ECSA reserves the right to withdraw an award made, or cancel a contract concluded with a successful prospective supplier in the event that it is established that such prospective supplier was in fact not tax compliant at the time of the award. ECSA further reserves the right to cancel a contract with a successful prospective supplier if such prospective supplier does not remain tax compliant for the full term of the contract.

14. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate

jurisdiction, no information contained in or relating to this bid or a prospective supplier's submission will be disclosed by any bidder or other person not officially involved with ECSA's examination and evaluation of a tender/ bid.

Throughout this bid process and thereafter, prospective suppliers must secure ECSA's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

No confidential information relating to the process of evaluating or adjudicating tenders or appointing a prospective supplier will be disclosed to a prospective supplier or any other person not officially involved with such process.

15. INTELLECTUAL PROPERTY

ECSA retains ownership of all Intellectual Property rights in the bid/ tender information documents that form part of this RFP. Prospective suppliers will retain the Intellectual Property rights in their bid/ tender responses, but grant ECSA the right to make copies of, alter, modify or adapt their responses, or to do anything which in its sole discretion is necessary to do for reasons relating to the RFP process.

16. TERMS & CONDITIONS OF THE APPLICATION

- ECSA reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to appoint or not to appoint the Executive Recruitment Search Firm.
- ECSA may request clarification or further information regarding any aspect of the prospective supplier. The prospective supplier must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the prospective supplier may be disqualified.
- The Bid and supporting documents shall be submitted strictly in accordance with the instructions given in these ToR's.
- All prices quoted must be VAT inclusive. ECSA will not provide upfront payments.

17. BID SUBMISSION

The Bid/ proposal must be emailed to ECSA-TENDERS@ECSA.CO.ZA by no later than **12H00 (midday)** on **19 October 2026**

- Do not send submissions to email addresses other than ecsa-tenders@ecsa.co.za

- The completed bid must be attached to the email, any text included in the body will not be evaluated.
- The email subject should clearly indicate the name of the service provider and the bid reference number. If amending a submission, the title of the email should also include the word amendment.
 - Example: Company ABC, ECSA/RFP05/2023
 - Example: Company ABC , Amendment to ECSA/RFP05/2023
- If the submission is larger than 20 MB, please zip the folder to reduce size, and or submit in parts referencing each submission accordingly.
- Where a response is not submitted at the time of the bid closing date, such submission will not be evaluated.
- Submissions must be made in PDF format only; no editable documents will be accepted.
- PDF documents submitted must not be protected.
- Failure to adhere to the above submission rules may lead to disqualification.

ECSA is entitled to amend any application condition, validity period, specification, or extend the return date of such an application before the closing date. All applicants, to whom the application documents have been issued, will be advised in writing of such amendment or of extensions promptly.

18. RETENTION OF APPLICATIONS

All applications submitted shall become the property of ECSA. ECSA will make all reasonable efforts to maintain applications in confidence. Proprietary information should be identified in each application.

19. CANCELLATION AND RE-INVITATION OF BIDS

The decision to cancel a bid will be published in the same media in which the original bid invitation was advertised.

20. VENDOR COMMUNICATIONS

During the application period, communication between applicants and ECSA will only be in writing through email for any queries and questions. All communications, correspondence, documentation, manuals, applications, presentations, demonstrations etc., must be in English.

All questions concerning the Application must refer to the Application page number, section and paragraph. All questions and correspondence must only be directed to the authorized ECSA Application Representatives, listed below:

20.1 GENERAL ENQUIRIES:

Supply Chain Management: Ms. Nthabiseng Somoro

Telephone number:(011) 607 9534

Email address: nthabiseng@ecsa.co.za