



Building our Children's Future

## EDUCATION FACILITIES COMPANY LIMITED

### **Request for Proposal**

*for*

### **Recruitment Services within the Education Facilities Company Limited.**

#### **1.0 BACKGROUND -**

The Education Facility Company (EFCL) is seeking the services of a Recruitment Agency that can be engaged, as needed, for a duration of one (1) year.

#### **2.0 SCOPE OF SERVICES -**

The Education Facilities Company Limited is desirous of a provider with a proven track record in the area of recruitment and selection. The provider must be suitably qualified, experienced and able to provide the following recruitment and selection services for vacant positions as requested:

- Candidate Sourcing/Headhunting
- Candidate Screening/Shortlisting
- Interview Support
- Design of Competency Models
- Psychometric Assessments
- Reference and or Background Checks
- Certification Authentication
- Follow up

#### **3.0 SKILL AND EXPERIENCE OF TENDERER:**

Tenderers are expected to have the practical skills and experience required as a contractor in the supply of services of a similar or equivalent nature. They must also be equipped with a suitable amount of qualified human resources, financial capabilities and generally competent to undertake the execution of the Contract.

#### **4.0 TECHNICAL EVALUATION CRITERIA:**

Upon completion and submission of tender, the following information will be required:

- Valid VAT Clearance Certificate
- Valid NIS Compliance Certificate
- Valid BIR Compliance Certificate
- Notice of Directors indicating names of Directors/Principal Officers (the Companies Act, 1995 Form 8)
- Notice of Registered Address of the Company (the Companies Act, 1995 Form 4)
- Copy of Certificate of Business Registration/ Incorporation / Continuance or Amendment (as applicable)
- Information on Judgments (Signed Letter from authorized personnel indicating whether or not the Company has judgments and /or pending judgments, registered or unregistered; and, if so, to indicate the Individuals, the Companies or organizations which have obtained the said judgments and the amount of the judgments.)
- Use of Outsourced Consultants - disclosure of any outsourced services.

#### **Company Financials (Mandatory):**

The following must be submitted in the Tender bid:

1. Bank Reference Letter

#### **Technical Specifications:**

- Experience in Human Resources and specifically (Recruitment & Selection)
- Candidate Sourcing/Headhunting
- Candidate Screening/Shortlisting
- Interview Support
- Design of Competency Models
- Psychometric Assessments & Assessment Centers
- Reference and or Background Checks
- Certification Authentication
- Follow up

#### **5.0 TENDER EVALUATION PROCESS – STEP 1:**

Points will be awarded to the Tenderer based on their experience/competencies in the following:

I Previous three (3) similar jobs – **25 points**

II Technical Expertise of Consultants – **35 points**

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- Schedule of Personnel
  - Academic Qualifications and experience in related field
  - Reference checks - Please provide three (3) Companies/ individuals to facilitate same.
- III Compliance to the scope of services as identified in the technical specification above – **40 points**

## **Minimum Score & Information Required:**

- a. Submit all Mandatory Organisation Information.
  - b. Gain no less than a total of 70 points in overall criteria.
- Tenderers that meet the criteria of points a. and b. (see above) will qualify to proceed to **STEP 2** of the **TENDER EVALUATION PROCESS**.

## **6.0 TENDER EVALUATION PROCESS – STEP 2:**

IF a Tenderer has supplied same or similar services for EFCL previously:

- The Tenderer will be assigned a performance rating in relation to abovementioned services. The performance rating categories are as follows:
  - a. Performance acceptable
  - b. Performance not acceptable

Categorization of “a. Performance acceptable” will qualify the Tenderer to proceed to **STEP 3** of the **TENDER EVALUATION PROCESS**.

Categorization of “b. Performance not acceptable” will disqualify the Tenderer from proceeding to **STEP 3** of the **TENDER EVALUATION PROCESS**.

IF a Tenderer has **not** supplied same or similar services for EFCL previously:

- The Tenderer will qualify to proceed to **STEP 3** of the **TENDER EVALUATION PROCESS**.

## **7.0 TENDER EVALUATION PROCESS – STEP 3 - FINAL EVALUATION:**

Subsequent to the scoring of the Technical Assessment, the submittal of all the mandatory documents and to satisfaction of and passing of all technical requirements as requested in STAGES 1 & 2, the remaining qualifying tenders will undergo a final evaluation using a Balanced Scorecard methodology:

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- I. Pricing - **25 points**
- II. Value proposition - **25 points**
- III. Flexibility of proposal - **25 Points**
- IV. Experience/Competencies Score – **25 points**

## **8.0 AWARD:**

EFCL does not bind itself to accept the lowest or any Tender. EFCL may, at its sole discretion, seek to negotiate terms and conditions with any party before any contract or agreement is accepted or agreed to. EFCL may, at its sole discretion, seek to extend the deadline for submission of same, in whole or in part, and/or seek further clarification or request additional information as it deems necessary.

## **9.0 SUBMISSION OF PROPOSALS**

All submissions must be emailed to [tendersecretary@efcl.co.tt](mailto:tendersecretary@efcl.co.tt) no later than 4:00 pm on Wednesday June 10th 2020.