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City of Joburg Property Company SOC Ltd.

1st Floor  
Forum 2  
Braam Park  
33 Hoofd Street  
Braamfontein  
2017

PO Box 31565  
Braamfontein  
2017

Tel +27(0) 10 219 9000  
Fax +27(0) 10 219 9400  
[www.jhbproperty.co.za](http://www.jhbproperty.co.za)

30 June 2016

**MESSRS NTIRHO BUSINESS CONSULTING CC  
MEADOW HEIGHTS  
TIMBAVATI STREET  
MORELETA PARK**

Your Ref:  
Our ref: ntirho

**ATTENTION: Vanessa Cox**

Tel / Cell: 082 4966180  
E-mail: [vanessa@ntirho.co.za](mailto:vanessa@ntirho.co.za)

**BY HAND**

**LETTER OF AWARD- POP NUMBER: 17 / 2015 – PANEL OF PROFESSIONALS FOR THE  
PROCUREMENT OF RECRUITMENT AND SELECTION SERVICES ON BEHALF OF THE CITY  
OF JOBURG PROPERTY COMPANY SOC LTD (JPC)**

Dear Sir

City of Joburg Property Company (SOC) Limited ("JPC"), acting on behalf of the City of Johannesburg ("COJ"), have pleasure in confirming your appointment for inclusion in the panel of professionals for the procurement of recruitment and selection services on behalf of the City of Joburg Property Company SOC Limited (JPC) on an as and when required contract basis.

## **1. GENERAL CONDITIONS OF APPOINTMENT**

This award is made in terms of JPC's standard general conditions of appointment. All previous correspondence, which has taken place between the two parties in connection with this award, shall be deemed to be of no force and effect and to be replaced by this appointment letter.

The award is subject to the City of Joburg Property Company SOC Limited (JPC) and yourselves entering into an appropriate service level agreement which will be formulated in due course.



Non-Executive Directors: A. Mabizela (Chairperson), N. Rau, Prof A Nevhutanda,  
T Hickman, J Mabaso, D Ntombela, P Msweli, M Rabodila, M Morojele.  
Executive Directors: Helen Botes (Managing Director),  
Imraan Bhamjee (Financial Director).  
Company Secretary: V. Morgan  
City of Joburg Property Company SOC Ltd.  
Registration Number: 2000/017147/07

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## 2. SCOPE OF WORK

2.1. The services to be rendered are as follows:

2.1.1 To conduct a recruitment and selection processes. The service providers/agencies will be required to:

- a. Draft job adverts for advertisement;
- b. Screen Curriculum Vitae (CV) received from potential candidates against the job description to ensure that nominated candidates comply with the minimum requirements of the job description/profile;
- c. Short-list candidates based on the matching of CV's to the job description/profile;
- d. Conduct pre-interviews with short-listed candidates. Provision should be made for competency based interviews;
- e. Refer the short-list of competent candidates to JPC Human Capital Management;
- f. Arrange formal interviews with competent candidates and JPC Human Capital Management;
- g. Conduct background checks in respect of potential candidates including;
  - **job reference checks,**
  - **credit record checks,**
  - **criminal record checks,**
  - **qualifications verification and**
  - **security checks**
- h. Conduct competency assessments and skills assessments if required on the final shortlisted candidates. Psychometric assessment, which may be conducted for recruitment and development, must be able to probe:
  - **Cognitive profile**
  - **Motivation profile**
  - **Job behaviours (to be done at JPC's discretion).**
- i. Inform the successful and unsuccessful applicants of the results.
- j. Handle all external correspondence relating to each recruitment process.

At the end of each process, furnishing JPC with all documents

## 3. Phase 1- Recruit:

Scope covers recruitment of candidates for positions that are either on a temporary contract, five (5) year fixed term contract period or permanent basis, subject to total cost to company package.



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The Service Provider to advertise and **handle all recruitment administration**. Submit shortlists of at least three (3) candidates per position based on the inherent requirements of the positions.

#### 4. Phase 2 Select:

Upon approval of the shortlist by JPC, the service provider must arrange and conduct interviews. This includes the compilation and distribution of Interview Packs to Panel Members. Interview packs to include, but not limited to, Declaration forms, Attendance Registers, Summarised Score Sheets, Curriculum Vitae, and Interview Questions. Conduct competency assessment to potential candidates.

#### 5. Phase 3 Appoint:

##### Finalisation of Appointment

The following documents are to be included in the finalisation of the Appointment Process:

- Appointment Recommendation Report
- Interview process report of the Recruitment Process
- This report is to include an analysis of each candidate's performance during the interview
- Reference and background checks, including qualification verification of the recommended candidates.
- Competency assessment report

#### 6 DELIVERABLES AND MILESTONES

The following must be delivered for each identified vacancy referred to the service providers / recruitment agency:

- a. Letter of instruction to the service provider/agency
- b. Approved job advert.
- c. Receiving and screening of applications with curriculum vitae in response to the job advert.
- d. Developing a long-list of all applications received.
- e. Developing a short-list of candidates who comply with the minimum requirements of the job advert and job description.
- f. Conducting pre-interviews for short-listed candidates and developing a summary interview report.
- g. Scheduling formal interviews on behalf of JPC Human Capital Management with approved short-listed candidates.
- h. Compile a report on background checks of preferred candidates identified through the formal interview process which includes job reference checks, credit record checks, criminal record and security checks, and qualifications verification.



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- i. Facilitate competency assessments and skills assessments, if required on the preferred candidates identified through the formal interview process.
- j. Communication with successful and unsuccessful candidates on behalf of JPC Human Capital Management.
- k. Document handling for all aspects of the recruitment and selection process for each identified vacancy.
- l. Final recommendation report to appoint.

At the end of the recruitment and selection process for each identified vacancy, furnishing JPC Human Capital Management with all relevant documentation.

## 7. AREAS OF SPECIALISATION FOR THE SERVICE PROVIDER

The list of functions is not exhaustive, however reflects key areas of specialisation:

- Property Management
- Property Development
- Asset Management
- Facilities Management
- Client Operations, Outdoor Advertising with Communications, Marketing and Public Relations and Legal
- Strategic Management
- Risk and Compliance
- Project Management
- All business support functions i.e. Human Capital, IT, Finance, Marketing, Supply Chain and Office Management

## 8. RISK TRANSFER

The JPC Human Capital Management will transfer the risk of all services rendered by appointed contractor. By implication, JPC will rely on the authenticity and validity of information and documentation provided by the service provider / recruitment agency. Therefore the service provider must ensure that information and documentation are valid and correct including reference checks, documents and certificates provided, or any other information or records submitted in respect of any candidate.

Where assessments (psychometric, skills, competency or other) will be conducted by an external party (ies) whether in a sub-contracting, joint venture or other capacity, full particulars of such party (ies) must be provided indicating the business relation, detail of the party (ies), etc. In the case of a sub-contract or joint venture relation, the relevant documents of such party (ies) must also be provided.



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9. Other services relating to recruitment and selection which do not appear on the list. may be requested from time to time.

## 10. TIME FRAMES

The award is effective for a period of three (03) years commencing from **01 July 2016 until 30 June 2019**, subject to certain terms and conditions which will be communicated to you in due course. Notice will be given thirty (30) days before termination of the contract. On termination by effluxion of time or otherwise the service provider will hand over all work in progress to JPC and will have no claim for cost other than stipulated in the Service Level agreement.

## 11. PAYMENTS TO THE SERVICE PROVIDER

- 11.1 Kindly be advised that you will be invited on an as and when required basis to submit quotations. The pricing structure will be based on prices negotiated and agreed upon by the parties and stipulated in full in the service level agreement.
- 11.2 Payments shall be effected to the service provider against invoice within 30 days (Thirty) after invoice and statements.
- 11.3 The tax invoice shall contain at least the following information:
- Contract Number
  - Contract address where the services were rendered.
  - VAT numbers
- 11.4 Invoices must be submitted to:

**City of Joburg Property Company (Pty) Ltd**  
**P O Box 31565**  
**Braamfontein**  
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JPC will not be liable for any additional costs incurred by the service provider through whatever cause, unless JPC has specifically instructed the service provider to incur such costs due to a substantial and material change to the services rendered which has been caused by an act of omission on JPC' part.



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## **GENERAL CONDITIONS OF APPOINTMENT**

1. **Appointment in Force and Authorized Signatories:** This appointment is considered to have come into force immediately after all the necessary signatures have been appended.
2. **Independent Contractor:** The consultant is appointed as an independent contractor and no contract of agency and/or employment is created. Save as may be expressly authorized by JPC from time to time in writing, the consultant shall not hold itself out to be the agent of JPC and/or commit JPC to any contract or obligation of whatever nature.
3. **Alterations:** Should circumstances arise which call for modifications of the appointment, these may be made by mutual consent given in writing. Proposals in this respect from one party shall be given due consideration by the other party.
4. **Assignment:** The Consultant shall not without the prior written consent of JPC, cede or assign any of the benefits and obligations under this appointment.
5. **Sub-Contracts:** Any sub-contracts or modifications or termination thereof relating to the performance of the services by the Consultant shall be made only with the prior written consent of JPC.
6. **Compliance with Laws, By-laws and Ordinance:** The consultant shall comply strictly with every applicable law, by-law and ordinance including every regulation, code of conduct or other directive to which the consultant may be subject in its professional capacity. In this regard, the consultant's particular attention is drawn to the requirements of the Occupational Health and Safety Act (OHSA) and its regulations as well as to the Financial Intelligence Centre Act (FICA).
7. **Insurance:** The consultant shall at its own cost and expense maintain professional indemnity insurance and public liability insurance with an insurer approved of by JPC in an amount and for duration as specified in the letter of appointment to which these general conditions of appointment relate.
8. **Postponement and Termination:** JPC may give written notice to the Consultant at any time of its intention to abandon the services, in whole or in part, or to terminate this appointment. The effective termination date of this appointment shall not be less than fourteen (14) days after receipt of such notice, or such other shorter or longer periods as may be agreed between the parties. Upon receipt of such notice, the Consultant shall take immediate steps to bring the services to a close and to reduce expenditure to a minimum. Upon termination of the appointment the consultant shall deliver to JPC the originals of all documents in the possession of the consultant relating to and/or in connection with the appointment in both hard copy and (insofar applicable) electronic format.
9. **Force Majeure:** The Consultant shall promptly notify JPC, in writing, of any situation or event arising from circumstances beyond its control and which he could not reasonably foresee, which makes it impossible for the Consultant to carry out in whole or in part, his obligations under this appointment. Upon the occurrence of such a situation or event, the services shall be deemed to be postponed for a period of time equal to the delay caused by the Force Majeure and a reasonable period not exceeding two weeks.
10. **Claims for Default:** Any claims for damages arising out of default and termination, shall be agreed between JPC and the Consultant, or failing agreement, shall be referred to arbitration in accordance with clause 20.
11. **Rights and Liabilities of Parties:** Termination of this appointment for whatever reason shall not prejudice or affect the accrued rights or claims and liabilities of either party to this appointment.
12. **Confidentiality:** The consultant shall maintain all information relating to the appointment in the strictest confidence.



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13. **Indemnity:** The consultant indemnifies JPC and holds JPC harmless against any loss or damage that may be suffered by JPC (including and without limiting the generality of the foregoing any claim that may be brought or threatened against JPC by any third party) arising from or by reason of the failure by the consultant to comply with its obligation in terms hereof.
14. **Skill, Care and Diligence:** The Consultant shall exercise all reasonable skill, care and diligence in the performance of the services under the appointment and shall carry out all his responsibilities in accordance with recognised professional standards. If any documentation prepared or submitted by the consultant to JPC is approved by JPC such approval shall not limit the professional liability of the consultant in respect thereof. The consultant shall remain professionally liable in respect of such documentation notwithstanding the approval thereof by JPC.
15. **Faithful Advisor:** The Consultant shall, in all professional matters, act as a faithful advisor to JPC and, in so far as his duties are discretionary, act fairly as between JPC and third parties.
16. **Indirect Payments:** The remuneration of the Consultant charged to JPC, shall constitute his only remuneration in connection with the appointment and neither he nor his personnel shall accept any trade commission, discount, allowance or indirect payment or other consideration with or in relation to the appointment or to the discharge of his obligations thereunder.
17. **Royalties:** The Consultant shall not have the benefit, whether directly or indirectly, of any royalty on or of any gratuity or commission in respect of any patented article or process used on or for the purposes of the appointment, unless it is agreed to by JPC in writing that he may.
18. **Ownership of Equipment, Materials, Supplies and Facilities:** Equipment, materials, supplies and facilities furnished to the Consultant by JPC or purchased by the Consultant with funds wholly supplied or reimbursed by JPC shall be the property of JPC and shall be so marked. Upon completion or termination of the services under this appointment, the Consultant shall furnish to JPC, inventories of the equipment and materials referred to above as it then remains and dispose of same as directed by JPC.
19. **Copyright:** All copyright in and to all documents, plans, designs and other material of whatever nature prepared or produced by the consultant in the course and scope of its appointment shall be and remain vested in JPC for which purpose the consultant cedes to JPC all such copyright.
20. **Settlement of Disputes:**
  - a. Any dispute or difference arising out of this appointment, including those considered as such by only one of the parties, shall be finally settled by Arbitration.
  - b. Such arbitration shall be conducted in accordance with the provisions of the Arbitration Act (Act No. 42 of 1965, as amended from time to time), provided that:
    - i. The arbitration proceedings shall take place at Johannesburg.
    - ii. It shall not be compulsory to strictly apply the requirements of the law of procedure or procedure of the usual rules of evidence.
    - iii. The arbitrator shall be a practicing senior advocate as appointed by the chairman of the Johannesburg Bar Council.
    - iv. The arbitrator shall be entitled to call for the evidence of specialists as required by the nature of the dispute.
    - v. The decision of the arbitrator shall be final and binding on both parties and may be made an order of a competent court.
  - c. Unless otherwise requested by JPC, the implementation of the project shall, despite the submissions of a dispute to arbitration, in no manner be suspended or in any way delayed by the consultant.



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Please signify your acceptance of appointment by signing the endorsement at the foot of this letter and returning same to us.

Signed for and on behalf of City of Joburg Property Company SOC Ltd.

### Supply Chain Management Unit

Name: Fitzgerald Ramaboea

Title: Senior Supply Chain Manager

Signature: 

Date: 30/6/16

### Finance

Name: Imraan Bhamjee

Title: CFO

Signature: 

Date: 30/6/16

### Signature on behalf of Messrs Ntirho Business Consulting CC

Name: Vanessa Cox

Capacity: Manager

Signature: 

Date: 30/06/16



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