

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF COMPREHENSIVE BACKGROUND SCREENING AND VERIFICATION SERVICES

RFP NUMBER: RFP/2021/000972

CLOSING DATE: 24 APRIL 2024

CLOSING TIME: 11:00

Board members: Mr T Tshefuta (Chairperson) | Ms C Brink | Mr L Nzimande
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo
Ms T Molefe-Sefanyetso | Mr PB Moopelwa | Ms L Dlodla | Ms N Nzimande
Ms N Silinyana | Mr M Ramakgale

CEO: Ms B Lerumo



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1. INTRODUCTION

The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established in terms of section 9(1) of the Skills Development Act 97 of 1998 as amended and is classified as a National Public Entity under schedule 3A of the Public Finance Management Act, 1 of 1999. The PSETA scope of operation includes National and Provincial Government departments, legislatures & national parliament, and public entities.

In line with the requirements of the PFMA and Treasury Regulations, the PSETA seeks to appoint a duly qualified service provider to provide comprehensive pre-employment screening and verification services including psychometric testing for employment purposes for a period of three (3) years.

2. OBJECTIVE

The objective of this request is to solicit proposals from potential service providers for the provision of comprehensive pre-employment background screening and verification services including psychometric testing services for a period of three (3) years.

3. SCOPE OF WORK

The scope of service for the pre-employment background screening and verification must undertake the following:

- a) identity number & citizenship verification (x100)
- b) criminal record verification(x100)
- c) Grade 12/Matric verification (x100)
- d) Employment Reference verification (x150)
- e) Credit bureau verification if necessary (x100)
- f) Professional membership (50)
- g) Relevant academic qualification/s verification (200)

- h) Competency assessments for various levels of employment at management level and executive level.

4. TIMELINES OF THE PROJECT

The indicative timeframe for this project is three (3) years in total, commencing from the date of appointment of the service provider. The PSETA reserves the right to extend the period of the contract for a period as determined by the SETA.

5. QUALITY AND REPORTING REQUIREMENTS

The chosen service provider shall provide timely and accurate reports, available electronically, that include the results of each pre-employment background screening and Psychometric Assessments completed. Reports shall include results of successfully completed background screenings, as well as those that could not be completed. Additional information regarding attempts made at contacting references, institutions, etc. must be included in each report, along with providing an explanation for any service that could not be completed. Search capabilities must be included in the ordering system to allow the Commission to perform searches based on date, applicant name, screening type, etc. Billing statements should include detail for each applicant including name, date ordered, and an itemized listing of all background screening services provided (with the cost associated with each service).

6. PRICING

The proposed total pricing must be inclusive of vat indicating the breakdown of the cost per deliverable.

7. EVALUATION PROCESS

The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for B-BBEE, the applicant with the highest total number of points will be awarded the contract.

The evaluation will be based on:

Phase 1: Preferential point system		
Phase1: Preferential Point System	Points allocated for specific goals	Total points
Price		80
Special goals		20
Black owned company	8	
Women	4	
Youth	5	
Disability	3	
Total		100

8. FORMAT OF THE BID SUBMISSION

Submission of all applicable documents as indicated below:

- 8.1. Valid SARS Tax Compliance Status (TCS) verification/pin or Proof of exemption from SARS.
- 8.2. Certified copies of the director's ID's document.
- 8.3. Copy of the registration document of the organization (CIPC), and
- 8.4. BBBEE certificate or affidavit.
- 8.5. The completed and signed Standard Bidding documents (SBD)
 - SBD 4
 - SBD 6.1
 - 3 Reference letters
 - General Conditions of Contract (each page must be signed)
 - Proof of registration with the National Treasury Central Supplier Database.

NB: Failure to submit documents requested in section 8.5 will disqualify the proposal.

The validity period of the bids is 90 days from the closing date. Please direct all queries to Ms. Lungile Mokoena via email on Lungilem@pseta.org.za or telephonically on 012-423 5700. Proposals must be submitted electronically to Lungilem@pseta.org.za before the closing date and time



12 April 2024