



## GOODS/SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,  
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY  
(CATHSSETA)**

<b>Date Issued</b>	<b>20 August 2024</b>	<b>RFQ Number</b>	<b>RFQ/COS/039/2024</b>
<b>Closing Date:</b>	<b>26 August 2024</b>	<b>Closing Time:</b>	<b>11H00</b>
<b>DESCRIPTION:</b>	<b>CATHSSETA SEEKS TO SOURCE AND APPOINT A SERVICE PROVIDER TO RENDER BACKGROUND VERIFICATION CHECKS SERVICES FOR 36 MONTHS</b>		

### 1. SCOPE OF WORK

#### SPECIFICATIONS

##### Background Checks Services

Provide CATHSSETA with pre-employment screening, verification and psychometric testing services that are consistent, reliable and will maintain a high level of CATHSSETA's satisfaction in line with the service levels for all available positions.

The service provider must be able to provide background screening and verification checks on job candidates for employment screening to minimise potential hiring risks.

##### Services Required:

- The service provider must be able to provide the following descriptors but not limited to:
  - Criminal record (AFIS FINGERPRINT NATIONAL ACCESSIBILITY) (126).
  - Qualification check (secondary and tertiary qualification) (126).

- Previous employment history/confirmation (77).
- Psychometric Testing (Competency Assessments).
  - Competency assessments for various levels of employment (17 Managers and 5 Executive Management = 22).
  - Assessments should be able to be completed in all nine (9) provinces.

#### **Service Provider Requirements**

- The proposed pre-employment background screening and psychometric testing services must include the ability to complete all services.
- The turnaround time to complete all services for each applicant should be within five 5 business days.
- The services must allow for ordering of the services to be completed electronically by a CATHSSETA official/designated employee.
- The services must allow for the transmission of results for all services to be completed electronically by a CATHSSETA official/designated employee.
- The proposal should include a description of all methods used for ordering and transmission of results.
- The services must include customer service assistance by the service provider at a minimum during the regular business hours of the CATHSSETA if necessary.
- The services must include monthly billing, accompanied by a report, which will clearly indicate the services which were provided, per applicant.

- Billing should be supplied in a timely manner and should be accurate.
- Service provider must provide efficient implementation of the required services and optional services as part of its ordering system to allow for ordering of pre-employment screening services and Psychometric testing to commence immediately following contract execution.
- The service provider must provide timely, efficient and a comprehensive candidate report of the assessment completed.
- Service Provider personnel should be readily accessible as well as to respond to inquiries in a timely manner throughout the course of the contract.
- Service provider must be able to provide face-to-face feedback with Human Capital Management and Development and line Manager applicable.

### **Reporting Requirements**

- 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 SETA to perform searches based on date, applicant name, screening type, etc

Billing statements should include details for each applicant including name, date ordered, and an itemized listing of all background screening services provided (with the cost associated with each service).

## **2. CONTRACT PERIOD**

- 2.1 The appointed service provider/firm(s) will enter into a contractual agreement with CATHSSETA for a period of thirty-six (36) months commencing from the appointment date.
- 2.2 A Service Level Agreement shall be signed with the preferred service provider, upon appointment and acceptance thereof.

## **3. ADMINISTRATIVE REQUIREMENTS**

- 3.1 Quote/Pricing with a clear breakdown of scope with total inclusive of VAT.
- 3.2 Completed and signed SBD4, SBD 6.1.
- 3.3 Valid Tax Compliance Pin issued by SARS.
- 3.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 3.5 All RFQ related responses must include the RFQ number as the subject matter.
- 3.6 Central Supplier Database (CSD) Summary Report.
- 3.7 Company Registration Document (CIPC).

## **4. PRICING AND SPECIFIC GOALS EVALUATION**

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

## **4. RESPONSES/SUBMISSIONS**

E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above and no late responses will be accepted.