

PostalAddress
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
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SERVICES REQUISITION FORM

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

Date issued	18 AUGUST 2022	RFQ number	HRD/006/2022
Closing Date:	23 AUGUST 2022	Closing Time:	11h00am
DESCRIPTION OF SERVICES	RENDER BACKGROUND VERIFICATION CHECKS SERVICES FOR 24 MONTHS		

ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT
- Completed and signed SBD4, SBD 6.1
- Valid Tax Compliance Pin issued by SARS
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Supplier Number

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time 23 August 2022 @ 11h00am.

SCOPE OF WORK & EXPECTED OUTPUTS	DURATION
BACKGROUND CHECKS SERVICES Provide CATHSSETA with pre-employment screening, verification services and psychometric testing that are consistent and 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	24 months

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukakgomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dikhalo
Mr Solomon Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Khan • Ms Karen Borain • Mr Vincent Maumela
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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) (77)
 - Qualification check (secondary and tertiary qualification) (77)
 - Previous employment history/confirmation (77)
- Psychometric Testing (Competency Assessments)
 - Competency assessments for various levels of employment (6 Unit Heads, 10 Managers and 5 Executive Management) = 21
 - Assessments should be able to be completed in all nine (9) provinces

SERVICE PROVIDER REQUIREMENTS

- The proposed pre-employment background screening service 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.

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| <ul style="list-style-type: none">• 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 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 throughout the services, 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 | |
|---|--|

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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 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).

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