

SCOPE OF WORK FOR BACKGROUND SCREENING SERVICES

PROJECT DESCRIPTION: BACKGROUND SCREENING SERVICES FOR 12 MONTHS ON AN AS AND WHEN REQUIRED BASIS FOR ALL PRASA RAIL DIVISION.

TRANSACTION: APPOINTMENT OF SERVICES PROVIDER

END USER: HUMAN CAPITAL MANAGEMENT DEPARTMENT

1. Introduction

PRASA Rail intends to appoint a credible service provider who will enable the Human Capital Management Department to conduct personnel suitability checks of prospective employees by vetting their criminal record checks, Academic qualification verification including matric, Financial Credit Checks if required, Citizenship/ID verification, Driver's license verification if required, Professional Association membership Verification if required, Employment history.

2. Background Information

The PRASA Rail Human Capital Management Department have embarked on filling critical vacancies and will not be able to finalise the recruitment process without conducting security screening reports as a result of PRASA Corporate Security Department not longer having a contract in place.

3. Objective of the Proposed Project

To ensure PRASA Rail appoint employees who have valid citizenship, identification, academic qualifications, Driver's license, Professional Association Membership where require, clean credit record and clean financial credit records where required.

To ensure PRASA Rail complies with the provisions of the minimum Information Security Standards and further protect the company from engaging with people of questionable integrity or persons who have been convicted of criminal records that could have an adverse impact on the Brand Integrity of the organisation.

4. Scope of Works and Areas of Focus

4.1 The Service Provider should be able to service Johannesburg.

4.2 The project covers the entire PRASA Rail, Human Capital Management Department.

4.3 The Service Provider should be registered with the National Credit Bureau in terms of the National Credit Act 34 of 2005 and deliver the following services:

4.3.1 Criminal Record

4.3.1.i Local

4.3.1.ii International – Foreign

4.3.2 Academic Qualification verifications:

(i) Local

(ii) Africa and

(iii) International

4.3.3 SAQA for both matric and tertiary verification (Authorization for verification)

4.3.4 Financial Credit information

4.3.5 Citizenship/ID verification

4.3.6 Driver's license verification

4.3.7 Professional Association Membership verification

4.3.8 Employment history for both local, Africa and international

4.3.9 Five (5) detailed and contactable reference letters

5. Specifications of the Work or Products or Services Required

The Service Provide will be expected to provide online feedback on requested reports within the following timeframes:

- 5.1 Criminal Record Local, – 2 to 5 Business Days
- 5.2 Criminal Record, Africa and International - 3 to 9 Business days
- 5.3 Academic Qualification verification (Local) - 2 to 5 Business Days
- 5.4 Academic Qualification verification, Africa and International - 5 to 15 Business Days
- 5.5 SAQA (for both matric and tertiary verification) - 2 to 5 Business Days
- 5.6 Financial Credit information (ITC)- 2 to 5 Business Days
- 5.7 Citizenship/ID verification - 2 to 5 Business Days(locals); (Africa and International– 5-10 Business days)
- 5.8 Driver's license verification - 2 to 5 Business Days
- 5.9 Professional Association Membership verification - 2 to 5 Business Days
- 5.10 Employment history (local) - 2 to 5 Business Days
- 5.11 Employment history (international) - 5 to 15 Business Days
- 5.12 Final credential verification report – 5 to 15 Business Days

6. Time Frames / Programs

The contract period must be for twelve (12) on condition that they fulfil all requirements as stipulated in the Request for Quotation document.

N.B: All pricing must include final credential verification

