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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT BACKGROUND CHECKS AND PSYCHOMETRIC ASSESSMENTS TO THE PORTS REGULATOR OF SOUTH AFRICA FOR A PERIOD OF TWENTY-FOUR (24) MONTHS FOR AS AND WHEN REQUIRED.

RFQ	RFQ 2023/24/28
RFQ ISSUE DATE	22 June 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	Appointment of a service provider to conduct background checks and psychometric assessments to the Ports Regulator of South Africa for a period of twenty-four (24) months for as and when required.
CLOSING DATE & TIME	30 June 2023
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

Bidders must submit responses via e-mail at: quotations@portsregulator.org before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.

Ports Regulator of South Africa requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

MAAA NUMBER (CSD NO): _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT BACKGROUND CHECKS AND PSYCHOMETRIC ASSESSMENTS TO THE PORTS REGULATOR OF SOUTH AFRICA FOR A PERIOD OF TWENTY-FOUR (24) MONTHS FOR AS AND WHEN REQUIRED.

1. BACKGROUND

- 1.1 Ports Regulator of South Africa (“the Regulator”) is a Schedule 3A public entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA). Port Regulator South Africa must fully comply with all the requirements of the PFMA.
- 1.2 The Ports Regulator is the independent National Regulator for the South African ports, governed by the National Ports Act, 2005 (Act No. 12 of 2005).
In terms of section 30 (1) and (2) of the National Ports Act, the main function of the Regulator is to:
- Exercise economic regulation for the ports system in line with government’s strategic objectives.
 - Promote equity of access of ports and facilities and service provider by ports.
 - Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the act; and
 - Hear appeals and complaints contemplated in terms of Section 48 of the Act

2. PURPOSE

The Regulator requires an experienced and reputable service provider to conduct competency/psychometric assessments and to conduct qualification checks (National and/or International), criminal record and credit checks, identity document verification for a period of twenty-four (24) months as and when required.

3. SCOPE OF WORK

- 3.1 The Regulator would like to appoint a service provider to conduct background checks and psychometric assessments for a period of twenty-four (24) months for as and when required basis.
- 3.2 The service provider will be expected to assist with the following services:
- Facilitate and conduct competency and or psychometric assessments.
 - Conduct qualification checks (National and or international), criminal record and credit checks and identity document verification. etc.
 - Any other appropriate verifications that may be required by the Regulator.

4. EVALUATION CRITERIA

4.1 SCM Administrative (Phase 1)

4.1.1 The bidder must submit proof of registration on CSD (Central Supplier Database).

4.1.2 The SBD forms must be completed, signed by the authorised company representative.

Failure to provide this mandatory information will lead to bidder's proposal not being considered further on Pricing

4.2 Mandatory Requirements (Phase 2)

4.2.1 The service provider must provide valid and up to date proof of registration with the National association of Professional Screeners (NAPBS).

4.2.2 The service provider must provide with three (3) written reference letters in which two (2) reference letters must be being conducting background checks and one (1) reference letter being conducting competency and or psychometric assessments. Reference letters must be on client's letterhead signed and dated by the referee and must not be older than five (5) years old.

4.3 Price Comparison (Phase 3)

Service providers will be evaluated on price only.

4.4 Pricing Considerations:

4.4.1 Bidders' price quotations must be inclusive of all applicable taxes (including VAT).

Description	Price
Criminal check (per candidate)	R_____
Credit check (per candidate)	R_____
Qualification checks – within SA (Per qualification) <ul style="list-style-type: none">National Certificate (Grade 12)Diploma or equivalentBachelor's degree or equivalentHonours degree or equivalentMaster's degree or equivalentDoctoral degree or equivalent	R_____ R_____ R_____ R_____ R_____ R_____
Qualification checks – International (Per qualification) <ul style="list-style-type: none">National Certificate (Grade 12)Diploma or equivalentBachelor's degree or equivalentHonours degree or equivalentMaster's degree or equivalentDoctoral degree or equivalent	R_____ R_____ R_____ R_____ R_____ R_____
Psychometric assessment (per candidate)	R.....

Sub-Total	R_____
15% VAT	R_____
Grand Total	R_____

NB: Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS EFiling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

5. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@portsregulator.org

6. CONDITIONS TO BE OBSERVED

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of award / order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of **90 days** from the closing date of the RFQ Enquiry.

7. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Quotation on a company letterhead
- Declaration of Interest (SBD 4),
- CSD Report (National Treasury)
- Proof of registration with the national association of professional Screeners (NAPBS)
- Three (3) written reference letters.