



**BID NUMBER**

**DOT-HO-26/27-0015**

**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO  
CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES'  
CREDENTIALS**

**Issued by:**

**Supply Chain Management Unit**

**Department of Transport**

**Private Bag X0023**

**BHISHO**

**5605**

**NAME OF BIDDER:** \_\_\_\_\_

**CSD NUMBER :** \_\_\_\_\_



DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT  
VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIALS

## INVITATION TO BID

**BID NUMBER: DOT-HO-26/27-0015**

**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT  
VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIALS**

**CLOSING DATE: 12 JUNE 2026 | Time: 11H00AM**

The completed RFQ (Request for Quotation) must be uploaded on the system, not later than 11H00 on 12 June 2026.

**NB. HAND DELIVERED QUOTATIONS WILL NOT BE ACCEPTED !!!**

Bids documents can be downloaded from eTender Portal Publication website, [www.etenders.gov.za](http://www.etenders.gov.za) and from the Department of Transport website [www.ectransport.gov.za](http://www.ectransport.gov.za) (Procurement/bid notices).

A compulsory briefing will be held online, 10 June 2026 at 11:00am with the link <https://teams.microsoft.com/meet/318301760096268?p=idjoUoJ1ibO3ZIC0mf>

The completed bid documents must be submitted on eTender Publication Portal (eSubmission) not later than 11H00 on **12 June 2026**.

Click on the link to see how you submit your bid proposal on eSubmission – press Ctrl + the link to see the video <https://youtu.be/B7pNseNJYHM>

It is the responsibility of the bidder/s to ensure that bid documents/ proposals are submitted on or before closing time. Any technical queries with regard to eSubmission must be directed to National Treasury @ [etenders@treasury.gov.za](mailto:etenders@treasury.gov.za) / +27(0)12 406 9222 / 012 406-9229 / 012 312-5000

### **Bidders must take particular note of the following:**

- Service providers are kindly requested to submit price quotations on the attached pricing schedule for the specified items / service.
- By submitting the price quotation, it is accepted that you fully understand the requirements of this invitation and have familiarized yourself with the General Conditions of Contract (GCC) available on National Treasury website.
- The tender will be evaluated according to the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential Procurement Regulations, 2022 as well as the SCM Policy of the Department of Transport.
- In the case of a JV tender, each party must supply a valid tax certificate and a letter of good standing.
- The tenderers must ensure that they complete and sign the SBD 1, SBD 4, SBD 6.1



## DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIALS

- The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in the Bidders tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer and therefore non-responsive.
- Bidders must have provided supporting documentation as per the bid specification schedule requirement;
- Bidders who are not registered for VAT are not eligible to claim VAT in their pricing;
- Bidders should take note that price is not a determining factor to award the bid.

### Furthermore, quotation offers will only be accepted if:

- Bidders are registered with Central Supplier Database (CSD) with Treasury prior to submitting this RFQ (see <https://secure.csd.gov.za/>).
- The tenderer is in good standing with SARS as verified on the Central Supplier Database.
- The tenderer or any its directors or shareholders is not listed on the register of tender defaulters in terms of the prevention and compacting of corrupt activities Act of 2004 as a person prohibited from doing business within the public sector.
- The tenderer has not abused the employers Supply Chain Management System or failed to perform on any previous contract and has been given written notice to this effect.
- All quotations shall be held valid for 60 days after the closing date. The Department reserves the right not to accept the lowest or any tender.



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT  
VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIALS**

**MINIMUM REQUIREMENTS**

- **South African Credit and Risk Reporting Association** (Failure to submit will result in elimination) The bidder must be registered under South African Credit and Risk Reporting Association (SACRRA) (Supplier must provide proof of registration and membership number)
- **National Verification Requirement / Credit Bureau** (Failure to submit will result in elimination) Bidder must be Mandated/ registered by National Verification Requirement (NVR)/Credit Bureau (Supplier must provide proof of registration and membership number)
- **Protection of Personal Information Act (POPIA).** Bidders must be registered with Protection of Personal Information Act (POPIA).
- **PREVIOUS EXPERIENCE IN SIMILAR PROJECTS:** This refers to previously completed projects of similar works, within **the past ten (10) years**). **Points will be allocated on submission** of either a copy of a completion certificate or a copy of a testimonial from the client with contactable references including duration and values of the project. Only projects conducted within **the past ten (10) years will be considered**.

**Enquiries should be directed to:**

**SCM**

Mr D. Joyi  
Tel No: 043 604 7448/078 366 9854

**| TECHNICAL**

Ms. Nomasabatha Nyamakazi  
|Tel: 066 302 4409

[nomasabatha.nyamakazi@ectransport.gov.za](mailto:nomasabatha.nyamakazi@ectransport.gov.za)



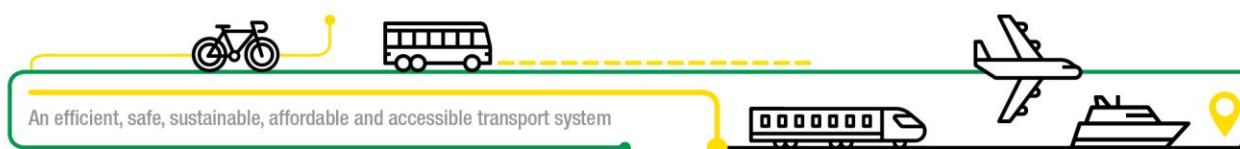
# DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIALS

## 1. BACKGROUND

- 1.1. The Department of Transport (DoT) seeks to procure a comprehensive pre-employment screening services to enhance its recruitment processes through effective, secure, and compliant verification of prospective employees. The pre-employment screening system must align with applicable legal and regulatory frameworks governing public procurement and data protection in South Africa. The service provider must have systems to execute the functions as prescribed in the document.
- 1.2. The National Vetting Strategy, approved by Cabinet in 2006, and the Minister for Public Service and Administration (MPSA)'s directive, which came into effect in 2008, requires departments to verify candidates' qualifications for employment purposes.
- 1.3. In addition, the Directive on Human Resources Management and Development for Public Service Professionalisation was issued, which guides departments in implementing the National Framework for the Professionalisation of the Public Sector (the Framework). The Directive institutionalises the Framework as part of measures to improve public sector service delivery. It also considers the aims and objectives of Building a Capable, Ethical and Developmental Public Service.
- 1.4. This Directive also explains and clarifies the recruitment and selection process, aligned with the objectives of the Framework, by embedding statutory requirements for integrity, ethical norms, and standards in the recruitment and selection procedures. According to Section 32B (3) of the National Qualifications Framework Act No. 67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part-qualification registered on the NQF or awarded by an educational institution, a skills development provider, a quality council, or a recognised foreign institution.
- 1.5. As per the requirements explained above, the Department needs to undertake the process of appointing the service provider to render services regarding qualification verification and confirmation of NQF levels as mandated by the Public Service Act, regulations, and applicable directives (circulars).

## 2. OBJECTIVES

- 2.1. To procure a pre-employment screening solution that ensures thorough vetting of potential DoT employees.
- 2.2. To safeguard the Department against risks associated with hiring individuals with falsified credentials or adverse backgrounds.

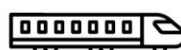


## DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIALS

- 2.3. To comply with relevant legislative frameworks including the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), and Protection of Personal Information Act (POPIA).

### 3. SCOPE OF WORK

- 3.1. The following is expected from the service provider in line with the Directive on Human Resources Management and Development for Public Service Professionalisation:
- 3.2. **SAQA verification** :The service provider to verify qualification from South African Qualification Authority on all qualifications (Global qualifications) pre and post 1992 matric qualification.
- 3.3. **9.10.1.2. Verification of any dismissal for misconduct:** The bidder must be able to provide information relating to any dismissal for misconduct of the personnel.
- 3.4. **Home affairs ID verification/ Citizenship/Permits:** The ID verification whether a candidate is a South African citizen/ naturalized/immigrant, which other citizenships the candidates holds, work permits/ student permit.
- 3.5. **Employment Reference check:** Personnel previous employment reference must be checked and verified. Relevant information such as position held, responsibilities, reason for leaving, disciplinary actions against/ pending.
- 3.6. **Disciplinary record in the DPSA's Single Discipline Register:** The system of the bidder must be able to verify how many vehicles personnel has, vehicle models and registrations.
- 3.7. **Criminal records:** Able to use fingerprint system that will verify present/ previous criminal records of the person, records of insolvency or sequestration where applicable or all fraud listing registers must be checked.
- 3.8. **Credit / Financial record check:** The bidder system must provide information on personnel/ companies' credit records, history of insolvency or sequestration where applicable.
- 3.9. **SARS Verification:** The service bidder system must to be able to verify good standing status from SARS
- 3.10. **Social media:** To be able to check and see all social media post of an individual.
- 3.11. Registration with Professional Bodies where it is part of the inherent requirements of the post;
- 3.12. Verification of any dismissal for misconduct; and



## DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIALS

- 3.13. The qualifications of selected candidates for a Deputy Director-General post shall be verified by the South African Qualifications Authority to determine the NQF level and validity.
  - 3.14. The service provider must verify whether an applicant is listed with a disciplinary record in the DPSA's Single Discipline Register before considering an applicant's suitability.
  - 3.15. Ensure real-time tracking, notification, and report generation functionalities.
  - 3.16. Maintain strict data security and confidentiality in compliance with POPIA.
4. **Communication will be limited to the HR officials unless otherwise stated, where permission can be obtained.**
  5. **Consent forms and copies of qualification certificates will be made available to the service provider.**

### 4. SPECIFICATION

The expected deliverables for this tender are as follows:

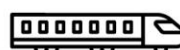
- 4.1. Provide authentic verification reports timeously.
- 4.2. Furnish the Department with a consent form to be completed and signed by the applicant prior to the interviews.
- 4.3. Provide a detailed report of the verified qualification(s), i.e. relevant institution, year obtained and NQF level, within five (5) working days from the enquiry date.
- 4.4. Provide the Department with a close-out report at the end of the term.

### 5. PERIOD / DURATION OF PROJECT / ASSIGNMENT

- 5.1. The duration of the contract will be 12 months.

### 6. TURNAROUND TIME FOR SUBMISSION OF REPORTS

- 6.1. The turnaround time for the reports is within 36 hours with the exception of pre 1992 matric and foreign qualification expected turnaround time of two weeks after request is submitted
- 6.2. Will get educational verification from South African Qualification Authority (SAQA)
- 6.3. Accurate company verification from CIPC together with SARS verification status of the company.



## DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIALS

- 6.4. Home affairs verification, criminal records from crime intelligence verification when needed.

### 7. MONITORING AND EVALUATION OF THE PROJECT

- 7.1. All work is to be carried out in accordance with the time schedule as agreed with the Project Manager and within the agreed deliverable and terms and conditions of the signed contract.
- 7.2. Monitoring and evaluation of performance and adherence to the project requirement will be done by the Project Manager.

### 8. CONDITIONS

- The commencement date of the contract will be agreed upon with the successful bidder and the contract will expire after all the searches have been conducted or at the end of period non exceeding 12 months. The successful bidder will sign a Service level Agreement with the Department.
- The price quoted will be valid until the expiry of the contract. No escalation of price will be allowed.
- The price quoted must be inclusive of VAT. If not, the Department will assume that the price is inclusive of VAT. The Department does not pay VAT to suppliers that are not registered with SARS as VAT vendors.



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT  
VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIALS**

**9. EVALUATION CRITERIA**

9.1. The evaluation for this bid will be carried out in the following phases:

- Phase 1: Pre-compliance
- Phase 2: Functionality Criteria
- Phase 3: Price and Preference Points

**9.2. PHASE 1: PRE-COMPLIANCE**

9.2.1. During this phase, bid documents will be reviewed to determine compliance with SCM returnable documents, tax matters, and whether proof of registration on the Central Supplier Database (CSD) was submitted with the bid documents at the closing date and time of the bid. Bids that do not satisfy the compliance criteria may not be evaluated further.

9.2.2. The bid proposal will be screened for compliance with administrative requirements as indicated below:

**9.3. PHASE 2: FUNCTIONALITY CRITERIA**

9.3.1. Only bid proposals that meet pre-compliance requirements will be evaluated on functionality criteria.

9.3.2. The bidder must score at least 70% during Phase 2 (functionality) of the evaluation to qualify for Phase 3, where only points for price and preference will be considered.

9.3.3. The following values/ indicators will be applicable when evaluating functionality:



# APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIALS

DOT-HO-25/26 - 166

## 9.10. FUNCTIONALITY CRITERIA

Table 1: Functionality Criterion

No	Technical Evaluation Criteria	Sub Criteria	Weight
1	SAQA verification:	No system in place, or the system does not meet all the requirements = 0 points The system meets all the requirements = 5 points	05
2	Verification of any dismissal for misconduct.	No system in place, or the system does not meet all the requirements = 0 points The system meets all the requirements = 5 points	05
3	Home affairs ID verification/ Citizenship/Permits: The service provider meets the requirements stipulated under par. 2.3	No system in place, or the system does not meet all the requirements = 0 points The system meets all the requirements = 5 points	05
4	Employment Reference check: The service provider meets the requirements stipulated under par. 2.4	No system in place, or the system does not meet all the requirements = 0 points The system meets all the requirements = 5 points	05
5	disciplinary record in the DPSA's Single Discipline Register	No system in place = 0 points The system does not meet all the requirements = 3 points The system meets all the requirements = 5 points	05
6	Criminal records: The service provider meets the requirements stipulated under par. 2.6	No system in place, or the system does not meet all the requirements = 0 points The system meets all the requirements = 5 points	05
7	Credit /Financial record check: The service provider meets the requirements stipulated under par. 2.7	No system in place, or the system does not meet all the requirements = 0 points The system meets all the requirements = 5 points	05



# APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIALS

DOT-HO-25/26 - 166

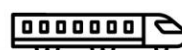
8	SARS Verification: The service provider meets the requirements stipulated under par. 2.8	No system in place = 0 points The system does not meet all the requirements =3 points The system meets all the requirements=05points	05
9	Registration with Professional Bodies where it is part of the inherent requirements of the post	No system in place = 0 points The system does not meet all the requirements =2 points The system meets all the requirements=5 points	05
10	Social Media: The service provider meets the requirements stipulated under par. 2.10	No system in place = 0 points The system does not meet all the requirements =2 points The system meets all the requirements=5 points	05
11	Proven Company Experience in undertaking similar projects (Points will be allocated on submission of either a copy of a completion certificate or a copy of a testimonial from the client with contactable references including duration and values of the project. Only projects conducted within the past ten (10) years will be considered)  1.1 One (01) project = 05 points 1.2 Two (02) projects = 15 points 1.3 Three (03) or more projects = 30 points 1.4 None = 0 Points		20
	LOCALITY:  Company based in Eastern Cape – preferred primary address = 30 Company outside Eastern Cape - 10  (Company CSD primary address will be checked for verification)		30
	Total		100



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

**9.10.1. DESCRIPTION OF PROFESSIONAL TEAM CRITERIA**

- 9.10.1.1. **SAQA verification:** The service provider shall propose the methodology and expected timeframes for the collection of the required data, in accordance with the specifications in section 2.1.
- 9.10.1.2. **Verification of any dismissal for misconduct.:** The service provider shall propose the methodology and expected timeframes for the collection of the required data, in accordance with the specifications in section 2.2.
- 9.10.1.3. **Home affairs ID verification/ Citizenship/Permits:** The service provider shall propose the methodology and expected timeframes for the collection of the required data, in accordance with the specifications in section 2.3.
- 9.10.1.4. **Employment Reference check:** The service provider shall propose the methodology and expected timeframes for the collection of the required data, in accordance with the specifications in section 2.4.
- 9.10.1.5. **disciplinary record in the DPSA's Single Discipline Register:** The service provider shall propose the methodology and expected timeframes for the collection of the required data, in accordance with the specifications in section 2.5.
- 9.10.1.6. **Criminal records:** The service provider shall propose the methodology and expected timeframes for the collection of the required data, in accordance with the specifications in section 2.6.
- 9.10.1.7. **Credit /Financial record check:** The service provider shall propose the methodology and expected timeframes for the collection of the required data, in accordance with the specifications in section 2.7.
- 9.10.1.8. **SARS Verification:** The service provider shall propose the methodology and expected timeframes for the collection of the required data, in accordance with the specifications in section 2.8.
- 9.10.1.9. **Social Media:** The service provider shall propose the methodology and expected timeframes for the collection of the required data, in accordance with the specifications in section 2.10.
- 9.10.1.10. **PREVIOUS EXPERIENCE IN SIMILAR PROJECTS:** This refers to previously completed projects of similar works, within **the past ten 10) years**). **Points will be allocated on submission** of either a copy of a completion certificate or a copy of a testimonial from the client with contactable references including duration and values



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

of the project. Only projects conducted within **the past ten (10) years will be considered.**

**NB:** Verification will be conducted on submitted documents. Where information provided is found to be fraudulent or there's misrepresentation of information, the Department will eliminate the bidder from further evaluation.

Bids which have not scored the required minimum points on functionality will be disqualified at this stage and only qualifying bids will proceed to the evaluation on Price and specific goals evaluation status level of contribution. Shortlisted bidders may be required to make presentations to the Department.



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

**QUOTATION EVALUATION CRITERIA**

**1. EVALUATION CRITERIA:**

The following criteria shall apply:-

- The tender will be evaluated according to the preferential procurement model in the preferential Procurement Policy Framework Act (PPPFA 5 of 2000): Preferential Procurement Regulations, 2022 as well as the SCM Policy of the Department of Transport.

**1.1. Price:**

- 80 points will be awarded to the bidder submitting the lowest price (all other bidders will receive points proportionately thereto):

**1.2. Calculation of points for specific goals**

- The tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender.

<b>PREFERENTIAL SPECIFIC GOALS POINTS TABLE</b>		
<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
<b>Historically Disadvantaged Individuals Ownership</b>		
Black ownership	4	% ownership
Women ownership	4	% ownership
Youth ownership	4	% ownership
Disabled people ownership	4	
<b>Locality:-</b>		
(a) Within Eastern Cape	4	
(b) Outside – Eastern Cape	2	

**1.3. Bidders are required to submit, together with their bids, the following: -**

- 1.3.1. Service providers must submit proof of its Specific Goals points claimed / status of contributor.
- 1.3.2. The Specific Goals supporting documents required to verify claimed points may inline with the specified requirements include:

- Disability Ownership: valid medical documentary proof.
- Military Veterans Ownership: valid proof of veteran status.

\* The Central Supplier Database will be used to verify the specific goals other than the specific goals stated under paragraph 1.3

- 1.3.3. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the SPECIFIC GOALS. Such bidders will score 0 out of maximum of 20 points for SPECIFIC GOAL



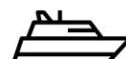
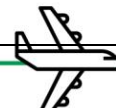
**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

**SBD1**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	DOT-HO-26/27-0015	CLOSING DATE:	12 JUNE 2026	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIALS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					

<b>DEPARTMENT OF TRANSPORT OFFICES</b>					
<b>BLOCK C ENTRANCE FOYER, OLD BUILDING</b>					
<b>KING WILLIAM'S TOWN</b>					
<b>5601</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes  <input type="checkbox"/> No	
IF YES, WHO WAS THE					



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes [IF YES ENCLOSE PROOF]	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	TRANSPORT	CONTACT PERSON	Ms Nomasatha Nyamakazi
CONTACT PERSON	D. Joyi	TELEPHONE NUMBER	066 302 4409
TELEPHONE NUMBER	040 604 7448/078 366 9854	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	nomasabatha.nyamakazi@ectransp ort.gov.za

**PART B**



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CS
- 2.6 D NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT  
VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

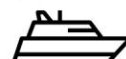
<b>PRICING SCHEDULE</b>				
<b>NO.</b>	<b>ITEM</b>	<b>QTY</b>	<b>RATE</b>	<b>TOTAL</b>
1	SAQA verification	1		
2	Verification of any dismissal for misconduct	1		
3	Home affairs ID verification/ Citizenship/Permits	1		
4	Employment Reference check	1		
5	Disciplinary record in the DPSA's Single Discipline Register	1		
6	Criminal records	1		
7	Credit /Financial record check	1		
8	SARS Verification	1		
9	Registration with Professional Bodies where it is part of the inherent requirements of the post	1		
10	Social Media	1		
<b>SUB TOTAL</b>				
<b>15% VAT</b>				
<b>TOTAL AMOUNT</b>				

**NB**

After service has been rendered the invoices must be submitted to the following email address:

[invoices@ectransport.gov.za](mailto:invoices@ectransport.gov.za)

## BID PRICING FORM



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

For ease of reference, Bidders shall enter their Bid Price, copied from the Pricing Schedule, in the space provided below. Should there be any discrepancy, then the sum calculated from the Pricing Schedule, subject to any arithmetic correction, shall hold precedence.

**Total Price (amount in words ):**

.....

.....

....., inclusive of VAT

**Total Price (amount in figures)**

R ....., inclusive of VAT

**NAME OF BIDDER:**

.....

**SIGNED ON BEHALF OF THE BIDDER:**

.....



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT  
VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Quote number: <b>DOT-HO-26/27-0015</b>
Closing Time : 11:00	Closing date: <b>12 June 2026</b>

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF QUOTE. \_\_\_\_\_

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- Required by: DEPARTMENT OF TRANSPORT
- At: KING WILLIAMS TOWN
- Brand and model: N/A
- Country of origin: .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/not firm
- Delivery basis: .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

**SBD 4**



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

**SBD 4: BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. BIDDER'S DECLARATION**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is

1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2. Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATRION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATRION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

*I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.*

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**



# DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

## 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- The applicable preference point system for this tender is the 90/10 preference point system.
- The applicable preference point system for this tender is the 80/20 preference point system.
- Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- Price; and
- Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- “tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- “price”** means an amount of money tendered for goods or services, and includes all applicable taxes less any unconditional discounts;





**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

PREFERENTIAL SPECIFIC GOALS POINTS TABLE		
The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>Historically Disadvantaged Individuals Ownership</b>		
Black ownership	4	% ownership
Women ownership	4	% ownership
Youth ownership	4	% ownership
Disabled people ownership	4	
<b>Locality:-</b>		
(a) Within Eastern Cape	4	
(b) Outside - Eastern Cape	2	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety



**DOT-HO-26/27-0015 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATRION OF PROSPECTIVE EMPLOYEES' CREDENTIAL**

- Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.



.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....  
.....  
.....

**GENERAL CONDITIONS OF CONTRACT**

- The latest General Conditions of Contract [GCC] and Contract Law shall be applicable to this Quotation and obtainable by visiting the National Treasury website at [www.treasury.gov.za](http://www.treasury.gov.za)
- Bidders must familiarize themselves with these GCCs

