

**UTHUKELA WATER**

**HR2023-MS-027**

**TERMS OF REFERENCE & REQUEST FOR QUOTATIONS FOR A SERVICE PROVIDER –  
EMPLOYEE VERIFICATION FOR PERIOD OF 36 MONTHS**

**1. Introduction**

The Human Resources Department request quotations from the services providers to provide a services of employee work experience and qualification and background checks or screening for a period of 36 months as and when required by uThukela Water Pty Ltd.

**2. Background**

uThukela Water (Pty) Ltd is involved in the staff recruitment from time to time, and has to authenticate the veracity of the personal information provided by the potential employees as well as their criminal records. The company therefore, requires the services of a well experienced and reliable service provider to provide these services.

**3. Requirements**

**The service provider are required to submit the following documents for their speciality as per the above description.**

1. Company profile that will detail the service your render with the relevant certificates.
2. MBD 4 attached.
3. MBD 9 attached.
4. CSD Summary reports.
5. Tax clearance certificate.

**All the above documents must be submitted via email to [quotes@uthukelawater.co.za](mailto:quotes@uthukelawater.co.za) for attention of SCM Manager by the of 20 January 2023 @12:00**

- Bids will be adjudicated in terms of the Preferential Procurement Regulation, 2017 pertaining to Preferential Procurement Policy Framework Act, 5/2000 and other applicable legislations, and will be based on 80/20 points system. Preference points will be awarded to service providers using their B-BBEE status level of contribution.
- The municipal Entity reserves a right to accept all, some or none of the bids submitted, either wholly or in part and is not obliged to accept the lowest bid.

For Technical queries : Mr. Sigidi Buthelezi : [Sigidi.buthelezi@uthukelawater.co.za](mailto:Sigidi.buthelezi@uthukelawater.co.za)

Procurement queries: Mrs Zamantungwa Mhlongo: [Zamantungwa.mhlongo@uthukelawater.co.za](mailto:Zamantungwa.mhlongo@uthukelawater.co.za)

**CLOSING DATE : 20 JANUARY 2023 @ 12 : 00 PM**