



**02 APRIL 2024**

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**NOTICE TO TENDERERS NO. 1**

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**TENDER NUMBER: 186S/2023/24**

**BOX NUMBER: 147**

**CLOSING DATE: 10 APRIL 2024**

**DESCRIPTION: PROVISION OF A SERVICE PROVIDER TO ASSIST CORPORATE HUMAN RESOURCES WITH RESPONSE HANDLING AND PERSONAL CREDENTIAL VERIFICATION SERVICES IN THE CITY OF CAPE TOWN**

On 25 March 2024, a non-compulsory briefing session was held for the above mentioned tender.

Below is a representation of the proceedings:

**CHAIRPERSON/PRESENTER: C MARTIN**

Welcome and introduction done by C Martin.

**Tender Clarification** – C Martin displays tender document and gives a brief overview of the tender specifications and what will be expected from the potential service provider. The tender will be for the provision of a service provider to assist Corporate Human Resources with personal credential verification, reference checks and social media screening for the City of Cape Town. The tender will be over a three year span ending 31 August 2028. Tender applications will close 10 April 2024 at 10:00 AM.

**Pricing Schedule** – C Martin describes the item numbers and the pricing the tenderers must complete for year 1, year 2 and year 3 respectively. The pricing schedule for the various items must be completed in the same order as specified in the tender document. For category 3 the percentage mark up the tenderers will be using must be completed. The CoCT is not allowed to work through a third party and the tenderers must provide the required information. The same will be applicable for Category 4.

**Specifications** - Tenderers must note that wherever this document refers to any particular trade mark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words or 'equivalent'. Meeting is then opened for questions.

**Item 1.6 and 1.7** – S Daniels asked if the difference between item 1.6 and 1.7 can be explained. C Martin explained the difference between ID validation and ID verification.

**Social Media Screening** - With regards to social media screening and the POPI act, S Daniels stated that there is companies that are able to do checks on social media profiles that are blocked and that the CoCT might want to look into what the implications could be in respect of POPIA.

**Category 2 criteria** - S Daniels questioned why category 2 is set up from their respective in a way that incorporates a MIE specific criteria which they feel could be unfair to other background screening companies. C Stevens replied on this and raised the question on how S Daniels offering would differ from the offering currently on category 2 and if S Daniels would be open to send a communication to the CoCT's SCM department regarding this.

**SAQA** – S Daniels raised the question on whether the onus is on the candidate to ensure that their foreign qualification has been evaluated through SAQA. C Stevens responded that this will not always be the case. S Daniels raised the issue of discrepancies found in previous cases where a foreign qualification is evaluated through SAQA and found to be not on the same level in South Africa and if mandatory SAQA evaluation certificate must be provided from candidates with foreign qualifications. C Stevens responded that this cannot be implemented for recruitment purposes and that it would be unfeasible for the CoCT to move forward using a SAQA evaluation certificate as a standard for all foreign qualifications.

**Service level expectations** – C Martin stated that the CoCT will be very specific with our service level expectations and that tenderers will need to abide to the turnaround times as specified in the tender document as the CoCT has a three month turnaround to fill vacancies.

**Reference check** – S Daniels wants to know whether a full reference check is needed or an employment confirmation check. C Martin responded that a full reference check will be expected. S Daniels wanted to know whether the professionals conducting the reference check needs to attached their CV's and qualifications. C Martin responded that there is a CV template that must be completed which is in the tender document.

**Applications** – Applications will be charged at R200 if collected from CoCT. Applications can be downloaded for free and tenderers are allowed to electronically complete the document.

**Closing** – The closing was done by C Martin.

Yours Sincerely,  
Etumeleng Sekese

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**Director: Supply Chain Management**

**ACKNOWLEDGEMENT OF RECEIPT FOR AND ON BEHALF OF THE TENDERER: TENDER NO. 186S/2023/24**

At .....on this ..... Day of .....2024.

Signature: .....

Name of Signatory: .....  
(In ink and capitals)

Tenderer: .....  
(Name of firm in ink and capitals)