

ANNEXURE A: SPECIFICATION

REQUEST FOR QUOTATIONS FOR QUALIFICATIONS VETTING AND VERIFICATION SERVICES

1 INTRODUCTION

The purpose of this project is to conduct for PRASA a national qualifications verification audit for management level employees through the appointment of a suitably qualified service provider, capable of servicing all PRASA Divisions and Subsidiaries in the various locations across the country to complete this qualifications verification audit.

2 BACKGROUND

- 1.1 PRASA's challenges are as a result of a number of factors including, the country's historic under investment in rail operations and the rail network, as well as internal challenges such as, inadequate cost management and fare recovery, slow pace of asset rehabilitation and inefficient utilisation and suboptimal use of subsidy funds.
- 1.2 The challenges faced by PRASA include, but are not limited to:
 - Preparing the organisation for the future from a skills perspective;
 - Ensuring that management level employees has the right qualifications to grow and sustain the organisation;
 - Ensure skills investment is focused and meets the current and future skills needs of the organization.

3 SCOPE OF WORK

The proposed solution will cover all the Strategic Business Units (SBU) that make up the PRASA Group including its divisions and subsidiaries. These are:-

- PRASA Corporate (Head Office).
- PRASA Rail Division (Commuter and Passenger Railway Services).
- PRASA CRES Division (Property Management Services).
- PRASA Technical Division (Major PRASA Capex Projects).
- Autopax (Passenger Bus Services).
- Intersite Investments (Asset Investments including Property Developments).

The service provider will be expected to provide the services of a qualifications verification audit only to permanently employed PRASA management level employees and not to the other categories of employees. The total employees in this group is estimated at 800 employees.

The service provider will assist PRASA with the following specifications and these are listed below: -

- **Conduct a national qualifications verification audit** within PRASA.
- The national qualifications verification audit process is applicable to all **permanently employed** PRASA **management level employees** (excludes contract workers and employees in the risk pool).
- Source and **confirm the proof of qualifications** that PRASA employees possess.
- Verification of the qualifications submitted by employees through a process of **vetting by externally accredited bodies** of these qualifications.
- Be provided with a **database of the qualifications** that were vetted.
- Provide PRASA with the **option to directly upload the files/database** provided as per above into SAP.

4 CONTRACT DURATION

The contract duration shall be for a period of four (4) months.

Technical Assessment

ITEM #	CRITERIA	WEIGHT
1	COMPANY EXPERIENCE: The minimum of 5 companies for whom the bidder's vetting assignments have been conducted in past 24 months	30 Points
2	REFERENCES: The minimum of 3 referees of previous such work successfully completed/delivered in other organisations that PRASA can engage.	20 Points
3	A DETAILED PROJECT PLAN: Provide a project timeline for completion with milestones.	30 Points
4	RESOURCE EXPERTISE: CV of resources and proof of qualifications (CVs with references attached)	20 Points