

## REQUEST FOR QUOTATION

**YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE POSTBANK SOC LIMITED**

|                                                                       |                                                                                                                                                                                                                |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>REQUEST FOR QUOTATION (RFQ) NUMBER:</b>                            | <b>RFQ 07/2024</b> (Please use this number as reference when sending quotations and supporting documentation)                                                                                                  |
| <b>DESCRIPTION</b>                                                    | <b>Appointment of a Panel of Vetting Service Providers to assist with both Internal and external employee vetting</b>                                                                                          |
| <b>RFQ ISSUED DATE</b>                                                | <b>07 May 2024</b>                                                                                                                                                                                             |
| <b>RFQ VALIDITY PERIOD</b>                                            | 80 days from the closing date                                                                                                                                                                                  |
| <b>CLOSING DATE AND TIME</b>                                          | <b>17 May 2024 @ 11am</b>                                                                                                                                                                                      |
| <b>OFFICE ADDRESS</b>                                                 | National Postal Centre (NPC) Cnr 497 Sophie de Bruyn & Jeff Masemola Streets Pretoria 0002                                                                                                                     |
| <b>RFQ RESPONSES MUST BE EMAILED TO:</b>                              | Quotations should be emailed to <a href="mailto:RFQ.ProcurementNM@Postbank.co.za">RFQ.ProcurementNM@Postbank.co.za</a><br>Failure to follow these instructions will result in your quote not being considered. |
| <b>ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO</b> | Enquires can be directed at this e-mail address <a href="mailto:Nokulunga.Moloi@postbank.co.za">Nokulunga.Moloi@postbank.co.za</a> .                                                                           |

### Important Notes to this RFQ:

Bidders /suppliers should ensure that RFQ responses are emailed to the correct email address, ([RFQ.ProcurementNM@Postbank.co.za](mailto:RFQ.ProcurementNM@Postbank.co.za) )

- If the quotation is late, it shall not be accepted for consideration.
- The Postbank reception is generally accessible 8 hours a day (07h30 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- Bidders /Supplier to complete and sign all Annexures to this document (including Standard Bidding Document)
- Supplier must ensure compliance with their tax obligations.

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**SERVICE PROVIDER/SUPPLIER:** .....

**REGISTRATION NUMBER:** .....

**CSD UNIQUE SUPPLIER REGISTRATION NUMBER:** .....

**ADDRESS:** .....

**CONTACT PERSON:** .....

**EMAIL:** .....

**TEL:** .....

(I) Postbanks standard conditions of purchase shall apply.

(II) Late submissions will not be accepted.

(III) The recommended service provider/supplier will be required to complete and sign the Standard Bidding Documents (SBD) and Annexures. All Bidders /suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.

(IV) It is the responsibility of the service provider/supplier to ensure that the Postbank has updated information on the status of their business.

(V) No goods or services shall be delivered before the issuing of an official Postbank's Award Letter or Purchase Order (PO) signed by the authorised Postbank official. The Postbank reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the Postbank before the Postbank Award Letter or PO is issued.

(VI) Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.

(VII) Bidders /suppliers are required to be registered on the Central Supplier Database (CSD).

(VIII) Postbank reserves the right to cancel or reject any quote and not to award the RFQ to the lowest bidder or award parts of the RFQ to different bidders, or not to award the RFQ at all.

I, the undersigned (NAME).....certify that :

I have read and understood the conditions of this RFQ;

I have supplied the required information and the information submitted as part of this RFQ is true and correct.

## **1. BACKGROUND**

The South African Postbank (SOC) Ltd is a bank established in terms of The South African Postbank Act, No. 9 of 2010, amended by the South African Postbank Amendment Act 44 of 2013. The South African Reserve Bank regulatory conditions are that Postbank needs to operate on its own.

The recruitment and selection process remains a critical success factor for the South African Postbank SOC Ltd and therefore has a need for the optimal selection.

The RFQ focuses on the Vetting (Personal Credential Verification) category and the objective is to appoint a panel of reputable service providers specializing in Vetting services to further the objectives of Postbank in line with strategic goals and critical roles for a period of twelve (12) months.

## **2. OBJECTIVE OF THE BID**

The objective of the bid is to appoint a panel of service providers to facilitate internal and external employee vetting. The approved panel of service providers will be engaged by Postbank to provide vetting services on an 'as and when' required basis for candidates and vetting might be in any province across South Africa. The performance of the service providers will be monitored on a regular basis and in cases of non-performance, will be subject to termination of services. The required services provider should have an extensive experience in vetting employees.

## **3. SCOPE OF WORK**

### **3.1 Work Required**

Postbank is looking to procure the services of panel service providers with extensive experience in employee vetting for provision of pre-appointment screening services to Postbank with a quick turnaround time for a period of twelve (12) months.

### **3.2 The scope of work entails the following:**

- 3.2.1 Must perform Personal Credential Verification using" best practice and processes.
- 3.2.2 Must be able to perform bulk vetting.
- 3.2.3 Must ensure that a quality control process is in place to check that the personal credential verification reports are accurate, unambiguous, and correct.
- 3.2.4 To provide monthly reporting on services rendered and statistics on turnaround time.

3.2.5 Service provider must demonstrate ability to provide verification reports within 5 working days as expected SLA requirements or shorter.

3.2.6 Provide proof that qualifications were verified at a South African or international institution where applicable. (International qualifications will only be applicable to about 10% of total number verified).

3.2.7 All processes and systems must be aligned to relevant legislation protecting personal information of candidates.

3.2.8 The following verifications may be required on an “as and when” needed basis for pre-appointment screening:

- ID verification –verifying the authenticity and validity of Identity.
- SA Citizenship – confirm the South African citizenship of applicants.
- Non – SA Citizen – confirm permanent residency or naturalisation status.
- Credit verification - indicates the applicant's past track record with credit.
- Social media - to see if the candidate will be a good fit with the corporate culture.
- Experience Verification – will provide the employer with a verification of a potential candidate's validity of experience as reported on their CV's.
- Qualification verification (South African and International qualifications) - Verify the authenticity and validity of matric certificates, tertiary diplomas, degrees and post graduate qualifications etc. (Qualifications must also be verified with SAQA)
- Criminal record – will provide a verification of criminal record history. *Postbank does not own biometric devices and therefore the service provider MUST have facilities where they can take fingerprints.*
- Driver's license - indicates the validity of the applicant's driver's license.
- Professional membership - provide a verification of the professional membership of the candidate.
- Directorships - provide the employer with a verification of the Directorships that the employee/candidate holds.
- Reference checks- Contact references provided by the applicant to verify previous employment history and character references.

4. The bid will be evaluated as follows:

**4.1 Phase 1: Mandatory Requirements**

**4.2 Phase 2: Commercial - Price (80) and Specific Goals (20)**

**4.1.1 Mandatory Requirements Criteria**

Bidders must complete and submit the following mandatory document and failure to comply will result in the disqualification of the bidder.

Bidders must indicate by ticking (√) in the correct box indicating that they 'Comply' or 'Do Not Comply'

**Mandatory Requirements Criteria**

| No      | Description                                                                                                                                                                                                           | Comply | Do Not Comply |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------|
| 4.1.1.1 | <b>Company Registration</b><br>The Service Provider must be registered with the relevant Authority or Body.<br><b>Provide a valid certificate</b>                                                                     |        |               |
| 4.1.1.2 | <b>National Footprint</b><br>The service provider must have a national footprint to provide the required services.<br><b>Provide a list of associates or office addresses to demonstrate their national footprint</b> |        |               |
| 4.1.1.3 | <b>Demonstrable Experience</b><br>Service provider must have rendered similar services in the past 5 years.<br><b>Provide minimum 3 signed reference letters in the clients' letter head</b>                          |        |               |

**Phase 2: Commercial Requirements**

| Criteria       | Weight | Sub-criteria                                                      |
|----------------|--------|-------------------------------------------------------------------|
| Total Price    | 80/100 | Benchmark against lowest quote                                    |
| Specific Goals | 20/100 | Points will be awarded to bidders according to the specific goals |

1. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;
2. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply;
3. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
4. No price changes will be accepted after official Purchase Order (PO)/Award Letter is issued.
5. The service provider warrants that the pricing quoted above is free of any errors and omissions and that he/she is able to deliver the contract on the price quoted.

| Type of checks required                               | Unit | Price Per Unit (VAT excl.) |
|-------------------------------------------------------|------|----------------------------|
| ID Verification                                       | 1    |                            |
| SA Citizenship                                        | 1    |                            |
| Non – SA Citizen confirms perm residency              | 1    |                            |
| Credit verification                                   | 1    |                            |
| Experience Verification                               | 1    |                            |
| Criminal record                                       | 1    |                            |
| Driver's license                                      | 1    |                            |
| Professional membership                               | 1    |                            |
| Directorships                                         | 1    |                            |
| Reference checks                                      | 1    |                            |
| Qualification – Department of Education               | 1    |                            |
| Qualifications Tertiary (South African Institutions)  | 1    |                            |
| Qualifications (SAQA)                                 | 1    |                            |
| Social media check                                    | 1    |                            |
| Additional Qualification verification costs (Specify) | 1    |                            |

The Service Provider warrants that the pricing quoted above is free of any errors and omissions and that the service will be executed at the price quoted.

Bidder's Name: .....

Signature: .....

Date: .....

**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 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**

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<sup>1</sup> 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.

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.
- 3.5 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.
- 1.6 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.
- 1.7 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 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

---

<sup>2</sup> 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.

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

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**

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#### **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).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) 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:

- (a) Price; and
- (b) 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

- (a) **“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;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULA FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender 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:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (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.)***

| 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) |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Historically Disadvantaged individuals                      | 8                                                                                 |                                                                           |
| Women                                                       | 7                                                                                 |                                                                           |
| Disabled                                                    | 5                                                                                 |                                                                           |
|                                                             |                                                                                   |                                                                           |
|                                                             |                                                                                   |                                                                           |

#### 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
  - ☐ 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.

|                          |                                             |
|--------------------------|---------------------------------------------|
|                          | .....<br><b>SIGNATURE(S) OF TENDERER(S)</b> |
| <b>SURNAME AND NAME:</b> | .....                                       |
| <b>DATE:</b>             | .....                                       |
| <b>ADDRESS:</b>          | .....                                       |
|                          | .....                                       |
|                          | .....                                       |
|                          | .....                                       |

## **Annex G :    GENERAL   CONDITIONS   OF   CONTRACT   AND   STANDARD   BIDDING DOCUMENTS**

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1. Bidders are required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. All Bidders /suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.

Detailed information on the General Condition of Contract are found in the link below:

[http://ocpo.treasury.gov.za/Resource\\_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf](http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf)