

## **TERMS OF REFERENCE**



THE PRESIDENCY  
REPUBLIC OF SOUTH AFRICA

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**REF NUMBER: SCMF 10/07/02R**

### **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A VETTING SYSTEM for PERSONAL SUITABILITY AND BACKGROUND CHECKS IN THE PRESIDENCY FOR A PERIOD OF FIVE (5) YEARS**

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#### **1. PURPOSE**

The Presidency seek to appoint a service provider to provide a vetting system for personal suitability and background checks in The Presidency for a period of five years, companies and background check for vetting purposes.

#### **2. BACKGROUND**

- 2.1 Internal Security has been conducting Personal Suitability Checks (PSC) as per the directive (MIN/M1/1/5/2) issued by the State Security Agency (SSA) in terms of Government and State-Owned Entities to conduct in-house Personal Suitability Checks (PSC) since December 2021.
- 2.2 In order to conduct the personality suitability checks The Presidency needs a system for screening of new employees, service providers, and background checks when conducting vetting. It is also doing fingerprint verification, using its own fingerprint scanners.
- 2.3 The contract for the previous service provider will end in March 2026

#### **3. SCOPE OF WORK**

The Presidency needs a system for screening of new employees, service providers, and background checks when conducting vetting. It is also doing fingerprint verification, using its own fingerprint scanners.

### **3.1. SAQA verification**

The system of the service provider to be able to verify qualification from South African Qualification Authority on all qualifications (Global qualifications) pre and post 1992 matric qualification.

### **3.2. Accurate company registration from CIPC and Business interest reports**

The system of the bidder must be able to get all business interests that personnel may have included but not limited to corporate directorship, shareholding, trusteeship, trade lists.

The registrations of the company with registration number, Database confirming VAT numbers, addresses, score, judgements against business/company,

### **3.3. 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.

### **3.4. 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.

### **3.5. Identification and vehicle verification**

The system of the bidder must be able to verify how many vehicles personnel has, vehicle models and registrations.

### **3.6. 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.

### **3.7. Credit /Financial record check**

The bidder system must provide information on personnel/ companies' credit records, history of insolvency or sequestration where applicable.

### **3.8. SARS Verification**

The service bidder system must to be able to verify good standing status from SARS

### **3.9. Deeds Verification**

To be able to check and provide information on all properties registered in the names of individuals at the deeds office.

### **3.10. Social Media**

To be able to check and see all social media post of an individual.

## **4. SPECIAL CONDITIONS OF PROJECT/CONTRACT**

- The successful bidder will be required to sign a standard contract with The Presidency that will outline the terms and conditions of the contract.
- The Presidency reserves the right either to not to award the bid
- **The pricing schedule (Annexure A) must be fully completed and attached.**
- The service provider will commence with the services upon signing of the service level agreement by all parties involved.
- In the event of changes in the project, The Presidency undertakes to pay out in full within thirty days (30) after, all valid claims for services rendered to its satisfaction upon presentation of a substantiated claim/invoice, according to the payment schedule agreed upon in the contract.
- 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
- Will get educational verification from South African Qualification Authority (SAQA)
- Accurate company verification from CIPC together with SARS verification status of the company.
- Home affairs verification, criminal records from crime intelligence, Deeds office checks and Licencing verification when needed

## **5. SECURITY REQUIREMENTS**

The Presidency will subject the successful bidder including their staff assigned to the project to a security screening exercise. In the event that the outcome of the security screening exercise is negative, the successful bidder(s) will be disqualified.

## **6. DURATION OF CONTRACT**

The duration of the project is five (5) years and specific milestones must be reached within this period.

## **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/owner.

## **8. LEGISLATIONS APPLICABLE TO THE BID**

**Bids will be subject to the Supply Chain Management (SCM) conditions as follows:**

- 8.1. The Preferential Procurement Policy Framework Act, Act No. 05 of 2000
- 8.2. Preferential Procurement Regulations, 2022.
- 8.3. The Public Finance Management Act, Act 1 of 1999.
- 8.4. The Presidency Supply Chain Management Policy

## **9. EVALUATION PROCESS**

The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 and The Presidency SCM Policy where three-phase evaluation will be followed to evaluate the quotations received.

### **Phase 1: Mandatory Requirements and Disqualification Administration Requirements A) Mandatory Requirements**

- ✚ The bidder must be registered under South African Credit and Risk Reporting Association (SACRRA) (Supplier must provide membership number)
- ✚ Bidder must be Mandated/ registered by National Verification Requirement (NVR)/Credit Bureau (provide registration number)
- ✚ Fully completed and signed Pricing schedule (Annexure A)

**Only bidder who have met mandatory requirements will be considered for disqualification administration requirements.**

### **B) Disqualification Administration Requirements**

- ✚ Quotation validity period must be 90 days if Not possible indicate the period on the quotation. Quote that depends or affect by Rate of Exchange will be processed using the current Rate of Exchange on the award
- ✚ Quotes must be submitted as per the prescribed closing dates.
- ✚ Supplier must be registered on CSD (Central Supplier Database)
- ✚ Bid/quotations submitted after closing date will not be considered
- ✚ Supplier must submit fully completed pricing schedule (**Annexure A**)

**Only bidder who have met disqualification administration requirements will be considered for phase 2.**

## Phase 2: Presentation

| # | TECHNICAL EVALUATION CRITERIA                                                                                                                         | SUB-CRITERIA                                                                                                                                                                                                                | WEIGHT    |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1 | <b>SAQA verification:</b> The service provider meets the requirements stipulated under par. 3.1                                                       | <ul style="list-style-type: none"> <li>No system in place, or the system does not meet all the requirements=<b>0 points</b></li> <li>The system meets all the requirements=<b>15points</b></li> </ul>                       | <b>15</b> |
| 2 | <b>Accurate company registration from CIPC and Business interest reports</b><br>The service provider meets the requirements stipulated under par. 3.2 | <ul style="list-style-type: none"> <li>No system in place, or the system does not meet all the requirements =<b>0 points</b></li> <li>The system meets all the requirements=<b>15 points</b></li> </ul>                     | <b>15</b> |
| 3 | <b>Home affairs ID verification/ Citizenship/Permits:</b> The service provider meets the requirements stipulated under par. 3.3                       | <ul style="list-style-type: none"> <li>No system in place, or the system does not meet all the requirements=<b>0 points</b></li> <li>The system meets all the requirements=<b>15 points</b></li> </ul>                      | <b>15</b> |
| 4 | <b>Employment Reference check:</b> The service provider meets the requirements stipulated under par. 3.4                                              | <ul style="list-style-type: none"> <li>No system in place, or the system does not meet all the requirements =<b>0 points</b></li> <li>The system meets all the requirements=<b>10 pots</b></li> </ul>                       | <b>10</b> |
| 5 | <b>Identification and vehicle verification:</b> The service provider meets the requirements stipulated under par. 3.5                                 | <ul style="list-style-type: none"> <li>No system in place = <b>0 points</b> The</li> <li>system does not meet all the requirement=<b>3 points</b></li> <li>The system meets all the requirements=<b>5 points</b></li> </ul> | <b>5</b>  |

| #  | TECHNICAL EVALUATION CRITERIA                                                                                | SUB-CRITERIA                                                                                                                                                                                                                  | WEIGHT     |
|----|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 6  | <b>Criminal records:</b> The service provider meets the requirements stipulated under par. 3.6               | <ul style="list-style-type: none"> <li>No system in place, or the system does not meet all the requirements =<b>0 points</b></li> <li>The system meets all the requirements=<b>10 points</b></li> </ul>                       | <b>10</b>  |
| 7  | <b>Credit /Financial record check:</b> The service provider meets the requirements stipulated under par. 3.7 | <ul style="list-style-type: none"> <li>No system in place, or the system does not meet all the requirements =<b>0 points</b></li> <li>The system meets all the requirements=<b>15 points</b></li> </ul>                       | <b>15</b>  |
| 8  | <b>SARS Verification:</b> The service provider meets the requirements stipulated under par. 3.8              | <ul style="list-style-type: none"> <li>No system in place = <b>0 points</b></li> <li>The system does not meet all the requirements =<b>3 points</b></li> <li>The system meets all the requirements=<b>5 points</b></li> </ul> | <b>5</b>   |
| 9  | <b>Deeds Verification:</b> The service provider meets the requirements stipulated under par. 3.9             | <ul style="list-style-type: none"> <li>No system in place = <b>0 points</b></li> <li>The system does not meet all the requirements =<b>2 points</b></li> <li>The system meets all the requirements=<b>5 points</b></li> </ul> | <b>5</b>   |
| 10 | <b>Social Media:</b> The service provider meets the requirements stipulated under par. 3.10                  | <ul style="list-style-type: none"> <li>No system in place = <b>0 points</b></li> <li>The system does not meet all the requirements =<b>2 points</b></li> <li>The system meets all the requirements=<b>5 points</b></li> </ul> | <b>5</b>   |
|    | <b>TOTAL</b>                                                                                                 |                                                                                                                                                                                                                               | <b>100</b> |
|    | <b>MINIMUM THRESHOLD</b>                                                                                     |                                                                                                                                                                                                                               | <b>90</b>  |

Only bidders who scored 90 points out of 100 points will be considered for phase 3.

### PHASE 3 – PRICE AND SPECIFIC GOALS

The bid will be awarded to the bidder who scored the highest points in terms of Price and specific goals

| DESCRIPTION                              | POINTS |
|------------------------------------------|--------|
| PRICE                                    | 80     |
| SPECIFIC GOALS                           | 20     |
| TOTAL PONTs FOR PRICE AND SPECIFIC GOALS | 100    |

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.)*

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Means of verification |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------|
| Women ownership                                             |                                                                                   | 10                                                                                | CSD report            |
| Youth ownership                                             |                                                                                   | 7                                                                                 | CSD report            |
| People with Disabilities                                    |                                                                                   | 3                                                                                 | CSD report            |

**NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100**

## **10. Non-compulsory briefing session**

**Date: 04/08/2025**

**Time: 10:00-12:00**

**The briefing session will be conducted via Microsoft Teams.**

**[Join the meeting now](#)**

Meeting ID: 333 413 451 381 0

Passcode: tf9zq22J

## **11. ENQUIRIES**

### **Bid Enquiries:**

Mary-Jane Letwaba

[Quotesenquiries@presidency.gov.za](mailto:Quotesenquiries@presidency.gov.za)

### **Technical Enquiries:**

Ms Amanda Buwa

[AmandaN@presidency.gov.za](mailto:AmandaN@presidency.gov.za)



**THE PRESIDENCY  
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**“ANNEXURE A”**

**Pricing schedule**

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| <b>No.</b> | <b>Service Description</b>                                                                                                    | <b>QTY</b> | <b>Unit price<br/>Year1(excls<br/>of VAT )</b> | <b>Unit price<br/>Year2(excl<br/>VAT )</b> | <b>Unit price<br/>Year3(excl<br/>VAT )</b> | <b>Unit price<br/>Year4(exc<br/>VAT )</b> | <b>Unit price<br/>Year 5(excl<br/>VAT )</b> | <b>Total Price year<br/>1-5)excl VAT</b> |
|------------|-------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------|--------------------------------------------|--------------------------------------------|-------------------------------------------|---------------------------------------------|------------------------------------------|
| <b>1</b>   | <b>SAQA verification</b> <ul style="list-style-type: none"><li>• Global (foreign)</li><li>• South African</li></ul>           | <b>1</b>   |                                                |                                            |                                            |                                           |                                             |                                          |
| <b>2</b>   | <b>Accurate company<br/>registration from CIPC<br/>and Business interest<br/>reports</b>                                      | <b>1</b>   |                                                |                                            |                                            |                                           |                                             |                                          |
| <b>3</b>   | <b>Home affairs ID<br/>verification/<br/>Citizenship/Permits</b> <ul style="list-style-type: none"><li>• With Photo</li></ul> | <b>1</b>   |                                                |                                            |                                            |                                           |                                             |                                          |

|             |                                         |   |  |  |  |  |  |  |
|-------------|-----------------------------------------|---|--|--|--|--|--|--|
|             | • NO photo                              |   |  |  |  |  |  |  |
| 4           | Identification and vehicle verification | 1 |  |  |  |  |  |  |
| 5           | <i>Employment Reference check:</i>      | 1 |  |  |  |  |  |  |
| 6           | Criminal records                        | 1 |  |  |  |  |  |  |
| 7           | SARS Verification                       | 1 |  |  |  |  |  |  |
| 8           | Credit /Financial record check          | 1 |  |  |  |  |  |  |
| 9           | Deeds Verification                      | 1 |  |  |  |  |  |  |
| 10          | Social Media                            | 1 |  |  |  |  |  |  |
| Sub Total   |                                         |   |  |  |  |  |  |  |
| Vat @15%    |                                         |   |  |  |  |  |  |  |
| Grand Total |                                         |   |  |  |  |  |  |  |

**All prices must be VAT inclusive**

Company's name

.....

SIGNATURE OF BIDDER

: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE : .....