



KWAZULU-NATAL PROVINCE

TREASURY
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: HUMAN RESOURCES

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Reference Number: S/12/1/3

SPECIFICATION: VETTING SERVICES FOR A PERIOD OF 24 MONTHS

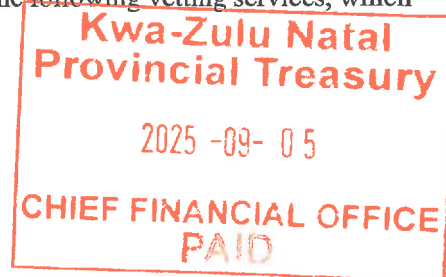
1. PURPOSE

KZN Provincial Treasury is looking for an accredited service provider to render vetting services for period of 24 months, which include pre-employment screening for candidates and employees as well as vetting of departmental service providers.

2. SCOPE OF WORK

The appointed service provider will be expected to perform the following vetting services, which include but are not limited to:

- Criminal background checks ✓
- ID validation and Citizenship ✓
- Financial background check ✓
- Fraud listing checks ✓
- Verification of foreign qualifications and experience ✓
- Verification of qualifications within South Africa ✓
- ✓ Training (as and when needed by the department e.g. for new employees joining the recruitment team)



3. MANDATORY REQUIREMENTS

All interested service providers must be able to provide the following mandatory requirement and proof to demonstrate experience in the field: -

No.	Mandatory Requirement	Yes/No	Proof to be provided
1.	Training		A detailed proposal on how training will be provided to new employees in the recruitment team, including the training plan, frequency, and content
2.	Biometric Fingerprint scanners		Confirmation and commitment to supply three (3) biometric fingerprint scanners to be used in-house by Practitioners to conduct fingerprint scanning.

No.	Mandatory Requirement	Yes/No	Proof to be provided
3.	Online Service Capability		A description of the online platform, demonstrating the ability to deliver authentic reports within 24 to 72 hours; include system overview or demo.
4.	Telephonic Support		Confirmation of 24-hour telephonic support for troubleshooting, with response time not exceeding 24 hours
5.	Public Service Reference Letter		Provide a reference letter or letters from a Public Sector institution confirming vetting services rendered for at least 10 years

A service provider must comply will all the mandatory requirements outlined in the bid document. Failure to comply with the Mandatory Requirements shall result in the offer being considered non-responsive and shall be rejected.

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