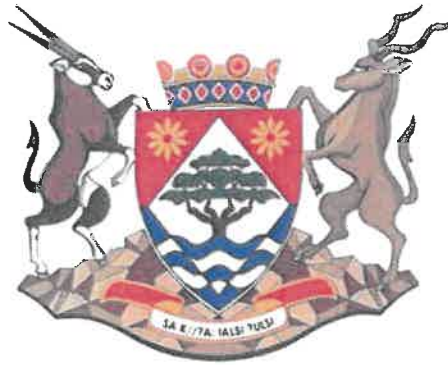




OFFICE OF THE PREMIER

REQUEST FOR QUOTATION: VETTING SERVICES

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1. PURPOSE

The purpose of this request for quotation (RFQ) is to appoint a service provider to provide vetting and screening services to the Office of the Premier for a period of 3 years **(36 months)**.

2. SPECIFICATION

To perform pre-employment screening and vetting on the following types of verifications:

- ID verification
- ID verification and fraud listing
- Matric or secondary school
- Tertiary academic qualifications
- Credit Bureau report
- Criminal Record bureau search
- Employment History
- Professional Association Membership
- Driver's License
- Fit & proper screening
- Rapid personality questionnaire
- Business background search
- Bank verification

3. CONTRACT PERIOD

The successful bidder will be responsible for the provision of vetting services to the Office of the Premier for a period of thirty- six (36) months.

4. COST BREAK DOWN

Grand total pricing should be VAT inclusive. VAT may only be charged by service providers registered for VAT by means of a unique registration number issued by South African Revenue Services (SARS). The VAT registration number must be indicated on the original invoice submitted for payment.

5. EVALUATION CRITERIA

In terms of regulation 4 of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be evaluated on the 80/20-preference point system.

Stage1: Compliance with minimum requirements. The minimum requirements to participate in this request are:

- Bidder's CSD must reflect tax compliant status at closing date. In the event where the bidder submits a hard copy of the Tax Clearance Certificate, the CSD **verification outcome will take precedence.**
- Bidders Declaration (Please find attached)
- Critical Information (Please find Attached)
- Preference Point Claim Form – SBD 6.1



Stage 2: Price and Specific Goals point scoring

Bidders will be evaluated in Gate 2 for price and Specific goals. Price and Specific goals will be evaluated as follows:

In terms of regulation 4 of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be evaluated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- Specific goals (maximum 20 points)

Price Evaluation (80 Points)

Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

The following formula will be used to calculate the points for price:

Where

- P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 $P_{\min}$ = Comparative price of lowest acceptable bid

Specific goals Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their Specific goals in accordance with the table below:

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)
Race	100% Black owned company	8
	76% - 99% Black owned company	6
	50% - 75% Black owned company	4
	Less than 50% Black owned company	0

Gender	100% Female owned company	5
	76% - 99% Female owned company	3
	50% - 75% Female owned company	2
	Less than 50% Female owned company	0
Youth	100% Youth owned company	4
	76% - 99% Youth owned company	3
	50% - 75% Youth owned company	2
	Less than 50% Youth owned company	0
Persons living with disability	100% Disability owned company	3
	76% - 99% Disability owned company	2
	50% - 75% Disability owned company	1
	Less than 50% Disability owned company	0

6. CLOSING DATE:

Completed quotation proposals must be submitted in a sealed envelope or e-mailed to:

MeyersA@ncpg.gov.za or pmeruti@ncpg.gov.za

Closing details are as follows:

Date: Thursday, 29 February 2024
Time: 11h00
Venue: Office of the Premier
DSC Building
69 Memorial Road
Monument Heights
KIMBERLEY
8301

For any enquiries, please contact the following officials: **Ms. A Meyers** at 066 301 4434/ MeyersA@ncpg.gov.za or **Ms. P Meruti** at pmeruti@ncpg.gov.za / 071 683 4033



AN KRUGER
CHIEF FINANCIAL OFFICER

