

Bid No: SCM 37/2025/26

Supply Chain enquiries: 016 973 8740/44

Date: 09th of March 2026

Request for formal Written Quotation

Kindly furnish Metsimaholo Local Municipality with a written quotation for the services as detailed on the below schedule.

BID DESCRIPTION: APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICES PROVIDER TO RENDER EMPLOYEE REFERENCE AND PERSONAL CREDENTIAL VERIFICATION SERVICES TO THE MUNICIPALITY ON AN AS-AND- WHEN REQUIRED BASIS

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from Supply Chain Management Unit, Finance Building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your company and must be delivered not later than the **16th of March 2025 before 11H00AM** in the tender box located at Metsimaholo Local Municipality, First Floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Service provider** must submit **municipal rates and taxes statement on the company name that** is not older than three months and not in arrears for more than 90 days or **Lease agreement** where the company is the lessee.
- The bidder must attach at least **02 signed reference letters and 01 reference letter; MUST** be from government institutions for previous work on a client's letterhead in rendering employee references and personal credential verification services.

Please take note that the quotation must be valid for 60 days.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or a valid copy of lease agreement signed by both parties, where the bidder is the lessee, or SARS tax pin document or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.

General Conditions are available on the Municipal website for your information. Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloung
Municipal Manager

SPECIFICATIONS

Appointment of a suitably qualified and experienced service provider to render employee reference and personal and personal credential verification services to the municipality on an as-and-when required basis

TERMS OF REFERENCE IN TERMS OF COMPLIANCE

The appointed service provider will be responsible for conducting the following background checks, depending on the nature and level of the position:

- Education and Qualification Verification: Confirmation of academic qualifications, professional certifications, training credentials.
 - Employment Verification: Confirmation or previous employment history, job titles, duration and reasons for leaving.
 - Identity Verification: Confirmation of ID documents, addresses, and right to work.
 - Criminal Record Check: Verification of any criminal history with relevant authorities.
 - Credit History Check: where applicable, particularly for finance or procurement related roles.
 - Professional License Check: Validation of licenses for regulated professions
 - Company: Company Check
 - Deeds Search: Deeds Search TransUnion
 - Fraud Listing: Fraud Check
 - Psychometric Assessment: PPA- Personality Profile Assessment (all levels)
 - Retail: Retail Employment History
 - Sanctions: Financial Intelligence Centre Check
 - Vehicle Owners: Driver Accident History
 - Other: Firearm Competency and PSIRA Registration
 - Comply with all legal and regulatory obligations related to employment screening and data protection.
 - Deliver clear, accurate, and timely reports to inform HR decision-making.
 - Be experienced in conducting background screening services.
 - Ensure all background checks are conducted lawfully, ethically, and in accordance with the Protection of Personal Information Act (POPIA) and other relevant laws.
 - Ensure confidentiality and data security throughout the process.
 - Provide screening results within a reasonable turnaround time, typically within **5 to 10 working days**.
 - Submit clear and detailed reports, including any discrepancies, concerns, or red flags.
 - Maintain records and documentation for audit purposes.
 - o Be responsive to queries and updates.
 - experience in background screening for government or large organisations.
 - Capacity to provide services across multiple departments or regions if needed.
 - Compliance with applicable laws and registration as legal entity.
 - Professional indemnity and data protection policies.
- The bidder must attach at least **02 signed reference letters and 01 reference letter; MUST** be from government institutions for previous work on a client's letterhead in rendering employee references and personal credential verification services.