



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**MOTHEO TVET COLLEGE (MTC) IN COLLABORATION WITH THE PURCHASING  
CONSORTIUM SOUTHERN AFRICA (PURCO SA)  
REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE PROVISION OF  
EMPLOYEE VETTING SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**CLOSED TENDER**

**TENDER NO: PU 8011/006**

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

The closing time and date for receipt for online tender **PU 8011/006** is at 23h59 on Friday, 13 October 2023.

<b>Tender number</b>	<b>PU 8011/006</b>
<b>Date issued</b>	<b>06 October 2023</b>
<b>Online Tender closing date</b>	<b>13 October 2023</b> <b>Time 23h59</b> <b>Submission on the website: <a href="http://www.purcosa.co.za">www.purcosa.co.za</a></b>
<b>Compulsory Information Session</b>	<b>No briefing session all enquiries to be sent via email to <a href="mailto:sipho.ndlovu@purcosa.co.za">sipho.ndlovu@purcosa.co.za</a></b>

## DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format:

- ***Completed documents with all attachments must be signed and submitted on the PURCO SA Website***

<b><i>Appendix Number</i></b>	<b><i>Description of Appendix</i></b>	<b><i>Requirement</i></b>
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix A1	Proof of Payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company
Appendix B	Completed technical specifications and pricing	A signed copy of the print out of each page of the electronic document
Appendix C	Proof of Bank Account	Signed letter from bank
Appendix D	Company registration documents	Company registration documents
Appendix E	Tax Pin	An original valid Tax Pin
Appendix F	B-BBEE certification / Affidavit	A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA / Affidavit
Appendix G	Audited Annual Financial Statements or Annual Financial Statements	Provide fully signed Audited Annual Financial statements / Annual financial Statement
Appendix H	Declaration of Interest	Please sign point 9 of this tender document
Appendix I	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.

### 1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below. Step 1:  
References table

The references must be current clients that have done business with your company for a minimum of three (3) years and more for contracts of a similar size or more with a proven record of accomplishment.

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS ALLOCATED</b>
<b>Provide at least three (3) written and contactable references of experience of implementation of contracts of similar size, nature and Value in the past three (3) years</b>  3 References verified = 30 points 2 References verified = 20 points 1 Reference verified = 10 points None Provided = 0 points	<b>30</b>
<b>Telephonic reference verification</b>	<b>15</b>
<b>Company's experience (Submit company profile)</b>  More than 10 years of experience = 20 points Experience between 5 and 9 years = 10 points Experience below 5 years = 2.5 points No proof provided = 0 points	<b>20</b>
<b>Offices in Bloemfontein advantageous Submit proof of address (eg utility bill)</b>  Proof Provided = 15 points No proof provided = 0 points	<b>15</b>
<b>Proposal on how the successful service provider will execute the contract</b>  Proof Provided = 20 points No proof provided = 0 points	<b>20</b>
<b>Total points</b>	<b>100</b>