



SPECIFICATION LIST: P05/25 Ver

PROJECT: Provide employee and student verification services to the College on as-and-when basis

VENUE: Flavius Mareka TVET College

Service provider name and/or stamp

Vendor number:

Effective date: To be communicated

- ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID
- IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE SPECIFICATION LIST MUST BE SUBMITTED FOR EACH DELIVERY POINT
- If the offer does not comply with the specifications, clearly indicate deviations

| DELIVERABLES | |
|--------------|--|
| | The proposed scope of Employment Verification services should cover inter alia, the following: |
| | Verify all qualifications, which can include: |
| 1 | (i) Pre and Post 1992 Matric and Senior Certificate qualifications (ii) Tertiary qualifications including short courses, certificates, diplomas, degrees, honours, Doctorates and PhD's |
| 2 | Perform criminal record checks to determine the criminal background status of a person |
| 3 | Conduct objective competency based employment references and pre-employment background checks |
| 4 | Perform identity checks to verify that a specified South African ID and/or passport number is valid |
| 5 | Perform financial record checks when required for specific posts |
| 6 | Perform social media screening to provide insights into the public and online personality of candidates, including past and current behaviour |
| | |
| 7 | SERVICES |
| | Rate |
| 7.1 | Fee per Qualification verification: Matric (Pre and Post 1992) |
| | Additional fee charged by institutions listed below |
| | Umalusi |
| | DOE Pre 1992 |
| | ETDP-SETA |
| | Other - specify |
| | Other - specify |
| | Other - specify |

| | | | | |
|------|--|---|---|---|
| 7.2 | Fee per Tertiary qualification (obtained in RSA) | | | |
| | Additional fee charged by institutions listed below | | | |
| | DHET | | | |
| | WITS | | | |
| | US | | | |
| | Other - specify | | | |
| | Other - specify | | | |
| | Other - specify | | | |
| 7.3 | Criminal record checks by AFISwitch | | | |
| 7.4 | Additional charge for fingerprints, if not provided | | | |
| 7.5 | Background screening per candidate (indicate quantity by circling) | | | |
| | Please indicate quantity of checks (how many) | 1 | 2 | 3 |
| 7.6 | Background screening per reference (indicate quantity by circling) | | | |
| | Please indicate quantity of checks (how many) | 1 | 2 | 3 |
| 7.7 | Fee per Vetting: RSA ID verification | | | |
| 7.8 | Fee per Vetting: Transunion Credit Check verification | | | |
| 7.9 | Fee per Vetting: Social Media Screening | | | |
| 7.10 | Other - please specify | | | |
| 7.11 | Other - please specify | | | |
| 7.12 | Other - please specify | | | |
| 7.13 | Other - please specify | | | |
| 7.14 | Other - please specify | | | |
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* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skill development levies

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|----|---|------|-----|--------|
| 8 | Travel expenses (specify, for example rate/km and total km, class of air travel, etc.) Only actual costs are recoverable. | | | |
| | Description of expense to be incurred | Rate | Qty | Amount |
| | | | | R |
| | | | | R |
| | | | | R |
| | | | | R |
| | | | | R |
| | Total | | | R |
| 9 | Other expenses, for example accommodation (specify, e.g.. Three star hotel, bed and breakfast, telephone cost, reproduction cost, typing costs, postage, etc.) On basis of these particulars, certified invoices will be checked for correctness. | | | |
| | Description of expense to be incurred | Rate | Qty | Amount |
| | | | | R |
| | | | | R |
| | | | | R |
| | | | | R |
| | | | | R |
| | Total | | | R |
| 10 | Period required before commencement of any project referred | | | |
| 11 | EXCLUSIONS | | | |
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* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skill development levies

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|----|--------------|--|--|--|
| 12 | ASSUMPTIONS: | | | |
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TAKE NOTE:

- The College does have a fingerprint scanner

MSO300 BIOMETRIC SCANNER

If you do offer other/different services, please indicate in a sperate document, but it is compulsory to compete this document as is.