



Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion.

Private Bag X10, Highveld Park 0169

Telephone number: (012) 568 3000/1

APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CONDUCT BACKGROUND SCREENING FOR ICASA EMPLOYEES AND PROSPECTIVE EMPLOYEES FOR A PERIOD OF FIVE (5) YEARS ON AN 80/20 PPPFA 2000: PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. Purpose of Bid

The purpose of this Bid is the Appointment of a Suitable Service Provider to Conduct Background Screening for ICASA Employees and Prospective Employees for a period of Five (5) Years on an 80/20 PPPFA 2000: Preferential Procurement Regulations, 2022.

2. Scope of Work

The scope of work includes the administering of the below-listed screening services on candidate ICASA employees and prospective employees across South Africa:

- **Qualification verification** – Verify the accuracy of the institution of higher and/or secondary learning and qualifications on the candidate’s Curriculum Vitae. This should be done for all qualifications obtained within and outside South Africa.
- **Criminal/ Illicit Record check** – Verify whether the candidate has been convicted of a crime, is on parole, has outstanding warrants of arrest, or is on the National Register for Sex Offenders.

- **Identity Verification** – Confirm whether the candidate has provided an accurate name, surname, and identity number and is a South African citizen or has legal right to work in South Africa.
- **Professional Membership** – Verify candidate registration accreditation and/or affiliation with a registered professional body on an “as and when required” basis.
- **Driver’s License and Driver Permit** – Verify whether the candidate has a valid Driver’s License and/or Driver Permit, particularly where it’s an inherent job requirement of the position to have a valid Driver’s License and/or Driver’s Permit on an “as and when required” basis.
- **Employment History/References** – Verify the candidate’s employment history and conduct candidate/employee reference checks on an “as and when required” basis.
- **Social Media Screening** – Assess the candidate’s social media presence and behavior.
- **Fraud Check** – Verify whether the candidate has ever been involved in fraudulent activities; and
- **Credit Check** – Verify whether the candidate is financially responsible. This is important for candidates who will be managing budget or will have access to ICASA funds. The request for credit checks will be on an “as and when required” basis. Any other background screening check where required.

3. Functionality Evaluation

Bidders will be evaluated for the submission of the required documents, functionality, price, and specific goals. Only bidders who meet the cut-off score of **70** points out of 100 points will be considered further for price and specific goals evaluation. All bid proposals submitted will be evaluated in accordance with the 80/20 procurement principle.

The functional evaluation will be conducted in the following procedure:

No	Category	Weight
A.	Functionality: Pre-qualification criteria	
1.	<p>Approach/Methodology, timelines, and process map for providing background screening services as indicated within the scope of work.</p> <p>Please provide a detailed approach/methodology, the timelines for the various background screening checks as well as a process map detailing the process taken to deliver background screening services.</p> <ul style="list-style-type: none"> • Did not provide a detailed approach/methodology, timelines schedules of the various background screening checks nor a detailed process map = 1 • Provided a detailed approach/methodology, timelines schedules of the various background screening checks, and a detailed process map = 5 	40
2.	<p>Experience of Company</p> <p>The total years of experience the company has in conducting background screening services (Please attach a SAPS Affidavit declaring the company's years of experience in conducting background screening services).</p> <ul style="list-style-type: none"> • Zero to one year experience = 1 • Two to three years experience = 2 • Four to five years experience = 3 • Six to seven years experience = 4 • Eight and above years of experience = 5 	20

3.	<p>Capacity to provide the background screening services in all Nine (9) provinces of South Africa (Please attach a SAPS Affidavit declaring company's capacity to provide the background screening services in all nine (9) provinces of South Africa).</p> <ul style="list-style-type: none"> • Do not have the capacity to provide the background screening services in all nine (9) provinces of South Africa = 1 • Have the capacity to provide the background screening services in all nine (9) provinces of South Africa = 5 	20
4.	<p>Contactable Reference letters confirming experience in conducting background screening for candidates. This shall include the following information:</p> <p>(a) Client name; (b) Contact name and contact number; (c) Position of signatory within company; and (d) Detailed description of services delivered.</p> <p>Reference Letters must be submitted on a letterhead of the client and not be older than five (5) years.</p> <p>No references provided = 1 One (1) reference provided = 2 Two (2) references provided = 3 Three (3) references provided = 4 Four (4) references provided = 5</p>	20
	TOTAL FOR FUNCTIONAL PRE-QUALIFICATION CRITERIA.	100