



REQUEST FOR QUOTATIONS

RE-ADVERTISEMENT

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE VETTING AND PSYCHOMETRIC ASSESSMENT

RFQ/JHB/2023/033

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public sector development agency that *inter alia* has the mandate to identify, acquire, prepare and develop suitable land for human settlements. The HDA also undertakes the programme and project management for development of housing and human settlements. The HDA carries out its functions in partnership with a range of stakeholders including: national, provincial and local government and municipalities, as well as with communities, developers and financiers. Established in 2009, the HDA was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

Follow us on Twitter @The_HDA and on Facebook: TheHDA.

2. BACKGROUND

The HDA seeks to appointment a service provider for a 12-month period to provide employee background screening, verifications checks, and criminal checks, as part of the HDA recruitment procedures.

3. SCOPE OF WORK

3.1 The HDA requires a service provider who will conduct employee background screening, verifications checks, and criminal checks by capturing digital fingerprints and checking their prints against the (Automated Electronic Criminal Record Checks) AFISwitch database and psychometric assessments requirements.

3.2 The vetting services must be designed to ensure that the services listed but not limited to below are offered.

3.2.1 Background screening, verification and criminal checks

- a) Criminal record check
- b) Fraud checks
- c) Identity Verification
- d) Identity and Driver's License verification
- e) Employment History
 - i. Reference Checks – per reference of up to 2 previous employers
- f) Directorship search and social medial screening
- g) Financial History
- h) Qualification Checks.
 - i. Academic National Qualification Verification (South Africa)
 - ii. Foreign Qualification Verification
 - iii. Membership Verification
 - iv. Institution Accreditation

3.3 The service provider is required to submit all check conducted within 5 working days to the HDA.

3.4. Psychometric assessments

- a) Provide a list of suitable psychometrics assessments and/or tools that will cater for a comprehensive psychometrics or competency assessment solution.
- b) Provide feedback to job incumbent/ candidate on assessment outcomes.
- c) Provide the HDA with a comprehensive psychometric/ competency assessment and analysis report of the assessment outcomes.

3.5 The service provider should have offices across all provinces in South Africa as the HDA operates in Johannesburg, Port Elizabeth, East London, Cape Town, Kimberley, Bloemfontein, Durban, Limpopo, Mahikeng and possibly expand to other provinces.

4. EVALUATION CRITERIA

In order to facilitate a transparent selection process that allows equal opportunity to all Service Providers, the HDA has a policy for the appointment of Service Providers that will adhere to the criteria set out above. Quotes will be evaluated in terms of the prevailing SCM Policy applicable to the HDA.

A three-phase approach will be used for the evaluation of proposals received as follows:

Stage one- Adherence to Compliance checklist requirements.

1. The company must provide evidence of access to:
 - i. Credit bureau
 - ii. Southern African Fraud Prevention Service (SAFPS)
 - iii. Education and Qualification verification systems (e.g. NQR **or** SAQA vericheck etc.)
2. The service provider should have access to provide services across all nine provinces in South Africa as the HDA operates in Johannesburg, Port Elizabeth, East London, Cape Town, Kimberley, Bloemfontein, Durban, Limpopo, Mahikeng and possibly expand to other provinces. The service provider must demonstrate that they access of delivering the required services nationally and provide proof of access in operating in all nine provinces across South Africa (e.g. valid lease agreement, utility accounts, valid agreements with a 3rd party etc).

Stage two- Evaluation: Proposals will be evaluated on their technical ability to perform the task as per the technical response/proposal.

Any proposals below 70% of the points in the table below will be disqualified for the second evaluation.

TECHNICAL EVALUATION CRITERIA		
CRITERIA	SUB-CRITERIA	POINTS
The Company's Profile	<ul style="list-style-type: none"> ▪ Provide a detailed company's profile related to the requirements (scope of work), including the company structures and systems indicating capabilities to meet the required services (10 points) ▪ Portfolio of Evidence <ul style="list-style-type: none"> ▪ Provide at least 3 examples of verification reports and 3 examples of psychometric/ competency assessment reports (please remove any personal information) = 20 point. ▪ Provide at least 1-2 examples of verification reports and 1-2 examples of psychometric/ competency assessment reports (please remove any personal information) = 10 points. ▪ No examples of verification reports and no 	30

	examples of psychometric/ competency assessment reports (please remove any personal information) = 0 points .	
Capacity and Capability	<ul style="list-style-type: none"> ▪ Demonstrate financial capability to execute the required services. The service provider is expected to submit the latest audited financial statements (last two (2) years) (10) 	10
Organisational Experience	<ul style="list-style-type: none"> ▪ Demonstrate experience of similar projects by submitting relevant written, signed and contactable references within the last 2 years (minimum 3 references) (15) <ul style="list-style-type: none"> ○ <i>More than 3 written references - (15 points)</i> ○ <i>3 reference letters - (10 points)</i> ○ <i>2 – 1 reference letter (s) - (5 points)</i> ▪ Provide appointment letters within the last 2 years from previous companies worked with relating to this scope of work including range of recruitment services provided (25) <ul style="list-style-type: none"> ○ <i>3 or more - (25 points)</i> ○ <i>2 letters - (15 points)</i> ○ <i>1 letter - (5 points)</i> ○ <i>0 letter - (0 points)</i> ▪ Provide at least 5 CV's of team composition confirming the relevant experience, knowledge and qualifications (10) <ul style="list-style-type: none"> ○ <i>CV's to include 5 – 10 years relevant and proven experience (5 points)</i> ○ <i>CV's to include 10 years and more relevant and proven experience (10 points)</i> 	50
Methodology and approach	<ul style="list-style-type: none"> ▪ Provide detailed approach, methodology and process to conduct checks and assessments. Project plan per assignment to be included aligned to the project deliverables and outputs (20 points) 	10
Total Points		100

Phase three evaluation: Price and specific goals

Evaluation criteria	Weighting
Specific Goals	20
Price	80
TOTAL	100

5. COST ESTIMATE

Provide cost estimates for the following services:

Product/ Services Per Candidate/ Per Check on as and when required basis	Price incl. VAT
Qualification Checks (mandatory)	
Membership Verification(mandatory)	
National Qualification Register (mandatory)	
Academic Transcripts	
Institution Accreditation (mandatory)	
Criminal record check (mandatory)	
Identity Verification (mandatory)	
Adverse Financial History (mandatory)	
Driver's License (mandatory)	
Employment History (mandatory)	
Fraud check (mandatory)	
Directorship search and social medial screening (optional)	
Psychometric Assessment examples: <ul style="list-style-type: none"> • Cognitive abilities and skills • Behaviour and personality attributes • Leadership styles and tendencies • Competency-based assessment 	

5.2 All prices must be VAT inclusive and remain unchanged for the duration of the contract.

5.3. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.