SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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SCM TERMS OF REFERENCE

RFQ SAHRA 30/2025 - APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR RECRUITMENT VERIFICATION

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1. PURPOSE

The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified service provider to provide the Human Resource Verification Service. This service aims to ensure the integrity, competence, and reliability of candidates through comprehensive verification of their identity, qualifications, memberships, references, and criminal background, among other pertinent checks.

2. BACKGROUND

- **The primary objectives of the verification service are to:**
  - Validate the identity of candidates to prevent any fraudulent activities.
  - Confirm the authenticity of qualifications and certifications
  - Verify membership in applicable professional organizations.
  - Conduct thorough reference checks to evaluate past performance and professional behaviour.
  - Perform criminal background checks to ascertain candidates' suitability for employment in sensitive roles.
  - Conduct credit checks (if applicable) to assess financial responsibility, especially for finance-related positions.

Include any additional checks deemed necessary by the organization.

3. SCOPE AND SERVICES REQUIRED

3.1. The recruitment verification service will encompass the following areas:

a) ID Verification: Confirming the identity of candidates through government-issued identification documents.

b) Qualification Checks: Verifying the educational qualifications, certifications, and professional designations.

c) Membership Checks: Validating the status of any relevant professional memberships or affiliations that enhance a candidate's profile.

d) Reference Checks: Conducting interviews with previous employers or designated referees to gain insights into candidates' work ethics, performance, and reliability.

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e) Criminal Checks: Conducting background verifications to identify any criminal records that may pose a risk to the organization.

f) Credit Checks: Performing credit checks for positions that have financial responsibilities to evaluate the candidate's financial management skills.

g) Employment History Verification: Confirming candidates' previous work

4. RESPONSIBILITY

The HR department shall be responsible for:

- Initiating the verification process for candidates selected.
- Ensuring that all verification checks are compliant with South African laws, regulations, and SAHRA's policies.
- Safeguarding the confidentiality and security of all candidate information throughout the verification process.

5. METHODOLOGY

- Partner with reputable third-party services or agencies specializing in employment background checks and verification processes.
- Create standard checklists for each type of verification to maintain consistency.
- Conduct all verification processes in a transparent, ethical, and professional manner.

6. COMPLIANCE

Emphasize adherence to relevant local and international regulations related to data protection, employment rights, and ethical hiring practices. All verification activities will align with SAHRA policies and applicable legal requirements.

7. REVIEW AND REPORTING

Regularly review the effectiveness, efficiency, and relevance of the verification process, adjusting procedures as necessary.

Provide summarized reports of verification outcomes to the HR department while ensuring the confidentiality of candidate information.

8. PERIOD

The verification Service provider is required for a period of 2 Years (24 months)

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9. CONCLUSION

Implementing a robust verification service is imperative for maintaining high recruitment standards and ensuring that candidates for positions possess the necessary qualifications, integrity, and skills. This TOR will guide HR and associated personnel throughout the recruitment and selection process.

10. TERMS AND CONDITIONS

a) All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. SAHRA will not be liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.

b) SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other people associated with its proposal.

c) SAHRA may require responsive bidders to present and discuss their proposals in person.

d) SAHRA reserves the right not to make any appointment with the proposals submitted.

e) Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.

f) Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.

g) SAHRA reserves the right not to consider any further bid where such a conflict of interest exists or where such potential conflict of interest may arise.

h) Any and all project proposals shall become the property of SAHRA and shall not be returned.

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i) The bid offers and proposals should be valid and open for acceptance by SAHRA for a **period of 120 days** from the date of submission.

j) Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.

k) SAHRA reserves the right not to award the bid to the bidder that scores the highest points.

l) Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

m) In addition to adherence to the specific terms and conditions of proposals provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.

n) All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.

o) The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.

p) The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc., including at least three references for companies, to whom the service provider has supplied the same service.

q) After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.

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11. RETURNABLE DOCUMENTS

a) SBD 1 Invitation Bid
b) Tax Compliance Status Pin
c) SBD 3.1 Pricing Schedule
d) SBD 4 Declaration of Interests form
e) SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document.
f) SBD 7 Contract form
g) General Conditions of Contract

NB: Failure to submit original completed returnable forms as mentioned above will automatically disqualify your quotation. Please ensure that you submit an original valid tax clearance certificate.

12. EVALUATION CRITERIA

12.1. All proposal offers received shall be evaluated based on the following phase out approach:

- **Phase one**: Compliance to the terms of reference and conditions of the tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.

- **Phase two:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows;

Preference Point System	Points
Price	**80**
Special Goals	**20**
Black owned company	8
Women	4
Youth	5
Disability	3
TOTAL	**100**

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12.2 Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score a maximum of 80 points.

13. SUBMISSION OF QUOTATIONS

Project proposals must be submitted via e-mail to tenderinfo@sahra.org.za for the attention Supply Chain Management - **Quote No: RFQ SAHRA 30/2025**

It remains the onus of the service provider to ensure that their quote reaches the SAHRA mailbox no later than the closing date and time.

The closing date is 14 October 2025 at 11:00 am. No late quotes will be accepted.

14. ENQUIRIES

For Supply Chain related enquiries, please contact:

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For technical information, please contact:

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