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## ADDENDUM

### **APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT VERIFICATION OF PROSPECTIVE EMPLOYEE'S CREDENTIALS SUPPLY, DELIVERY AND MAINTENANCE OF FINGERPRINT SCANNING MACHINE, SOFTWARE AND LICENCE A PERIOD OF 3 (THREE) YEARS: SCMU7-22/23-Q004:**

#### **PURPOSE**

The purpose is to seek approval from the Head of Department to include information on the Terms of Reference (TOR) to solicit proposals from potential and competent bidder(s) to conduct verification of prospective employees credentials, supply, deliver, training and maintenance of equipment, software and licence to enable the Department to conduct Personnel Suitability Check of its personnel prior their appointment.

#### **BACKGROUND**

The project was advertised on the departmental website dated 02 December 2022. As per the advert, the closing date was the 15 December 2022.

A non-compulsory hybrid briefing session was held on the 08 December 2022, where the service provider brought into attention the issue of the machine which was specified as a requirement in the Terms of Reference (TOR). Subsequent to the deliberations in the session a resolution was made that an addendum be made in relation to the Scope of Work and re structure the statement to accommodate other machines which have the same features and capacity:

#### 12.1.1

<b>DATABASE SEARCH NAME</b>	<b>SEARCH DESCRIPTION</b>
<b>Equivalent to MSO300 Scanner Purchase, ,</b> Including the following: <ul style="list-style-type: none"> <li>• Fingerprint Reader</li> <li>• Software License</li> <li>• Warranty or guarantee for a period of one year.</li> </ul>	

#### **RECOMMENDATION**

In view of the above, it is recommended that the Head of Department approves the addendum on the terms of reference for Service Provider to conduct verification of prospective employees' credentials, supply, deliver, training and maintenance of equipment, software and licence to enable the Department to conduct Personnel Suitability Check of its personnel prior their appointment.



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\_\_\_\_\_  
**END USER**

08/12/2022  
**DATE**

  
\_\_\_\_\_  
**CHAIRPERSON: BID SPECIFICATION COMMITTEE**

08 December 2022  
**DATE**

**RECOMMENDED / ~~NOT RECOMMENDED~~**

As resolved in the briefing session in support of fairness and competitiveness

Acting   
\_\_\_\_\_  
**DIRECTOR: SUPPLY CHAIN MANAGEMENT**

12 December 2022  
**DATE**

**RECOMMENDED / ~~NOT RECOMMENDED~~**

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**ACTING CHIEF FINANCIAL OFFICER**

12/12/2022  
**DATE**

**APPROVED / NOT APPROVED**

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**MR. A.A. FANI**  
**HEAD OF DEPARTMENT**  
**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**DATE** 13/12/2022

