



REQUEST FOR QUOTATION

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT BACKGROUND CHECKS, STATUTORY DISQUALIFICATION VERIFICATION AND HOGAN EXECUTIVE PSYCHOMETRIC ASSESSMENTS FOR THE TRANSPORT ECONOMIC REGULATOR FOR 12 MONTHS, AS AND WHEN REQUIRED.

RFQ	TER/RFQ2026/27/03
RFQ ISSUE DATE	20 October 2026
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT BACKGROUND CHECKS, STATUTORY DISQUALIFICATION VERIFICATION AND HOGAN EXECUTIVE PSYCHOMETRIC ASSESSMENTS FOR THE TRANSPORT ECONOMIC REGULATOR FOR 12 MONTHS, AS AND WHEN REQUIRED
CLOSING DATE & TIME	23 October 2026 at 11H00
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

Bidders must submit responses via e-mail at: quotations@portsregulator.org before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.

The Transport Economic Regulator requests your quotation on the services listed above. Please provide us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

MAAA NUMBER (CSD NO): _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT BACKGROUND CHECKS, STATUTORY DISQUALIFICATION VERIFICATION AND HOGAN EXECUTIVE PSYCHOMETRIC ASSESSMENTS FOR THE TRANSPORT ECONOMIC REGULATOR FOR 12 MONTHS, AS AND WHEN REQUIRED.

1. BACKGROUND AND PURPOSE

- 1.1 TER is established under section 29 of the Economic Regulation of Transport Act, 2024 (Act No. 6 of 2024), as amended (ERT Act). Its mandate concerns the economic regulation of transport within the framework of the Act. The Board is the accounting authority under section 30(10)(c) and appoints and oversees the CEO and Executive Officers under section 30(9)(e).
- 1.2 The immediate requirement supports recruitment of TER's inaugural Chief Executive Officer. The contract may also support other recruitment and authorised screening assignments during its term. CEO statutory checks must be applied where legally relevant and in line with section 31(2) disqualifications as per the ERT Act.
- 1.3 TER requires an experienced and reputable provider to deliver reliable background screening, evidence relevant to statutory eligibility and executive psychometric assessments. Findings must support an informed appointment decision and an auditable recruitment record. The provider does not make the appointment decision or issue a binding legal determination of eligibility.
- 1.4 The appointment is for 12 months on an as-and-when-required basis. No minimum candidate volume or expenditure is guaranteed. TER will commission services in writing at agreed unit rates, subject to approved funding and a valid order.

2. SCOPE OF WORK

TER would like to appointment a service provider to conduct background checks, statutory disqualification verification and Hogan executive psychometric assessments for the TER for 12 months, as and when required.

2.1 General Background Screening Scope

Service	Minimum scope and reporting requirement
Identity verification	Verify South African identity document details against an authorised source. For foreign candidates, verify passport and lawful entitlement to work in South Africa, where relevant. Record identity-matching limitations.
South African qualifications	Verify each qualification with the awarding institution or an authorised verification source: Grade 12, diploma, bachelor's, honours, master's and doctorate, where claimed and relevant. Confirm award, institution and award date.
International qualifications	Verify authenticity directly or through an authorised source. Separately confirm an existing SAQA evaluation, or facilitate evaluation where TER requires it. Distinguish verification of authenticity from assessment of South African equivalence.
Criminal record	Conduct an authorised criminal-record check, using fingerprints where applicable. For identified convictions, obtain available offence, offence-date and sentence details.
Credit history	Conduct credit check. Report factual findings.
Employment history	Verify employers, titles, dates and relevant executive responsibilities. Investigate material discrepancies and unexplained gaps with the candidate. For the CEO, specifically verify employment over the three years preceding the proposed appointment.
Reference checks	Obtain structured professional references addressing leadership, performance, governance, integrity and reasons for leaving. Target three references per CEO candidate, subject to availability and candidate authority; disclose unverified or unavailable references. Do not contact the current employer without specific approval.
Executive experience	Verify whether each CEO candidate has at least five years' experience at executive level as a member of an Executive Committee (EXCO). Confirm the employer, position and dates of executive service. Do not rely on job titles alone. Report the total verified period and identify any discrepancies or periods that could not be verified.
Professional registration and standing	Where claimed or required, verify professional registration, membership, current standing and relevant substantiated disciplinary sanctions with the professional body.

Service	Minimum scope and reporting requirement
Directorships and business interests	Search for available company/directorship records and verify disclosed financial interests, outside employment and business roles.
Adverse media / media landscape scan	Review relevant South African and, where appropriate, international public media for integrity, governance, professional conduct and reputational concerns. Record sources, dates, identity matching, outcome and whether each item is allegation, finding or unresolved reporting.
Social media screening	Review lawfully accessible public profiles and content relevant to the role.

- 2.1.1 The bidder must describe the lookback periods, source coverage and search methodology for media and social media checks. The lookback for each assignment will be the statutory three-year period in section 31(2)(b)(ii).

2.2 CEO / Statutory Disqualification Verification

- 2.2.1 Complete the following matrix for every CEO candidate commissioned by TER.
- 2.2.2 Obtain a signed declaration covering all grounds, verify through lawful and available sources and flag any ground that cannot be independently verified. A clean credit or criminal report must not be represented as clearance of all statutory grounds.

ERT Act provision	Disqualification to investigate	Required evidence / verification
31(2)(a)	Holding office in a party, movement, organisation or body of a partisan political nature.	Obtain a political office-bearer declaration and undertake targeted public-record verification where available. Ordinary political membership or opinion alone is not this ground.
31(2)(b)(i)	A direct financial interest in, or directorship of, a regulated entity.	Obtain financial interest and directorship disclosures; verify company records and available supporting documents against the TER confirmed list of regulated entities.

ERT Act provision	Disqualification to investigate	Required evidence / verification
31(2)(b)(ii)	Directorship or employment in an entity or enterprise subject to regulation under the Act during the three years preceding appointment, or becoming such a director or employee.	Verify employment and directorship dates across the full three-year period before the proposed appointment date. TER must confirm regulatory status and the legally relevant dates; refresh the check if the proposed appointment date changes.
31(2)(b)(iii)	An interest in, or directorship or employment of, a business or enterprise that may conflict with or interfere with proper performance of duties.	Obtain outside employment, business and financial-interest declarations and relevant company searches; identify potential conflicts for TER to assess.
31(2)(c)	A relationship to a person with an interest in, or directorship of, a business or enterprise contemplated in paragraph (b).	Obtain relevant related-person disclosures using the Act's applicable definitions and undertake targeted verification. Do not assume a broad family screening exercise or exhaustive coverage of undisclosed relationships.
31(2)(d)	Unrehabilitated insolvency.	Check available sequestration/insolvency records and obtain any rehabilitation order or evidence of rehabilitation. A credit check alone is insufficient.
31(2)(e)	An applicable competent court order holding the person mentally unfit or disordered.	Obtain a declaration concerning such court orders and lawfully verify disclosed or identified orders. This is a court-order check, not a requirement for a clinical diagnosis or general mental-health examination.
31(2)(f)	A competent court order declaring the person a delinquent director or placing the person under probation under section 162 of the Companies Act, 2008 (Act No. 71 of 2008).	Obtain a declaration, search available relevant records and verify court orders, their status and terms. Director probation is distinct from employment probation.

ERT Act provision	Disqualification to investigate	Required evidence / verification
31(2)(g)	Conviction for an offence committed after the 1993 Constitution took effect, with a sentence of imprisonment without the option of a fine.	Verify criminal records and obtain available offence dates, conviction and sentence records to test the precise statutory ground; refer interpretation questions to TER.
31(2)(h)	Removal from an office of trust by a competent authority.	Obtain a declaration; verify through relevant former employers, professional bodies, authorities or court records as appropriate, and record the authority, grounds and outcome.

2.2.3 TER will provide the proposed appointment date, approved role criteria and its confirmation of the entities subject to regulation under the Act. The provider must not assume that every transport-sector employer is a regulated entity. Ambiguities about regulatory status, related people, court orders or the legal effect of findings must be referred to TER for legal assessment.

2.2.4 For each requirement, record what was provided by the candidate; sources searched; dates and coverage; evidence and discrepancies. State whether the result is verified, based only on the candidate's declaration, unresolved, or whether nothing was found in the sources checked. Explain any gaps or limits in the checks.

2.2.5 TER retains responsibility for statutory eligibility and appointment decisions.

2.3 Hogan Executive Psychometric Assessment

2.3.1 For CEO candidates, quote for the following four instruments as one executive assessment package, with separate component rates.

2.3.2 TER specifically requests the Hogan instruments below. Bidders must demonstrate authorised access and appropriate practitioner accreditation.

Assessment dimension	Required instrument	Purpose
Executive reasoning	cognitive Hogan Business Reasoning Inventory (HBRI)	Assess business reasoning, problem solving and decision-making through qualitative and quantitative reasoning; interpret the results against the cognitive demands of the CEO role.

Assessment dimension	Required instrument	Purpose
Leadership personality	Hogan Personality Inventory (HPI)	Assess everyday workplace personality and implications for leadership, relationships and performance.
Leadership derailment risks	Hogan Development Survey (HDS)	Identify behavioural tendencies that may undermine leadership effectiveness, particularly under pressure or when overused.
Motives and values	Motives, Values, Preferences Inventory (MVPI)	Assess motives, values and preferences influencing leadership priorities and the working environment a leader may create.

3. EVALUATION CRITERIA

3.1 SCM Administrative (Phase 1)

- 3.1.1 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 3.1.2 The SBD forms must be completed, signed by the authorised company representative.

3.2 Mandatory Requirements (Phase 2)

- 3.2.1 The service provider must provide three (3) signed and dated client reference letters, on client letterhead, not older than five (5) years. At least two (2) of the reference letters must be for background screening and at least one (1) for psychometric assessments.
- 3.2.2 The bidder must be registered with the Professional Background Screening Association (PBSA) or Southern Africa Background Screeners Association (SABSA).

N.B: Failure by the bidder to provide the mandatory requirements as indicated above will lead to bidder's proposal not being considered further on Pricing and specific goals.

3.3 Price & specific goals (Phase 3)

3.3.1 The **third phase** is to evaluate the service providers on price and specific goals on the service providers that successfully qualified on phase 2 (mandatory requirements).

3.3.2 Price will be composed of 80%, and specific goals will be composed of 20%.

3.3.3 The specific goals for this tender are as follows:

No	Specific Goal	Proof required	Score
1.	B-BBEE compliance (All levels will be taken into account and allocated specific point as per the attached SBD 6.1)	Valid B-BBEE certificate or sworn affidavit	20

3.4 Pricing schedule

3.4.1 Bidders' price quotations must be inclusive of all applicable taxes **(including VAT)**.

Service	Pricing unit	Excl. VAT (R)	VAT / incl. VAT (R)	Lead time
Identity document verification	Per candidate			
Passport / work entitlement verification, where applicable	Per candidate			
Criminal record check, including applicable fingerprint process	Per candidate			
Credit check, where lawfully permitted	Per candidate			
Employment history verification	Per employer			
Structured professional reference check	Per referee			
Professional registration / standing verification	Per professional body			
Company / directorship and business-interest searches	Per candidate; specify coverage			
Adverse media / media landscape scan	Per candidate			
Public social media screening	Per candidate			
Political office-bearer verification	Per candidate			
Related-person interest verification	Per disclosed person/entity; specify			
Insolvency and rehabilitation-status verification	Per candidate			

Service	Pricing unit	Excl. VAT (R)	VAT / incl. VAT (R)	Lead time
Relevant court-order verification: section 31(2)(e)	Per candidate; specify source costs			
Delinquent director / director probation verification	Per candidate			
Removal from office of trust verification	Per candidate; specify coverage			
Statutory declaration review and consolidated matrix	Per candidate; exclude separately priced searches			
South African qualification: Grade 12 / school-leaving certificate	Per qualification			
South African qualification: Diploma	Per qualification			
South African qualification: Bachelor's degree	Per qualification			
South African qualification: Honours degree	Per qualification			
South African qualification: Master's degree	Per qualification			
South African qualification: Doctoral degree	Per qualification			
International qualification: Grade 12 / school-leaving certificate	Per qualification			
International qualification: Diploma	Per qualification			
International qualification: Bachelor's degree	Per qualification			
International qualification: Honours degree	Per qualification			
International qualification: Master's degree	Per qualification			
International qualification: Doctoral degree	Per qualification			
SAQA evaluation verification / facilitation	Per qualification; distinguish existing verification/new application			
Hogan Business Reasoning Inventory (HBRI)	Per candidate			
Hogan Personality Inventory (HPI)	Per candidate			

Service	Pricing unit	Excl. VAT (R)	VAT / incl. VAT (R)	Lead time
Hogan Development Survey (HDS)	Per candidate			
Motives, Values, Preferences Inventory (MVPI)	Per candidate			
Full HBRI + HPI + HDS + MVPI executive package	Per candidate; include scoring, instrument reports, integrated report and feedback			
Panel briefing and comparative summary	One per commissioned batch; included in package / separately disclose allocation			
Consolidated background screening report	Per candidate; included / specify			
Expedited service or other approved expenses	Specify basis; prior approval required			

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS eFiling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

4. COMMUNICATION

4.1 All enquiries relating to this RFQ should be sent via email: quotations@portsregulator.org

5. CONDITIONS TO BE OBSERVED

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of award / order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of 90 days from the closing date of the RFQ Enquiry.

6. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Quotation on a company letterhead
- Declaration of Interest (SBD 4 and 6.1),
- CSD Report (National Treasury)
- Proof of registration with the Professional Background Screening Association (PBSA) or Southern Africa Background Screeners Association (SABSA)
- Three (3) written reference letters.