



**higher education
& training**

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TERMS OF REFERENCE

ESTABLISHMENT OF A PANEL OF ACCREDITED SERVICE PROVIDERS FOR THE PROVISION AND SUPPLY OF WORKSHOP-RELATED TOOLS AND EQUIPMENT FOR A PERIOD OF THREE (3) YEARS

1. BACKGROUND AND OVERVIEW OF THE PROJECT

Ikhala TVET College is a public Technical and Vocational Education and Training (TVET) institution mandated to provide relevant and quality education and training that responds to the skills development needs of South Africa and the labour market.

The College has received funding for the operationalisation and capacitation of newly established campuses, including newly constructed workshops that require appropriate equipment to enable them to become fully functional and support effective teaching and learning.

Furthermore, the College is in the process of introducing and implementing new Occupational Qualifications, which require appropriately equipped workshops and practical training facilities. The implementation of these qualifications necessitates the acquisition of specialised workshop equipment that is aligned with the applicable occupational curricula, training requirements, industry standards and accreditation requirements.

The College therefore intends to establish a panel of accredited and suitably qualified service providers for the supply and, where applicable, delivery, installation, commissioning, demonstration and/or training relating to workshop-related equipment for a period of three (3) years.

The panel will enable the College to source equipment from suitably qualified service providers on an as-and-when-required basis, subject to approved budgets, procurement processes, specific requirements and the applicable Supply Chain Management (SCM) policies and legislative framework.

The categories of equipment may include, but are not limited to, equipment required for engineering, artisan development, construction, automotive, hospitality, agriculture, information and communication technology, occupational qualifications, and other vocational and occupational training programmes offered by the College.

The establishment of the panel is intended to facilitate the timely capacitation of workshops across the College's campuses and support the effective implementation of funded projects and training programmes.

2. PURPOSE

The purpose of this Terms of Reference is to appoint a panel of accredited service providers for a period of three (3) years for the provision and supply of workshop-related equipment.

The appointed service providers will be utilised on an as-and-when-required basis, in accordance with the College's procurement processes, available funding and approved operational requirements.

The objectives of establishing the panel are to:

1. Ensure the timely procurement and supply of workshop-related equipment.
2. Support the operationalisation of newly established campuses and workshops.
3. Provide consumables and PPE for the engineering trade related occupational programmes
4. Provide trade test preparation and trade testing for engineering trade related occupational programmes
5. Facilitate the implementation of new Occupational Qualifications.
6. Ensure that workshops are appropriately equipped to support practical training.
7. Provide access to suitably qualified, experienced and accredited service providers.
8. Improve the College's ability to respond to varying equipment requirements across campuses and programmes.
9. Support the effective utilisation of funding allocated for workshop capacitation.
10. Promote procurement from compliant and competent suppliers in accordance with applicable legislation and College SCM requirements.

3. SCOPE OF WORK

The appointed service providers may be required to provide workshop-related equipment in accordance with specifications issued by the College.

The scope may include, but is not limited to:

3.1 Supply of Equipment

The service provider shall supply equipment required for the operationalisation and capacitation of workshops, including equipment associated with:

- Engineering Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering and Building;
- Automotive, Welding and Fabrication, Plumbing, Carpentry and Joinery, Hospitality and Catering;
- Agriculture;
- Information and Communication Technology;
- Occupational Qualifications;
- Artisan development programmes; and

- Other vocational, occupational and skills development programmes.

3.2 Provide consumables and PPE for the engineering trade related occupational programmes

3.3 Provide trade test preparation and trade testing for engineering trade related occupational programmes

3.4 Delivery

The service provider may be required to:

- Deliver equipment to designated College campuses;
- Transport and off-load equipment safely;
- Deliver equipment within the agreed timelines;
- Provide delivery documentation and proof of delivery; and
- Ensure that equipment is delivered in good working condition.

3.5 Installation and Commissioning

Where applicable, the service provider may be required to:

- Install equipment;
- Assemble equipment;
- Connect equipment to the relevant services;
- Commission equipment;
- Conduct functionality testing; and
- Provide commissioning certificates or reports where applicable.

3.6 Demonstration and User Training

Where required, the service provider may be required to:

- Demonstrate the operation of equipment;
- Provide basic operator training;
- Provide user manuals and operating instructions;
- Provide safety instructions; and
- Provide relevant training or orientation to lecturers, instructors and/or designated College personnel.

3.7 QCTO Accreditation Support

The service provider will be required to:

- Conduct a readiness assessment of the College to determine gaps against Quality Council for Trades and Occupations accreditation requirements.
- Support the development and submission of accreditation applications to the Quality Council for Trades and Occupations including compliance documentation.
- Assist with the establishment and registration of assessment centres where applicable.
- Support registration of qualified facilitators, assessors and moderators in line with Quality Council for Trades and Occupations requirements.
- Provide guidance on quality management systems, policies and procedures aligned to occupational qualifications.

3.8 Warranty and After-Sales Support

The service provider shall provide:

- Manufacturer's warranty documentation, where applicable;
- Warranty support;
- Maintenance and technical support information;
- Contact details for after-sales support;
- Replacement of defective equipment in accordance with the applicable warranty; and
- Technical assistance where required.

3.9 Compliance and Standards

All equipment supplied must:

- Comply with the specifications provided by the College;
- Be fit for the intended purpose;
- Be new and unused unless otherwise specified;
- Comply with applicable South African standards and regulatory requirements;
- Where applicable, carry relevant certification from recognised authorities or standards bodies; and
- Be suitable for the relevant training and occupational qualification requirements.

4. SPECIFIC DELIVERABLES AND MILESTONES

The appointed service providers shall, where applicable, be responsible for the following deliverables:

No.	Deliverable	Milestone/Requirement
1	Provision of quotation/proposal in response to a specific requirement	Within the period stipulated in the request
2	Confirmation of availability of equipment	As stipulated by the College
3	Supply of equipment	Within agreed delivery period
4	Delivery to designated campus	As per purchase order/contract
5	Installation and assembly	Where applicable
6	Commissioning and functionality testing	Where applicable
7	User demonstration/training	Where applicable
8	Submission of manuals and certificates	Upon delivery/commissioning
9	Warranty documentation	Upon delivery
10	Proof of delivery	Upon delivery
11	After-sales/technical support	For the applicable warranty/support period

The specific deliverables and timelines for each procurement requirement will be communicated through the relevant quotation request, purchase order, specification or task order issued by the College.

5. PROJECT TIMELINE

The panel will be established for a period of three (3) years from the effective date of appointment.

The appointment to the panel does not constitute a guarantee of business or expenditure. Service providers will be utilised on an as-and-when-required basis, subject to:

- Availability of funds;
- Approved procurement requirements;
- Specific equipment specifications;
- Compliance with applicable SCM procedures;
- Performance of the service provider; and
- The terms and conditions of the relevant purchase order, contract or task order.

Individual delivery timelines will be specified by the College for each procurement requirement.

6. EXPERTISE AND EXPERIENCE REQUIREMENTS

Bidders must demonstrate that they possess the necessary expertise, technical capacity and experience to supply workshop-related equipment.

The bidder should demonstrate:

6.1 Relevant Experience

The bidder must have experience in the supply and/or provision of workshop-related equipment relevant to

the categories for which it is bidding.

6.2 Technical Capacity

The bidder must demonstrate the availability of appropriate technical personnel and resources to:

- Supply the required equipment;
- Provide technical advice;
- Install and commission equipment where required;
- Provide demonstrations and user training where required; and
- Provide after-sales technical support.

6.3 Product Knowledge

The bidder must demonstrate adequate knowledge of the equipment proposed and its application in vocational, occupational or technical training environments.

6.4 Manufacturer/Authorised Distributor Status

Where applicable, bidders should provide proof of being:

- The manufacturer; or
- An authorised distributor/reseller/dealer of the equipment being offered.

Where equipment is sourced through a third party, the bidder must provide sufficient evidence of its ability to procure and supply the specified equipment.

6.5 Reference Projects

Bidders should provide details of relevant previous projects, including:

- Name of client;
- Description of services/equipment supplied;
- Contract value;
- Period of service;
- Contact person and contact details; and
- Reference letter/certificate where required.

7. MANDATORY REQUIREMENTS

Failure to submit any of the mandatory documents listed below may result in the bidder being disqualified and not evaluated further, subject to the applicable SCM policy and tender conditions.

No.	Mandatory Requirement	Evidence Required
1	Tax Compliance Status	Valid SARS Tax Compliance Status (TCS) with a valid PIN, which must be verifiable

2	Central Supplier Database	Updated CSD Registration Report/Form
3	SBD Forms	Fully completed and signed applicable Standard Bidding Documents (SBD 4, SBD 6.1, SBD8 and SDB9)
4	Company/Business Address	Proof of physical business address, such as Municipal Statement of Account, Lease Agreement
5	Company Registration	Valid CIPC registration documentation
6	QCTO Accreditation	Valid QCTO accreditation for engineering trade related Occupational Qualification
7	Company Profile	Detailed company profile indicating relevant business activities and experience
8	Banking Rating	Valid bank confirmation letter or acceptable banking verification document with rating "C"

7.1 Accreditation Requirements

Where a bidder is required to provide equipment, services or support associated with an accredited training programme or Occupational Qualification, the bidder must provide valid accreditation or approval documentation from the QCTO, as applicable.

The accreditation must:

- Be valid at the closing date of the tender;
- Relate to the relevant scope/category being offered; and
- Be verifiable with the relevant accrediting body.

Where QCTO accreditation is not applicable to a particular equipment category, the bidder must clearly indicate this and provide an appropriate explanation/evidence where required.

7.2 Tax Compliance

The bidder's tax affairs must be compliant with SARS. The bidder must provide a valid, which the College may use to verify the bidder's tax compliance status.

7.3 CSD Registration

All bidders must be registered on the Central Supplier Database (CSD) and submit an updated CSD registration report reflecting current supplier information.

The College reserves the right to verify the information contained on the CSD.

8. SUBMISSION REQUIREMENTS

Bidders must submit their tender proposals in accordance with the prescribed tender submission instructions.

The submission should include, at a minimum:

1. Completed and signed SBD forms;
2. Company registration documentation;
3. Valid SARS TCS PIN;
4. Updated CSD registration report;
5. Proof of physical business address;
6. Valid lease agreement, where applicable;
7. Company profile;
8. Relevant accreditation certificates, where applicable;
9. Manufacturer/distributor authorisation, where applicable;
10. Evidence of relevant experience;
11. Reference letters/certificates, where required;
12. Technical proposal;
13. Completed pricing schedule;
14. Product catalogues/specifications, where applicable;
15. Warranty information;
16. After-sales support arrangements;
17. Delivery and implementation methodology;
18. Any other documentation specified in the tender invitation.

All documents must be submitted in the format and manner prescribed in the tender document.

9. DELIVERABLES

The appointed service providers may be required to deliver the following, depending on the specific requirement issued by the College:

9.1 Equipment

- Workshop equipment;
- Tools;
- Machinery;
- Training equipment;
- Specialist equipment;
- Consumables, where applicable;

- Accessories and related equipment.

9.2 Technical Documentation

Where applicable:

- Equipment specifications;
- User manuals;
- Maintenance manuals;
- Warranty certificates;
- Compliance certificates;
- Calibration certificates;
- Test certificates;
- Installation and commissioning certificates.

9.3 Training and Demonstration

Where required:

- Equipment demonstrations;
- User training;
- Safety training;
- Basic maintenance training; and
- Training attendance registers/certificates.

9.4 Support Services

Where applicable:

- Installation;
- Commissioning;
- Maintenance;
- Repairs;
- Technical support;
- Warranty support; and
- After-sales service.

10. FUNCTIONALITY EVALUATION

Bidders who meet all mandatory requirements will proceed to the functionality evaluation stage.

The functionality evaluation will assess the bidder's ability, capacity and experience to successfully deliver

the required workshop-related equipment and associated services.

The proposed functionality criteria may include:

FUNCTIONALITY EVALUATION CRITERIA		REQUIRED EVIDENCE	POINTS ALLOCATION
1. Experience: Number of clients (contactable references) that the bidder has successfully undertaken in the past five years.			
5 or more clients with reference letters	40 points	Signed reference letters in relation to the required services must be attached and must be accompanied by appointment letters and/or signed Service level agreement and/or signed purchase order.	40
4 clients with reference letters.	30 points		
3 clients with reference letters	20 points		
2 clients with reference letters	10 points	Reference letters must be on the company letterhead of the client, must be dated and signed, must indicate contract duration and value, and have contact telephone number and email address. Only projects completed within the past 5 years will be considered. Current contract will only be considered if it's above 60% of the original duration. NB: 0 points will be claimed where submitted clients/ references cannot be contacted and are not accompanied by the required documents.	
Less than 2 projects	0 points		
2. Competency & Capacity for the Project Leader - Attach CVS, Relevant Accreditations and Certifications)			
Project Leader (Above 10 years' experience)	30 points	The bidder must provide CVs of dedicated staff indicating relevant experience. The CVs must be submitted with the originally certified copies of ID, Educational Certificates (relevant NQF Level 07 Degree/ Diploma) and Accreditation Certificate (SETA 0r QCTO) not older than six (6) months and should reflect a minimum of 5 years' experience. If the required CVs, certified copies of ID's and certificates are not attached or certified, no points will be allocated. Copy of a certified copy will not be considered.	30
Project Leader (Between 5 – 10 years' experience)	20 points		
Project Leader (Minimum 5 of years' experience)	10 points		
If the required minimum year of experience is not met	0 points		
3. Methodology and Project implementation plan			
Methodology and approach are fully adequate to meet the requirements of the College	20 points	Bidders must submit the proposed approach to deliver/render the travel management services, including work plan, resources and communication strategies. Appropriateness of the tools used by the organization and how they will satisfy the requirements of the assignment. The Service provider must demonstrate knowledge of activities outlined in the project. No points will be allocated if all the above is not demonstrated in the methodology	20
Methodology and approach that cover the minimum requirements of the College	10 points		
Inadequate methodology and approach to meet the requirements of the College	0 points		
4. Capacity to obtain own funding			

Attached at least 03 MoA/ MoU or Partnership Agreement from NSF and/or SETAs.	10 points	Demonstrate the ability to apply and obtain funding and provide training on different programmes by submitting the MoA/ MoU or Partnership with Agreement or Award Letter from NSF and SETAs – confirming or showing that the company has been awarded funding for training or any other intervention in the last 5 years	10
No attached MoA/ MoU or Partnership Agreement or Award Letter from NSF and SETAs	0 points	NB: 0 points will be claimed where the above is not submitted	
TOTAL			100

11. PANEL APPOINTMENT AND UTILISATION

The College intends to appoint a panel of suitably qualified service providers for a period of three (3) years.

Appointment to the panel shall not constitute a guarantee of work, expenditure or a minimum volume of business.

Specific requirements will be procured from panel members in accordance with the College's approved SCM processes, applicable legislation, available funding and the terms of the panel appointment.

The College reserves the right to appoint one or more service providers per category, depending on the outcome of the procurement process and the operational requirements of the College.

12. PERFORMANCE MANAGEMENT

The performance of appointed service providers will be monitored by the College.

Performance indicators may include:

- Compliance with specifications;
- Quality of equipment supplied;
- Adherence to delivery timelines;
- Installation and commissioning performance;
- Responsiveness to queries;
- Warranty and after-sales support;
- Compliance with contractual requirements;
- Accuracy of invoices and documentation; and
- Overall service delivery.

Persistent non-performance or material breach of contractual requirements may result in remedial action

and/or termination in accordance with the applicable contract and SCM framework.

13. GENERAL CONDITIONS

1. The College reserves the right to verify all information and documentation submitted by bidders.
2. Submission of false, misleading or fraudulent information may result in disqualification and/or further action in accordance with applicable legislation and College policy.
3. All equipment must comply with the specifications provided by the College.
4. The College reserves the right to inspect equipment prior to acceptance.
5. All prices must be inclusive of all applicable costs unless otherwise specified in the pricing schedule.
6. Appointment to the panel does not guarantee that a service provider will receive an order.
7. The College reserves the right to procure specific items in accordance with applicable procurement procedures.
8. All appointments and subsequent procurements will be subject to the College's SCM policies, applicable legislation and available funding.
9. The College may verify accreditation, tax compliance, CSD information, references, manufacturer authorisation and other submitted documentation.
10. Bidders must ensure that all certificates and supporting documents submitted are valid and verifiable at the time stipulated in the tender document.

14. APPROVAL

These Terms of Reference are submitted for approval to facilitate the procurement process for the establishment of a panel of accredited service providers for the provision and supply of workshop-related equipment for a period of three (3) years.

Mr H Mteto
Deputy Principal: Academic