

REQUEST FOR PROPOSAL

EDUCATION, TRAINING AND DEVELOPMENT PRACTICES TRAINING FOR FACILITATOR, ASSESSOR AND MODERATOR TRAINING PROGRAMME

REF No	MKIQ19/2022
Description	Education, training and development practices training for facilitator, assessor, and moderator training programme
Physical address	7 Umsinsi Junction, La Mercy, Durban
Closing date and time to submit proposals.	07 June 2022, 16h30
Proposals and queries must be emailed to: Hand delivered submissions will NOT be accepted.	Sinenhlanhla.ngqulunga@moseskotane.com

a) Disclaimer

- MKI reserves its right not to appoint.
- MKI reserves its right to negotiate the price with the winning bidder.

b) Terms and Conditions

- Proposals must be emailed by no later than 07 June 2022, 16:30. Proposals received after the closing time and date will not be considered.
- All prices must be all inclusive. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations will not be considered)
- Bid validity period: 60 days.
- Proposals will be evaluated on the 80/20 preference points system.

1. INTRODUCTION

The Moses Kotane Institute (MKI) is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA) with a mandate to conduct world class research that responds to the needs of the provincial economy.

The Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA) facilitates and promotes training of accredited training and development providers to guarantee quality of provision. The following accreditation process is followed by the ETDP SETA:

- Phase A: Skills development provider completes and submits a Phase A form- General Information Form.
- Phase B: Skills development provider submits Phase B form- Self-Evaluation, Accreditation criteria and Portfolio of Evidence and submit learning programmes for evaluation and approval.
- Phase C: ETDP SETA conducts an accreditation site visit.

As part of the MKI's strategic objective to provide SETA accredited programmes on skills development, MKI must show that there is sufficient internal capacity to Facilitate, Assess and Moderate Capacity Development programmes. As such, the MKI has identified personnel who must undergo the following courses for the Institute is able to obtain accreditation:

- 20 personnel x EDTP Facilitator Training
- 8 personnel x EDTP Assessor Training
- 5 personnel x EDTP Moderator Training

The subject matter must cover (but not limited to):

- Plan and Prepare for Facilitation
- Facilitate Learning
- Evaluate Learning and Facilitation

2. SCOPE OF WORK

- a) Provide requirements for each of the 3 courses.
- b) Develop a training programme (virtual training) for Facilitation Training Programme (for EDTP qualified Facilitator, Assessor and Moderator).
- c) Apart from the requirement for each course, the service provider must take into consideration that Assessor and Moderator trainings will be attended by some of the personnel attending Facilitator training, therefore avoid overlap among the 3 courses on your plan.
- d) The service provider will coordinate the following:
 - Training Programme Design
 - Preparation and development of the training material
 - Facilitation of the training
 - Assessment of training
 - The certification of qualifying candidates
 - Provide a training report for each course
- e) EDTP- SETA certificates should be provided upon completion of each course.

3. REQUIRED COMPETENCES AND REQUIREMENTS

Facilitator:

- a) A minimum of 5 years' experience in facilitating
- b) CV with three recent contactable references where the facilitator has conducted similar services for the past five years

Company:

- a) Three reference letters where the bidder conducted similar services for the past five years.
- b) A minimum of 5-year experience in facilitating

4. FINANCIAL PROPOSAL

The service providers will be required to submit a company proposal, roll-out plan, and a detailed financial proposal. Service providers are expected to quote for the mentioned courses inclusive of VAT where applicable.

5. MANDATORY COMPLIANCE REQUIREMENTS (the following to be submitted with the proposal)

- a) Proof of registration on the Treasury Central Supplier Database (CSD)
- b) Proof of accreditation with EDTP SETA
- c) Valid tax clearance certificate / Pin
- d) Proof of company registration, where applicable.
- e) Valid BBBEE certificate by a SANAS accredited agency/company or Sworn affidavit.
- f) Bank letter confirming the company banking details.
- g) Supplier declaration form (attached hereinto)

Note: Failure to comply with the above mandatory requirements will lead to disqualification.

6. DURATION

The successful bidder will be expected to complete the course within one month.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
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 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

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.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

TECHNICAL EVALUATION

	Maximum score	Evaluator's score	Comments
<ul style="list-style-type: none"> Understanding the Assignment Good understanding and context of assignment expressed in own words = 10 Average understanding and context of assignment expressed in own words = 5 Poor understanding of context and assignment = 0 	10		
Key Expert / Resource	20		
<ul style="list-style-type: none"> Experience in similar projects 5 years and above = 10 Less than 5 years = 0 	10		
<ul style="list-style-type: none"> Recent contactable references 3 and above references = 10 Less than three references = 0 	10		
Company	20		
<ul style="list-style-type: none"> Experience in similar projects 5 years and above = 10 Less than 5 years = 0 	10		
<ul style="list-style-type: none"> Reference letters 3 reference letters = 10 Less than 3 reference letters = 0 	10		
Total	50		