

1. BACKGROUND

The QCTO is a Schedule 3A Public Entity that was established in accordance with the Skills Development Act, No. 97 of 1998 (as amended), and the National Qualifications Framework Act, No. 67 of 2008 (as amended), and came into operation on 1 April 2010.

The main functions of the QCTO, among others, include developing standards for occupational qualifications, such as trades and skills programmes; accrediting skills development providers and assessment centres; conducting assessments; ensuring quality assurance; and issuing certificates to qualifying learners.

The QCTO wishes to appoint a service provider to provide comprehensive GRAP training to the QCTO finance team. The training will assist the finance team to gain an understanding of how to implement and apply the revised standards.

2. INVITATION TO SUBMIT A QUOTATION

Appointment of a service provider for the provision of GRAP 17 and revised GRAP 104 training services to Quality Council for Trade and Occupation (QCTO)19 finance officials.

3. SCOPE OF WORK

General Requirements

- 3.1. The scope for the training to includes Interpretation and application of GRAP 17 and revised GRAP 104 standards.
- 3.2. Provide a theoretical background with practical examples and scenarios that will assist our finance team to obtaining a detailed understanding of these GRAP Standards
- 3.3. High level understanding of the requirement of the GRAP framework and relevant directive on the financial statement of QCTO.
- 3.4. The impact of the revised GRAP 104 standards issued and effective to QCTO.
- 3.5. Any other PFMA related compliance/Disclosure requirements Application of these GRAP standards.
- 3.6. Training must be face to face at a venue provided by the service provider and must include catering and refreshments.
- 3.7. Training material/handouts must be provided in electronic/printed format by the service provider.
- 3.8. Training dates will be communicated with the recommended Service provider.

4. MANDATORY REQUIREMENT

Bidders must submit the following documents to be further evaluated on Pricing. Non-compliance with the mandatory requirements below will result into disqualification.

- i. The Trainer must be registered Member with the South African Institute of Chartered Accountants (SAICA)/ACCA/SAIPA).
NB: Provide proof of membership registration with (SAICA)/ACCA/SAIPA For trainer.
- ii. Bidder to submit a CV for the Grap trainer, which should demonstrate the trainer must have at least three (3) years conducting GRAP training.