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Education, Training and Development Practices Sector Education and Training Authority

**RFQ NO: 31 - 2025/26**

## **REQUEST FOR QUOTATIONS**

### **TERMS OF REFERENCE FOR THE IMPLEMENTATION OF SKILLS DEVELOPMENT PROGRAMMES FOR THE ETDP SETA: TECHNICAL AND SOFT SKILLS TRAINING**

#### **1. INTRODUCTION**

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector.

The ETDP SETA will host a ***Non-Compulsory*** briefing session for **RFQ NO: 31 - 2025/26 – Appointment of a suitably qualified service provider for the implementation of skills development programmes for Technical and Soft Skills training on 25 August 2025 at 11H00**. Access details will be available on [www.etdpseta.org.za](http://www.etdpseta.org.za) as from **22 August 2025**. The closing date is **04 September 2025**. Kindly note that interested service providers may submit their questions until **26 August 2025 at 16h30**. ***No further questions will be accepted after this date.*** We thank you for your cooperation.

#### **2. PURPOSE & OBJECTIVES**

##### **2.1 PURPOSE OF THE PROJECT**

The ETDP SETA is looking for training providers to facilitate the implementation of Skills Development Programmes in the ETD sector for the ETDP SETA for the 2025/26 financial year. ***Please clearly indicate the programmes that you are bidding for.***

### **2.1.1 SUBJECT CONTENT TRAINING – TECHNICAL & SOFT SKILLS TRAINING**

<b>Skills Programme</b>	<b>USID Alignment/Ac creditation</b>	<b>Min No. of days</b>	<b>Rate per Learners (physical attendance)</b>	<b>Minimum number required to host training</b>
Project Management Certificate	<b>120372</b>	<b>3 days</b>		
Advanced Excel	<b>116943</b>	<b>2 days</b>		
Report Writing	<b>12153</b>	<b>1 day</b>		
Monitoring and Evaluation	<b>337059</b>	<b>3 days</b>		
Data Analysts	<b>242559</b>	<b>2 days</b>		
Finance for Non-Financial Managers	<b>252040</b>	<b>3 days</b>		
Emotional Intelligence	<b>252031</b>	<b>2 days</b>		
Bid Committees	<b>337061</b>	<b>3 days</b>		
Microsoft Project	<b>119351</b>	<b>2 days</b>		
Intermediate Excel	<b>116940</b>	<b>2 days</b>		
Oline Advanced Electronic Document and Management	<b>263394</b>	<b>3 days</b>		
Paralegal Practitioner course	<b>119505</b>	<b>8 days</b>		
GRAP Accounts Payable	<b>119348</b>	<b>2 days</b>		
Lead Auditor Course	<b>ISO 27001</b>	<b>5 days</b>		
Customer service	<b>114974</b>	<b>2 days</b>		
Azure Administrator Associate	<b>Ms Certified (AZ-900)</b>	<b>4 days</b>		
Power BI	<b>Microsoft</b>	<b>3 days</b>		
The OHS Act and the Responsibilities of Management	<b>244288</b>	<b>3 days</b>		
Management and Leadership Skills	<b>242824</b>	<b>3 days</b>		
Initiating and Chairing an Inquiry	<b>10985</b>	<b>2 days</b>		
Workplace Discipline and Dismissal	<b>254457</b>	<b>3 days</b>		

### **3. PROJECT SCOPE AND REQUIREMENTS**

- 3.1 The training of technical and soft skills programmes for the ETDP SETA as per the TOR.
- 3.2 The shortlisted providers may be required to make a presentation of the project to the evaluation committee and site visits may be conducted with the shortlisted providers.
- 3.3 The ETDP SETA will evaluate the bid per skills programme. Please submit separate bids per Skills programme.

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- 3.4 Bid documentation that do not comply, will be eliminated from the evaluation process.
- 3.5 Service provider must have premises to conduct physical training when needed
- 3.6 Service provider must have facilities to conduct online training
- 3.7 All training material to be provided by the training provider.
- 3.8 The provider to provide pens and notepads

#### **4. PROFILE OF THE SERVICE PROVIDER**

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- 4.1. The service provider must be accredited by the relevant Education and Training Quality Assurance (ETQA)
- 4.2. Proof of staff qualifications, e.g. CV and certified certificates, etc.
- 4.3. The duration of training shall be as per Minimum days indicated under 2.1.1

#### **5. PROJECT REQUIREMENTS**

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ETDP SETA is looking for training providers to facilitate the implementation of Skills Development Programmes for the ETDP SETA staff for the 2025/26 financial year.

##### **A) ACCREDITATION**

1. The training required must be accredited. The provider must have all the required accreditation

##### **B) FUNCTIONAL RESOURCES**

1. The Training Provider must be adequately equipped with necessary physical resources in all provinces or be able to provide one if required
2. The training provider must have the required Human Resource Capacity in the following areas:
  - 2.1. Qualified Facilitators in terms of the programmes that you want to train.
  - 2.2. Qualified Assessor and/or Moderators of the programmes you want to train.
  - 2.3. Training schedule to roll-out training between 1 July 2025 to 31 December 2025.
  - 2.4. Curriculum Vitaes and certified certificates of staff that will be involved in the training
3. Functional Quality Management System

##### **C) PROOF OF SIMILAR PROJECTS**

1. Must provide the SETA with proof of similar Skills programmes projects undertaken in the past five years indicating the success rates per project.
2. A list of minimum three (3) contactable reference letters.

##### **D) ADMINISTRATION OF THE SKILLS PROGRAMME**

The provider must:

1. Provide the ETDP SETA with attendance registers
2. Provide the learners with certificate of competence at the end of attendance
3. Comply with obligation and duties as per the signed SLA.
4. Monitor learner progress, resolve problems related to provisioning.

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5. Submit reports as per the SLA.
6. Provide ETDP SETA with learner evaluation report and training reports.
7. Provide results per learner at the completion of assessments and training

#### E) PLANNING AND SUPPORT

1. Develop rollout plans with time frames for the implementation of the trainings between 1 July 2025 and 31 December 2025.

#### 6. COSTING MODEL (PRICE SCHEDULE)

##### COST COMPARISON FOR THE SKILLS PROGRAMMES 2025/26

**THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED**

COSTING FOR NUMBER OF LEARNERS AS PER PROVINCIAL REQUIREMENTS				
NAME OF BIDDING ORGANISATION:				
NAME OF SKILLS PROGRAMME:				
NUMBER OF TRAINING DAYS:				
ITEM DESCRIPTION	RATE PER LEARNER (ONLINE) Ex Vat	RATE PER LEARNER (PHYSICAL TRAINING) Ex Vat	MINIMUM NUMBER REQUIRED FOR A CLASS	
Training Costs (including training material, assessment, moderation and any other related training costs)				
Attendance Certificate				
<b>SUB-TOTAL</b>				
Catering Per learner for the full duration of the training (for Physical attendance only)				
<b>TOTAL COSTS</b>				
	R	R		
<b>Average Price = Online training + Physical training/2</b>			R	
<b>ALL TOTAL COSTS MUST BE INCLUSIVE OF VAT</b>				

**NB: THE AVERAGE PRICE WILL BE USED AS THE FINAL BID OFFER. ONLY ONE BIDDER WILL BE APPOINTMENTED TO OFFER BOTH ONLINE AND PHYSICAL TRAINING INTERVENTIONS, ETDP SETA WILL MAKE A FINAL DECISION ON THE TYPE OF TRAINING TO BE OFFERED.**

**NAME OF BIDDER:** \_\_\_\_\_

**POSITION/ ROLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

***All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.***

#### **7. DURATION OF THE PROJECT**

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It is expected that the ETDP SETA will enter into a service level agreement (SLA) with the successful bidders. The duration of the project will be for **six (6) months** and commence after the signing of the SLA.

#### **8. METHOD OF SUBMISSION**

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Bidders must submit via an email their proposals to [etdpsetarfq@etdpseta.org.za](mailto:etdpsetarfq@etdpseta.org.za)

The proposal must cover the following stages.

**Folder A: Stage 1:** Administrative Requirements

**Folder B: Stage 2 – PHASE A:** Mandatory Requirements

**PHASE B:** Functionality

**Folder C: Stage 3:** Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included in the email to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submissions.

## 9. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

**THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.**

### 9.1. STAGE 1: ADMINISTRATIVE COMPLIANCE

***Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.***

Description	Comply/Submitted
Completion in full the Request for Proposal document	
Completion of all SBD Forms: <ul style="list-style-type: none"> <li><b>SBD 1</b> - Invitation to Bid</li> <li><b>SBD 4</b> - Declaration of Interest</li> <li><b>SBD 6.1</b> - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - <b><i>(If claiming preferential points) - this will be used to verify points to be allocated for specific goals</i></b></li> <li><b>General Conditions of Contract</b></li> </ul>	
Original or certified copy of B-BBEE Level of contribution Certificate OR A sworn affidavit –B-BBEE Exempted Micro Enterprise (Failure to attach certificate will lead to non-allocation of points)	
Submit a <b><i>“Unique security personal identification number (PIN) issued by SARS” which the SETA will use to verify the bidder’s tax matters prior to the award</i></b>	
Registration with the National Treasury’s Central Suppliers Database: Submit a CSD report or MAAA.... unique number	

## 9.2. STAGE 2 – PHASE A\_MANDATORY REQUIREMENTS [Folder B]

Mandatory Requirement	Method of Evaluation
a) Registration/ Accreditation with the relevant bodies	a. Proof of registration with QCTO/SETA for all accredited projects

## 9.3. STAGE 2 – PHASE B\_FUNCTIONALITY [Folder B]

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations **5 and 6**.

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	POINTS
1.	<p><b>Experience &amp; References:</b> of similar services and references to be provided on the client's letterhead. The minimum of three contactable reference letters on the letterhead of the referee and it must be signed by the referee.</p> <p><b>1.1. Experience and contactable references: (35)</b></p> <ul style="list-style-type: none"> <li>• 3 projects and above = <b>35</b></li> <li>• 2 projects = <b>15</b></li> <li>• 1 project = <b>10</b></li> </ul> <p><b>*[Each reference must clearly indicate.</b></p> <ul style="list-style-type: none"> <li>• the name of the bidder and the project</li> <li>• objectives of the project (nature of the project)</li> <li>• recommendation and contact details of the referee as well as proof of completed project(s) and must be signed.</li> </ul>	<b>35</b>
2.	<p><b>Project plan</b> for the delivery of Skills programme;</p> <ul style="list-style-type: none"> <li>• Structure of the Skills programme in terms of the outcomes to be achieved = <b>35</b></li> </ul>	<b>35</b>
3.	<p>Profile of key staff (Please attached CVs and proof of qualified Facilitator)</p> <p><b>3.1 Facilitators</b> (relevant experience facilitating the selected Skills programme) = <b>20</b></p> <ul style="list-style-type: none"> <li>• 5 years plus = <b>20</b></li> <li>• 3 - 4 years = <b>10</b></li> <li>• 1 - 2 years = <b>5</b></li> </ul>	<b>20</b>
4.	<p>Proof of physical training resources available and the infrastructural resources of the organization (attach a lease agreement for Johannesburg and/or a partnership letter showing that you have access to training venues in the Johannesburg area. = <b>10</b></p>	<b>10</b>
<b>TOTAL</b>		<b>100</b>

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Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

**Points will be awarded on a sliding scale**

Please take note of the value and scoring point system of your bid.

**9.4. STAGE 3 - PRICING & SPECIFIC GOALS [Folder C]**

**PRICING SCHEDULE DOCUMENTS**

**80/20** preference point system shall be applicable as follows:

✓ Price	<b>80</b>
✓ Allocation of specific goals	<b>20</b>

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

**10. BID CONDITIONS**

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.

11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.
15. The ETDP SETA will visit the short-listed training providers for verification of the premises (building), resources and equipment for final approval as part of the process of appointment of the training provider.

## 11. DISCLAIMER

### **Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer**

1. By submitting your proposal, you grant the necessary consent as you acknowledge that:
  - ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.
2. Therefore:

*Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.*
3. We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.
4. For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: [www.etdpseta.org.za](http://www.etdpseta.org.za) "ETDP SETA PAIA Manual and POPIA Manual".

## 12. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: [www.etdpseta.org.za](http://www.etdpseta.org.za), Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **19 August 2025**.

All Proposals **must** be sent via email to [etdpsetarfq@etdpseta.org.za](mailto:etdpsetarfq@etdpseta.org.za)

**No late submission will be accepted!**

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### 13. CLOSING DATE

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All Proposals should reach the ETDP SETA Offices on or before 11h00 on 04 September 2025.

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### 14. CONTACT PERSON

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**NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:**

**Supply Chain Management: Email: [tenderers@etdpseta.org.za](mailto:tenderers@etdpseta.org.za)**

**Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.**

## ANNEXURE A

Bidders are required to provide references for Project Manager and Facilitator. Failure to provide references will lead to disqualification:

### 1. PROJECT MANAGER EXPERIENCE

Name of Project Manager: \_\_\_\_\_

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

### 2. RELEVANT EXPERIENCE OF FACILITATOR

Name of Facilitator: \_\_\_\_\_

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)