



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFQ/HRM/25/26/187			
CLOSING DATE	10 October 2025	CLOSING TIME	12:00

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Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

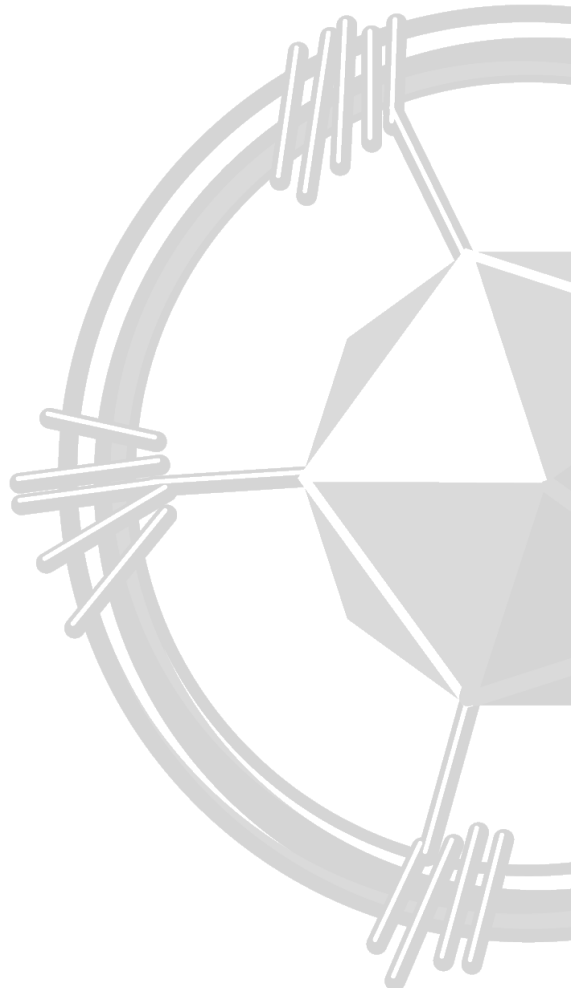
2 October 2025

changes.

*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational

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1. Introduction to Request for Proposal (RFP)

1.1 The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998), Registration Number 17/merSETA/01/04/20, to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

The merSETA is inviting potential service providers to submit the proposal for the services described under scope of work.

1.2 This RFP is subject to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations), the General Conditions of Contract (GCC), and, if applicable, any other special conditions of contract. Where, however, the special conditions of the contract conflict with the general conditions of the contract, the special conditions of the contract prevail.

2. Background Information

This request is to appoint an experienced specialist project management service provider to provide customised training on project management. The training is aimed at capacitating merSETA Client liaison officers, administrators, specialist and Quality Assurers to fully understand and implement the project management process, knowledge and tools necessary to initiate, plan, execute, monitor and close projects effectively, and aligned to the merSETA's operating framework. The appointed service provider will partner with the relevant merSETA managers to customise training and to align the project management process to merSETA's operational requirements.

3. Objectives of the Service

3.1 The merSETA invites proposals from experienced and qualified service providers to customise, develop, and deliver two (2) days training (per session/group) on project management to merSETA employees for a period of two (2) Months.

3.2 The appointed service provider must:

3.2.1 Possess extensive knowledge and practical experience in project management.

3.2.1 Deliver training that is aligned to merSETA's project needs and designed to:

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- 3.2.1.1 Equip participants with a comprehensive understanding of the project management process.
- 3.2.1.2 Enable participants to understand the fundamentals, structure and lifecycle of a project.
- 3.2.2 Enable participants to identify project needs and requirements for different projects.
- 3.3 The training must include interactive elements such as case studies, group exercises, and real-world scenarios to enhance learning and practical application.

4. Scope of Work (Service)

- 4.1 The appointed service provider is expected to render the following:
 - 4.1.1 Design (in consultation with merSETA) and deliver customised project management training to merSETA employees.
 - 4.1.2 Include real-world case studies, work-based projects as part of the learning material.
 - 4.1.3 Include activities to reinforce learning and provide after training reference manuals to participants.
 - 4.1.4 Provide customised learning material, workbooks and facilitator's guide in electronic and print format.
 - 4.1.5 Provide post-training support for a period of 1 Month.
 - 4.1.6 Submit a close-out report and recommendations

5. Special conditions

- 5.1 The service provider must submit proof of similar training conducted over the last five (5) years (signed, dated, contactable and on company letterhead of the client to whom the service was rendered reference letters).
- 5.2 The training facilitator(s) should have relevant training and facilitation experience in project management.
- 5.3 A detailed CV and qualifications/certificates of the facilitator(s) must be provided.
- 5.4 A fully inclusive and detailed quotation (inclusive of VAT) must be submitted with the bid proposal - No hidden cost and no additional cost i.e. Accommodation/travelling).
- 5.5 The service provider must provide training manuals (Print & electronic), on all aspects of the training and issue **Certificates of attendance**.

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6. Deliverables

- 6.1 Design and deliver customized training on project management.
- 6.2 Conduct physical (in-person) training for five groups of 25 merSETA employees
 - Group 1 : 15 – 16 October 2025
 - Group 2 : 22 – 23 October 2025
 - Group 3 : 29 – 30 October 2025
 - Group 4 : 5 – 6 November 2025
 - Group 5 : 13 – 14 November

NB* merSETA reserves the right to change dates to accommodate operational requirements.

- 6.3 Issue certificate of attendance (No formal assessment/PoE)
- 6.4 Focus on case studies and practical application to navigate complexities of the project management process.

7. Methodology and Approach

- 7.1 The bidder is expected to outline and explain in detail the proposed methodology for achieving the deliverables as set out, based on the understanding of the nature of the services to be rendered and the result to be achieved.
- 7.2 The proposed methodology and approach should also include the following details among others:
 - 7.2.1 Clear training outcomes and topics to be covered.
 - 7.2.2 Details of how the training will be delivered
 - 7.2.3 Profile of the lead facilitator
 - 7.2.4 A comprehensive implementation plan

8 Duration of the Project

- 8.1 The project will run over two Months, and the duration of the training for each group may not be more than two (2) days

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9 RFP Submission

- 9.1 Bid documents may be emailed to quotations@merseta.org.za on or before the closing date and closing time.
- 9.2 The merSETA will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.

10 Late submissions of the RFP

Submission of quotation(s) received late (after the closing date and time) will not be considered.

11 Request for Proposal (RFP) Rules

11.1 The following rules will apply for this Request for Proposal:

- 11.1.1 The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFP.
- 11.1.2 The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.
- 11.1.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable). Ind
- 11.1.4 A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.
- 11.1.5 Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

12 RFP Evaluation Process

12.1 The RFQ will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20). Three (3) stages of evaluation process will be undertaken.

12.1.1 Evaluation Stage 1: Compliance

12.1.1.1 All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

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Criteria Description	Supporting Documents
A detailed proposal with a quotation.	Attach detailed proposal & quotation.
Valid proof of accreditation	SETA/QTCO proof of service provider accreditation or an affiliation to an accredited professional body.
Bidders must submit a fully complete Bidder's Disclosure form (failure to declare honestly will lead to bidder being disqualified)	Standard Bidding Document (SBD) 4 and 6.1
In the event that the bidder(s) are entering into joint venture or consortium, the joint venture agreement must be submitted.	Valid JV contract



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12.1.2 Evaluation Stage 2: Technical Evaluation

12.1.2.1 The bids will be evaluated for functionality based on the evaluation criteria and the minimum threshold as shown in the table below. Any bid that fails to meet the overall minimum threshold of **80%** will be disqualified for further evaluation on price and specific goals.

No	Evaluation Criteria	Descriptive Indicators	Points
1.	Relevant Experience	<p>Provide a brief company profile indicating or demonstrating the company's experience in offering the Project Management training.</p> <ul style="list-style-type: none"> Submitted Company Profile showing a minimum of Five (5) years' experience = 15 Submitted Company Profile showing experience of (3 - 4) years = 10 No company profile or experience less than 3 years = 0 	15
1.1	Reference letters NB: appointment letters will not be accepted. -merSETA reserves the right to contact all the submitted references.	<p>Provide signed reference letters from previous clients for whom Project Management training was delivered. The reference letters must be for work done in the last five (5) years and must include:</p> <ul style="list-style-type: none"> - Duration of training - Company name - Company letterhead - Contact person - Contact telephone number and or email. <ul style="list-style-type: none"> Three (3) reference letters provided = 30 Two (2) reference letters provided = 20 Less than two reference letters provided = 0 	30

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No	Evaluation Criteria	Descriptive Indicators	Points
2.	Methodology and Approach	<p>Detailed methodology addressing the scope of work and project deliverables.</p> <ul style="list-style-type: none"> Bidder submitted draft methodology and approach with a clear project plan = 35 Bidder did not submit / submitted draft methodology and approach with no clear project plan = 0 	35
3.	Organisation / Company Capacity -Bidder must submit detailed CV/profiles and qualifications of the experienced facilitator/s (at least 5 years exp.)	<p>Two (2) or more experienced facilitators profiles provided. CVs and qualifications attached with relevant evidence of capacity to deliver on scope = 20</p> <p>One (1) experienced facilitator profile provided CV and qualifications attached with relevant evidence of capacity to deliver on scope = 15</p> <p>No evidence of competent staff or organisational capacity to deliver the service. (No CV/Profile submitted) = 0</p>	20
TOTAL WEIGHTING			100
MINIMUM WEIGHTING SCORE			80

Each proposal that passed functional evaluation of **80%**, will be on equal footing to proceed to the next phase of evaluation on price and specific goals.

NB: Failure to achieve a minimum score for any of the individual criteria above will result in immediate disqualification

12.1.3 Evaluation Stage 3: Preference Point System

12.1.3.1 The 80/20 preference point system shall be applicable to this phase, where 80 points represent the maximum obtainable points for the lowest acceptable price and

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20 points represent the specific goals. The bid documentation's table below will award points to a bidder for achieving the specific goals.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	
Total Points allocated to Specific Goals	20	

Note: Refer to Annexure A for Proof or documentation that may be considered to claim points for specific goal related to persons or categories of persons historically disadvantaged by unfair discrimination.

13 Cost Proposal

13.1 All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).

13.2 The rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines:

13.2.1 The “Guideline on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)”¹ as issued by the South African Institute of Chartered Accountants (SAICA);

13.2.2 The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or

13.2.3 Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.

14 merSETA’s RIGHTS

14.1 The merSETA is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the merSETA has records of such bidders, may be advised in writing of such amendments in good time, and any

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such changes will also be posted on the merSETA's website under the relevant tender information. Therefore, before submitting their bid response, prospective bidders should regularly check the website to stay informed about any amendments related to this matter.

- 14.2 The merSETA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the merSETA.
- 14.3 The merSETA reserves the right to award this bid as a whole or in part.
- 14.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.
- 14.5 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 14.6 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the merSETA to conduct background checks, including FICA verification, on the bidding entity and any of its directors, trustees, shareholders or members.
- 14.7 The merSETA reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 14.8 The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 14.9 The merSETA reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

15 UNDERTAKINGS BY THE BIDDER

- 15.1 By submitting a bid in response to the RFP, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the merSETA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.

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- 15.2. The bidder shall prepare for a possible presentation should merSETA require such, and the bidder will be required to make such a presentation within five (5) days from the date the bidder is notified or such a time determined by merSETA of the presentation. Such a presentation may include a practical demonstration of products or services as called for in this RFP.
- 15.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the merSETA during the bid validity period indicated in this RFP, and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 15.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 15.5. The successful bidder accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with merSETA, as the principal(s) liable for the due fulfillment of such a contract.
- 15.6 The bidder accepts that all costs incurred in the preparation, presentation, and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become merSETA property unless otherwise stated by the bidder(s) at the time of submission.

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ANNEXURE A

Specific Goal Guide – Preferential points (80/20)

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

“Specific goals” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

Please note that:

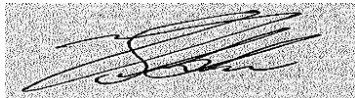
- Financial account, management account or auditors’ letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

Preferential points for tenders without local content requirements.

7

Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability (PwD) Ownership	4	Medical certificate		
Total Points allocated to Specific Goals	20			

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AUTHORISATION SIGNATORIES TO CONFIRM RFP			
The employee signing below hereby affirms the accuracy of the information requested for the proposal.			
Supply Chain Management Representative			
Full Names	Asisipho Matomane	Date	01 October 2025
Signature			
Technical Representative			
Full Names	Stephen Tsebela	Date	01 October 2025
Signature			



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