

TERMS OF REFERENCE

FOR

NINE (9) TRAININGS

The National Consumer Commission invites interested training providers to submit quotations for training requirements

1. PURPOSE

The purpose of this proposal is to request quotations for the following trainings:

- 1.1. Advanced Investigations Training US: 386073 **(Ref No: NCCQ140)**
- 1.2. Introduction to payroll and payroll processing training: SAGE VIP System **(Ref No: NCCQ141)**
- 1.3. Desktop publishing training - Attach course content **(Ref No: NCCQ142)**
- 1.4. SARS EMP501 & EMP201 training **(Ref No: NCCQ143)**
- 1.5. SAGE 300 Asset Management training **(Ref No: NCCQ144)**
- 1.6. Social Media and mobile marketing training – Attach course content **(Ref No: NCCQ145)**
- 1.7. Cobit Foundation with ISACA accredited EXAM **(Ref No: NCCQ146)**
- 1.8. Manage the Finance of a unit US: 252040 **(Ref No: NCCQ147)**
- 1.9. Monitoring and Evaluation for Governance US: 377899 **(Ref No: NCCQ148)**

2. GENERAL COMPLIANCE BY TRAINING PROVIDER/S

- 2.1. Service providers may quote for one or more training(s). However, quotations and supporting documents should be separate for each training. Service providers must ensure that they quote the relevant reference numbers for each training.
- 2.2. The training provider should provide with training environment unless the course will be facilitator-led online course. (N.B it must be stated on the quote).
- 2.3. The training provider must conduct training around Gauteng province /or anywhere in South Africa if its virtual and won't require face to face interaction.
- 2.4. The training provider must supply with attendance registers after conducting the training.

- 2.5. On receipt of the Purchase Order the Service provider must confirm a training date within a period of 30 days or have an approved yearly training calendar where employee/s will choose the date to attend.
- 2.6. All accredited trainings must undergo assessment and moderation by the seta after conducting the training.

3. BACKGROUND

The National Consumer Commission (NCC), herein referred to as the Commission, is a juristic person established as an organ of state within the public administration but as an institution outside the public service in terms of section 85 of the Consumer Protection Act; No 68 of 2008 ("Act"). The NCC has been operational since 1 April 2011. The main objective of the NCC is to, amongst other things, promote and advance the social and economic welfare of consumers in South Africa.

4. SERVICE PROVIDER MINIMUM REQUIREMENTS

4.1. Advanced Investigations Training SAQA Unit Standard: 386073 (Ref No: NCCQ140)

The following minimum specifications apply for the above training:

- Training to be provided to four (4) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course.
- The certificate of competence must be offered after the SETA moderation of the assessment.

4.2. Introduction to payroll and payroll processing training: SAGE VIP System (Ref No: NCCQ141)

The following minimum specifications apply for the above training:

- Training to be provided to three (3) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by SAGE as a learning partner to provide this course.
- The training provider should provide with training environment with computers.
- The certificate of competence/attendance must be offered after the course.

4.3 Desktop publishing training (Ref No: NCCQ142)

The following minimum specifications apply for the above training:

- A course content must be attached.
- Training to be provided to two (2) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by MICT SETA.
- The certificate of competence must be offered after the assessment.

4.4 SARS EMP501 & EMP201 training (Ref No: NCCQ143)

The following minimum specifications apply for the above training:

- Training to be provided to five (5) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by SAGE as a learning partner to provide this course.

4.5 SAGE 300 Asset Management training (Ref No: NCCQ144)

The following minimum specifications apply for the above training:

- Training to be provided to four (4) staff members.
- Proof of accreditation for the training provider to be submitted. *The training provider must be accredited by SAGE as a learning partner to provide this course.*
- The training provider should provide with training environment with computers.
- The certificate of competence/attendance must be offered after the course.

4.6 Social Media and mobile marketing training (Ref No: NCCQ145)

The following minimum specifications apply for the above training:

- A course content must be attached which includes, How to design relevant social media campaigns to capture your target market on a variety of social media channels and How to use your target market user behaviour to create mobile marketing advertising and marketing campaigns.
- Training to be provided to two (2) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by MICTSETA SETA.
- The certificate of competence must be offered after the assessment.

4.7 Cobit Foundation with ISACA accreditation EXAM (Ref No: NCCQ146)

The following minimum specifications apply for the above training:

- Training to be provided to two (2) staff members.
- The certificate of competence must be offered after the exam.

4.8 Manage the finance of a unit US: 252040 (Ref No: NCCQ147)

The following minimum specifications apply for the above training:

- Training to be provided to two (2) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course.
- The certificate of competence must be offered after the SETA moderation of the assessment.

4.9 Monitoring and Evaluation for Governance US:377899 (Ref No: NCCQ148)

The following minimum specifications apply for the above training:

- Training to be provided to two (2) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course.
- The certificate of competence must be offered after the SETA moderation of the assessment.

5. EVALUATION CRITERIA

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- Specific Goals (maximum 20 points)

Stage 1 - Price Evaluation (80 Points)

Price Evaluation	80

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

The following formula will be used to calculate the points for price:

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

Stage 2 – Specific Goals Evaluation (20 Points)

Specific Goals Points allocation

A maximum of 20 points may be allocated to a bidder for attaining the specific goals in accordance with the table below:

Specific Goals	Number of Points
100% Black owned	6
51-99% Black owned	4
100% women owned	6
51% to 99% women owned	4
5% Youth Ownership	2
2% Owned by persons with disabilities	1
Exempt Micro Enterprise (EME)	5
Qualifying Small Enterprise (QSE)	3
Large Enterprise	0

Specific Goal points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1)
- B-BBEE Certificate
- CSD Report

6. CONDITIONS OF CONTRACT

The NCC reserves the right to refuse the lowest quote and elements outlined in the evaluation criteria above, will play a major role when evaluating the requested proposals. Similarly, the NCC is not bound to select any of the entities or individuals submitting proposals.

7. PAYMENT STRUCTURE

Payment will be made upon submission of invoice(s), accompanied with an itemised statement of account, covering all services rendered. Such payment will be effected within thirty (30) days from date of receipt of undisputed invoice.

8. ENQUIRIES

8.1 Training-related Enquiries:

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8.2 SCM-related Enquiries:

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