



NKANGALA DISTRICT MUNICIPALITY



SCOPE OF WORK

APPOINTMENT OF AN ADDITIONAL PANEL OF ACCREDITED TRAINING SERVICE PROVIDERS TO RENDER VARIOUS TRAINING INTERVENTIONS AND/OR PROGRAMMES TO NKANGALA DISTRICT MUNICIPALITY FOR A PERIOD OF THIRTY-SIX (36) MONTHS

PURPOSE

The purpose of this tender/bid is to appoint an additional panel of accredited service providers to render various training intervention and/or programmes to Nkangala District Municipality for a period of thirty-six (36) months.

DETAILED SPECIFICATION

The service provider will be required to provide the following:

- i. Conduct training.
- ii. Provide Training Materials (e.g., Flip Charts, Projector, pens & Exam Pads etc.), Facilitation, Theory and Practical Assessments, and General Administration.
- iii. Submit a detailed Company profile and CVs of the Facilitators/Assessors.
- iv. Submit a Course Outline and the Duration of the course.
- v. Submit a detailed report on completion of the programme.
- vi. Issue Certificates of Competency

SCOPE OF WORK

- 6.1. Nkangala District Municipality is establishing a panel of service providers to render accredited training services within the District to Employees, Councillors, Youth, Women, Unemployed, SMMEs, CO-OPs etc, which will run for a period of thirty-six (36) months.
- 6.2. Service providers must indicate the relevant Sector Education and Training Authority (SETA) and/or Quality Council for Trades & Occupation (QCTO) which reflect the courses for which they are accredited to provide.
- 6.4. Unit Standard Numbers and the National Qualification Framework (NQF) level for each short course provided must be indicated.
- 6.5. The scope of work for the service providers on the panel will include material development and facilitation of the modules / programmes they are accredited for.



- 6.6. Service Providers may be required to partner with Nkangala District Municipality to secure funding during the term of contract, should the need arise.

SPECIFIC DELIVERABLES AND MILESTONES

The potential training provider must comply with the following requirements to be considered: -

- a) Must be accredited for the qualification, the company is applying for.
- b) Must have capacity to train, assess, internally moderate and upload learner achievements.
- c) Must have adequate staff compliments to ensure skills transfer.
- d) Assume full responsibility and accountability for the implementation and success of this learning intervention.
- e) Must build partnerships and provide support to relevant employers and ensure that learners receive appropriate workplace experience and relevant evidence is collected throughout the duration of the learning intervention.
- f) Have capacity to accommodate individuals living with disabilities.
- g) **The Tenderer must list the full names of Facilitators, Assessors and Moderators to be involved in the project and attach their respective CV's, accreditation certificates considering the Ratio of 1/35.**

PROJECT TIMELINES

- 8.1. The service providers will be appointed to the Nkangala District Municipality Panel for a period of thirty-six (36) months, subject to the performance of the Service Provider(s).
- 8.2. The performance of appointed service provider(s) will be reviewed on an a quarterly basis and/or on completion of a specific training programme.

EXPERTISE REQUIREMENTS

- 9.1. The Facilitator, Assessor and Moderator to be utilized by the Service providers must possess relevant qualification and at least two (2) year practical experience in line with courses/programs to be offered.
- 9.2. As and when training is required, training providers will be required to provide CVs of their facilitators, Assessors, and Moderators with their relevant qualifications as well as track record of a minimum of two (02) relevant facilitation/assessment and moderation rendered successfully.
- 9.3. Attach a proof of qualifications for facilitators (CV's and certificates).
- 9.4. Prospective training providers must also provide and attach additional information for the following:
 - i. an outline of the proposed training strategy.
 - ii. a project implementation plan.
 - iii. learner attendance management methods, reporting methods to the entity and the SETA; and learner exit strategy.



9.5. The Facilitator, Assessor learner ratio, should be minimum of 1:20 to maximum of 35 learners

MANDATORY REQUIREMENTS

- 10.1. Bidders must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.
- 10.2. Bidders are required to be registered on the Central Supplier Database (CSD) and the Nkangala District Municipality shall verify the bidder's tax compliance status through the Central Supplier Database. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database. It is therefore a condition of this bid that the tax matters of the bidder be in order at any point in time from the closing date of the bid. This bid will only be awarded to a bidder(s) whose tax status on Central Supplier Database is compliant.
- 10.3. Please note that no awards will be made to persons in service of the state as identified on the MBD 4 – Declaration of Interest form read together with the verification reports generated from the Central Supplier Database.
- 10.4. Valid copy of Sector Education and Training Authority (SETA) and/or Quality Council for Trades & Occupation (QCTO) certificate of accreditation stating the courses for which they are accredited to provide or copy of certificate of Council on Higher Education of South Africa in case of Universities and Colleges, or valid accreditation letter or Certificates from other relevant bodies where applicable, must be provided.

REPORTING

The Service Provider will be required to prepare and present progress reports coinciding with each of the agreed milestones. Where considered necessary the Service Provider will also be expected to compile reports and presentations for other bodies as required by Nkangala District Municipality. The Service Provider will be expected to keep financial records and other appropriate records.

DELIVERABLES

Funding is made available by Nkangala District Municipality for the project. Service Providers in their proposals are to set out their approach, methodology. Payments will be made on invoices submitted for work completed. On receipt of invoices rendered the service provider should allow at least 4 weeks for the payments to be processed.

DOCUMENTATION AND CONFIDENTIALITY

Information and data which is generated in the context of the project; may not be made available to any third party without prior permission of the Municipal Manager. All project material shall be presented in both hard copy and electronic format.



NON – APPOINTMENT

Nkangala District Municipality has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest quotation.

AREAS OF EXPERTISE CRITERIA AND REQUIREMENTS

Prospective training providers must submit the following for evaluation purposes:

- a. Proof of valid accreditation by relevant SETA, indicating the relevant learnership your company is applying for.
- b. The potential bidder must attach a service level agreement between training provider and Facilitator, Assessor and Moderator.
- c. Attach a proof of qualifications for facilitators (CV's and certificates). Prospective training providers must also provide and attach additional information for the following:
 - i. an outline of the proposed training strategy.
 - ii. A project implementation plan.
- d. Learner attendance management methods, reporting methods to the entity and the SETA; and learner exit strategy.
- e. Learnership: The Facilitator, Assessor learner ratio, should be minimum of 1:20 to maximum of 35 learners.

OTHER CONDITIONS

Handling of Learners personal information shall be done in full compliance with the provisions of the POPI Act.