



Request for Quotations

DEVELOPING HRD IMPLEMENTATION PLANS FOR THE PUBLIC SERVICE

17 November 2025

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1. Purpose

The purpose of this document is to invite the service provider to provide training on Developing HRD Implementation Plans for the Public Service.

Accreditation:

Demonstrate knowledge and insight into the relationship between strategic human resource planning and organisations strategic planning: Unit Standard: ID 259143, NQF Level 6.

Develop an organisational training and development plan. Unit Standard ID 15217, NQF Level 5.

Certificate of Competency will be issued upon successful completion of the course, including a summative assessment.

2. Objectives

The service provider must provide training to thirteen (13) employees of the Agency on Developing HRD Implementation Plans for the Public Service according to the learning outcomes listed below:

Name of training intervention	Learning outcomes	Number of employees	Duration of training
Developing HRD Implementation Plans for the Public Service	<ul style="list-style-type: none">✓ Explain the role of a strategic plan in the achievement of an organisations mandate;✓ Explain the role of a strategic human resource plan in enabling an organisation to reach its deliverables;✓ Discuss the importance of integrated human resource planning;✓ Develop a human resource intervention to meet changing emerging needs;✓ Conduct an analysis to identify and define the skills profile of an organisation;✓ Define training and development needs and establish priorities; and✓ Develop a training and development plan.	13	5 days

3. Requirements

The service provider are required to provide a comprehensive quote for training of employees on Developing HRD Implementation Plans for the Public Service. The training must be structured according to the requirements of the learning outcomes mentioned above.

4. Deliverables

- 4.1 Provide training to thirteen (13) employees of the Agency on Developing HRD Implementation Plans for the Public Service.
- 4.2 Deliver SAQA accredited certificates of competent to the Agency within four months after the training has been completed for unit standard based programme;
- 4.3 Make provision for the reassessment of officials who were not competent for unit standard based programme;
- 4.4 Submit the course report after fourteen days after the last day of the course to the Agency training coordinator;
- 4.5 The course report should indicate the names of the delegates who have attended the course, and who have submitted the portfolios of evidence;
- 4.6 Upon completion of the programme, the service provider will be required to submit a final evaluation report alluding to achievements, challenges and proposal of improvement plan of future similar initiatives.

5. Duration and schedule

The duration of the training is for 5 days.

6. Venue and refreshments

Training should be Face-to-Face. Venue and refreshments included.

7. Commitment Period

The commitment period will be for three (03) months from the date of engagement and or award.

8. Required expertise and skills

The Service Provider should have:

- 8.1 Clear understanding of Skills Development legislations, communication skills framework; SAQA, knowledge of SETA landscape and Public Service Regulations.
- 8.2 On-site facilitation skills.
- 8.4 Ability to train adults in work situation.
- 8.5 Have necessary training qualifications and resources/facilities.

9. Accreditation

The service provider and the facilitator should be fully accredited by the Quality Council to qualify to provide training on Excellent Customer Service and Communication Skills. ***(must be attached) If not attached the service provider will be disqualified.***

10. Company experience

- 10.1 Companies are required to provide proof that they have facilitated/performed similar project accompanied by correspondence from references providing that such a programme was executed as well as their five (5) contactable letters of references.
- 10.2 Minimum experience of 3 to 6 years and above is required, team leaders and members should have at least minimum of 3 to 6 years and should be able provide their CVs for reference check.
- 10.3 Facilitators and assessors should be accredited by a relevant SETA.

11. Evaluation Criteria

- Service Providers will be evaluated on delivery expertise, approach and methodology, price as well as equity ownership in accordance with the RTIA's supply chain management policies which are in line with the Preferential Procurement Policy Framework 2022 (80/20) PPPFA scoring principles); and
- The contract will be awarded to the service provider obtaining the highest number of points as per the 80/20 preference points system.

Description of functions criteria	Points
Delivery Expertise and Relevant Experience	30 points
Methodology and Project Approach	30 points
References where similar services were previously provided detailing the nature of the contract and provide contact details	20 points
Qualifications and skills of resources	20 points
TOTAL	100 points
Minimum required score	70 points

Detailed functionality evaluation criteria:

APPLICABLE VALUES TO SCORE:

1 = Poor; 2 = Average; 3 = Good; 4 = Very Good and 5 = Excellent

Detailed functionality evaluation criteria	Points
Demonstrate working knowledge and experience in providing professional and expert services in Developing HRD Implementation Plans for the Public Service.	30 points
Minimum of 6 and above years' experience =5	

<ul style="list-style-type: none"> • <i>Minimum of 5 – 6 years' experience = 4</i> • <i>Minimum of 4 - 5 years' experience and above = 3</i> • <i>Minimum of 3 - 4 years' experience = 2</i> • <i>Minimum of 3 years' experience = 1</i> • <i>Below 3 years' experience = 0</i> 	
<p>Provide the approach and methodology as well as demonstration of expertise:</p> <ul style="list-style-type: none"> • Elaborate on your normal processes, procedures and approach as well as possible tools, systems or methods you are using when providing Developing HRD Implementation Plans for the Public Service. • <i>5 =Over and above requirements with more than one requirement</i> • <i>4 =Over and above requirements with one requirement</i> • <i>3=Comprehensive detailing both advert and response handling</i> • <i>2=Addressing one element</i> • <i>1=Non Responsive</i> 	30 points
<p>Have at least five (5) references where similar services where previously provided detailing the nature of the contract and provide contact details:</p> <p>List of references MUST be specific to Developing HRD Implementation Plans for the Public Service.</p> <p>and will be evaluated as follows:</p> <ul style="list-style-type: none"> • <i>Provision of 5 relevant reference letters from previous clients = 5</i> • <i>Provision of 4 relevant reference letters from previous clients = 4</i> • <i>Provision of 3 relevant reference letters from previous clients = 3</i> • <i>Provision of 2 relevant reference letters from previous clients = 2</i> • <i>Provision of 1 relevant reference letter from a previous client = 1</i> • <i>Non provision = 0 points</i> 	20 points
<p>Qualifications and Experience of project team</p> <p>CVs including qualifications of project team as well the respective roles they will play will be evaluated as follows:</p> <ul style="list-style-type: none"> • <i>6 years and above combined experience of project team = 5</i> • <i>5 - 6 years combined experience of project team = 4</i> • <i>4 – 5 years combined experience of project team = 3</i> • <i>3 – 4 years combined experience of project team = 2</i> • <i>Minimum of 3 years combined experience of project team = 1</i> • <i>Below 3 years combined experience of project team = 0</i> 	20 points

A bidder must obtain a minimum of **70** points in the prequalification phase to progress to the next phase.

Failure to obtain **70** points will render the proposal non-responsive and no further evaluation of the next phase will be considered.

Phase 2: Specific goals for the tender and points claimed are indicated as per the table below: (**Note to organs of state:** Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must be indicated as such. **Note to RFQ:** The request for quotations must indicate how they claim points for each preference point system).

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution.	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	3		

NB: Source documents for claiming of points: Prove of company registration, ID copies of women in the company and their positions, Medical report as well as prove of residence

12. Submission of proposals

Bidders must furnish the following information as part of the bid response:

- 1.1 All evidence required in the functionality criteria;
- 1.2 Proposal in response to the request for quotation/proposal and;
- 1.3 All mandatory SCM documents, signed SBD forms (4, 6.1), CSD report, Tax Compliance Status and Specific goals.

The following conditions will be applied:

- 1.3.1 This quote is subject to the Government Procurement General Conditions of Contract that may not be amended. Quotes should not be qualified by own conditions;
- 1.3.2 All price (s) must be inclusive of all costs plus VAT and must be firm for the duration of the contract period.

13. Right to appoint

The Agency reserves the right not to appoint a service provider, if it is established that no proposal meets the requirements.

14 Closing Date & submission of quotes

14.1 Quotes are expected to be submitted no later than 16h00 on the 4th of February 2026

14.2 Quotes may be submitted electronically by e-mails to: Kwena.moloko@rtia.co.za

15. Enquiries and more information

All enquiries and requests for more information should be directed to the sender by email. The response will be distributed to all the prospective bidders by email so that every bidder has the same information.