



REQUEST FOR PROPOSAL (RFP)

RFP TITLE	MerSETA Organisational and Operational Training Programme
RFQ NUMBER	RFQ/HUM/24/25/052
CLOSING DATE	14 June 2024
CLOSING TIME	12:00 noon
Non-Compulsory virtual briefing	06 June 2024 @ 10:30 AM Microsoft Teams Need help? Join the meeting now Meeting ID: 386 455 702 618 Passcode: XJMFUC
SUBMISSION EMAIL	Quotations@merseta.org.za
ENQUIRY EMAIL	AMatomane@gmail.com

1. BACKGROUND

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) was established in 2000 to promote skills development in terms of the Skills Development Act (Act No. 97 of 1998 as amended).

The merSETA facilitates skills development in the manufacturing, engineering, and related services that encompass the following sectors: Automotive, Metal, Motor, Tyre, Plastics, and Automotive Components Manufacturing.

The Quality Management Reporting resolution outlines a directive for comprehensive training for all staff members at merSETA, emphasizing the importance of understanding the organization's mission and operational focus.

That Management ensures staff at all levels know what the purpose is of the SETA to direct the work performed by each member of staff to achieve the purpose e.g. to be aware of activities such as funding windows that are open.

2. OBJECTIVE

2.1 A specialized service provider needs to be appointed to be conduct an internal analysis to understand the merSETA in order to develop this training course. This implies that the training content should be professionally created, likely tailored to the specific needs and goals of the merSETA. The service provider would be responsible for designing a curriculum that is both informative and engaging to ensure effective learning.

2.2 The training topics should include the following amongst many others:

1. Seta Legislation
2. Seta Constitution
3. Seta Landscape
4. Merseta as an organisation
5. Merseta's mandate
6. Mersta business processes and functions
7. Merseta operating model

The above list is not exhaustive.

2.3 The SP must have extensive knowledge, experience and exposure to the SETA environment and the various business process and functions within a SETA including a solid understanding of the MerSETA operating model.

3. SCOPE OF WORK

- It is required that ALL staff attend general training.
- The training is mandatory for every employee, regardless of their position or seniority.
- This inclusivity ensures that every team member, from entry-level to management, receives the same foundational knowledge and alignment with the merSETA's objectives.
- Options for online and physical training for all staff located in the below address.
- The SP must submit a proposal on how they intend to develop, design and roll out the training including the associated timeframes. The cv of training facilitator of the programme must be included.
- The SP will be responsible for coordinating the training in conclusion with the HR department.

- Conduct a gap analysis to understand what are the shortcomings from employees in terms of their understanding of the merSETA
- Review merSETA business processes and procedures as content for guidance on the development of the training material
- Interview key stakeholders to understand the training needs better in order to develop and design a fit for purpose programme.
- Submit and present the training content to management and HR for approval. Should changes be required to be made to the training content the SP should make the changes.
- Following the conclusion of the training, the SP must submit a training report of the process undertaken, lessons learned and recommendation for future programmes for the merSETA.
- Each of employee that completes the training must complete a training register and receive a training certificate.

4.

Region	Head Count Updated	Address
Head Office and Gauteng South Region	173	8 Hillside Road, Metropolitan Park Block C, Parktown, Johannesburg
Mpumalanga Limpopo	13	1 st Floor, No 8 Corridor Street, Route N4, Business Park, Ben Fleur Ext 11, Emalahleni
Bloemfontein	11	46 Second Avenue, Westdene, Bloemfontein
KwaZulu Natal	18	01 Neptune Road, Westville, Durban
Western Cape	19	Avanti, Second Floor, Cnr Churchill Close & Tygerfalls Boulevard, Tygervally, 7530
Eastern Cape	13	Pickering Park Office Suites, 14 – 20 Pickering Street, Newton Park, Gqeberha
Gauteng North	11	Infotech Building, 1090 Arcadia Street, Hatfield, Pretoria
Fixed Term Contractors and Temps	40	Across the Head-Office and Regions
TOTAL	298	

Total number is subject to change depending on terminations and appointments.

5. ROLE OF merSETA HUMAN RESOURCE MANAGEMENT

HR has the critical role of ensuring that all staff understand the purpose of the merSETA. For instance, it is crucial that the staff comprehend how their daily tasks and broader roles contribute to the overarching goals of the SETA. Furthermore, all management's responsibility is to guide and remind staff of this alignment continually.

The mention of "activities such as funding windows that are open" serves as an example of specific operational elements that all staff should be aware of. In the context of a SETA, knowing when funding windows are open could be crucial for the merSETA to distribute discretionary funds and implement projects effectively.

Training helps in building a knowledgeable workforce who feels more engaged and connected with their work, as they understand how their roles contribute to the larger goals.

6. BID EVALUATION

The RFP will be evaluated in terms of the PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20).

6.1.1 Evaluation Stage 1: Compliance

Compliance with administrative requirements stated in the Standard Bidding Documents and the mandatory requirements as listed below. In this evaluation stage, all bidders that fail to provide the required information and documentation may be disqualified from further evaluation.

Failure to comply with the requirements assessed in stage 1 (compliance), may lead to disqualification of bids.

Criteria Description	Supporting Documents
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	Signed JV Agreement SBD forms must be completed for each legal entity Consolidated B-BBEE certificate
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 SBD 6.1

6.1.2 Evaluation Stage 2: Technical Evaluation

In this evaluation stage, bidders are expected to meet minimum technical specification requirements to proceed to the next evaluation stage of the evaluation. Failure to meet the prescribed technical specification will automatically disqualify the bid offer from proceeding to the next evaluation stage.

No	Criteria	Description	Points
1.	Relevant experience of the bidder Provide a company profile reflecting training experience including public sector training/facilitation experience is essential. Verifiable on CSD. No public sector experience - disqualification	Five (5) years' training/facilitation experience with public sector experience is essential	20
		4 years' training/facilitation experience with public sector experience is essential	5
		3 or less years' training /facilitation experience with public sector experience is essential	0
2.	Detailed proposed methodology and approach, as well as timeframes and a project plan	Fully complies - The Bidder has provided a detailed explanation of the methodology implementation approach which details how the services will be carried out as outlined in the scope and deliverables and timelines	20
		Poor proposed methodology with no detailed project plan and timeframes.	0
3.	Reference letters of similar work done in the past	Three (3) reference letters attached, of work of a similar work undertaken	15
		Two (2) reference letters attached, of work of a similar work undertaken	5
		One (1) or no reference letters attached, of work of a similar work undertaken	0

No	Criteria	Description	Points
4.	Curriculum Vitae of training and facilitation lead who will be allocated to facilitate the training.	Training lead must have a minimum of 5 years training and or facilitation experience in a public sector is essential with a relevant degree/diploma. Extensive knowledge and understanding of SETA operating environment and relevant legislation is essential	20
5.	Support Consultants must have a minimum 3 years training/facilitation experience with relevant qualification.	Support Consultant must have a minimum of 3 years training/facilitation experience with relevant qualification.	15
TOTAL			100

6.1.3 Evaluation Stage 3: Preference Point System

The 80/20 preference point system shall be applicable to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents the specific goals. Points will be awarded to a bidder for attaining the specific goals in accordance with the table as listed in the bid documentation.

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.

7. merSETA's RIGHTS

7.1 The merSETA is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the merSETA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the merSETA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

7.2 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.

7.3 The merSETA reserves the right to award this bid as a whole or in part.

7.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.

7.4 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.

7.5 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify 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 / members.

7.6 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).

7.7 The merSETA reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

7.8 The merSETA reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

8. UNDERTAKINGS BY THE BIDDER

8.1 By submitting a bid in response to the RFQ, the bidder will be taken to offer 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.

8.2. The bidder shall prepare for a possible presentation should merSETA require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.

8.3. 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.

8.4. 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.

8.5. The successful bidder accepts full responsibility for the proper execution and fulfilment 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 fulfilment of such contract.

8.6. 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 its bid will become merSETA property unless otherwise stated by the bidder/s at the time of submission.

9. RFP ENQUIRIES

SCM ENQUIRIES		TECHNICAL ENQUIRIES
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RFQ Email	Quotations@merseta.org.za	



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.

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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			