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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 14 - 2026/27

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO CONDUCT PFMA BID COMMITTEES TRAINING FOR THE ETDP SETA

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998 to advance skills levels in accordance with the National Skills Development Strategy III. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the Education Training and Development Sector.

The ETDP SETA seeks to appoint a suitably qualified and experienced service provider to conduct PFMA Bid Committees training for the ETDP SETA.

2. PURPOSE & OBJECTIVES OF THE PROJECT

2.1. PURPOSE OF THE PROJECT

ETDP SETA seeks to appoint a suitably qualified and experienced service provider to conduct an PFMA-compliant Bid Committees training for its **forty-five (45)** required to legally capacitate Supply Chain Management (SCM) practitioners, senior managers, technical specialist who serve on cross-functional procurement representatives, as per SAQA unit standard **337061** for PFMA Bid Committees. *The training is not credit-bearing.*

2.2. PURPOSE OF THE UNIT STANDARD

To enable committee members to demonstrate knowledge and insight into a bid committee system applicable to ETDP SETA.

3. PROJECT SCOPE AND REQUIREMENTS

3.1 The service provider/ consultant will be required to provide the following training services under the PFMA BID COMMITTEES Act 38 of 1999

- 3.1.1 The Bid Specification Committee (BSC) Unbiased Compilation: Structuring clear, transparent, and non-restrictive Terms of Reference (ToR) or technical specifications. Strategic Alignment: Ensuring criteria match the department's annual performance plan and budget. Evaluation Matrix: Designing the evaluation scorecards, functionality thresholds, and preference point systems upfront
- 3.1.2 The Bid Evaluation Committee (BEC) Administrative Responsiveness: Evaluating compliance against mandatory returnable documents, tax clearances, and CSD registrations. Functionality & Pricing: Calculating performance scoring, applying the 80/20 or 90/10 preference points, and assessing financial viability. Technical Compliance: Checking bidder capabilities against the original BSC specifications to formulate clear recommendations.
- 3.1.3 The Bid Adjudication Committee (BAC) Compliance Oversight: Reviewing the evaluation process to verify that procedural fairness, equity, and lawfulness were upheld. Financial Oversight: Confirming availability of funds and preventing irregular expenditure. Final Recommendations: Making definitive recommendations to the Accounting Officer or awarding the contract under delegated authority.
- 3.1.4 *PFMA Act*
- 3.1.5 Legal Liability and PFMA Act Compliance

4. PROFILE OF SERVICE PROVIDER

The Service Provider must have accreditation in PFMA BID Committees Training as per the SAQA unit standard **337061** for PFMA BID Committees and be able to cover:

- Training in the PFMA BID Committees Act
- Must have expertise in conducting risk assessments in a working environment as well as an
- Experience in training in SCM Code of conduct.

5. PROJECT REQUIREMENTS

- 5.1. The duration of this training must be for a maximum of **five (5) days**.
- 5.2. Service provider must certify the PFMA needs and award certificates to attendees after completion.
- 5.3. The service provider must provide evidence of a track record of a similar assignment undertaken.

6. COSTING MODEL (PRICING SCHEDULE)

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED

NUMBER OF TRAINEES: 45				
NAME OF BIDDING ORGANISATION:				
NAME OF TRAINING PROGRAMME: PFMA- Compliant Bid Committees				
NUMBER OF TRAINING DAYS: 5 DAYS				
ITEM DESCRIPTION	NO: OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Training Costs for <i>physical attendance</i> :				
- PFMA Act	45			
Training Material	45			
Issuance NQF Level 5 Certificates of Attendance to successful delegates.	45			
SUB-TOTAL				
Admin Expenses				
TOTAL COSTS				
ALL COSTS MUST BE INCLUSIVE OF VAT				

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

7. DURATION OF THE PROJECT

The duration of the contract is for a period not exceeding **five (5) days**.

8. METHOD OF SUBMISSION

All Documents for Stage 1 (Administrative requirements), Stage 2 (Mandatory Requirements), and Stage 3 (Pricing & Specific Goals) must be submitted in electronic format via email to etdpsetarfq@etdpseta.org.za

There must be three folders covering the following stages:

Folder A: Stage 1: Administrative Requirements

Folder B: Stage 2: Mandatory Requirements

Folder C: Stage 3: Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included in the folders to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submission.

9. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on Administrative Compliance and Mandatory requirements. The bidders that meet the required mandatory requirements will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

9.1. STAGE 1: Administrative Compliance [Folder A]

Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

Description	Comply/Submitted
Completion of all SBD Forms: SBD 1 - Invitation to Bid SBD 4 - Declaration of Interest	
Completion in full of the General Conditions of Contract (GCC)	
Submit a <i>"Unique security personal identification number (PIN) issued by SARS"</i> which the SETA will use to verify the bidder's tax matters prior to the award	

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9.2. STAGE 2 – MANDATORY REQUIREMENTS [Folder B]

Mandatory Requirement	Method of Evaluation
9.2.1. Proof of accreditation to provide training as per SAQA unit standard 337061 for PMFA BID Committees.	The Quality Council for Trades and Occupations (QCTO) or relevant ETQA (SETAs)

NB: Failure to fully complete and submit any of the above-requested mandatory documents will lead to disqualification.

Please take note of the value and scoring point system of your bid.

9.3. STAGE 3 - PRICING & SPECIFIC GOALS [Folder C]

PRICING SCHEDULE DOCUMENTS

- Costing Model (**Price must be final, include VAT and signed**)
- SBD 6.1** - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022
- (**If claiming preferential points**) - **this will be used to verify points to be allocated for specific goals**

80/20 preference point system shall be applicable as follows:

✓ Price	80
✓ Allocation of specific goals	20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

10. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **60 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

11. DISCLAIMER

Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer

1. *By submitting your proposal, you grant the necessary consent as you acknowledge that:*
 - *ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.*

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

2. *Therefore:*

Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.

3. *We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.*

4. *For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za "ETDP SETA PAIA Manual and POPIA Manual".*

12. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation will be available on national treasury e-portal and our website. Documents **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za , Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **21 August 2026**.

All Proposals **must be Sent via email to** etdpsetarfq@etdpseta.org.za

Submissions must be sent **BEFORE** the closing date and time of **11h00** on **04 September 2026**.

No late submission will be accepted!

13. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **04 September 2026**.

14. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. **ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.** All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.