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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU NO: 01 - 2026/27

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLY QUALIFIES SERVICE PROVIDER/S FOR THE IMPLEMENTATION OF QCTO REGISTERED SKILLS PROGRAMMES FOR THE GAUTENG PROVINCE ON BEHALF OF THE GAUTENG DEPARTMENT OF EDUCATION

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 Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector.

The ETDP SETA will host a **Non-Compulsory** virtual briefing session for **BID NO: SCMU: 01 - 2026/27** – *Appointment of a suitably qualifies service provider/s for the implementation of QCTO registered skills programmes for the Gauteng province on behalf of the Gauteng department of education* on **22 June 2026** at **11h00**. Access details will be available on www.etdpseta.org.za as from **19 June 2026**. Kindly note that interested service providers may submit their questions until **23 June 2026** at **16h30**. **No further questions will be accepted after this date.** We thank you for your cooperation.

2. PURPOSE & OBJECTIVES

2.1 PURPOSE OF THE PROJECT

The ETDP SETA is looking for Skills Development Provider/s to facilitate the implementation of QCTO Registered skills programmes in the ETD sector for Gauteng Department of Education on behalf of the ETDP SETA for the 2025/26 financial year.

PLEASE CLEARLY INDICATE THE PROGRAMME THAT YOU ARE BIDDING FOR:

PROGRAMME	YES/NO
Assessment Practitioner	
Skills Development Facilitation Practitioner	
Learning and Development Facilitator	

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DETAILS OF THE SKILLS PROGRAMMES THAT MUST BE IMPLEMENTED ARE IN TABLE 1 BELOW

TABLE 1: QCTO REGISTERED SKILLS PROGRAMMES

Skills Programme	Number of Learners	District of implementation
Assessment Practitioner QCTO: NQF L5. SKILLS PROG ID: SP 220320 20 CREDITS	310	Johannesburg Central
Skills Development Facilitation Practitioner QCTO: NQF L5. SKILLS PROG ID: SP 220321 40 CREDITS	150	Johannesburg Central
Learning and Development Facilitator QCTO: NQF L5. SKILLS PROG ID: SP 220319 36 CREDITS	150	Johannesburg Central

3. PROJECT REQUIREMENTS

ETDP SETA is looking for Skills Development Provider/s to facilitate the implementation of QCTO Registered Skills Programmes for Educators in Gauteng Department of Education in 2025/26 financial year.

- 3.1. Submission of Annexure A
- 3.2. Submission of QCTO Accreditation letter for the skills programme you applied for.

4. PROFILE OF THE SERVICE PROVIDER

The service provider must:

- 4.1. Proof of physical resources
- 4.2. Proof of Human resources
- 4.3. Legal requirements (Occupational Health and Safety)

5. COSTING MODEL (PRICE SCHEDULE)

COST COMPARISON FOR THE SKILLS PROGRAMMES: 2025/26

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

NB: PLEASE HAVE A COSTING MODEL PER SKILLS PROGRAMME

COSTING FOR NUMBER OF LEARNERS AS PER SKILL PROGRAMME REQUIREMENTS:				
NAME OF BIDDING ORGANISATION:				
NAME OF SKILLS PROGRAMME:				
PROJECT DURATION:				
ITEM DESCRIPTION	NO: OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Training Costs (including training material, assessment, certification and any other related training costs)				
SUB-TOTAL				
Admin Expenses (includes travel, venue hire and catering) excludes travelling for trainees				Not exceeding 7.5%
TOTAL COSTS				
				Cost Per Learner
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.

PROPOSED STANDARD MENU FOR LEARNERS:

Breakfast: 2 slices of bread / sandwiches with tea/coffee/juice

Lunch: 1 meat dish, 1 starch, 1 salad, 1 vegetable dish, 1 soft drink

6. DURATION OF THE PROJECT

It is expected that the ETDP SETA will enter into a service level agreement (SLA) with the successful bidder/s and the ETDP SETA. The duration of the project will be for six (**6 Months**) and commence after the signing of the SLA. **Three blocks of 50 learners to start every month until the completion of the full training.**

7. METHOD OF SUBMISSION

Bidders must submit bid proposal in a USB stick in a clearly marked envelope with bidder's details and bid reference number. **All Documents for Stage 1 (Administrative requirements), Stage 2: Phase A (Mandatory Requirements), Stage 2: Phase B (Functionality Evaluation), and Stage 3 (Pricing & Specific Goals) must be submitted in electronic format, USB.**

There must be three folders in the USB cover the following stages.

Folder A: Stage 1: Administrative Requirements

Folder B: Stage 2: Phase A: Mandatory Requirements

: Phase B: Functionality Evaluation Requirements

Folder C: Stage 3: Phase B: Price and Specific Goal

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

8. 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 functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality 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.

8.1. STAGE 1: Administrative Compliance [Folder A (USB)]

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: <ul style="list-style-type: none"> SBD 1 - Invitation to Bid SBD 4 - Declaration of Interest 	
Completion in full of the General Conditions of Contract (GCC)	
Submit a "Unique security personal identification number (PIN) issued by SARS" which the SETA will use to verify the bidder's tax matters prior to the award	

8.2. STAGE 2 – PHASE A_MANDATORY REQUIREMENTS [Folder B (USB)]

Mandatory Requirement	Method of Evaluation
A) QCTO SKILLS DEVELOPMENT PROVIDER	<ul style="list-style-type: none"> Submission of Annexure A Submission of QCTO Accreditation letter for the skills programme you applied for.

NB: The service provider must be a registered organisation for the respective programme they are bidding for.

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

8.3. STAGE 2 - PHASE B_FUNCTIONALITY EVALUATION [Folder B (USB)]

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

- The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
- Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations **5 and 6**.

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
1.	<p>Bidder Experience: (20) Relevant reference numbers of Skills Development Provider/s who have been training on QCTO registered Skills programme/ Occupational Qualifications or Trades,</p> <p>Submit contactable reference letters on the letterhead of the referee and it must be signed by the referee.</p> <p>*[Each reference must clearly indicate.</p> <ul style="list-style-type: none"> the name of the bidder and the project objectives of the project (nature and duration of the project) recommendation and contact details of the referee as well as proof of completed project(s) and must be signed. 	<p>3 reference letters and above</p> <p>2 reference letters= 10</p> <p>1 reference letter = 5</p> <p>0 reference letter = 0</p>	<p>20</p> <p>10</p> <p>5</p> <p>0</p>
2.	<p>Project Implementation plan for the delivery of Skills programmes; (40 Points)</p> <p>Sliding scale</p> <p>Submit a roll out plan, addressing:</p> <ul style="list-style-type: none"> Detailed plan explaining how the programmes will be implemented as per the TOR (40) No clear roll out plan that meets the deliverables in terms of the TOR (0) 	<p>Roll out Plan:</p> <ul style="list-style-type: none"> Detailed Roll out plan. No clear roll out plan 	<p>40</p> <p>0</p>
3.	<p>Experience/Profile of key staff (40 points)</p> <p>3.1 Project Management structure = 5</p> <p>Submit the project management structure indicating roles/titles of each personnel</p> <p>3.2 Relevant experience of Project Manager in managing similar projects = 5</p> <p>Submit CV of the project manager with contactable references</p> <p>3.3 Three Facilitators (relevant experience facilitating the selected Skills programme) = 10</p> <p>3.4 Markers (relevant experience Marking the selected Skills programme) = 10</p>	<ul style="list-style-type: none"> Project management structure No project management structure 5 years and above Above 3- 5 years 1 - 3 years Less than 1 year 5 years and above 3- 4 years 1 - 2 years Less than 1 year 5 years and above 	<p>5</p> <p>0</p> <p>5</p> <p>2</p> <p>1</p> <p>0</p> <p>10</p> <p>5</p> <p>2</p> <p>0</p> <p>10</p>

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		<ul style="list-style-type: none"> • 3- 4 years • 1 - 2 years • Less than 1 year 	5 2 0
	3.5 Moderators (relevant experience Moderating the selected Skills programme) = 10	<ul style="list-style-type: none"> • 5 years and above • 3- 4 years • 1 - 2 years • Less than 1 year 	10 5 2 0
	Submit CV of three Facilitators, and two Markers and one Moderator. Please include the CV of two Administrators (per skills programme)		
	Submit CV of the lead facilitator and two other facilitators with contactable references		
TOTAL			100

Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

8.4. STAGE 3: PHASE B PRICING & SPECIFIC GOALS [Folder C (USB)]

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.

9. 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. ETDP SETA 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.
8. Bids submitted are to hold good for a period of **90 days**.
9. No sub-contracting will be allowed for this bid.
10. 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.
11. 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.
12. 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.
13. 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.
14. Companies that are in the process of de-registration in the CIPC will not be considered.
15. Service Provider must provide proof of Public Liability Insurance prior to the signing of a Service Level Agreement.
16. 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.
17. The ETDP SETA may visit the short-listed training providers for verification of the premises (building), resources and equipment for final approval as part of the process of appointment of the training provider.

10. 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.
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".

11. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open Tenders as from **12h00 on 10 June 2026**.

The financial proposal will only be opened when the tender is responsive or at the discretion of the ETDP SETA.

All Bids/Proposals **(completed in [one (1) USB] – No hard copies will be accepted and must be couriered or hand delivered to:**

**The ETDP SETA – Gauteng Province
112 Main Street, 9th Floor
Johannesburg
2091**

Submissions can be **delivered into the tender box between 08h00 and 16h30 Monday to Friday BEFORE the closing date and time of 11h00 on 06 July 2026.**

No late submission will be accepted!

12. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on 06 July 2026.

13. 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 Manager: 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.

ANNEXURE A

Bidders are required to provide references for Project Manager and Facilitator.

1. PROJECT MANAGER EXPERIENCE

Name of Project Manager: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

2. RELEVANT EXPERIENCE OF FACILITATOR

Name of Facilitator: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

3. RELEVANT EXPERIENCE OF MARKERS AND MODERATOR

Name of Markers and Moderator: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

4. RELEVANT EXPERIENCE OF ADMINISTRATORS

Name of ADMINISTRATORS: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

ANNEXURE B

Please clearly indicate the skills programmes that you are bidding for.

Skills Development Programme	Yes/No
Assessment Practitioner	
Skills Development Facilitation Practitioner	
Learning and Development Facilitator	

(Submit separate bids for each QCTO Accredited programme)