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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU: 09 – 2025/26

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO REVIEW TEN (10) SETS OF FULL OCCUPATIONAL QUALIFICATIONS

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: 09 - 2025/26** – for the *Appointment of a service provider to review ten (10) sets of full occupational qualifications* on **15 October 2025** at 11h00. Access details will be available on www.etdpseta.org.za as from **14 October 2025**. Kindly note that interested service providers may submit their questions by **16 October 2025**. ***No further questions will be answered after this date.*** We thank you for your cooperation.

An email must be sent to Tenderers@etdpseta.org.za for any enquiries.

2. PURPOSE & OBJECTIVES

2.1. PURPOSE OF THE PROJECT

- 2.1.1. The ETDP SETA seeks to appoint a Service Provider to review ten (10) sets of full Occupational Qualifications listed in the table below.

Table 1: List of Occupational Qualifications

No:	TITLE	NQF LEVEL	SAQA ID	CREDITS	Expiry Date
1.	Occupational Certificate: Adult Literacy Teacher	5	101709	198	2025-12-30
2.	Occupational Certificate: Community	4	97708	150	2025-12-30

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No:	TITLE	NQF LEVEL	SAQA ID	CREDITS	Expiry Date
	Development Worker				
3.	Occupational Certificate: Community Development Practitioner	5	97691	212	2025-12-30
4.	Occupational Certificate: School Principal	6	101258	285	2025-12-30
5.	Occupational Certificate: Early Childhood Development Practitioner	4	97542	131	2025-12-30
6.	Occupational Certificate: Career Development Information Officer	5	96372	122	2025-12-30
7.	Occupational Certificate: Learning and Development Advisor	7	118774	195	2025-12-30
8.	Occupational Certificate: Training and Development Practitioner	5	101321	190	2025-12-30
9.	Occupational Certificate: Occupational Trainer	4	97154	124	2025-12-30
10.	Occupational Certificate: Library Assistant	5	94598	127	2025-12-30

3. PROJECT SCOPE, REQUIREMENTS AND DELIVERABLES

3.1. PROJECT SCOPE AND REQUIREMENTS

The scope of work shall entail the following:

- 3.1.1 **Qualifications Scoping:** Participation in the full qualifications scoping meetings.
- 3.1.2 **Full Qualifications Review:** Review of curriculum, assessment specification, qualification documents, and Qualification Assessment Specification Addenda.
- 3.1.3 **Recognition of Prior Learning (RPL) Mechanism Development:** Develop a Recognition of Prior Learning Mechanism with guidelines, tools and instruments.
- 3.1.4 **Reporting and project closure:** Produce progress and process reports for the full qualifications reviewed.

The service provider will be required to use QCTO approved templates for the review of occupational qualifications and Qualification Assessment Specification Addenda. The final drafts of the reviewed qualifications must comprise of the *“Curriculum Document”, “Qualification Document”, “Qualification Assessment Specification Document”, “Qualification Assessment Specification Addenda”* and accompanied by the *“Recognition of Prior Learning (RPL) Mechanism”*

3.2. PROFILE OF SERVICE PROVIDER

- 3.2.1. The service provider must have relevant experience and expertise in the development of an occupational qualification, which must include successful development of the Qualification Assessment Specification (QAS) Addendum.
- 3.2.2. The Service Provider must be approved by the Quality council for Trades and Occupations (QCTO) as a Qualification Development Facilitator (QDF) or has undergone training delivered by the QCTO on how to develop an occupational qualification.

3.3. PROJECT REQUIREMENTS

3.3.1. FUNCTIONAL RESOURCES

The Service Provider must:

- 3.3.1.1. Be able to work online or meet physically, in Gauteng Province as and when required.
- 3.3.1.2. Be available to meet with the Community of Expert Practitioners (CEPs) who will support the development or review of the occupational qualifications.
- 3.3.1.3. Have the expertise to develop or review an occupational qualification with a QAS Addendum.
- 3.3.1.4. Understand QCTO requirements for the development of an occupational qualification.

4. DURATION

It is expected that the ETDP SETA will enter into a Service Level Agreement (SLA) with the successful service provider. The duration of the project will be **six (06)** months. The duration of the project will commence from date of last signature on the Service Level Agreement (SLA).

5. 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

DESCRIPTION: Review of ten (10) Occupational Qualifications	
NAME OF SERVICE TO BE RENDERED: Review of ten (10) Occupational Qualifications listed in Table 1 of the Term of Reference.	
ITEM DESCRIPTION:	COST
Review and submission of the following:	
- Occupational profile and progress reports per occupational qualification.	
- Curriculum, qualification and assessment specification documents per occupational qualification.	
- Qualification Assessment Specification (QAS) Addenda and progress reports per occupational qualification.	
- Development and submission of process reports per occupational qualification	
Development and submission of the Recognition of Prior Learning mechanism with guidelines, tools and instruments.	
SUB-TOTAL	
TOTAL COST	
ALL COSTS MUST BE INCLUSIVE OF VAT, IF THE BUSINESS IS VAT REGISTERED	

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.

6. METHOD OF SUBMISSION

Bidders must submit bid proposal in either USB stick or physical document in a clearly marked envelope with bidder's details and bid reference number. **Documents for Stage 1 (Administrative requirements and Stage 3: Phase B: Pricing) must be submitted in physical form/documents.**

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

Folder A: Stage 1: Administrative Requirements (physical documents)

Folder B: Stage 2: Phase A: Functionality Evaluation Requirements

Phase B: Price and Specific Goals ((physical documents)

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 tender submissions.

7. 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 SCM policy.

7.1. STAGE 1: Administrative Compliance

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 in full the Request for Proposal document	
Completion of all SBD Forms: SBD 1 - Invitation to Bid SBD 4 - Declaration of Interest SBD 6.1 - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - <i>(If claiming preferential points) - this will be used to verify points to be allocated for specific goals</i>	
Completion in full of the General Conditions of Contract (GCC)	
Registration with Central Supplier Database (CSD) – provide CSD number or report	

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Original or certified copy of B-BBEE Level of contribution Certificate OR A sworn affidavit –B-BBEE Exempted Micro Enterprise (Failure to attach certificate will lead to non-allocation of points)	
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	

7.2. STAGE 2: MANDATORY REQUIREMENTS (Folder B USB)

NB: Failure to comply with these requirements will lead to disqualification from further evaluation.

Mandatory Requirement	Method of Evaluation
a) Registration with the Quality Council for Trades and Occupations (QCTO) as a Qualifications Development Facilitator (QDF) Or Training as a Subject Matter Expert by QCTO	- Letter of confirmation by Quality Council for Trades and Occupations (QCTO) as a Qualifications Development Facilitator (QDF) (Expired Letter is acceptable) Or - Letter of confirmation by QCTO (subject matter expert)

7.3. STAGE 3 FUNCTIONALITY [Folder C (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 functionality evaluation has two phases:

Phase A: Functionality evaluation: Document evaluation

Bidders will be scored out of **100 points**. Only bids that achieve a minimum score of **80 points** will be evaluated further in stage 3. Bidders who fail to score the minimum score will be disqualified from further evaluation.

Only bids that achieve a minimum score of **80 points** will be evaluated further on price and specific goal in accordance with the 80/20 preference point system prescribed in the Preferential Procurement Regulations, 2022 and the ETDP SCM Policy.

NO	EVALUATION CRITERIA	Method of evaluation	POINTS
1.	Business Experience: Proof of similar services (examples: development of Occupational Profile and progress reports, Curriculum, assessment specification and qualification documents, Qualification Assessment Specification Addenda and progress reports, Recognition of Prior Learning (RPL) Mechanism) rendered in a quality assurance environment. Reference letters demonstrating the business experience in rendering similar services must be attached. *Each reference letter must clearly indicate: - Name of the project. - Nature of similar service rendered. - Date when the service was rendered. - Duration of the project. NB: Reference letters must be on a <u>company letter head, signed and dated</u>, otherwise they cannot be considered. 1.1. References: (20) Number of compliant reference letters as per above. 1.2. Number of Years's experience of the bidder. (20) Combined duration of similar projects executed as per submitted compliant reference letters.	• Three (03) or more reference letters • Two (02) reference letters • One (01) reference letter • 0 (zero) compliant reference letter • Five (05) or more combined number of years • Three (03) to Four (04) combined number of years • Above One (01) but below three (03) years combined number of years • Less than (1) year	20 15 10 0 20 10 5

		experience	0
2.	Business Capacity: The business must have the capacity to review an occupational qualification as listed hereunder. 2.1. Number of Qualification Development Facilitators (<i>Submit "Annexure A" with names of QDFs and it must be accompanied by a QDF letter or SME Letter issued by the QCTO</i>). (20) 2.2. Qualification Development Facilitators' Combined Experience (<i>Signed QCTO cover pages of the occupational qualifications or Skills Programmes document template.</i>) (40) <i>Please Note: Signed QCTO cover page of an occupational qualification, or a Skills Programme submitted, must have the name of the QDF submitted in "Annexure A"</i>	- Submitted five (05) names of Qualification Development Facilitators - Submitted four (04) names of Qualification Development Facilitators - Less than four (04) names of Qualification Development Facilitators - Five (05) or more occupational qualifications OR Skills Programmes developed in the past - Four (04) occupational qualifications OR Skills Programmes developed in the past - Three (03) occupational qualifications OR Skills Programmes developed in the past - Less than (03) occupational qualifications OR Skills Programmes developed in the past	20 15 00 40 30 20 00
TOTAL			100

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

7.4. STAGE 3: Phase B: Price and Specific Goals

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (*Price must be final, include VAT and signed*)

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.

8. 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 reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned or submitted by facsimile will NOT be accepted.
5. Bidders with a turnover above R 10 million must submit a valid certified B-BBEE Verification Certificate from SANAS Accredited Verification Agency in order to be used to verify eligibility for allocation of points for specific goals.
6. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit, or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less to be used to verify eligibility for allocation of points for specific goals.
7. A Qualifying Small Enterprise (QSE) is required to submit a sworn affidavit confirming their annual total revenue of between R 10 million and R 50 million and level of black ownership or a B-BBEE level verification certificate to be used to verify eligibility for allocation of points for specific goals.
8. 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 used to verify eligibility for allocation of points for specific goals. Companies who form part of this joint venture MUST have an accreditation certificate with relevant authority as stated in Mandatory documents.
9. 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 no points will be allocated for specific goals.
10. Bids submitted are to hold good for a period of 90 days.
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 will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
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.

9. 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.

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.

10. 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 > Procurement > Open Tenders as from **12h00** on **03 October 2025**.

The financial proposal will only be opened when the tender is responsive in Stage 2 (Phase A and B) or at the discretion of the ETDP-SETA.

All Bids/Proposals in **marked envelope** must be **couriered or hand delivered to:**

The ETDP-SETA – Head Office
Hoskens House
45 Mooi Street
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 27 October 2025**.

11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **27 October 2025**.

No late submission will be accepted!

12. 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.

ANNEXURE A: Qualification Development Facilitators' Listing

Bidder's Name				
No	First Names	Surname	Submitted Evidence Type (Please Tick Applicable Evidence)	
			QDF Letter	SME Letter
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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Bidder's Authorization	
Name and Surname	
Signature	
Date	