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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 13 - 2023/24 – RE-ADVERTISEMENT

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER/ CONSULTANT TO ANALYSE, EVALUATE AND ENSURE ORGANISATIONAL READINESS FOR THE ETDP SETA'S B-BBEE VERIFICATION

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 reserves the right not to award the RFQ.

2. PURPOSE AND OBJECTIVES

2.1. PURPOSE AND BACKGROUND

The ETDP SETA requires the services of a service provider/ consultant to analyse, evaluate and ensure organisational readiness for the annual B-BBEE verification. The services will take place as directed, guided, and requested by the Governance and Risk unit of the ETDP SETA, over **three (3) months**.

The objective for bringing a service provider to analyse, evaluate and ensure organisational readiness for the annual B-BBEE verification is to ensure that all information that will be required during the BBBEE verification process is proactively all analysed, evaluated and aligned accordingly in preparation for the BBBEE verification process. This is to ensure ETDP SETA's readiness for the verification and also that a specialised skill in the form of consultant is available during the preparation phases for the verification with the aim of improving organisational compliance.

3. SCOPE OF WORK

3.1. The service provider/ consultant will be required to do the following services:

- Analysis of ETDP SETA's previous B-BBEE verification reports
- Consult with staff responsible for the B-BBEE relevant scorecard elements to collect the information required for the verification

- Do a detailed verification of required versus submitted documentation in preparation to the verification
- Undertake a comprehensive diagnosis on the state ETDP SETA's readiness for the extent of B-BBEE in its value chain
- Advise on remedial actions to close identified gaps and assist with the implementation thereof which will assist in improving the current ETDP SETA's B-BBEE level contributor.
- Ensure organisational readiness for the verification and providing support to the ETDP SETA during the verification process
- Compiling an improvement plan to address non-conformance within the following areas:
 - Management Control
 - Skills Development
 - Enterprise and Supplier Development and
 - Socio Economic Development

4. PROFILE OF THE SERVICE PROVIDER

4.1. TRACK RECORD OF PROVIDING B-BBEE VERIFICATION READINESS SERVICES

The Service Provider must display experience in B-BBEE verification readiness services over the past five years with evidence in the areas listed below:

Expertise of services must include the following:

- In-depth understanding of the SETA environment
- Experience in the B-BBEE verification
- Understanding of the Broad-Based Black Economic Empowerment Act 53 of 2003 ("BBBEE Act") and the Codes of Good Practice i.e. "generic" or "specialised" or apply to a specific sector.

4.2. FUNCTIONAL RESOURCES

- a. Allocate a dedicated expert in the field to work with the ETDP SETA Chief Risk & Governance Officer.

4.3. Proposal for submission to contain:

- 4.3.1. Name of organisations where in B-BBEE verification readiness services were offered to (private companies or government departments), in the past five years, ending 30 September 2022
- 4.3.2. At least three reference Letters, one from each of the organisations for the services listed above
- 4.3.3. CV of key individuals, tailored to the assignment – The allocated Account Manager. In the event that during the duration of the contract, the Account Manager is replaced, approval of this change and new recommended Account Manager will be for the ETDP SETA's approval.
- 4.3.4. Outline of the roles and responsibilities of the Account Manager
- 4.3.5. The Service Provider should provide, in electronic format, based on services rendered in the past five years, ending 30 September 2022, evidence as per the listed items (and more) as listed in 4.1.

4.4. Mandatory requirements

- 4.4.1. Company Profile: Service providers must provide a company profile with a list of a minimum companies indicating where BBBEE compliance and improvement within the public sector services for the minimum period of Five (5) years had been conducted.

5. PROJECT REQUIREMENTS

5.1. FUNCTIONAL RESOURCES

- 5.1.1. The Service Provider must be and be able to work online or meet physically, in Gauteng as requested.
- 5.1.2. Although an Account Manager will be allocated to the ETDP SETA, the service provider must have the required Human Resource Capacity for all B-BBEE verification required services.
- 5.1.3. Project Management Skills. No changes will be accepted without the prior written consent of the ETDP SETA.
- 5.1.4. Curriculum Vitae of staff that will be involved on the project

6. COSTING MODEL (PRICE SCHEDULE)

COST COMPARISON

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

NAME OF BIDDING ORGANISATION:			
ITEM DESCRIPTION	UNIT COST	TOTAL AMOUNT	COMMENTS
Analysis of ETDP SETA's previous B-BBEE verification reports			
Verification of required versus submitted documentation in preparation to the verification			
Diagnosis on the state ETDP SETA's readiness for the extent of B-BBEE			
Advise on remedial actions to close identified gaps and assist with the implementation thereof			
Ensure organisational readiness for the verification and providing support to the ETDP SETA during the verification process			
Compiling an improvement plan to address non-conformance			
SUB-TOTAL			
VAT @15% (If VAT registered)			
TOTAL COSTS			
ALL COSTS MUST BE INCLUSIVE OF VAT (If VAT registered)			

NAME OF BIDDER: _____

POSITION: _____

SIGNATURE: _____

7. DURATION OF THE PROJECT

It is expected that the ETDP SETA will enter into a service level agreement (SLA) with the successful bidder. The duration of the project will commence from date of last signature on SLA until **30 September 2023**.

8. EVALUATION CRITERIA

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.

Folder A (USB) must have documents for Stage 1 and Stage 2

8.1. STAGE 1 [(Folder A) USB]

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

8.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION STAGE 1

1. **Company Profile:** Service providers must provide a company profile with a list of a minimum companies indicating where BBBEE compliance and improvement within the public sector services for the minimum period of Five (5) years had been conducted

8.2. STAGE 1 [Folder A (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.

1. The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
2. 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	POINTS
1.	<p>Experience & References of service providers in doing business of a similar nature (SETA). The reference letter must be on the customer's letterhead with contactable references.</p> <p>1.1. Reference letters signed and in the clients' letterheads: 15</p> <ul style="list-style-type: none"> Three (3) reference letters submitted = 15 Two (2) reference letters submitted = 10 One (1) reference letter submitted = 0 <p>1.2. The cumulative experience of the company in conducting similar projects (from the above letters): 25</p> <ul style="list-style-type: none"> 5 years and above = 25 3- 4 years = 20 1 - 2 years = 10 <p>*[Each reference must clearly indicate;</p> <ul style="list-style-type: none"> Appointment date, Services rendered, Deliverables and outcomes, recommendation and contact details of the referee as well as projects completed on time and must be signed, and Publishing details of documents edited and proofread. <p>NB: If any of the above information is omitted/missing, will lead to the reference letter(s) not allocated points.</p>	40
2.	<p>2.1. Experience of the B-BBEE Analyst (attach CV): 30</p> <p>2.1.1. Must have 5 or more years of work experience. = 30</p> <p>2.1.2. Must have 3 – 4 years of work experience. = 20</p> <p>2.1.3. Must have 1 – 2 years of work experience. = 10</p> <p>NB: The initial B-BBEE Analyst need not change during the course of the project without prior approval of the ETDP SETA.</p>	30
3.	<p>3.1. Relevant experience of Project Manager in the field of B-BBEE verification readiness= (25)</p> <ul style="list-style-type: none"> 5 years and above = 25 3 to 4 years = 10 <p>NB: The initial project manager need not change during the course of the project without prior approval of the ETDP SETA.</p>	25
4.	<p>Evidence in the form of:</p> <ul style="list-style-type: none"> B-BBEE compliance improvement plan compiled for work conducted 	5
TOTAL		100

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

Points will be awarded on a sliding scale.

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

8.3. STAGE 2 [Folder B (USB)]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (***Price must be final, include VAT and signed***)
- b. 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*
- c. Invitation to Bid - **SBD1**
- d. Declaration of Interest – **SBD 4 (New)**
- e. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - **SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals (New)**
- f. B-BBEE certificate or sworn affidavit (*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 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. Service Provider must provide proof of Public Liability Insurance.
15. The ETDP SETA remains the sole owner and custodian of all content 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 information to the ETDP SETA. Should the service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

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 > Open RFQs as from **12h00** on **24 May 2023**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked **"Folder A-Technical Proposal"** and **"Folder B- Financial Proposal"**.

Folder B - (Financial Proposal) Costing Model (*Price must be final, include VAT and signed*), 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*, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) – *this will be used to verify points to be allocated for specific goals*

All Bids/Proposals (completed in [one (1) USB] must be courier or hand delivered to:

The ETDP SETA – Head Office
ETDP SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091

OR

Sent via email to TienieJ@etdpseta.org.za or etdpsetarfq@etdpseta.org.za

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 02 June 2023**.

No late submission will be accepted!

11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 02 June 2023**.

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: TienieJ@etdpseta.org.za or SiphesihleK@etdpseta.org.za

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