



REQUEST FOR PROPOSAL (RFP)

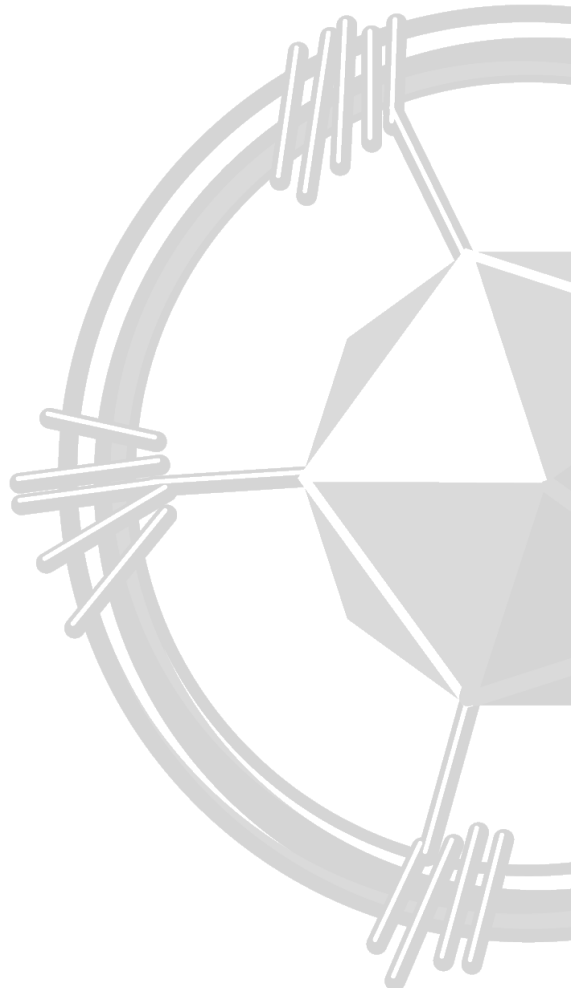
RFP NUMBER: HUM/25/26/054			
CLOSING DATE	19 June 2025	CLOSING TIME	12:00

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
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Document Title	Request for Proposal(s)		
Document Number	FIN-TP-001(B)	Revision Date	03 June 2024
Page Number	Page 1 of 13	*Next Revision Date	31 March 2030
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Table of Contents

1. Introduction to Request for Proposal (RFP)	3
2. Background Information	3
3. Objectives of the Service	3
4. Scope of Work (Service)	4
5. Deliverables	4
6. Project Timeline	5
7. RFP Submission	5
8. Late submissions of the RFP	5
9. Request for Proposal (RFP) Rules	5
10 Bid Evaluation Process	5



Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 2 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

1. Introduction to Request for Proposal (RFP)

- 1.1 The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998), Registration Number 17/merSETA/01/04/20, to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.
- The merSETA is inviting potential service providers to submit the proposal for the services described under scope of work.

- 1.2 This RFP is subject to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations), the General Conditions of Contract (GCC), and, if applicable, any other special conditions of contract. Where, however, the special conditions of the contract conflict with the general conditions of the contract, the special conditions of the contract prevail.

2. Background Information

This request is to appoint a training service provider to provide a training intervention on emotional intelligence for merSeta employees. The training is aimed at capacitating employees to develop self-awareness, effective interpersonal skills, and to manage their emotions.

3. Objectives of the Service

- The merSETA herewith invites proposals from interested service providers to submit responses to this Request for Proposal (RFP) to design and implement training for the merSETA employees on Emotional Intelligence.
- The appointed service provider must have extensive knowledge and experience in delivering NQF aligned training interventions for employees at all level.
- The training service provider must have at least 3 - 5 years' experience in delivering NQF aligned training interventions.
- The service provider should be able to provide a detailed quotation for physical training, and merSETA shall use its venues for conducting physical training.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 3 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

4. Scope of Work (Service)

The appointed service provider is expected to design and implement training on Emotional Intelligence.

Training should include but not limited the following training outcomes:

- Understand the concept of emotional intelligence
- The Principles and Concepts of Emotional Intelligence
- Analyze the relationship between Emotional Intelligence and self-awareness
- The impact of Emotional Intelligence on Life and Work Interactions
- Emotional Intelligence in Relationship Development and Management
- Demonstrate knowledge of anger – the most mismanaged emotion.
- Understand the importance of EI in the workplace and a positive organisational climate.
- Apply strategies to manage stress and build resilience for heightened feelings of confidence, and to sustain high performance.

4.1 Special conditions

- The service provider must submit proof of similar training conducted over the last 3 - 5 years (at least three (3) signed, dated reference letters on company letterhead of the client to whom services have been rendered).
- The training facilitator(s) should at least have a relevant post graduate qualification, with at least 5 years' experience in training facilitation.
- A detailed CV and qualifications/certificates of the facilitator(s) **must** be provided.
- A fully inclusive and detailed quotation (inclusive of VAT) must be submitted with the bid proposal (no hidden cost and no additional cost i.e. accommodation/travelling).
- The service provider must provide training manuals, on all aspects of the training and issue Certificates of attendance.

5. Deliverables

- The training service provider is required to design and conduct training on Emotional Intelligence for merSETA employees.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 4 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

- Conduct physical training for 60 merSETA employees in groups of 20 employees per session.
- Each session must be delivered over two (2) days.
- All sessions must be in-person (Physical training)

NB: merSETA shall use its venues for conducting physical training.

6. Duration of the Project

6.1 The training intervention should be conducted over a period of Three (3) Months.

7. RFP Submission

7.1 Bid documents may be emailed to quotations@merseta.org.za on or before the closing date and closing time.

7.2 The merSETA will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.

8. Late submissions of the RFP

Submission of quotation(s) received late (after the closing date and time) will not be considered.

9. Request for Proposal (RFP) Rules

9.1 The following rules will apply for this Request for Proposal:

9.1.1 The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFP.

9.1.2 The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.

9.1.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable).

9.1.4 A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.

9.1.5 Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

10 RFP Evaluation Process

10.1 The RFQ will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20). Three (3) stages of evaluation process will be undertaken.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 5 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

10.1.1 Evaluation Stage 1: Compliance

10.1.1.1 All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

Criteria Description	Supporting Documents
A detailed quotation.	Attach detailed quotation inclusive of all costs
Valid proof of accreditation	SETA/QTCO proof of service provider accreditation must be submitted.
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 6.1
In the event that the bidder(s) are entering into joint venture or consortium, the joint venture agreement must be submitted.	Valid JV contract

10.1.2 Evaluation Stage 2: Technical Evaluation

10.1.2.1 The bids will be evaluated for functionality based on the evaluation criteria and the minimum threshold as shown in the table below. Any bid that fails to meet the overall minimum threshold of **70%** will be disqualified for further evaluation on price and specific goals.

No	Evaluation Criteria	Descriptive Indicators	Points
1.	Relevant experience and management.	Service provider is well established within the field of training, education & people development:	35

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 6 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

	<p>-Bidder must submit proof of similar training conducted over the last 3 - 5 years (signed, dated, contactable and on company letterhead reference letters).</p> <p>NB: Appointment letters will not be accepted and merSETA reserves the right to contact the provided references.</p>	<ul style="list-style-type: none"> Proven track record of similar services at multiple recognized public institutions. Relevant experience spanning at least the last five years in either public / private sector At least 3 (three) signed, dated and contactable reference letters on company letterhead. 	
		<p>Service provider is well established within the field of training, education & people development:</p> <ul style="list-style-type: none"> Completed similar services for at least one recognized institution Relevant experience within the last five years in either public / private sector 1 (one) signed, dated and contactable reference letter on company letterhead provided. 	25
		No or unsatisfactory reference letter(s) attached.	0
2.	Methodology and approach	<p>The provider demonstrates:</p> <ul style="list-style-type: none"> Comprehensive understanding of key objectives and requirements in the RFP Detailed methodology for fulfilling the specified scope of work Clear and actionable working plan aligned with project goals 	35
		<p>The provider demonstrates:</p> <ul style="list-style-type: none"> Basic understanding of key objectives and requirements in the RFP General awareness of RFP requirements A basic methodology or working plan provided 	25

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 7 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

		No or Methodology and plan presented includes inappropriate approaches to the project	0
3.	Organisation / Company Capacity. -Bidder must submit detailed CV/Profiles of experienced (at least 5 years) facilitator(s) with relevant post graduate qualifications/certificates.	<u>CV / Profiles attached</u> Demonstrated ability to provide two (2) or more profiles of experienced training facilitators to deliver on the project scope, and evidence.	30
		Demonstrated ability to provide one (1) or more profiles of experienced training facilitators to deliver on the project scope, and evidence.	20
		No demonstration of ability to provide adequate management and support to deliver, and no evidence of competent staff.	0
TOTAL WEIGHTING			100
MINIMUM WEIGHTING SCORE			70

Each proposal that passed functional evaluation of **70%** will be on equal footing to proceed to this final round of evaluation on price and specific goals.

NB: Failure to achieve a minimum score for any of the individual criteria above will result in immediate disqualification

10.1.3 Evaluation Stage 3: Preference Point System

10.1.3.1 The 80/20 preference point system shall be applicable to this phase, where 80 points represent the maximum obtainable points for the lowest acceptable price and 20 points represent the specific goals. The bid documentation's table below will award points to a bidder for achieving the specific goals.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 8 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

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.

11 Cost Proposal

11.1 All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).

11.2 The rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines:

11.2.1 The “Guideline on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)¹” as issued by the South African Institute of Chartered Accountants (SAICA);

11.2.2 The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or

11.2.3 Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.

12 merSETA’s RIGHTS

12.1 The merSETA is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the merSETA has records 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. Therefore, before submitting their bid response, prospective bidders should

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 9 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

regularly check the website to stay informed about any amendments related to this matter.

- 12.2 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.
- 12.3 The merSETA reserves the right to award this bid as a whole or in part.
- 12.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.
- 12.5 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 12.6 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify the 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 or members.
- 12.7 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).
- 12.8 The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 12.9 The merSETA reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

13 UNDERTAKINGS BY THE BIDDER

- 13.1 By submitting a bid in response to the RFP, the bidder will be taken to have offered 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.
- 13.2. The bidder shall prepare for a possible presentation should merSETA require such, and the bidder will be required to make such a presentation within five (5) days from the date the bidder is notified or such a time determined by merSETA of the presentation. Such

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 10 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

a presentation may include a practical demonstration of products or services as called for in this RFP.

- 13.3. 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.
- 13.4. 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.
- 13.5. The successful bidder accepts full responsibility for the proper execution and fulfillment 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 fulfillment of such a contract.
- 13.6 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 the bid will become merSETA property unless otherwise stated by the bidder(s) at the time of submission.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 11 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

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			

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 12 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

AUTHORISATION SIGNATORIES TO CONFIRM RFP			
The employee signing below hereby affirms the accuracy of the information requested for the proposal.			
Supply Chain Management Representative			
Full Names	Asisipho Matomane	Date	11 June 2025
Signature	 <small>Asisipho Matomane 11/06/2025 12:02:28(AFC-402-08)</small>		
Technical Representative			
Full Names	Stephen Tsebela	Date	11 June 2025
Signature	 <small>Stephen Tsebela 11/06/2025 15:11:55(AFC-402-08)</small>		



Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 13 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled