

TERMS OF REFERENCE

FOR

THIRTEEN (13) TRAININGS

The National Consumer Commission invites interested training providers to submit quotations for training requirements

1. PURPOSE

The purpose of this proposal is to request quotations for the following trainings:

- 1.1. Advanced Investigations Training US: 386073 **(Ref No: NCCQ78.1)**
- 1.2. Introduction to payroll and payroll processing training: SAGE VIP System **(Ref No: NCCQ78.2)**
- 1.3. Strategic cyber security risk management and fraud prevention training **(Ref No: NCCQ78.3)**
- 1.4. Desktop publishing training US: 335956 **(Ref No: NCCQ78.4)**
- 1.5. Project Management training US 243824 **(Ref No: NCCQ78.5)**
- 1.6. Digital Marketing and Communication training **(Ref No: NCCQ78.6)**
- 1.7. SARS EMP501 & EMP201 training **(Ref No: NCCQ78.7)**
- 1.8. Office Administration training US:110531 (online/part-time learning) **(Ref No: NCCQ78.8)**
- 1.9. SAGE 300 Asset Management training **(Ref No: NCCQ78.9)**
- 1.10. Records Management training US: 242866 **(Ref No: NCCQ78.10)**
- 1.11. Fortinet Network Firewall Security Training **(Ref No: NCCQ78.11)**
- 1.12. Cisco Training **(Ref No: NCCQ78.12)**
- 1.13. Social Media Management training **(Ref No: NCCQ78.13)**

2. GENERAL COMPLIANCE BY TRAINING PROVIDER/S

- 2.1. Service providers may quote for one or more training(s). However, quotations and supporting documents should be separate for each training. Service providers must ensure that they quote the relevant reference numbers for each training.
- 2.2. The training provider should provide with training environment unless the course will be facilitator-led online course. (N.B it must be stated on the quote).

- 2.3. The training provider must conduct training around Gauteng province /or anywhere in South Africa if its virtual and won't require face to face interaction.
- 2.4. The training provider must supply with attendance registers after conducting the training.
- 2.5. On receipt of the Purchase Order the Service provider must confirm a training date within a period of 30 days or have an approved yearly training calendar where employee/s will choose the date to attend. N.B training must be conducted before end of financial year (31 March 2023).
- 2.6. All accredited trainings must undergo assessment and moderation by the seta after conducting the training.

3. BACKGROUND

The National Consumer Commission (NCC), herein referred to as the Commission, is a juristic person established as an organ of state within the public administration but as an institution outside the public service in terms of section 85 of the Consumer Protection Act; No 68 of 2008 ("Act"). The NCC has been operational since 1 April 2011. The main objective of the NCC is to, amongst other things, promote and advance the social and economic welfare of consumers in South Africa.

4. SERVICE PROVIDER MINIMUM REQUIREMENTS

4.1. Advanced Investigations Training SAQA Unit Standard: 386073 (Ref No: NCCQ78.01)

The following minimum specifications apply for the above training:

- Training to be provided to seven (7) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course.
- The certificate of competence must be offered after the SETA moderation of the assessment.

4.2. Introduction to payroll and payroll processing training: SAGE VIP System (Ref No: NCCQ78.2)

The following minimum specifications apply for the above training:

- Training to be provided to three (3) staff members.

- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by SAGE as a learning partner to provide this course.
- The training provider should provide with training environment with computers.
- The certificate of competence/attendance must be offered after the course.

4.3 Strategic cyber security risk management and fraud prevention training (Ref No: NCCQ78.3)

The following minimum specifications apply for the above training:

- Training to be provided to one (1) staff member.
- Proof of accreditation for the training provider to be submitted unless is a membership body/association. *The training provider must be a member of the Institute of Risk Management South Africa.*
- The certificate of competence/attendance must be offered after the training

4.4 Desktop publishing training SAQA Unit Standard: 335956 (Ref No: NCCQ78.4)

The following minimum specifications apply for the above training:

- Training to be provided to two (2) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course.
- The certificate of competence must be offered after the SETA moderation of the assessment.

4.5 Project Management training SAQA Unit Standard 243824 (Ref No: NCCQ78.5)

The following minimum specifications apply for the above training:

- Training to be provided to seven (7) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course.
- The certificate of competence must be offered after the SETA moderation of the assessment.

4.6 Digital Marketing and Communication training (Ref No: NCCQ78.6)

The following minimum specifications apply for the above training:

- Training to be provided to One (1) staff member.
- Proof of accreditation for the training provider to be submitted. *The training provider must be accredited by a recognised and relevant SETA or as an institute of higher learning.*
- Attendance certificate must be offered after the training.

4.7 SARS EMP501 & EMP201 training (Ref No: NCCQ78.7)

The following minimum specifications apply for the above training:

- Training to be provided to five (5) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by SAGE as a learning partner to provide this course.

4.8 Office Administration training SAQA Unit Standard :110531 (Online/Part-time learning) (Ref No: NCCQ78.8)

The following minimum specifications apply for the above training:

- Training to be provided to twelve (12) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course.
- The certificate of competence must be offered after the course.

4.9 SAGE 300 Asset Management training (Ref No: NCCQ78.9)

The following minimum specifications apply for the above training:

- Training to be provided to four (4) staff members.
- Proof of accreditation for the training provider to be submitted. *The training provider must be accredited by SAGE as a learning partner to provide this course.*
- The training provider should provide with training environment with computers.
- The certificate of competence/attendance must be offered after the course.

4.10 Records Management training SAQA Unit Standard: 242866 (Ref No: NCCQ78.10)

The following minimum specifications apply for the above training:

- Training to be provided to six (6) staff members.
- Proof of accreditation for the training provider to be submitted. *The training provider must be accredited by a recognised and relevant SETA as an accredited training provider to provide this course.*

- The certificate of competence must be offered after the SETA moderation of the assessment.

4.11 Fortinet Network Firewall Security Training (Ref No: NCCQ78.11)

The following minimum specifications apply for the above training:

- Training to be provided to two (2) staff members.
- The certificate of competence/attendance must be offered after the course.

4.12 Cisco Training (Ref No: NCCQ78.12)

The following minimum specifications apply for the above training:

- Training to be provided to two (2) staff members.
- The certificate of competence/attendance must be offered after the course.

4.13 Social Media Management training (Ref No: NCCQ78.13)

The following minimum specifications apply for the above training:

- Training to be provided to two (2) staff members.
- Proof of accreditation for the training provider to be submitted. The training provider must be accredited by a recognised and relevant SETA.
- The certificate of competence must be offered after the SETA moderation of the assessment.

5. EVALUATION CRITERIA

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

Stage 1 - Price Evaluation (80 Points)

Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

The following formula will be used to calculate the points for price:

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

Stage 2 – BBEE Evaluation (20 Points)

BBEE Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and

B-BBEE Certificate

a. Joint Ventures, Consortiums and Trusts

- A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **National Consumer Commission** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The

agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

6. CONDITIONS OF CONTRACT

The NCC reserves the right to refuse the lowest quote and elements outlined in the evaluation criteria above, will play a major role when evaluating the requested proposals. Similarly, the NCC is not bound to select any of the entities or individuals submitting proposals.

7. PAYMENT STRUCTURE

Payment will be made upon submission of invoice(s), accompanied with an itemised statement of account, covering all services rendered. Such payment will be effected within thirty (30) days from date of receipt of undisputed invoice.

8. ENQUIRIES

8.1 Training-related Enquiries:

Mr. Otentia Makhuvha

012 428 7731

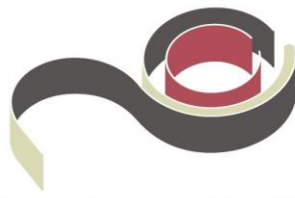
o.makhuvha@thencc.org.za

8.1 SCM-related Enquiries:

Ms Mapula Moropene

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m.moropene@thencc.org.za



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