



## REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFQ/COM/25/26/152			
<b>CLOSING DATE</b>	<b>19 September 2025</b>	<b>CLOSING TIME</b>	<b>12:00</b>

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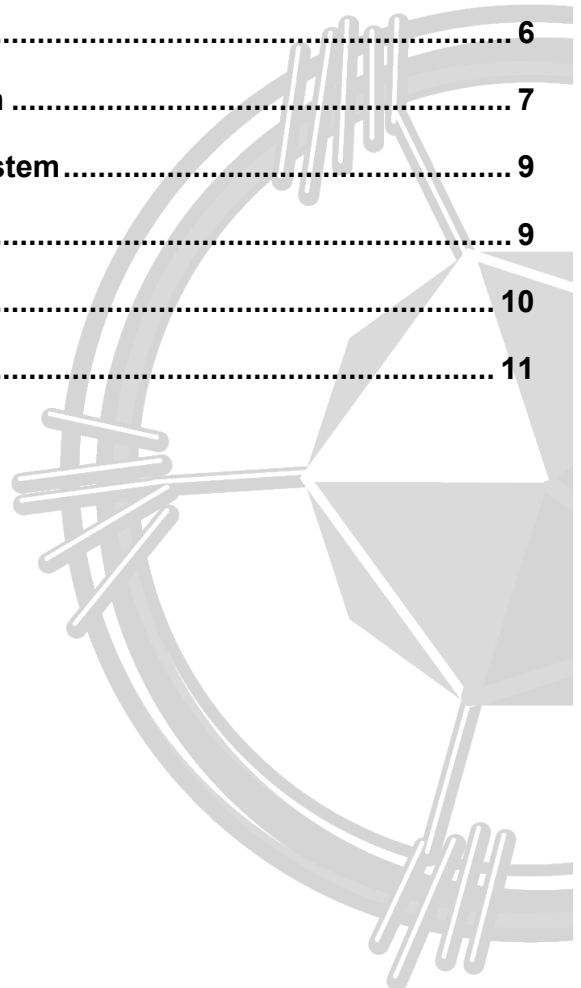
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changes.

\*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational

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## **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, New Tyre Manufacturing Sectors and 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**

In the 2025/26 Annual Performance Plan (APP), the merSETA is mandated to facilitate the process of the training of career development and advice practitioners. This is the number of career development and advice practitioners trained to provide services that help learners, youth, adults, unemployed and workers to manage their careers and make occupational and study decisions. Practitioners includes, but not limited to technical high school teachers for life orientation subjects.

The training of career development and advice practitioners is one of the annual targets that the merSETA entered into an agreement with the Department of Higher Education and Training (DHET). Therefore, it in this regard that the merSETA seeks a service provider that will facilitate the training of these career development and advice practitioners as it does not have the mandate or expertise from within to conduct these types of trainings. The project has to be completed within the current financial year in order for the merSETA to meet its mandate with the Department of Higher Education and Training (DHET).

### 3. Objectives of the Services

The objective of this project is to procure the services of a qualified and capable service provider to train thirty-five (35) career development and advice practitioners (17 learners from Western Cape and 18 learners from Gauteng) through the services that will be rendered by an appointed service provider and accredited skills development provider.

### 4. Scope of Work (Service)

The merSETA seeks to appoint a qualified and capable service provider to train thirty-five (35) career development and advice practitioners for an Occupational Certificate: Career Development Information Officer NQF Level 5. Credits 120, covering the following modules:

- I. Introduction to career development practice and concepts, NQF Level 4
- II. Applied communication concepts, NQF Level 4
- III. National structures, laws and policies, NQF Level 4
- IV. Career development theories and concepts, NQF Level 5
- V. Careers and study option, NQF Level 5
- VI. Provide assistance to clients to enable them to make informed career-related decisions, NQF Level 5
- VII. Facilitate information sharing processes with groups that will assist with career related decisions, NQF Level 5
- VIII. Maintain an efficient and effective career information service, NQF Level 4
- IX. Individual career development information-sharing process, NQF Level 5
- X. Group career development information sharing events, NQF Level 5
- XI. Maintenance of efficient and effective career information services, NQF Level 5

The appointed service provider to also provide the following with respect to the thirty-five (35) career development and advice practitioners:

- Register the learners with merSETA for reporting to DHET and the quality assuring SETA for certification
- Involvement on day-to-day training activities of the thirty-five (35) career development and advice practitioners
- Ensure that all thirty-five (35) career development and advice practitioners complete the training as it is mandatory to have the exact number once the training is completed.
- Implement relevant training methodologies to ensure that the desired outcome is achieved.
- Facilitate, assess and moderate all thirty-five (35) beneficiaries until the training is concluded.
- The training must be conducted virtually.

## 5. Deliverables

It is expected that the service provider, upon submission of a brief proposal and pricing, which will fully address the purpose, objectives and scope of work. The expected deliverables for the project are:

- The provider is expected to conduct an Occupational Certificate: Career Development Information Officer course to 35 Career Development and Advice Practitioners and it has to be NQF aligned.
- It is expected that the provider will facilitate the processes of securing the targeted beneficiaries identified by the merSETA. These beneficiaries will include these disaggregation;
  - I. Target for women 30%,
  - II. Target for Youth 20%, and
  - III. Target for People with Disability (PwD) 2%.
  - IV. Practitioners or beneficiaries include, but not limited to technical high school teachers for life orientation subjects.
- Provide all the study materials that are required in order for the training to be completed. It is expected the provider will ensure that all the beneficiaries receive these study materials.
- Facilitate, assess and moderate the beneficiaries of the project as part of the training. This will include the daily tasks or activities, and when the training is concluded.
- Issue statement of results (SOR) from the quality assuring SETA and certificate of completion of training. This will constitute the finalization of the training. It is mandatory that the bidder presents all thirty-five (35) letters/certificates of attendance or certificates of completion of the beneficiaries to the merSETA once the training has completed, and they will be used as one of the means of verification that the training has been conducted.
- Keep a daily attendance register to ensure that each beneficiary is participating to the training. The provider will ensure that each beneficiary sign the attendance register. The attendance register must be submitted to the merSETA once the training has been completed, and it will be used as one of the means of verification that the training has been conducted.
- Monitor the progress of each beneficiary to ensure that the training is implemented accordingly and the desired outcome is sought to be reached.

## 6. Project Timeline

It is estimated that the period for this project is **six (6) Months** / from date of last signature until 31 March 2026 whichever comes first.

## **7. RFP Submission**

- 7.1 Bid documents may be emailed to [quotations@merseta.org.za](mailto: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.

### **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) will lead to the disqualification of bids.

Criteria Description	Supporting Documents
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	Signed JV Agreement SBD forms must be completed for each legal entity Consolidated B-BBEE certificate or sworn affidavit
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
The bidder must be accredited	Valid accreditation letter / certificate by QCTO/SETA

### 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 **80%** or the minimum score for any individual component thresholds will be disqualified will be disqualified for further evaluation on price and specific goals.

No	Evaluation Criteria	Descriptive Indicators	Points
1.	<b>Bidder Experience:</b> The bidder must demonstrate relevant experience in the Skills Development and Training Sector. This must be proven by submission of a company profile or updated CSD Report.  <b>NB:</b> Bidders must provide a list of training provided for qualifications registered on the National Qualifications Framework (NQF), at the South African Qualifications Authority with SAQA ID, Populated/Approved Occupational Skills Programme with Skills Programme ID recorded on the skills programme database at the Quality Council for Trades and Occupations.	Five (5) years and above = <b>30 points</b>	<b>30</b>
		Three (3) to Four (4) years' experience = <b>20 points</b>	
		One (1) to Two (2) years experience = <b>15 points</b>	
		Below one (1) year experience = <b>0 point</b>	

No	Evaluation Criteria	Descriptive Indicators	Points
2.	<b>Methodology and Project Plan:</b> The bidder must prove capacity to undertake a project of this nature and capacity to complete this project by submitting a detailed proposed methodology and approach, as well as timeframes and project plan.	Fully complies – The bidder has provided a detailed explanation of the methodology implementation approach which details how the services will be carried out as outlined in the scope and deliverables and timelines = <b>20 points</b> Poor proposed methodology with no detailed project plan and timeframes provided = <b>0 points</b>	20
3.	<b>Reference letters:</b> Reference letters from previous clients with relevant experience as evidence of work previously conducted as a Training provider/ Facilitator/ Assessor and Moderator.  <b>NB:</b> The Reference letter(s) must be on the letterhead of the previously serviced client and/or work-in-progress from current clients, and should reflect at least the name of the client, title of the related work conducted, year(s) conducted and completed. Contactable reference name and contact details, and be signed by the appropriate delegate. Only references indicating work successfully rendered will be accepted. merSETA reserves the right to contact the referee/s.	Three (3) or more relevant written reference letters attached = <b>20 points</b>  One (1) or two (2) relevant written reference letters attached = <b>15 points</b>  No or unsatisfactory reference letter(s) attached = <b>0 points</b>	20
4.	<b>Proposed team experience:</b> The bidder must propose team member(s) with experience to undertake similar work:  The potential bidder must attach a detailed Curriculum Vitae(CV)s / profile of the proposed team which may be inclusive of the training manager / project manager, facilitators, assessors, moderators indicating duties, responsibilities, relevant experience in training practitioners for an Occupational Certificate: Career Development Information Officer.	CVs of the proposed team submitted with a minimum of 3 years relevant experience and qualifications = <b>30 points</b>	30
<b>TOTAL WEIGHTING</b>			<b>100</b>



No	Evaluation Criteria	Descriptive Indicators	Points
<b>MINIMUM WEIGHTING SCORE</b>			<b>80</b>

Each proposal that passed functional evaluation of **80%** and more, will be on equal footing to proceed to this final round of evaluation on price and specific goals.

### 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.

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	
<b>Total Points allocated to Specific Goals</b>	<b>20</b>	

**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)" as issued by the South African Institute of Chartered Accountants (SAICA);

- 11.2.3 The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or
- 11.2.4 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 terms of reference, 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 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 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 provider(s) at the time of submission.

13.7. Should the bidder require to cede a portion of service(s) in relation to the award, the bidder must inform the merSETA in writing and merSETA reserves the right to accept or reject.

## **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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<b>Specific goal</b>	<b>80/20 Preference Point system</b>	<b>Example of Submission</b>	<b>Tick if relevant document submitted</b>	<b>Indicate which document have been submitted</b>
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		
<b>Total Points allocated to Specific Goals</b>	<b>20</b>			

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	
Signature			
Technical Representative			
Full Names	Lucky Mathenjwa	Date	
Signature			

