



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: HRM/25/26/339			
CLOSING DATE	16 April 2026	CLOSING TIME	12:H00

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
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Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

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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 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

2.1. MerSEATA recognises the need to achieve its strategic goals through effective and enabling people management and development strategies. To ensure that the existing workforce is adequately enabled to deliver on their tasks and deliver on the overall strategic objectives of the organisation, the merSETA hereby invites experienced and capable service providers to conduct a comprehensive organisational skills audit.

2.2. The skills audit will adequately inform a comprehensive skills plan to address current and future skills needs of the organization, align the workforce to the merSETA's 2025–2030 Strategic Plan, and support compliance with the Skills Development Act and relevant sector requirements.

3. Objectives of the skills audit

3.1. Determine skills and competencies of the current employees of the organization across all levels and job families.

3.2. Determine skills, competencies and qualifications required to effectively deliver on the operational requirement of the organization.

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- 3.3. Determine skills that are essential for the organization to thrive in the current and Future world of work, including digital transformation and sector-specific demands.
- 3.4. Determine mission critical and scarce skills for the merSETA.
- 3.5. Make recommendations on key training priority areas that are critical but are in short supply within the organisation.
- 3.6. Determine the skills and competence gaps between the skills requirements per role and the current employee skills sets.
- 3.7. Conduct qualification verifications for all employees.
- 3.8. • Generate, present and consolidate a skills audit report and recommendations for HR, organised labour, Management, the Human Resources and Remuneration Committee (HRRC), and the Accounting Authority (AA).

4. Scope of Work (Service)

- 4.1. The appointed service provider is expected to conduct a Skills Audit for the merSETA for a period of six (6) Months from the date of appointment. The skills audit project will cover approximately 286 employees which include executives and all other levels of management and supervisors.

Category	Total
Administration/Support	195
Specialists	48
Manager / Supervisors	29
Senior managers	12
Executive Management	2
TOTAL	286

NOTE (1): Employee Count - The total number of employees is 286 as of March 2026. This number may vary (between 2% to 3%) depending on the vacancy rate at the time of project inception.

- 4.2. The service provider is required to submit a proposal, at minimum, outlining the following:
 - a) A detailed project plan indicating project scope, phases, milestones, and deliverables.

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- b) A recommended online/automated skills audit tool that is customisable, user-friendly, and capable of generating live progress reports.
- c) A comprehensive methodology, framework, and approach to be followed for the skills audit, including skills gap analysis methodology.
- d) The skills audit process flow, from data collection through gap analysis to final reporting.
- e) Detailed CVs of all team members who will be assigned to the project (do not include CVs of individuals who will not be assigned to the project).

5. Requirements

- a) The service provider must submit proof of similar Skills Audit Project conducted (at least 3 reference letters on letterhead of the client to whom services have been rendered).
- b) The lead consultant should at least have a relevant postgraduate qualification, with at least 5 years' experience in conducting Skills Audit projects
- c) The support consultant/s should have relevant degree/diploma with at least 3 years in Skills Audit project
- d) A detailed CV and qualifications/certificates of the project team must be provided. Please indicate the project lead and support consultants will be. (do not include CVS of your individuals who will not be assigned to the project)
- e) A fully inclusive and detailed quotation (inclusive of VAT) must be submitted with the bid proposal (no hidden costs)
- f) The bidder will be required to submit the reports for each stage of the Skills Audit project.
- g) The project should be conducted over the period of six months.

6. Submission of the Technical Proposal (format for submission):

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A	Name of Service Provider Submitting the Proposal
B	Contact Information
C	Brief Company Profile highlighting experience in Skills Audit - <i>(the company profile must detail the required experience)</i>
D	Reference Letters
E	Methodology, Approach, and Project Plan
F	CVs of Key Personnel who will be deployed to the project
G	Example that illustrates a suitable online/automated skills audit tool that is customisable and able to provide live progress reports

7. Deliverables

- 7.1. Conduct a comprehensive skills audit covering all 286 merSETA employees, engaging staff across all regional offices, namely: Western Cape, Northern Cape/Free State, Eastern Cape, Mpumalanga, Limpopo, Gauteng (Johannesburg), and Gauteng North/Pretoria, KwaZulu-Natal, and North West..
- 7.2. Facilitate an individual assessment session for each employee, using a validated online/automated skills audit tool, to determine current competency levels against role-specific requirements.
- 7.3. Recommend Development Plans for each employee category, clearly indicating identified skills gaps, development priorities, and recommended interventions.
- 7.4. Determine current skills and competencies of all employees against defined role profiles and organisational requirements.
- 7.5. Identify mission-critical and scarce skills within the merSETA.
- 7.6. Determine skills essential for the organisation's competitiveness in the current and future world of work.
- 7.7. Identify the skills and competence gaps between requirements and current employee skill sets.
- 7.8. Make recommendations on key training priority areas that are critical but in short supply.

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7.9. Produce and present a consolidated Skills Audit Report and a Skills Development Plan with recommendations, to be formally presented to HR, organised labour, Management, the HRRC, and the AA (Board).

7.10. Submit a progress report at the end of each project phase/milestone as agreed in the project plan.

8. Duration of the Project

The skills audit must be completed within **six (6) calendar months** from the date of the appointment letter. The table below reflects the indicative project phases and expected timelines. Bidders must propose a detailed project plan aligned to this framework.

Phase	Activity	Indicative Timeline
Phase 1	Project Inception: Onboarding, project plan finalisation, role profile review, tool configuration	Month 1
Phase 2	Data Collection: Online assessments, individual interviews, and competency assessments across all regions	Months 2–3
Phase 3	Qualification Verification and Benchmarking	Month 3–4
Phase 4	Gap Analysis, IDP Development, and Interim Reporting	Month 4–5
Phase 5	Final Report Compilation, Presentation to HR, Management, HRRC & AA, and handover of Skills Development Plan	Month 6

Note (2): The service provider must submit a stage/phase completion report at the end of each phase as set out above. Payment milestones will be linked to acceptance of phase deliverables.

9. RFP Submission

- a) Bid documents may be emailed to quotations@merseta.org.za on or before the closing date and closing time.
- b) The merSETA will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.

10. Late submissions of the RFP

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

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11. Request for Proposal (RFP) Rules

11.1. The following rules will apply for this Request for Proposal:

- a) The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFP.
- b) The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.
- c) The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable).
- d) A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.
- e) Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

12. RFP Evaluation Process

12.1. 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.

12.2. Evaluation Stage 1: Compliance

- a) 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 and an online skills audit tool to conduct and manage the skills audit.	Attach detailed quotation.
Bidder must provide at least 2 automated example reports of the skills audit that show multiple views and across all levels of the organisation, a Skills gap analysis, and Clear indication of employees' strengths and development areas and overall look & feel	Attach example reports

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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

12.3. Evaluation Stage 2: Technical Evaluation

- b) The bids will be evaluated for specification compliance based on the scope of work requirements, failure to comply with the scope of work, all requirements and deliverables **will lead to immediate disqualification**, and not considered for further evaluation on price and specific goals.

SPECIFICATION COMPLIANCE VERIFICATION	Comply	Not Comply
Understanding of scope of work as per sections 4 and deliverables in section 6		
REQUIREMENTS: Reference letters Provide signed reference letters from previous clients for whom skills audit was delivered. This must include: <ul style="list-style-type: none"> • Company name • Company letterhead • Contact person • Contact telephone number and/or email. 		
Methodology and Project Plan A project execution plan outlining how the scope of work will be completed that includes the following: <ul style="list-style-type: none"> • Methodology • Resources • Timelines • At least one example report of a skills audit report 		
CVs and Copies of Qualifications Bidder must provide CVs/ of at least two (2) key team personnel:		

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<ul style="list-style-type: none"> The lead consultant/s should have relevant post graduate degree/diploma with at least 5 years in Skills Audit projects The support consultant/s should have relevant degree/diploma with at least 3 years in Skills Audit project. 		
Online/Automated Skills Audit System Bidders must demonstrate that they have access to, or ownership of, a fit-for-purpose online or automated skills audit platform.		

12.4. Evaluation Stage 3: Preference Point System

c) 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	
Total Points allocated to Specific Goals	20	

Note (3): 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.

13. Cost Proposal

- All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).
- The rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines:

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- i. 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);
- ii. The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or
- iii. Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.

14. merSETA’s RIGHTS

- 14.1. 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 regularly check the website to stay informed about any amendments related to this matter.
- 14.2. 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.
- 14.3. The merSETA reserves the right to award this bid as a whole or in part.
- 14.4. The merSETA reserves the right to conduct site visits at bidder’s corporate offices and or at client sites if so required.
- 14.5. 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.
- 14.6. 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.

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- 14.7. 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).
- 14.8. The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 14.9. 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.

15. UNDERTAKINGS BY THE BIDDER

- 15.1. 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.
- 15.2. 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.
- 15.3. 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.
- 15.4. 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.
- 15.5. 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.

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15.6. 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.



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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.

Preferential points for tenders without local content requirements.

☐

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 BBEE 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			

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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	Kgomotso Mabe	Date	02 April 2026
Signature			
Technical Representative			
Full Names	Stephen Tsebela	Date	
Signature			



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