



RFP34/2023

**REQUEST FOR A PANEL OF SERVICE PROVIDERS TO
PROVIDE TRAINING PROGRAMS**

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REQUEST FOR A PANEL OF SERVICE PROVIDERS TO PROVIDE TRAINING PROGRAMS



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1. INVITATION

CENTLEC (SOC) Ltd a Municipal Entity distributing electricity in Mangaung and other Municipalities invites prospective service providers with a view to form a panel of service providers to provide training programs for a period of thirty-six(36) months.

2. MINIMUM SUBMISSION REQUIREMENTS

Any omission of the below listed items would render an automatic disqualification:

- 2.1. Supply unique security personal identification number (PIN) from SARS for TAX compliant status.
- 2.2. Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
 - 2.2.1 In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- 2.3. Submit proof of registration on the National Treasury Centralized Supplier's Database.
- 2.4. A valid letter of good standing from the Compensation Commissioner with the Department of Labour or from relevant bodies.
- 2.5. Relevant Accreditation certificates – SAQA and one of the following: QCTO or EWSETA or CETA or DHET or CHE.(Related to the trainings offered by the bidder)

3. ABBREVIATIONS

- 3.1. QCTO – Quality Council for Trades and Occupations
- 3.2. EWSETA – Electricity and Water Sectoral Education and Training Authority
- 3.3. CETA – Construction Education and Training Authority
- 3.4. SAQA – South African Qualification Authority
- 3.5. DHET – Department for Higher Education and Training
- 3.6. CHE – Council for Higher Education
- 3.7. ORHVS – Operating Regulations for High Voltage Systems
- 3.8. ORLVS - Operating Regulations for Low Voltage Systems
- 3.9. HIRA – Hazard Identification and Risk Assessment
- 3.10. MEWP – Mobile Elevated Work Platforms
- 3.11. LV – Low Voltage
- 3.12. MV - Medium Voltage
- 3.13. HV - High voltage
- 3.14. HAS – Health and Safety
- 3.15. SHE Rep – Safety and Health Representative

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- 3.16. SCADA – Supervisory Control and Data Acquisition
- 3.17. SANS – South African National Standards
- 3.18. ISO – International Standards Organization

4. SCOPE OF WORK

Bidders will need to provide a detailed list of all the training offered. The following training as per list below are required by CENTLEC.

1. Training on the National Certificate: Electrical Engineering N1 & N2

Modules to complete in the program (N1 & N2)

- Industrial Electronics
- Mathematics
- Electrical Trade Theory
- Engineering Science

2. Certificates in the following Programs

- 2.1 Trade Test Phase A, B/C
- 2.2 PLC Basic/Advance
- 2.3 Renewable Energy

3. Other Programs

- 3.1 Computer Skills (Ms Word and Ms Excel)
- 3.2 Protection Systems LV, MV and HV Electrical Networks
- 3.3 Customer care training
- 3.4 Labour relations
- 3.5 Telephone Skills
- 3.6 Report writing
- 3.7 Root Cause Analysis
- 3.8 Electrical training material design and development
- 3.9 Ladder safety
- 3.10 Fire Fighting
- 3.11 ORHVS and ORLVS
- 3.12 Working on heights

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- 3.13 Fall Arrest Systems Training
- 3.14 Fall Arrest Retrieval Training
- 3.15 Problem solving techniques
- 3.16 Stress management
- 3.17 Emotional intelligence
- 3.18 Conflict management
- 3.19 First Aid level 1 and 2
- 3.20 Effective Public Service delivery
- 3.21 HIRA
- 3.22 Ladder Safety
- 3.23 MEWPS
- 3.24 LV, MV and HV Physical Operating
- 3.25 Transmission and Distribution maintenance
- 3.26 Security Training
- 3.27 Performance Monitoring and compliance
- 3.28 Revenue and Expenditure management
- 3.29 Budgeting
- 3.30 Policy development
- 3.31 E-records management
- 3.32 Project management
- 3.33 Fleet maintenance management
- 3.34 Supervisory management
- 3.35 Strategic Planning
- 3.36 Speed controllers
- 3.37 Soft starters
- 3.38 SANS 10142-1
- 3.39 ISO 9001:2015
- 3.40 ISO 14001:2015
- 3.41 ISO 450:2018
- 3.42 Advanced driver skills
- 3.43 SCADA
- 3.44 Ms PowerPoint

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- 3.45 Language Programs
- 3.46 Chainsaw Training
- 3.47 Scaffolding Erector
- 3.48 Scaffolding Inspector
- 3.49 Forklift Driver Training
- 3.50 Counter Balanced Lift Truck Training
- 3.51 Heavy Vehicle Driver Training
- 3.52 Light Vehicle Driver Training
- 3.53 Nighttime driving
- 3.54 Advanced (Defensive) Driver Training
- 3.55 TLB Operator Training
- 3.56 Electrical Network Analysis Software
- 3.57 Facilitator Training
- 3.58 Assessor Training
- 3.59 Coaching and Moderator Training
- 3.60 Minute Taking
- 3.61 Employment Law and compliance
- 3.62 HR Systems
- 3.63 Performance Management
- 3.64 Wellness Training
- 3.65 Introduction HAS
- 3.66 SHE Representative
- 3.67 Organizational Performance
- 3.68 Basic Fire Fighting
- 3.69 Municipal Finance Management Programme
- 3.70 Supply Chain Management related programmes
- 3.71 Any other training deemed necessary and not listed above.

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4 SPECIAL CONDITIONS

- 4.1 Please note that CENTLEC (SOC) Ltd reserves the right to appoint more than one bidder.
- 4.2 The successful bidder will be expected to enter into a Service Level Agreement (SLA) with CENTLEC (SOC) Ltd.
- 4.3 All files, documents, documentary evidence, and any aspect of the matter associated with the file shall always remain the property of CENTLEC (SOC) Ltd.
- 4.4 No fees shall be paid to any Bidder in advance. Fees and disbursements shall be paid only for work completed and billed on the agreed applicable rates.
- 4.5 Records must be kept of all referrals and other elements of work.
- 4.6 Monthly reports will be required to enable the volumes of work and timescales within the contract to be monitored. The detail of the reports will be agreed between CENTLEC (SOC) Ltd and the Bidder.
- 4.7 At the end of the contract or termination of contract the Bidder will ensure that the individual records are passed on to CENTLEC (SOC) Ltd at no cost.
- 4.8 Successful bidders will be assessed on a 80/20 preferential point system upon receipt of their quotation.

5 EVALUATION CRITERIA

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of the Entity. The most suitable candidate will then be selected. Please take note that CENTLEC is not bound to select any of the bidders submitting proposals.

Furthermore, technical competence is the principal selection criteria. CENTLEC will evaluate the technical criteria first and will only look at the price and specified goals if it is satisfied with the technical evaluation. As a result of this, CENTLEC does not bind itself in any way to select the bidder offering the lowest price.

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Table 1: Evaluation Criteria

No	Criteria	Description	Points
5.1	Track Record	Submit at least two (2) reference letters signed by the duly authorized official with contact details to confirm the successful completion of similar training programs. <ul style="list-style-type: none">• Two (2) letters = 10 points• Three (3) letters = 20 points• Four (4) letters and more = 30 points	30
5.2	Skill and Competency	Bidders must provide a company profile which covers at least the following: <ol style="list-style-type: none">1) Certified copies of professional memberships of Facilitators as per scope of work (point No.4 above) = 25 points2) CV's of Facilitators assigned to this project which need to include the following: = 25 points<ol style="list-style-type: none">a) Certified copies of academic and professional qualificationsb) Respective field(s) of specialisationc) Number of years of relevant experience	50
5.3	Local (Mangaung) operational capability and economic investment	Does the bidder have a local office with operational capability? (a) Existing and established local office = 20 points (b) If not, but within RSA = 10 points	20
	Points		100

A bidder who gets a minimum of 70 points and above on will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system.

The bidder must score minimum points as follows:

Item 5.1 - 10 points

Item 5.2 - 50 points

Item 5.3 – 10 points

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5.2 PRICE AND REFERENTIAL POINTS SCORING – STAGE 2 (Price and Specified Goals requirement)

All Bidders that have passed the technical evaluation threshold of 70 points would also be scored based the 80/20 principle where 80 Points is for the Price and 20 points for specified goals as per the detail given below:

5.3 Points awarded for price.

A maximum of 80 Points is allocated for price on the following basis:

$$\text{Where } P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

P_s = Points Scored for comparative price of bid under consideration

P_t = Comparative Price of bid under consideration

P_{\min} = Comparative Price of lowest acceptable bid

5.4 Points awarded for Specified Goals Requirement

In terms of Regulation 3.(1) An organ of state must, in the tender documents, stipulate— (a) the applicable preference point system as envisaged in regulations 4, 5, 6 or 7; (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goals in accordance with the table below;

Table 3: Specified Goals for Preferential Point System

Specified Goals	Points Allocation
50% Black owned (attach detailed CSD Report	10
50% Women owned (attach detailed CSD Report	5
50% Youth owned <35 years (attach detailed CSD Report)	5
Total Points	20

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6 PRICE SCHEDULE

Successful Bidders will be requested to provide a quote on a request from CENTLEC based on the training programmes offered by bidders as per their training lists submitted.

7 CONTACT DETAILS

- 7.1 For any further technical information regarding the document contents please contact Me Mpho Molemela e-mail: Mpho.Molemela@centlec.co.za and Gert Fourie email: gert.fourie@centlec.co.za. Such queries must be done in writing, the email address provided serves this purpose. Answer to one question will be sent to all the other prospective bidders that have bought the bid documents.
- 7.2 For Supply Chain Related questions, Please contact Ms Palesa Makhele at 051 412 2753 or at Palesa.Makhele@centlec.co.za.