



Scope of work

1. Background

CEF SOC Ltd is a Schedule 2 State Owned national energy utility entity with a focus on oil, gas, coal, and renewable and clean energy options reporting to the Department of Energy (DoE) as its primary shareholder. The company derives its mandate primarily from the Central Energy Fund Act No. 38 of 1977.

The Act mandates the CEF Group to contribute to the national security of energy supply through commercial operations and projects, as well as investing in developmental projects, all the while operating in a highly competitive and capital-intensive environment with the need to be a profitable entity through its subsidiaries and associates. The dual mandate of Commercial and Developmental obligations requires a tight balancing act between the two imperatives given the strategic nature of the national assets that The Group holds, and its obligations as defined in the National Development Plan (NDP).

2. Statement of Purpose:

CEF is looking for service providers to conduct student **training and coaching** newly appointed graduates in training. The appointed service provider will manage this process for a contract period of **two years** in line with the 24-month graduate program.

3. Objective:

CEF needs a service provider that can design, develop, and implement the student experience program for workplace readiness. The service provider is expected to develop course material, provide facilitator(s) to deliver the course **face to face** and provide a complete learning management solution for the program.

4. Scope of Services

The Corporate Services through the learning and development implemented the graduate in training program. These are students that just finished their tertiary qualification and are provided with work experience to capacitate them for the working



world. Employers are expected to create an environment that is conducive for the graduates to perform to their full potential. It is for this reason that CEF would like to appoint a service provider to conduct and manage student experience for a contract period of two (2) years by creating the following:

- Workplace readiness bootcamp
 - Business communication and writing skills.
 - Time management
 - Labour Relations
 - Diversity in the workplace
 - Basic project management skills
 - Email etiquette
 - Dealing with harassment in the workplace
 - Ethical decision making
 - Accountability and delegation
 - Stress management
 - Situational Leadership
 - Financial literacy
 - Emotional Intelligence
 - Business Management

Course Breakdown

Two groups of graduates will attend the course.

The first course should start in **March 2024 and end in January 2025** and the second course will commence in February 2025 and continue until December 2025.

The graduates will attend the course **every Two weeks (22 days a year)**. **Day to be confirmed.**

A total of **(6) graduates** will take the 2024 course and a total of **(6) graduates** will take the course in 2025.



The service provider is expected to:

- Identify and understand the needs and expectations of the graduate.
- Design graduate experience **training program** covering all elements/courses stated above.
- The graduate experience training program should be **grouped per quarter** starting from March 2024 until January 2025.
- The service provider must indicate the number of days needed to complete each training/course (i.e., Four modules in the first and second quarter and 3 modules per quarter for the rest of the program).
- The service provider should provide a venue around the Sandton area and catering services during the program.
- The service provider should suggest a project plan including measuring and evaluating the improvement of the graduates in the program.
- The service provider should have previous experience of providing such training.



ANNEXURE B EVALUATION CRITERIA

Phase 1 – Mandatory requirements

At this phase bidders must submit the required supporting documents to substantiate compliance to the following requirement. It must be noted that if the Bidder does not meet any of the requirements, the bidder will be disqualified and not be evaluated further.

Description	Comply	Not comply	Comments
1. The service provider must be accredited by Sector Education and Training Authority (SETA).			
2. The service provider must submit proof of accreditation of training center.			
3. The service provider must submit proof of accreditation of Modules.			
4. The service provider must submit proof of accreditation of the Facilitator (s).			
5. The service provider must submit proof of			



accreditation of the assessors.			
6. The service provider should provide an NQF completion certificate to the graduates upon finishing the course.			
7. The service provider should have minimum of 5 years' experience of providing such training.			
8. Design a one-year (March 2024 to January 2025) graduate experience training program covering all elements/courses stated above.			
9. Clearly Indicate the timeline of the course			
10. Provide a venue around the Sandton area.			



Phase 2: Commercial Evaluation

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
Total	20

Tenders must submit their B_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.

- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

CEF (SOC) Ltd will utilize the following formula in its evaluation of Price offers:

[Weighted score 80 points]

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Score for the Tender under consideration



Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

Preference points/specific goals criteria

[Weighted score 20 points]

Specific goals / Preference Points Claim

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100