



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFQ/HRM/25/26/080			
CLOSING DATE	16 July 2025	CLOSING TIME	16:00

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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

This request is to appoint an experienced training service provider to provide training on BBBEE to merSETA BEE champions. The training is aimed at (1) Capacitating champions/committee with an understanding of the various BBBEE scorecard pillars; AND (2) Preparing delegates for implementing changes within the organisation to improve the BBBEE scorecard level

3. Objectives of the Service

- The merSETA invites proposals from experienced and qualified service providers to design, develop, and deliver accredited training on BBBEE to merSETA BEE Champions/Committee members.
- The appointed service provider must:
 - Possess extensive knowledge and practical experience in BBBEE legislation, compliance, and implementation.
 - Deliver training that is aligned to Unit Standard 252030 and designed to:
 - Equip participants with a comprehensive understanding of all BBBEE scorecard pillars.
 - Enable participants to assess and improve the organisation's BBBEE scorecard performance.
 - Support the implementation of strategic and operational changes within merSETA to promote transformation and compliance.

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- The training must include interactive elements such as case studies, group exercises, and real-world scenarios to enhance learning and practical application.

4. Scope of Work (Service)

The appointed service provider is expected to design and implement training on BBBEE to merSETA BEE Champions/Committee.

Training should include but not limited the following training outcomes:

- Technical understanding of the various BEE scorecard pillars.
- Developing and implementing an organisation's BBBEE strategy.
- Understanding and implementing the most recent gazetted changes to the BBBEE codes effectively, including changes to Skills Development, Procurement and Enterprise Development
- Clarification on important definitions and related concepts such as absorption.
- Clarification on YES4Youth implementation, successfully implementing the YES4Youth programme and possible challenges.

Best practice on each of the pillars

- ✓ Management Control - Employment Equity within the context of BBBEE
- ✓ Skills Development including: Learnerships, bursaries, absorption and how to maximise the human capital element of the scorecard Ownership.
- ✓ Enterprise Development, Supplier Development, and Preferential Procurement best practice.

4.1 Special conditions

- The service provider must submit proof of similar training conducted over the last five (5) years (signed, dated, contactable and on company letterhead of the client to whom the service was rendered reference letters).
- The training facilitator(s) should have at least 5 years' relevant training and facilitation experience.
- A detailed CV and qualifications/certificates of the facilitator(s) must be provided.

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- A fully inclusive and detailed quotation (inclusive of VAT) must be submitted with the bid proposal - No hidden cost and no additional cost i.e. Accommodation/travelling).
- The service provider must provide training manuals, on all aspects of the training and issue **Certificates of attendance**.
- The training content must be Unit standard aligned (252030).

5. Deliverables

- The training service provider is required to design and conduct unit standard (252030) aligned training on BBBEE to merSETA BEE champions/Committee.
- Conduct physical (in-person) training for 20 merSETA BBBEE champions
- Issue certificate of attendance (No formal assessment/PoE)
- Focus on case studies and practical application to navigate complexities on BBBEE.

6. Duration of the Project

6.1 The duration of the training may not be more than two (2) days.

7. RFP Submission

7.1 Bid documents may be emailed to 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.

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- 9.1.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable). Ind
- 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) may lead to the disqualification of bids.

Criteria Description	Supporting Documents
A detailed proposal with a quotation.	Attach detailed proposal & quotation.
Valid proof of accreditation	SETA/QTCO proof of service provider accreditation must be submitted.
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

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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 **70%** will be disqualified for further evaluation on price and specific goals.

No	Evaluation Criteria	Descriptive Indicators	Points
1.	Relevant Experience and Track Record Proven track record of similar services at multiple recognised public / private institutions - Bidder must submit signed, dated, contactable and on company letterhead reference letters. NB: appointment letters will not be accepted. -merSETA reserves the right to contact all the submitted references.	Completed similar services in at least three (3) recognised institutions. Relevant experience in the last five (5) years (public/private sector). Three (3) signed, dated, contactable reference letters on client letterhead.	35
		Completed similar services for at least two (2) recognised institutions. Relevant experience in the last five (5) years . Two (2) signed, dated contactable reference letters on client letterhead.	25
		No or unsatisfactory experience. No reference letters submitted.	0

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No	Evaluation Criteria	Descriptive Indicators	Points
2.	Methodology and Approach Comprehensive understanding of the RFP objectives.	Detailed methodology addressing the scope of work. Clear, actionable work plan aligned to project goals.	35
		Basic understanding of project objectives. General methodology provided. Basic work plan included.	25
		Irrelevant or unclear methodology and plan.	0
3.	Organisation / Company Capacity -Bidder must submit detailed CV/profiles and qualifications of the experienced facilitator/s (at least 5 years exp.)	Two (2) or more experienced facilitators profiles provided. CVs and qualifications attached with relevant evidence of capacity to deliver on scope.	30
		One (1) experienced facilitator profile provided CV and qualifications attached with relevant evidence of capacity to deliver on scope	20
		No evidence of competent staff or organisational capacity to deliver the service. (No CV/Profile submitted)	0
TOTAL WEIGHTING			100
MINIMUM WEIGHTING SCORE			70

Each proposal that passed functional evaluation of **70%**, will be on equal footing to proceed to the next phase of evaluation on price and specific goals.

NB: Failure to achieve a minimum score for any of the individual criteria above will result in immediate disqualification

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

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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: 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)¹” as issued by the South African Institute of Chartered Accountants (SAICA);

11.2.2 The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or

11.2.3 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 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

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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.

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- 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 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.

Please note that:

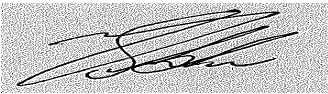
- Financial account, management account or auditors’ letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

Preferential points for tenders without local content requirements.

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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 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		
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	Karabo Phalo	Date	10 July 2025
Signature			
Technical Representative			
Full Names	Stephen Tsebela	Date	09 July 2025
Signature			



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