

**HEAD OFFICE**  
ETDP SETA House  
2 - 6 New Street  
Gandhi Square  
South Marshalltown  
Johannesburg CBD  
Private Bag X105  
Melville, 2109  
Tel: (011) 372 3300

**EASTERN CAPE**  
Waverley Office Park  
3 - 33 Philip Frame Road  
Chiselhurst  
East London, 5200  
Tel: (043) 726 8314  
Fax: (043) 726 8302

**FREE STATE**  
Sanlam Building  
163 Nelson Mandela Dr  
Bloemfontein, 9300  
Tel: (051) 430 5072  
Fax: (051) 430 5080

**GAUTENG**  
ETDP SETA House  
2 - 6 New Street  
Gandhi Square  
South Marshalltown  
Johannesburg CBD  
Tel: (011) 403 1301/2/3/6  
Fax: (086) 614 8781

**KWAZULU-NATAL**  
Durban Bay House  
333 Anton Lembede Street  
12th Floor, Suite 1203  
Durban, 4001  
Tel: (031) 304 5930  
Fax: (031) 301 9313

**LIMPOPO**  
Kwane Chambers  
29 Hans van Rensburg Str  
Office No: 01  
Polokwane, 0700  
Tel: (015) 295 9303  
Fax: (015) 295 9301

**MPUMALANGA**  
Streak Office Park  
6 Streak Street  
Block B, 1st Floor  
Nelspruit, 1201  
Tel: (087) 352 7108  
Fax: (013) 752 2917

**NORTHERN CAPE**  
Bobby's Walk Building  
6A Long Street  
Kimberley, 8300  
Tel: (053) 832 0051/ 2  
Fax: (053) 832 0047

**NORTH WEST**  
Sparkling Office Park  
78 Retief Cnr Peter  
Mokaba Street  
Potchefstroom, 2531  
Tel: (018) 294 5280  
Fax: (018) 294 5719

**WESTERN CAPE**  
Sunbel Building  
2 Old Paarl Road  
Office 205, 2nd Floor  
Belville, 7530  
Tel: (021) 946 4022  
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

**BID NO: SCMU NO: 17 - 2023/24**

## REQUEST FOR BIDS

### TERMS OF REFERENCE FOR THE IMPLEMENTATION OF SKILLS DEVELOPMENT PROGRAMMES FOR GAUTENG PROVINCE ON BEHALF OF DEPARTMENT OF EDUCATION: SACE ENDORSED PROGRAMMES

#### 1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector.

The ETDP SETA will host a virtual briefing session for **BID NO: SCMU: 17 - 2023/24 – Appointment of a service provider for the implementation of skills development programmes: SACE endorsed programmes on 26 January 2023 at 11h00 – 13h00**. Access details will be available on [www.etdpseta.org.za](http://www.etdpseta.org.za) as from **25 January 2024**. We thank you for your cooperation.

#### 2. PURPOSE & OBJECTIVES

##### 2.1 PURPOSE OF THE PROJECT

The ETDP SETA is looking for training providers to facilitate the implementation of Skills Development Programmes in the ETD sector for Gauteng provinces on behalf of the Departments of Education for the 2023/24 financial year. *Please clearly indicate the programme that you are bidding for.*

#### SACE ENDORSED PROGRAMMES

**Table 1: Learning programme details**

Skills Programme	Number of Learners	District of implementation
<b>GAUTENG PROVINCE</b>		
<b>ETHICAL MANAGEMENT AND BEHAVIOR, AND SCHOOL POLICY DEVELOPMENT</b>	<b>260</b>	<b>GAUTENG: PROVINCE</b> <i>JHB Central Venue</i>

**Scope of work**

The service provider will be expected to manage and deliver the following:

- The training of 260 School Managers and Staff members on **ethical management and behavior, and School Policy Development** processes within the disability sector.
- The training should cover the following:
  - To promote an understanding of the terms used in the legislative and policy environment
  - To ensure that participants understand the importance of policy development
  - To identify the person responsible for making policy/legislation various levels; and
  - To emphasize the guiding principles that should be considered in policy-making.
  - The children's act and its updates and amendments as applicable.
  - Children's rights.
  - The POPI act.
  - Educators' rights and methods of recourse, where and how to seek assistance and guidance.
  - Ethical considerations when working with children.
  - The abuse protocol and implications of bullying and intimidation.
  - How to address sensitive issues with insight.
  - Practical support, solutions and techniques to assist learners and educators in the classroom setting

PROPOSED NUMBER OF DAYS: FOUR DAYS

A certificate of competence to be issued with the SACE points

**SCHOOL FINANCIAL MANAGEMENT**

The Gauteng Department of Education (GDE) would like to train school managers and Staffs on school financial management. This programme will assist the schools in understanding their roles and responsibilities in the management of the finances of their schools.

**110**

**GAUTENG: PROVINCE**

*JHB Central Venue*

<p><b>Scope of work</b></p> <p>The service provider will be expected to manage and deliver the following:</p> <ul style="list-style-type: none"> <li>- The training of 110 School Managers and Staff members on Finance for Schools (Managers and responsibilities of SMT) according to the South African Schools Act and record all income and expenditure of goods and services procured and draft financial statements.</li> <li>- The training offered should be for Operational School Finance (for Non-Finance Managers),</li> <li>- Manage the administration of the training.</li> <li>- Provide venues and catering for the training in line with COVID 19 safety regulations</li> <li>- Should lockdown restrictions prevent face to face training, the service provider should be able to provide the training via a virtual platform and ensure data for attendees to be able to attend training</li> <li>- Provide a report on the training completed</li> <li>- Provide GDE with a set of documents of the participants such as the skills programme form, copies of participants certified IDs, etc.</li> </ul> <p>The Service Provider must provide GDE with a close out report after training.</p> <p><b>PROPOSED NUMBER OF DAYS: DURATION: 2 DAYS</b></p> <p><b>A certificate of competence to be issued with the SACE points</b></p>		
<p><b>STRATEGIC PLANNING</b></p> <p>Facilitate strategic planning session to review the following documents:</p> <ul style="list-style-type: none"> <li>- GDE Inclusion Strategy</li> <li>- Review the Policy on the establishment and configuration of Full-Service Schools and Special Schools as Resource Centre's</li> <li>- Screening Identification Assessment and Support Policy</li> <li>- Autism Strategy</li> <li>- Support to Hospital Schools</li> <li>- Support to Child and Youth Care Centre's including Secure Care Centre's</li> <li>- General Certificate in Education: Technical Occupational Curriculum</li> <li>- Differentiated CAPS Pre-Grade R- Grade 5 Curriculum</li> <li>- Capacity building of District Based Support Teams and School Based Support Teams</li> <li>- How to interact with all stakeholders including learners, educators and district officials in a professional manner</li> <li>- How to apply problem solving skills in order to find needed solutions to increase support provisioning</li> <li>- Expulsion processes</li> </ul>	<p><b>50</b></p>	<p>JHB HEAD OFFICE (50) – <i>CENTRAL VENUE</i></p> <p>One central venue for physical training, shared accommodation for two nights for the 50 delegates</p>

<ul style="list-style-type: none"> <li>- Meet with the GDE prior to the training to discuss strategy and the programme.</li> <li>- The duration of the programme will be three days and finalization of the strategy within 21 days after the third session</li> <li>- Identified Service provider will need to provide: needed resource material, source relevant venue and provide refreshments to participants during the training</li> <li>- Develop a revised Inclusion Strategy based on group facilitation and above listed documents</li> <li>- Service provider must have knowledge of the sector to appropriately facilitate the training sessions and develop the Inclusion Strategy</li> <li>- At least three GDE references or any other provincial department on similar training.</li> </ul> <p><b>The training will be residential, and the provider must budget for accommodation and meals. Proof of similar project to be provided with GDE or any other provincial department.</b></p> <p><small>A certificate of competence/ attendance to be issued with the SACE points</small></p>		
--	--	--

### 3. PROJECT SCOPE AND REQUIREMENTS

**3.1 The training of GDE Officials and teachers on the above skills programmes as per the table above.**

### 4. PROFILE OF THE SERVICE PROVIDER

4.1. The service provider must be a registered organization and the programmes must be SACE Endorsed.

### 5. PROJECT REQUIREMENTS

The ETDP SETA is looking for training providers to facilitate the implementation of Skills Development Programmes for teachers in the ETD sector for the 2023/24 financial year.

#### A) SACE ENDORSEMENT – PROOF OF SACE ENDORSEMENT

1. The training programmes must be endorsed by SACE.
2. Submit proof of organization registration and SACE programme endorsement

#### B) FUNCTIONAL RESOURCES

The information in this communication is confidential and may be legally privileged.  
It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful.

1. The Training Provider must be adequately equipped with necessary physical resources in province:
  - 1.1. Workshop facilitation rooms
  - 1.2. Resource packs to be given to learners
  - 1.3. Resource Centers at the offices of the training provider
2. The training provider must have the required Human Resource Capacity in the following areas:
  - 2.1. Qualified Facilitators in terms of the programmes that you want to train. Please align the required number of facilitators per the 50 learners per class.
  - 2.2. Project Management Skills. No changes will be accepted without the prior written consent of the ETDP SETA.
  - 2.3. Curriculum Vitaes of staff that will be involved on the projects.
3. Functional Quality Management System

#### **C) PROOF OF SIMILAR PROJECTS**

1. Must provide the SETA with proof of similar Skills programmes projects undertaken in the past five years indicating the success rates per project.
2. A list of minimum three (3) contactable reference letters

#### **ADMINISTRATION OF THE SKILLS PROGRAMME**

The provider must:

1. Establish and maintain the learner database.
2. Comply with training provider duties as per the signed SLA.
3. Monitor learner progress, resolve problems related to provisioning.
4. Submit reports as per the SLA.
5. Assist the ETDP SETA in conducting induction programmes for learners.

#### **PLANNING AND SUPPORT**

1. - Develop rollout plans with time frames for the structured learning.

## 6. COSTING MODEL (PRICE SCHEDULE)

### COST COMPARISON FOR THE SKILLS PROGRAMMES 2023/24

**THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED**

COSTING FOR NUMBER OF LEARNERS AS PER PROVINCIAL REQUIREMENTS				
NAME OF BIDDING ORGANISATION:				
NAME OF SKILLS PROGRAMME:				
NUMBER OF TRAINING DAYS:				
ITEM DESCRIPTION	NO: OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Training Costs (including assessment, moderation, certification, learner materials and any other related training costs)				
<b>SUB-TOTAL</b>				
Admin Expenses (travel, venue hire and catering)				Not exceeding 7.5%
<b>TOTAL COSTS</b>				
				Cost Per Learner
<b>ALL COSTS MUST BE INCLUSIVE OF VAT</b>				

**NAME OF BIDDER:** \_\_\_\_\_

**POSITION/ ROLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.**

#### PROPOSED STANDARD MENU FOR LEARNERS:

**Breakfast:** 2 slices of bread / sandwiches with tea/coffee/juice

**Lunch:** 1 meat dish, 1 starch, 1 salad, 1 vegetable dish, 1 soft drink

## 7. DURATION OF THE PROJECT

It is expected that the ETDP SETA will enter into a service level agreement (SLA) with the successful bidders. The duration of the project will be for **six (6) months**, and the project will start after the signing of the SLA.

## 8. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

**Note: Folder A (USB) must have documents for Stage 1 and Stage 2**

### 8.1. STAGE 1 [Folder A (USB)]

***Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.***

#### 8.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Proof of programme endorsement with SACE
2. and proof of organization registration with CIPRO
3. Proof of Organization Accreditation (Sector Education and Training Authorities (SETA's); Quality Council for Trade and Occupations (QCTO), UMALUSI; Council for Higher Education (CHE)

***NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.***

### 8.2. STAGE 2 [Folder A (USB)]

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations **5 and 6**.

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	POINTS
1.	<p><b>Experience &amp; References:</b> of similar services and references to be provided on the client's letterhead. The minimum of three contactable reference letters on the letterhead of the referee and it must be signed by the referee.</p> <p><b>1.1. Experience and contactable references: (25)</b></p> <ul style="list-style-type: none"> <li>3 projects and above = <b>25</b></li> <li>2 projects = <b>15</b></li> <li>1 project = <b>10</b></li> </ul> <p><b>*[Each reference must clearly indicate.</b></p> <ul style="list-style-type: none"> <li><b>the name of the bidder and the project</b></li> <li><b>objectives of the project (nature of the project)</b></li> <li><b>recommendation and contact details of the referee as well as proof of completed project(s) and must be signed.</b></li> </ul>	<b>25</b>
2.	<p><b>Project plan</b> for the delivery of Skills programme;</p> <ul style="list-style-type: none"> <li>Structure of the Skills programme in terms of the outcomes to be achieved = <b>15</b></li> <li>Method and delivery of Skills program = <b>10</b></li> <li>Learning support plan = <b>10</b></li> </ul>	<b>35</b>
3.	<p>Profile of key staff (Please attached CVs and proof of qualified Facilitator)</p> <p>3.1 Project Management structure = <b>5</b></p> <p>3.2 Relevant experience of Project Manager in managing similar projects +5yrs of experience = <b>15</b></p> <ul style="list-style-type: none"> <li>5 years plus = 15</li> <li>3 - 4 years = 10</li> <li>1 - 2 years = 5</li> </ul> <p>3.3 Facilitators (relevant experience facilitating the selected Skills programme) = <b>15</b></p> <ul style="list-style-type: none"> <li>5 years plus = 15</li> <li>3 - 4 years = 10</li> <li>1 - 2 years = 5</li> </ul>	<b>35</b>
4.	<p>Proof of physical training resources available and the infrastructural resources of the organization (attach a lease agreement and/or a partnership letter showing that you access to training venues in that province) = <b>5</b></p>	<b>5</b>
<b>TOTAL</b>		<b>100</b>

Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale

Please take note of the value and scoring point system of your bid.



### 8.3 STAGE 3 [Folder B (USB)]

#### PRICING SCHEDULE DOCUMENTS

- a. Costing Model (***Price must be final, include VAT and signed***)
- b. Submit a "Unique security personal identification number (PIN) issued by SARS" ***which the SETA will use to verify the bidder's tax matters prior to the award***
- c. Invitation to Bid - **SBD1**
- d. Declaration of Interest – **SBD 4 (New)**
- e. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - **SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals**
- f. B-BBEE certificate or sworn affidavit (***If claiming preferential points***) – ***this will be used to verify points to be allocated for specific goals.***

**80/20** preference point system shall be applicable as follows:

✓	Price	<b>80</b>
✓	Allocation of specific goals	<b>20</b>

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

## 9. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

## 10. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: [www.etdpseta.org.za](http://www.etdpseta.org.za), Main Menu > Supply Chain Management > Open Tenders as from **12h00** on **15 January 2024**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked “Folder A-Technical Proposal” and “Folder B- Financial Proposal”.

**Folder B - (Financial Proposal)** Costing Model (*Price must be final, include VAT and signed*), Submit a “Unique security personal identification number (PIN) issued by SARS” *which the SETA will use to verify the bidder’s tax matters prior to the award*, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) – *this will be used to verify points to be allocated for specific goals*.

*The financial proposal will only be opened when the tender is responsive in Stage 2 or at the discretion of the ETDP SETA.*

All Bids/Proposals (completed in [one (1) USB] must be courier or hand delivered to:

The ETDP SETA – Head Office  
ETDP SETA House  
2-6 New Street  
Ghandi Square  
Johannesburg South - CBD  
2091

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00** on **08 February 2024**.

**No late submission will be accepted!**

## 11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **08 February 2024**.

## 12. CONTACT PERSON

**NO** telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. **ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.** All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Manager: Email: [Tenderers@etdpseta.org.za](mailto:Tenderers@etdpseta.org.za)

**Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.**

The information in this communication is confidential and may be legally privileged.  
It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful.

## ANNEXURE A

Bidders are required to provide references for Project Manager and Facilitator. Failure to provide references will lead to disqualification:

### 1. PROJECT MANAGER EXPERIENCE

Name of Project Manager: \_\_\_\_\_

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

### 2. RELEVANT EXPERIENCE OF FACILITATOR

Name of Facilitator: \_\_\_\_\_

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)