



**merSETA**  
MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

## REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFQ/MAR/24/25/359			
CLOSING DATE	04 March 2024	CLOSING TIME	14H00

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

24 February 2025

changes.

\*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational

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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 The merSETA invites suitably qualified and experienced independent service provider to procure services and goods for the delivery and production of the merSETA Annual Performance Plan for the following financial year 2025/2026.

1.3 This RFP process is subject to section 51(1)(a)(iii) of the Public Financial Management Act (PFMA) of 1999, Treasury Regulations 16A6.1, Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations).

## 2. Background Information

The period for this project will be a once off for the production of the Annual Performance Plan for financial year 2025/2026.

## 3. Scope of work

- The following must form part of the services required for the 2025/26 Financial year;
- Design and layout of 136 full page, colour, A4 size Annual Performance Plan;
- Proof reading and copy editing;
- Reproduction and print readiness;
- Printing: The base quote on all text in full cover on 120 gsm and cover design; full cover both sides 250 gsm x fifty 50 copies.

***NB\* Please note that we require fifty (50) copies for financial year 2025/2026.***

- Binding of both A4: Thread sewn and/or wired (both to be quoted separately);

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- Creative corporate style required (within the constraints of public entities inclusion of appropriate logos – context and order to be provided by the merSETA)

## **DELIVERY**

**The delivery of the Annual Performance Plan must meet the following legal compliance deadlines each year unless advised otherwise (delivery must be made on or before the dates stipulated below).**

- Delivery of 50 **A4** copies:
- 50 copies of the Annual Performance Plan for financial period 2025/2026 to stakeholders as follows:
  - 50 to the merSETA head office in Parktown by 12 March 2025 (final delivery)
  - Delivery of the Annual Performance Plan copy for approval before bulk printing by 07 March 2025

## **4. CONTENT OF SUBMISSIONS – VERY IMPORTANT**

Provide a proposal as per the scope of work above;

- 4.2 Provide budgetary pricing together with a breakdown that includes the pricing as well as the options required in the scope of work.
- 4.3 Provide the following regarding capacity, expertise, skills, experience:
  - 4.3.1. Provider must submit a maximum of three (3) similar sample documents completed in a hard copy format to the meSETA head office in Parktown by 28 February 2025 (samples can be collected upon viewing).
- 4.4 The merSETA requires written references from three (3) companies where the same services have been rendered for the period from 2020 to date. The reference letter must be on an official company letterhead, must be signed and dated with contactable telephone numbers. Include a description of work performed, dates of engagement/ services rendered and the level of service rendered.
- 4.5 Provide a high-level project plan clearly indicating milestones and project duration which must show the ability to meet the statutory deadline of 07 March 2025.
- 4.6 Proof of registration on the Central Supplier Database hosted by National Treasury.

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## 5. RFP Submission

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

## 6. Late submissions of the RFP

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

## 7. Request for Proposal (RFP) Rules

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

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

## 8. RFP Evaluation Process

- 8.1. 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.

### 8.1.2. Evaluation Stage 1: Compliance

- 8.1.2.1. 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

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with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

Criteria Description	Supporting Documents
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	Signed JV Agreement SBD forms must be completed for each legal entity Consolidated B-BBEE certificate or sworn affidavit
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
The bidder must provide Valid PSIRA certificate for the company	Valid PSIRA certificate for the company
Proof of Compensation for Occupational Injuries and Diseases Act (COIDA) compliance submitted	
Valid PSIRA Grade A certificate for at least one of the Directors	
Proof of UIF compliance	
Proof of valid and current Public Liability Insurance Cover	

### 8.1.3. Evaluation Stage 2: Technical Evaluation

8.1.3.1. 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 **60%** or the minimum score for any individual component thresholds will be disqualified for further evaluation on price and specific goals.

No	Evaluation Criteria	Descriptive Indicators	Points
1.	Provider must have five (5) years' of experience in rendering the	Above five (5) years of experience and capacity for delivery and production = <b>25 points</b>	<b>25</b>

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No	Evaluation Criteria	Descriptive Indicators	Points
	services required and should be evidenced in the company profile (which must also indicate a high-level breakdown of the team and their qualifications), verifiable letters of reference.	Above three (3) year of experience and capacity for delivery and production = <b>15 points</b> Below two (2) years of experience = <b>0 point</b>	
2.	Provider must provide three (3) written references from companies/entities where the same services were rendered for the period 2020 to date. The reference letter must be on an official company letterhead, must be signed and dated with contactable telephone numbers. It must include a description of work performed, dates of engagement/ services rendered and the level of service rendered.	Three (3) or more relevant reference letters provided. = <b>30 points</b> Two (2) relevant reference letters provided = <b>15 points</b> One relevant reference letters provided = <b>0 points</b> No or unsatisfactory reference letter(s) attached = <b>0 point</b>	<b>30</b>
3.	Provider must provide proof of capacity to undertake the project described in the terms of reference. Said proof should be evidenced in three (3) hard samples submitted and must be within the specified date range. Please note that the evaluators will assess the look, feel and aesthetic of the samples submitted.	Three (3) or more relevant samples submitted = <b>25 points</b> Two (2) or less relevant samples submitted = <b>10 points</b> Less than two (2) relevant samples submitted = <b>0 points</b>	<b>25</b>
4.	Provider must submit a high-level project plan demonstrating the project milestones, turnaround times and should indicate the Bidders ability to meet the statutory deadlines of the merSETA. The plan should also allow for sufficient time to make	Provided a high-level project plan demonstrating the project milestones, turnaround times and should indicate the ability to meet the statutory deadlines of the merSETA = <b>20 points</b> Provided a low-level/ unsatisfactory project plan demonstrating the project milestones, turnaround times and should	<b>20</b>

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No	Evaluation Criteria	Descriptive Indicators	Points
	changes, revisits areas for consideration.	indicate the ability to meet the statutory deadlines of the merSETA = <b>0 points</b>	
<b>TOTAL WEIGHTING</b>			<b>100</b>
<b>MINIMUM WEIGHTING SCORE</b>			<b>60</b>

Each proposal that passed functional evaluation of **60%** and more, will be on equal footing to proceed to this final round of evaluation on price and specific goals.

#### 8.1.4. Evaluation Stage 3: Preference Point System

8.1.4.1. 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 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	
<b>Total Points allocated to Specific Goals</b>	<b>20</b>	

**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.**

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## 9. Cost Proposal

- 9.1. All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).
- 9.2. The rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines:
- 9.2.2. The “Guideline on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)<sup>1</sup>” as issued by the South African Institute of Chartered Accountants (SAICA);
- 9.2.3. The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or
- 9.2.4. Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.

## 10. merSETA’s RIGHTS

- 10.1. The merSETA is entitled to amend any bid condition, bid validity period, RFP terms of reference, 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.
- 10.2. 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.
- 10.3. The merSETA reserves the right to award this bid as a whole or in part.
- 10.4. The merSETA reserves the right to conduct site visits at bidder’s corporate offices and or at client sites if so required.
- 10.5. 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.
- 10.6. 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

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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.

10.7. 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).

10.8. The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.

10.9. 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.

## **11. UNDERTAKINGS BY THE BIDDER**

11.1 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.

11.2. 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.

11.3. 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.

11.4. 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.

11.5. 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

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SLA to be concluded with merSETA, as the principal(s) liable for the due fulfillment of such a contract.

11.6 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 provider(s) at the time of submission.

11.7. Should the bidder require to cede a portion of service(s) in relation to the award, the bidder must inform the merSETA in writing and merSETA reserves the right to accept or reject.



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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.**

☐

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		
<b>Total Points allocated to Specific Goals</b>	<b>20</b>			

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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	24 February 2025
Signature			
Technical Representative			
Full Names		Date	
Signature			



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