



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER:RFQ/ETQ/25/26/068			
CLOSING DATE	04 July 2025	CLOSING TIME	16:00
PHYSICAL ADDRESS		POSTAL ADDRESS	
Block C, Metropolitan Park, 8 Hillside Rd, Parktown, Johannesburg, 2193			

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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

The merSETA qualifications development project involves the development of all new qualifications as Skills Programmes using the QCTO methodology.

A shortage of Automotive Sales Advisors was identified as a major gap within the automotive industry. This occupation makes provision for new entrants into the labour market. It similarly provides such individuals with the opportunity to acquire the related formal qualification

A need to develop occupational skills programmes to enable competent and qualified learners, will enable find employment as an Automotive Sales Advisor, Vehicle Sales Advisor, Parts Sales Advisor or Service Advisor within the various automotive sales environments.

This project is aimed at reviewing the part qualifications into occupational skills programmes: Vehicle Sales Advisor, Parts Sales Advisor, Service Advisor and Sales Advisor, and Automotive Sales Advisor.

3. Objectives of the Service

This project is to procure the services of a qualified and capable service provider for the realignment of the occupational skill programmes using the qualification – Occupational

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certificate: automotive sales advisor SAQA ID 118097 curriculum. The service provider will be responsible for the realignment according to the QCTO approved process, which compromises the templates, guidelines, forms and schedules.

4. Scope of Work (Service)

The Occupational Certificate: Automotive Sales Advisor: 118097 qualification and curriculum documents will be the focus for this project. The target audience include, but not limited to the merSETA stakeholders, collaboration with industry-based Subject Matter Experts (SME's) to ensure the skill programmes are aligned to workplace practices, related SETA communities and interested parties.

5. Deliverables

The below table indicates the project deliverable schedule

MILESTONE	ACTIVITY	TRANCHES
1. Scoping and Occupational Profile	<ul style="list-style-type: none"> Scoping Meeting conducted Qualification WG members identified and confirmed by stakeholders. Occupational Profile developed and verified 	20%
2. Skills Programme Document(s)	<ul style="list-style-type: none"> Skills Programme Document(s) for Vehicle Sales Advisor, Parts Sales Advisor, Service Advisor and Sales Advisor, and Automotive Sales Advisor 	20%
3. Assessment specification document. FISA	Assessment specification document. FISA for <ul style="list-style-type: none"> Vehicle Sales Advisor, Parts Sales Advisor, Service Advisor and Sales Advisor, Automotive Sales Advisor 	20%
4. Develop qualification documents	Qualification document and – including final verification for <ul style="list-style-type: none"> Vehicle Sales Advisor, Parts Sales Advisor, Service Advisor and Sales Advisor, Automotive Sales Advisor 	20%

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5. Approved Skills Programmes	<ul style="list-style-type: none"> Skills Programmes , approved by QCTO and Recommended for recording. Reports for every deliverables including close out report 	20%
		100%

6. Project Timeline

6.1 It is estimated period for this project is Twelve(12) Months.

7. RFP Submission

7.1 Bid documents may be emailed to quotations@merseta.org.za on or before the closing date and closing time. or, placed in the tender box at the offices of the merSETA, or couriered to the merSETA physical address indicated in the paragraph. In the event of bidders submitting physical documents, bids must be properly packaged and deposited on or before the closing date and before the closing time in the tender box situated at the reception area (ground floor) of the merSETA. The merSETA's physical address is as follows:

merSETA Head Office
Metropolitan Park, Block C
8 Hillside Road
Parktown
Johannesburg
2193

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.

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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.

9.1.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable).

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 Bid Evaluation Process

10.1 The RFQ will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20).

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.

- a) Standard Bidding Document (SBD 4)
- b) Standard Bidding Documents (SBD 6.1)

10.1.2 Evaluation Stage 2: Technical Evaluation

10.1.2.1 Bidders must meet the minimum technical specification requirements in this evaluation stage to advance to the next evaluation stage. Failure to meet the prescribed technical specification will automatically disqualify the bid offer from proceeding to the next evaluation stage. **Any bid that fails to meet the overall minimum threshold of 70 points will be disqualified for further evaluation on stage 3**

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Each proposal that passed functional evaluation of **70 points**, will be eligible to the next evaluation phase on price and specific goals

No	Requirements	Criteria	Points
1.	Team Member/Leader Experience The potential bidder must attach a detailed Curriculum Vitae (CV) indicating duties, responsibilities, number of years detailing the start & end date and relevant experience in occupational qualifications and skills programmes development.	Two (2) or more years of experience = 20 points	
		One (1) year of experience = 10 points	
		No years of experience = 0 points	
2.	Capacity to deliver The bidder must prove capacity to undertake a project of this nature and capacity to complete the project by submitting a detailed proposed methodology and approach, as well as timeframes and a project plan	Fully complies - The Bidder has provided a detailed explanation of the methodology implementation approach which details how the services will be carried out as outlined in the scope and deliverables and timelines = 20 points	
		Poor proposed methodology or a detailed project plan and/or timeframes. = 0 points	
3.	Reference letters Reference from previous clients within the Education and Training sector as evidence of work previously conducted as a Qualification Development Facilitator (QDF) / Technical Working Group (TWG) member for qualification development/ skills programme developer.	Three (3) or more relevant written reference letters attached = 30 points	
		Two (2) relevant written reference letters attached = 20 points	

	<p>NB: The Reference Letter(s) must be on the letterhead of the previously serviced client, and should reflect at least the name of the client, title of the related work conducted, year(s) conducted and completed, contactable reference name and contact details, and be signed by the appropriate delegate. Only references indicating work successfully rendered will be accepted. merSETA reserves the right to contact the referee/s</p>	<p>One (1) reference letter attached = 10 points</p>	
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		<p>No or unsatisfactory reference letter(s) attached = 0 points</p>	
	<p>Developed Occupational Qualifications:</p> <p>The bidder must propose a team member(s) with experience for undertaken similar work: developed Occupational Qualifications/ Occupational Skills Programmes/ QAS Addendum</p>	<p>List of Three (3) or more developed registered qualifications or recorded occupational skills programmes = 30 points</p> <p>List Two registered qualifications or recorded occupational skills programmes = 20 points</p>	

4.	NB: Bidders must list all developed qualifications registered on the National Qualifications Framework at the South African Qualifications Authority with SAQA ID populated / Approved occupational skills programme with skills programme ID recorded on the skills programme database at the Quality Council for Trades and Occupations	One(1) registered qualifications or recorded occupational skills programmes = 10 points
		No list of registered qualifications or recorded occupational skills programmes = 0 points
TOTAL WEIGHTING		100
MINIMUM WEIGHTING SCORE		70

10.1.3 Evaluation Stage 3: Preference Point System

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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 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);

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- 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 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.

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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 offer 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.

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 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.

ANNEXURE A

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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	24 June 2025
Signature			
Technical Representative			
Full Names	Mr. Sibusiso Hlubi	Date	
Signature			



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