

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: 19 - 2023/24

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE IMPLEMENTATION OF SKILLS DEVELOPMENT PROGRAMMES FOR GAUTENG PROVINCE ON BEHALF OF DEPARTMENT OF EDUCATION: TECHNICAL TEACHER SKILLS TRAINING

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 Strategy III. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the ETD sector.

The ETDP SETA will host a virtual briefing session for **BID NO: SCMU: 19 - 2023/24 – Appointment of a service provider for the implementation of skills development programmes: Technical teacher skills training on 29 January 2024 at 14h00 – 16h00.** Access details will be available on www.etdpseta.org.za as from **26 January 2024**. We thank you for your cooperation.

NB: THE MEETING ROOM FOR THE BRIEFING SESSION WILL CLOSE AT 11H15

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. The ETDP SETA will evaluate individual proposals per skills **programme, please apply per skills programme**. The ETDP SETA reserves the right to appoint one provider and/or various providers to implement the skills programmes. *The bidders must clearly indicate the programmes that they are bidding for.*

PROVINCE: GAUTENG PROVINCE: TRAINING OF TECHNICAL TEACHERS SKILLS TRAINING

Skills Programme	Number of Learners	PROPOSED TRAINING DAYS	District of implementation
Bricklaying <u>Introduction of Bricklaying and its practices</u> - Risk assessment - Hand tools and hand tool safety	15	31 training days	GAUTENG: PROVINCE Central venue

<ul style="list-style-type: none"> - Bricklaying practices - Site preparation work - Basics of building - Written assessments - Practical assessments - 5 Site visits to be conducted - Provider to have Workshops for practical <p><u>Foundations and Concrete Mixing</u></p> <ul style="list-style-type: none"> - Laying foundations - Concrete mixing - Practical and Practical assessments - Doorways / window sills / arches - Written assessment - Building <p><u>Paving and Tiling</u></p> <ul style="list-style-type: none"> - Paving - Floor Tiling - Wall Tiling - Written and practical assessment - Provider to have Workshops for practical Training - 5 Site visits to be conducted 			
<p>. Carpentry</p> <ul style="list-style-type: none"> - Provider to have Workshops for practical Training - 5 Site visits to be conducted <p><u>Hand skills & Hand tools</u></p> <ul style="list-style-type: none"> - Health & Safety - Carpentry tools - Joint construction - projects - Marking out, sawing & Chiseling <p><u>Portable & Power tools</u></p> <ul style="list-style-type: none"> - Health & Safety - Portable & power tools in carpentry - Material technology & Bill of material - Projects <p><u>Programming</u></p> <ul style="list-style-type: none"> - Health & safety - Power machines in carpentry 	30	31 training days	<p>GAUTENG: PROVINCE</p> <p>Central Venue</p>

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<ul style="list-style-type: none"> - Projects - Provider to have Workshops for practical 			
Plumbing <u>Hand tools & Applications</u> <ul style="list-style-type: none"> - Plumbing introduction and Health and Safety - Risk assessment - Hand tools and hand tool safety - Piping Safety - Copper pipe work: measure, cut, - soldering and connect - compression fittings - Copper pipe bending - Copper pipe repairs - Joining of different types of pipes - Provider to have workshop for practical training. <u>Geyser, Sanitary appliances: Install, Repair & Maintenance</u> <ul style="list-style-type: none"> - High Pressure geyser (cold and hot water installation) - Fault-finding, repair techniques to cold and hot water - Plumbing system - Repairs - Maintenance - Theory: plumbing fixtures, components and accessories - Sanitary ware appliances: installation of bath tubs, basins, toilets, showers and urinals <u>Drainage system and removal of blockage system</u> <ul style="list-style-type: none"> - Drainage system (UG and AG) layouts – soil pipes - Removal of blockages and repairs to waste, soil and drainpipes - Unblocking the drain/clearing the clog - Gully Chamber with open top collecting surface water and discharge to drain system - Maintain and repair above ground soil - Waste and vent systems - Gutters 	15	31 Days Training	GAUTENG: PROVINCE Central Venue

Electrical <u>Domestic Wiring</u> <ul style="list-style-type: none"> - Generation and Distribution - Transformers. - Protective devices. - Circuit breakers. - Distribution Board. - Circuits <u>Cabling</u> <ul style="list-style-type: none"> - Importance of cables. - Types of cables. - Current carrying capacity - Types of glands. - Termination - Joining armored cables <u>Motor Control</u> <ul style="list-style-type: none"> - Motors and generators. - AC and DC motors. - Efficiency of machines. - Direct Online starter. - Single Phase Motors - Forward Reverse starter. - Star-Delta starter. - Sequence starting. - Provider to have workshop for practical training - 5 Site visits to be conducted 	40	31 Days Training	GAUTENG: PROVINCE Central Venue
Electronics <ul style="list-style-type: none"> - Provider to have workshop for practical training - 5 Site visits to be conducted <u>Simulations</u> <ul style="list-style-type: none"> - <u>Electronic instruments</u> - <u>Electronic components</u> - <u>Circuit diagrams</u> - <u>Software simulations</u> <u>Designing</u> <ul style="list-style-type: none"> - Soldering - PCB design - House Alarm Wiring <u>Programming</u> <ul style="list-style-type: none"> - Pickaxe Programming - Arduino Micro controllers	15	31 Days Training	GAUTENG: PROVINCE Central Venue
Automotive	20	31 Days Training	GAUTENG: PROVINCE Central Venue

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<ul style="list-style-type: none"> - Provider to have workshop for practical training <p><u>Transmission Systems</u></p> <ul style="list-style-type: none"> - Safety - Workshop management - Understand operating principles of the clutch - Remove, inspect and service clutch master and slave cylinders - Diagnose manual gearbox problems - Remove, dismantle, inspect and assemble a manual gearbox <p><u>Drive Train</u></p> <ul style="list-style-type: none"> - Remove, inspect and replace drive train components - Remove and replace universal joints - Diagnose final drive problems - Remove, inspect and replace side shaft bearings <p><u>Steering and Wheel Alignment</u></p> <ul style="list-style-type: none"> - Understand steering system theory - Understand the Ackerman angle - Remove, inspect and replace steering components - Understand tyre construction and markings - Remove, inspect and replace tyres and wheels - Carry out front wheel alignment <p><u>Hydraulic Brake Systems</u></p> <ul style="list-style-type: none"> - Understand the operating principles of a hydraulic brake system- Pascal's law - Diagnose faults and repair a hydraulic brake system disc brake, drum brake and handbrake <p><u>Pneumatic Brake Systems</u></p> <ul style="list-style-type: none"> - Understand operation of basic airbrake systems <p>Identify, test and repair airbrake components</p>			
<p>Welding and Metalwork</p> <p><u>Basic Hand Tools</u></p>	15	31 Days Training	<u>GAUTENG PROVINCE</u> Central Venue

<ul style="list-style-type: none"> - Safety - Measuring and clamping tools. - Power tools - Hand tools - Workshop machines, eg. Electric guillotine - Practical assessments <p><u>Welding</u></p> <ul style="list-style-type: none"> - Safety - Welding processes - Methods - Welding positions - Welding symbols - Practical demonstration (stick/arc, Co2/MiG, Oxyacetylene) - Practical assessment <p><u>Surface developments</u></p> <ul style="list-style-type: none"> - Surface developments - Parallel line method, Radial method and triangulation method - Configurations - Space diagrams-Calculations - Provider to have workshop for practical - Practical assessment - Provider to have workshop for practical training - 5 Site visits to be conducted <p>METHODOLOGY AND SKILLS:</p> <ul style="list-style-type: none"> - Practical skills training in all 8 areas - 31 Days contact training (3 weeks per annum of 5 days per week and 16 Saturdays per annum) <p>Training Venue (Content and printing)</p> <p>PPE and Medical</p> <p>Machinery and training equipment</p> <p>Facilitator</p> <p>Health and Safety (Medical entry, SHE Rep, First Aid Kit)</p> <ul style="list-style-type: none"> - Competence Assessments (Printing and Marking) Pre-Assessment during training Post-Assessments 			
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<ul style="list-style-type: none"> - Tool boxes: Basic Tools per Modules of the trade to perform the agreed modules - Project Management and Training Administrator - Time and Attendance Reporting <p>Course Administration (Tracking and Reporting of teacher's progress)</p>			
<p>Fitting and Turning</p> <ul style="list-style-type: none"> - Provider to have workshop for practical Training. - 5 Site visits to be conducted <p><u>Fitting</u></p> <ul style="list-style-type: none"> - Safety - Hand tools - Measuring instruments - Hydraulics - Pumps <p><u>Turning</u></p> <ul style="list-style-type: none"> - Safety - Centre Lathe - Grinding lathe cutting tools - Screw cutting - Internal tapers and External tapers (Tailstock set over method) - Internal Boring - CNC (basic machining and programming) <p><u>Milling</u></p> <ul style="list-style-type: none"> - Safety - Vertical milling - Milling processes - Indexing (Square, hexagon) - Key-ways - Gear cutting - Dovetail calculations and practical cutting) 	14	31 Training Days	<u>GAUTENG: PROVINCE</u> Central Venue

3. PROJECT SCOPE AND REQUIREMENTS

- 3.1 The project scope is to train teachers on the above technical subjects as per the TOR.**
- 3.2 The provider to have a functional training workshop.**
- 3.3 The provider must provide PPE and Safety Equipment with a toolbox**

4. PROFILE OF THE SERVICE PROVIDER

- 4.1. The organization must be an accredited institution for the respective trade that they are bidding for.

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) ACCREDITATION

- 1. The required training is non accredited training
- 2. Develop rollout plans with time frames for the structured learning
- 3. Proof of Organizational accreditation.

B) FUNCTIONAL RESOURCES

- 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 including a toolbox and tools, please provide a list of tools. Also, the training material need at the training and safety gear
 - 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.
 - 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

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D) 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.

E) PLANNING AND SUPPORT

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

6. COSTING MODEL (PRICING 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 – to include assessment, moderation, certification and any other training related costs				
Training Materials: Provision for a toolbox and tools, please provide a list of tools. Annexure B. Also, the training material needed and the training and safety gear				Provider to use own learning material
SUB-TOTAL				
Admin Expenses (including travel, venue hire and catering)				Not exceeding 7.5%
TOTAL COSTS				
				Cost Per Learner
ALL COSTS MUST BE INCLUSIVE OF VAT				

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 twelve (12) months after the signing of the Service Level Agreement (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 Organization Accreditation (Sector Education and Training Authorities (SETA's); Quality Council for Trade and Occupations (QCTO), UMALUSI; Council for Higher Education (CHE))
2. The Facilitators must be qualified Lecturers. Please attached their CV's and certified copies of their qualifications relevant to the programme to be trained.

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.

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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>Experience & References: 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>1.1. Experience and contactable references: (25)</p> <ul style="list-style-type: none"> 3 projects and above = 25 2 projects = 15 1 project = 10 <p>*[Each reference must clearly indicate.</p> <ul style="list-style-type: none"> the name of the bidder and the project objectives of the project (nature of the project) recommendation and contact details of the referee as well as proof of completed project(s) and must be signed. 	25
2.	<p>Project plan for the delivery of Skills programme;</p> <ul style="list-style-type: none"> Structure of the Skills programme in terms of the outcomes to be achieved = 15 Method and delivery of Skills program = 10 Learning support plan = 10 	35
3.	<p>Profile of key staff (Please attached CVs and proof of qualified Facilitator)</p> <p>3.1 Project Management structure = 5</p> <p>3.2 Relevant experience of Project Manager in managing similar projects +5yrs of experience = 15</p> <ul style="list-style-type: none"> 5 years plus = 15 3 - 4 years = 10 1 - 2 years = 5 <p>3.3 Facilitators (relevant experience facilitating the selected Skills programme) = 15</p> <ul style="list-style-type: none"> 5 years plus = 15 3 - 4 years = 10 1 - 2 years = 5 	35
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) = 5</p>	5
TOTAL		100

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	80
✓	Allocation of specific goals	20

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, Main Menu > Supply Chain Management > Open Tenders as from **16h00** 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 **09 February 2024**.

No late submission will be accepted!

10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **09 February 2024**.

11. 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

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

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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)