	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2
		Effective Date	July 2024		
		Review Date	July 2027		

Area of Applicability:

NTCSA

Functional Area:




Human Resources

Revision:

0


Total Pages:

13

Compiled by	Functional Responsibility	Authorized by
Yolande Barnard 	Mafeto Mailula 	Papi Adams 

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30


	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2
		Effective Date	July 2024		
		Review Date	July 2027		

Content

	Page
1. Introduction	3
2. Supporting clauses	3
2.1 Scope	3
2.2 Purpose	3
2.3 Applicability	3
2.4 Normative/informative references	3
2.4.1 National document(s)	3
2.4.2 Disclosure classification	4
2.5 Abbreviations	4
2.6 Roles and responsibilities	4
2.7 Process for monitoring	4
3. Requirements	4
3.1 Documentation Evaluation	5
3.2 Site Evaluation phase	5
3.3 Technical Evaluation Criteria	6
3.3.1 Evaluation criteria for Training centres	6
3.3.2 Qualitative Technical Evaluation Criteria - SDP	8
3.3.3 Evaluation criteria for Trade Test Centres	11
3.3.4 Qualitative Technical Evaluation Criteria - TTC	13
4. Conclusion	14
5. Authorization	14
6. Revisions	14
7. Development team	14
8. Acknowledgements	14

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30

	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2	
		Effective Date	July 2024			
		Review Date	July 2027			

1. Introduction

NTCSA is in the process of establishing a contract for Electricians, Technicians (P1), Trade test preparation training and Electrician Trade Test assessments of Apprentices as well as ARPL in line with the respective QCTO and NAMB requirements. In order to be found technically acceptable to render this service, the prospective Skills Development Providers (SDPs) and Trade test centers (TTC) shall meet the technical and qualitative requirements as specified in this document.

This document has been developed to specify the technical and qualitative evaluation criteria to be followed when performing technical and qualitative evaluations on the tender submissions for **Electricians, Technicians, Trade preparation training and Electrician Trade Test assessments of Apprentices as well as ARPL - OFO Code 671101 – SAQA ID 91761**

This document has been developed based on the NTCSA specifications or standards as well as the applicable EWSETA, QCTO and NAMB National Standards.

2. Supporting clauses

2.1 Scope

The document specifies the criteria for the Technical and qualitative evaluation to be followed when evaluating tender submissions for Occupational Certificate: Electrician **OFO Code 671101 – SAQA ID 91761**.

2.2 Purpose

The document aims to standardize the Technical Evaluation Criteria to be followed when evaluating the tender submissions for the Occupational Certificate: Electrician **OFO Code 671101 – SAQA ID 91761**, and it is applicable to all related tender submissions nationally.

2.3 Applicability

This document shall apply throughout NTCSA. It shall also apply to any nominated supplier as part of possible contract awarding or pre-qualification.

2.4 Normative/informative references


Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.4.1 National document(s)

[1] ISO 9000, ISO 4500

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30

	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2
		Effective Date	July 2024		
		Review Date	July 2027		

2.4.2 Disclosure classification

Controlled disclosure: controlled disclosure to external parties (either enforced by law, or discretionary).

2.5 Abbreviations

Abbreviation	Description
EAL	Eskom Academy of Learning
SDP	Skills Development Providers
QCTO	Quality Counsel for Trade Occupations
NTCSA	National Transmission Company South Africa
NAMB	National Artisan Moderation Body
TTC	Trade Test Centre
EWSETA	Electrical Water & Sanitation Seta

2.6 Roles and Responsibilities

All NTCSA employees and/or appointed bodies involved in the procurement of the service for providing training of Electrical Apprentices, Technicians and ARPL learners shall ensure that the appointed Skills Development Provider (SDP) meets the requirements as stated in this Technical Evaluation criteria.

All prospective Skills Development Provider (SDP) offering this training to NTCSA must be conversant with the requirements of this report and shall ensure compliance with the requirements. Tenderers shall ensure that they obtain clarity where required and obtain all supporting information or documents necessary to comply with the listed requirements

2.7 Process for monitoring

Acceptance shall be based on fully compliant submission of documents as well as a successful SDP & TTC site evaluation.


3. Requirements

The evaluation methodology will include three main parts:

- a) Mandatory Evaluation Criteria
- b) Qualitative Evaluation Criteria
- c) Site Evaluation Criteria

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30

	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2
		Effective Date	July 2024		
		Review Date	July 2027		

3.1 Documentation Evaluation

The documentation evaluation exercise is performed by the NTCSA evaluating representatives. This initial part of the evaluation starts when submissions are opened and assessed for the first time. Failure to submit and comply with the requirements specified in this document will lead to immediate disqualification.

The documentation evaluations are meant to establish that all the key tender deliverables are met. The documentation evaluation will consist of two sections:

- a) Mandatory Technical Evaluation Criteria, and
- b) Qualitative Technical Evaluation Criteria

The tender submission must meet all the Mandatory Technical Evaluation Criteria in order to proceed to the Qualitative Technical Evaluation Criteria.

Qualitative Technical Evaluation Criteria consist of a scoring system. Tenderers will be required to score a minimum of 70% in this section to proceed to the Site Evaluation stage. Any tenderer not achieving the 70% scoring required for Qualitative Technical Evaluation criteria will be disqualified.

Only tenderers that have achieved a minimum score of 70% in Qualitative Technical Evaluation criteria will proceed to SP Site Evaluation. However; tenderers shall note that a 100% score for Qualitative Technical Evaluation criteria is required before a contract is awarded. This will require any pending information to be submitted during site evaluation for acceptance before contract award.

Note: it is advisable that any information/ documents submitted in electronic copies shall be submitted in hard copies; in an event that the electronic copies cannot be accessed.

3.2 Site Evaluation phase

The site evaluations will only be performed on the submissions that have met all the Mandatory Technical Evaluation criteria as stated in this document and have scored the minimum of 70% Qualitative Technical Evaluation criteria. NTCSA shall make the arrangements for site visits and ensure the technical representatives are invited on time.

At the site, the NTCSA evaluating representative(s) conducts the evaluation using checklists. The checklists will be used to verify Skills Development Providers (SDPs) and Trade test center (TTC) readiness to deliver the service offered in a safe and effective manner.

The site evaluation will be done at the Skills Development Providers (SDP) and Trade test center (TTC) premises where training and Trade test assessments will be conducted (as indicated by the Tenderer during Tender submission).


The following areas shall be assessed during the Site Evaluation:

- a) Health, Safety, Risk and Quality considerations,
- b) Environmental considerations,
- c) Training, Assessment and Moderation delivery
- d) Resources – Human, tools and equipment

Any non-conformances on Site Evaluation (a) to (d) above must be addressed before the contract is awarded.

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30

	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2
		Effective Date	July 2024		
		Review Date	July 2027		

3.3 Technical Evaluation Criteria

Evaluation criteria for Training Centres

3.3.1 Mandatory Technical Evaluation criteria for Skills Development Providers (SDPs) offering Electricians, Technicians, Trade preparation training and Electrician Trade Test assessments of Apprentices as well as ARPL - OFO Code 671101 – SAQA ID 91761 for Electrical Apprentice Training Skills Development Providers (SDP)


The tender submission must meet all the requirements below in order to proceed to the Qualitative Technical Evaluation criteria.

Table 1 - Mandatory Technical Evaluation criteria

Criteria	Acceptance: Yes/ No	Remarks in line with evidence is mandatory (Provide narrative of evidence)
1. Registration		
1.1 Is the service provider registered as an accredited Skills Development Provider (SDP) with Quality Council for Trades and Occupations (QCTO) for the Occupational Certificate: Electrician?		
1.1 Was proof of accreditation submitted?		
1.2 Is the accreditation letter valid?		
2. Physical Resources		
2.1 Does the SDP have a valid and current lease agreement (Signed, valid, authentic and current lease agreement - check the lease agreement duration and if it has not expired) Or Proof of ownership of the premise (Letter from Tribal Authority, Municipal Rates and Taxes)		
2.2 Does the Skills Development Provider (SDP) have training facilities in the Nationally? Provide proof and all address.		
2.3 How many training rooms and how many learners do they accommodate? (Check the capacity in line with other training offerings).		

Public


When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30

	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2	
		Effective Date	July 2024			
		Review Date	July 2027			

2.4 Learning material aligned to the qualification's curriculum document.		
2.5 Compare Learning Material Matrix and Curriculum document if all topics are covered.		
2.6 Verify existence of learning material cited in the Matrix. Check for alignment of (Knowledge Modules and Practical Modules of the curriculum document of the qualification applied for) in terms of NQF level, quality outlay of the material and understandability.		
3. Human Resources - Management Does the Skills development Provider have:		
3.1 Organogram of the institution.		
3.2 Does the Skills Development Provider (SDP) have an effective implemented Quality system in line with ISO 9000 & ISO 45001 by management or implementation of effective quality assurance processes by management, (Provide control measure/s e.g. monitoring tool for quality assurance).		
4. FACILITATORS		
4.1 Does the Skills Development Provider have sufficient and competent qualified personnel? <ul style="list-style-type: none"> Facilitators qualified as stated in the Curriculum document of the qualification applied for. Relevant industry experience to facilitate the qualification applied for. 		
4.2 Facilitator/Moderator qualifications <ul style="list-style-type: none"> Comprehensive Curriculum Vitae (CV) Certified copies of Identity Document (ID) and All relevant qualifications for all accredited Facilitators/Assessors/ Moderators submitted. (Recently certified copies within six months) After the contract is awarded and the SP appoint new facilitators the same evidence		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30

	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2	
		Effective Date	July 2024			
		Review Date	July 2027			

4.3	Does the Skills Development Provider (SDP) have at least one (1) valid registered moderator? Was proof of accreditation submitted?		
-----	--	--	--


3.3.2 Qualitative Technical Evaluation criteria for Electrical Apprentice Training Skills Development Provider (SDP)

The Qualitative Technical Evaluation criteria shall only be performed on submissions that have passed the Mandatory Technical Evaluation Criteria in terms of **Electrician, Technicians, Trade preparation training and Electrician Trade Test assessments of Apprentices as well as ARPL - OFO Code 671101 – SAQA ID 91761** (see table 1 above).

Table 2 - Qualitative Technical Evaluation criteria			
Type testing Weight: 70 Total			
Criteria	SDP feedback	Weight	Score
1. LEARNER MANAGEMENT INFORMATION SYSTEM			
1.1 Did the Skills Development Provider (SDP) submit evidence to proof that it has a Learner Management Information System (LMIS) (Computer & Internet Facilities), administrative resources for data capturing, learner information, learner records and results across the knowledge and practical skills curriculum components. That the LMIS will support Confidentiality and the Protection of Personal Information (PoPI) Act (Refer to the SDP applicant Policies, Practices and Procedures) Availability of back-ups and system security (access control).		10	

Public


When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30

	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2	
		Effective Date	July 2024			
		Review Date	July 2027			

2. POLICIES & PROCEDURES			
2.1	Did the Skills Development Provider (SDP) submit a Learner Policy in electronic format and hardcopy.		10
2.2	Was an Assessment and moderation process submitted in electronic format?		10
2.3.	Did the Skills Development Provider (SDP) submit a process for assessment and appointment of facilitation?		10
3. PHYSICAL RESOURCES			
3.1	Does the Skills Development Provider have A valid and current lease agreement (Signed, valid, authentic and current lease agreement - check the lease agreement duration and if it has not expired). Proof of ownership of the premise (Letter from Tribal Authority, Municipal Rates and Taxes)		5
3.2	Did the Skills Development Provider (SDP) submit details of the workshop floor layout?		10
3.3	Was a detailed list of training panels submitted as per the QCTO Tools, Equipment & Consumables checklist for the QCTO: Electrician qualification?		10
3.4	Was a detailed list of tools and test instruments submitted as per QCTO Tools, Equipment & Consumables checklist for the Electrician qualification? Did the SDP provide proof that tools, equipment & test instruments have been calibrated.		5
3.5	Are the tools, test instruments & equipment in good working condition?		5

Public


When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30

	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2	
		Effective Date	July 2024			
		Review Date	July 2027			

3.6	Was a detailed curriculum submitted in line with the Quality Council for Trades and Occupations (QCTO) Electrician curriculum?		10	
3.7	<p>Are the learning material aligned to the qualifications curriculum document:</p> <ul style="list-style-type: none"> • Compare Learning Material Matrix and Curriculum document if all topics are covered. • Verify existence of learning material cited in the Matrix. <p>NB: Check for alignment of (Knowledge Modules and Practical Modules of the curriculum document of the qualification applied for) in terms of NQF level, quality outlay of the material and understandability.</p>		10	
3.8	Did the Skills Development Providers (SDP) submit a detailed training delivery plan?		5	
	Total		/100	

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30

	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2
		Effective Date	July 2024		
		Review Date	July 2027		

3.3.3 Only Skills Development Providers (SDPs) that achieved a minimum scoring of 70% shall proceed to the Site evaluation phase. Criteria for site evaluation phase will be communicated with these Skills Development Evaluation criteria for Trade Test Centres


Mandatory Technical Evaluation Criteria for Trade Test Centre (TTC) for Electrical Apprentice in training and Trade Testing of Apprentices as well as ARPL - OFO Code 671101 – SAQA ID 91761

The tender submission must meet all the requirements below in order to proceed to the Qualitative Technical Evaluation Criteria. Providers (SDPs) prior to arranging the Site evaluation.

Criteria	Acceptance: Yes/ No	Remarks in line with evidence are mandatory (Provide narrative of evidence)
1. REGISTRATION		
1.1 CIPC (Company Registration in the relevant Applicant's name)		
1.2 Letter of Good standing valid.		
1.3 Tax Clearance Certificate Valid.		
1.4 Is the service provider registered as an accredited Trade Test Centre (TTC) with QCTO for the Occupational Certificate: Electrician?		
1.5 Was proof of accreditation submitted?		
1.6 Does the accreditation include Trade testing of electricians?		
1.7 Is the accreditation letter valid.		
2. PHYSICAL RESOURCES		
2.1 Does the Skills Development Provider have A valid and current lease agreement (Signed, valid, authentic and current lease agreement - check the lease agreement duration and if it has not expired). Proof of ownership of the premise (Letter from Tribal Authority, Municipal Rates and Taxes)		
2.2 Was a detailed list of panels for Trade Testing submitted as per the QCTO Tools, Equipment & Consumables checklist for the QCTO: Electrician qualification?		

Public


When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30

	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2	
		Effective Date	July 2024			
		Review Date	July 2027			

2.3 Was a detailed list of tools and test instruments submitted as per the QCTO Tools, Equipment & Consumables checklist for the OC: Electrician qualification?		
2.4 Are the tools, test instruments & equipment in good working condition?		
2.5 Did the SDP provide proof that tools, equipment & test instruments have been calibrated.		
2.6 Does the Skills Development Providers (SDP) have an accredited Trade Test Centre (TTC) nationally?		
3. HUMAN RESOURCES		
3.1 Does the TTC have at least One (1) registered Trade Test Assessor with QCTO		
3.2 Does the service provider have at least one (1) registered Trade Test moderator with QCTO		
3.3 Comprehensive Curriculum Vitae (CV) and certified copies of Identity document (ID) and all relevant qualifications of all Trade Test Officers submitted?		
3.4 Appointment Letters for Administrative Staff signed by both Parties.		
4. SHEQ		
4.1 Appointed SHEQ official, First Aider and Evacuation Marshall. Letter signed by both Parties. SHEQ-file with regulation and abridged Acts in place.		
4.2 SHEQ-file with regulation and abridged Acts in place.		
4.3 Administrative System (Record-keeping).		
4.4 Assessment Policy in place and aligned to QCTO Policy requirements.		
4.5 Copy of signed latest safety meeting minutes not more than 3 months old.		

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30

	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2	
		Effective Date	July 2024			
		Review Date	July 2027			

3.3.4 Qualitative Technical Evaluation Criteria


The Qualitative Technical Evaluation criteria shall only be performed on submissions that have passed the Mandatory Technical Evaluation Criteria (see Table 3 above).

Table 4 - Qualitative Technical Evaluation Criteria Trade Test Centre (TTC)

Type testing Weight: 100 Total			
Criteria	SDP feedback	Weight	Score
Did the Skills Development Provider (SDP) submit evidence to proof that it has the administrative resources for data capturing tools, learner information and learner records and results across the knowledge and practical skills curriculum components?		15	
Did the Skills Development Provider (SDP) submit an Assessment policy in electronic format?		10	
Was the Assessment and Moderation process submitted in an electronic format?		15	
Did the Skills Development Provider (SDP) submit details of the floor layout of the Trade Test Centre (TTC)?		10	
Did the Skills Development Provider (SDP) submit a process for assessment and appointment of facilitators?		10	
Was a detailed list of training panels submitted?		10	
Was a detailed list of tools submitted?		10	
Was a detailed list of test instruments submitted?		10	
Does the Trade Test Centre (TTC) have at least one valid accredited Recognition for Prior Learning (RPL) assessor that is registered with QCTO?		10	
		Total	/100

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30

	TECHNICAL EVALUATION CRITERIA FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTIC IN TRAINING AND TRADE TESTING	Document Identifier	559-956051472	Rev	2	
		Effective Date	July 2024			
		Review Date	July 2027			

4. Conclusion

In order to meet all the technical requirements for the tender, the Skills Development Provider (SDP) shall meet all the mandatory requirements, achieve a minimum scoring of 70% in the Qualitative requirements and comply to all requirements of the site evaluation.

5. Authorization

This document has been seen and accepted by:

Name and surname	Designation
Papi Adams	Learning & Implementation Manager
	29/04/2025
_____ Signature	_____ Date

6. Revisions

Date	Rev.	Compiler	Remarks
Apr 2025	2	Y. Barnard	First issue.

7. Development Team

The following people were involved in the development of this document:

- Yolande Barnard Assistant ETDP, HR
- Mafeto Mailula ETDP Officer - NTCSA
- Papi Adams LLIM - NTCSA

8. Acknowledgements

None

Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of National Transmission Company South Africa SOC Ltd Reg No 2021/539129/30