



Terms of Reference:

Appointment of a Panel of Service Providers to assist with Fundraising and Project Management Office services for various programmes / services on a Risk Basis

1. Introduction

Ikhala TVET College ("The Institution") seeks to appoint a panel of suitably qualified and experienced firms ("The Service Provider") to assist with fundraising and project management office ("PMO") services for various programmes for a period five (5) years on a risk basis. The programmes will largely be about the core mandate of the Institution being teaching and learning and therefore cover areas of skills development training, occupational programs aligned curriculum development, lecturer/personnel development, integrated students support and entrepreneurship development related projects. Furthermore, infrastructure development for purposes of enabling teaching and learning will be another key area. These programmes are aimed at addressing skills gaps in the local economy and enhancing employability by providing pathways to employment for recent graduates and unemployed youth and fostering entrepreneurship within critical economic sectors. This request for proposal ("RFP") highlights the urgent need for funding to provide training, infrastructure improvement, and support services to ensure successful implementation and impact.

The Service Provider will be responsible for the overall management and coordination of the programmes, including securing funding, overseeing student and staff registration, and administration, appointing programme implementers ensuring quality of course instruction, and reporting to stakeholders.

"The Institution" is inviting potential service providers to submit proposals for the services described under scope of work.

2. Purpose

The purpose of this engagement is to secure the services of capable service providers to:

- Facilitate fundraising in support of training programmes and associated infrastructure development
- Efficiently and effectively manage the implementation and delivery of training programmes
- Assist: The Institution" in providing support services to staff and students in terms of wellness, awareness and related support services.
- Ensure the programmes are delivered to a high standard, meeting the needs of students, employers, and funders
- Maximize the impact and sustainability of the identified programmes and infrastructure improvements
- Ensure compliance with all relevant regulations and funder requirements (including reporting).

3. Scope of Work

The Service Provider shall provide the following services:

3.1. Fundraising

- Develop a comprehensive funding strategy for the training programmes, support services and infrastructure development, including identifying and pursuing funding opportunities from public and private sector sources
- Prepare and submit funding proposals and applications to potential funders / partners
- Manage relationships with funders, including providing regular updates and reports
- Monitor funding received and ensure it is disbursed and utilized in accordance with funder requirements and project budgets
- Identify and mitigate financial risks associated with the programmes.

3.2. Student and Staff Administration

- Working with the Institution, assist in developing and implementing student and staff recruitment and admission processes, ensuring they are fair, transparent, and efficient. This will be for the programmes that have been successful in raising the funding for.
- Working with the Institution, assist in managing student and staff recruitment and admission processes, ensuring they are fair, transparent, and efficient.
- Using an online recruitment system with robust data management capabilities

- System must further incorporate document upload capabilities, interviewing capabilities and mass communication capabilities.
- Manage student and staff registrations (for agreed programmes / courses), ensuring accurate record-keeping and compliance with institutional policies
- Monitor student and staff attendance, progress, and performance for the programmes.
- Manage communication and feedback to programme participants.
- Provide an ad hoc student counselling service.

3.3. Appointment and Management of Programme Implementers

- Assist in developing criteria for the selection of the Programme Implementers, ensuring quality, experience, and alignment with programme objectives which will include provision of training, support programmes and infrastructure delivery.
- Assist in the procurement process for the appointment of the Programme Implementers, including assisting in developing tender documents, evaluating proposals, and negotiating contracts.
- Assist in contract management of Programme Implementers, ensuring clear terms and conditions, including performance expectations, deliverables, and payment schedules
- Assist in monitoring the performance of Programme Implementers against contractual obligations, including quality of instruction, programme outcomes, and compliance with relevant standards
- Address any issues or disputes that may arise with Programme Implementers.
- the assessment and certification of students, ensuring that it is rigorous, fair, and in accordance with relevant regulations

3.4. Monitoring Support

- Identify, assess and manage project risks
- Ensure that students receive appropriate certification upon successful completion of their training
- Monitor grant disbursements to verify alignment with payment schedules and approved budgets
- Administer student disbursements in accordance with established guidelines
- Oversee facilitator performance and deliverables, as stipulated in their respective contracts
- Collect and analyse data pertaining to learner performance, course completion rates, and other relevant metrics that track programme performance and outcomes
- Conduct regular meetings with the Institution to review progress against agreed-upon objectives

- Ensure that any infrastructure project(s) remains aligned with the Institution's strategic goals, long-term development plans, and educational mission
- Review and approve detailed infrastructure project scopes, specifications, and design documents and manage scope during implementation
- Verify that the delivered infrastructure meets the defined functional and technical requirements which should be based on industry quality standards for design, materials, construction, and finishes
- Review and validate all payment applications, invoices, and financial reports from the Programme Implementer
- Prepare and submit regular reports to the Institution, funders, and other stakeholders, as required and in compliance with stakeholder requirements
- Provide ad-hoc reports and information as requested by the Institution.

4. Reporting Requirements

The Service Provider shall report to the appointed College Project Manager. Regular reporting shall be in accordance with the Institution's and funders' requirements. This will include monthly progress reports, quarterly performance reviews, and annual reports.

5. Timeframe

The Service Provider will be appointed for an initial period of 5 years with the possibility of extension subject to satisfactory performance and the availability of funding.

6. Skills and Experience

The Service Provider must demonstrate the following:

- Proven experience in project or programme management
- A strong understanding of the South African training landscape, including SETAs, the National Skills Fund, and relevant legislation
- Demonstrated success in securing funding from public and private sector sources
- Proven track record of successfully delivering complex infrastructure projects, encompassing the different phases of infrastructure programme delivery
- Excellent communication, interpersonal, and stakeholder management skills
- Strong financial management and budgeting skills
- Ability to work independently and as part of a team
- Proficiency in project management and reporting tools
- Proven track record in student recruitment services
- Proven track record in student counselling services

7. Proposal Requirements

Interested service providers are required to submit a proposal that includes the following:

- A detailed description of the company's experience and expertise.
- A proposed methodology for delivering the services outlined in this RFP
- A detailed project plan, including timelines and milestones
- A staffing plan, including the qualifications and experience of key personnel
- A fee proposal associated with the provision of the services.

8. Elimination Criteria

- Non submission of 1 original bid document + 1 x USB / memory stick with the same information as the hard copy document.
- Non – completed or incomplete SBD forms.
- Submission of Bank confirmation letter that is older than three (3) months
- Non submission of company registration documents
- Non submission of Tax clearance certificate indicating a clearance pin as per the SARS regulations
- Blacklisted or restricted Companies by National Treasury
- Companies not registered with Central Supplier Database (attach proof of CSD report)
- Company not quoting according to specification

9. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and expertise of the company
- Proposed methodology and project plan
- Qualifications and experience of key personnel
- Cost-effectiveness of the proposal

10. Technical Evaluation Criteria

BIDDERS PROPOSED METHODOLOGY AND APPROACH	WEIGHTING - 40
The bidder must demonstrate their understanding of the objectives of this project. To substantiate, the bidder must provide the following: • A detailed proposal of the methodology/approach to be used to carry out the scope of work, outlining each phase and clearly demonstrate how the project objectives and deliverables will be achieved. • Provide a team organogram and roles • The bidder must submit a detailed project plan, which will align with the above proposed methodology	

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BIDDERS PROPOSED METHODOLOGY AND APPROACH	WEIGHTING - 40
Potential bidder has sufficiently demonstrated the ability to carry out of the chosen scope work = 40 points	
Potential bidder failed to demonstrated the ability to carry out chosen of the scope work = 0 points	
Total for methodology	40
QUALIFICATIONS AND SKILLS OF KEY PERSONNEL	WEIGHTING - 40
The bidder's personnel for the proposed team must have relevant qualifications, skills, and experience in providing PMO services and delivery of infrastructure projects. The key technical team must include the following as a minimum: • Project Director (20 years' experience with expertise in Financial oversight, Fundraising, Project Management and NQF8 Finance or PM qualification. CA/PM registration) • Finance specialist (15 years' experience with expertise in Financial oversight, Fundraising and NQF8 Finance or PM qualification. CA registration) • Project Manager (15 years' experience with expertise in Financial oversight, Fundraising, Project Management and NQF8 Finance or PM qualification) • Project Consultant (10 years' experience with expertise in Financial oversight, Fundraising, Project Management and Tertiary Qualification NQF7), • Supply Chain Expert in Public Sector Procurement minimum NQF 7 and 5 Years Experience • Monitoring & evaluation Expert with a qualification at NQF 7 or above in Public Sector M&E and 5 years experience • Education Psychologist with at least 5 years experience in student counselling • Project Admin support (5 years' experience with expertise in Project Administration support and Tertiary Qualification NQF6) Submission of all relevant experience, skills and qualification - (40 points) Submission of 5 years or below for relevant experience, skills and qualification (20 points) Non submission or below 5 years' experience for relevant experience, skills and qualification (0 points)	
Total for Qualifications and Skills	40
BIDDER'S EXPERIENCE	WEIGHTING - 20

BIDDERS PROPOSED METHODOLOGY AND APPROACH	WEIGHTING - 40
The bidder must have a minimum of 10 years' relevant experience in providing PMO services (including financial management services and fundraising) and infrastructure delivery • Fundraising Experience (minimum R25 million per project raised). Provide contactable references per project • Project Management experience. Provide contactable references per project More than 10 years of experience = 20 points Experience between 5 and 9 years = 10 points Experience below 5 years = 0 points	
Total for Bidder's experience	20
TOTAL	100

Detail

Number of years experience of the service provider

The bidder must have a minimum of 10 years' relevant experience in providing PMO services (including financial management services and fundraising) and infrastructure delivery

QUALIFICATIONS AND SKILLS OF KEY PERSONNEL

The bidder's personnel for the proposed team must have relevant qualifications, skills, and experience in providing PMO services and delivery of infrastructure projects.

Technical approach to the scope of work

Bidders should provide a proposal explaining their understanding of the objective and requirements of the terms of reference, highlight important issues and explain the technical approach they will adopt to address them. Bidders should explain the methodologies which he/she proposes to adopt, demonstrate the compatibility of those methodologies with the proposed approach.

A minimum score of 70 out of 100 points in total in the technical evaluation criteria must be scored in order to be proceed to the next stage.

11. Pricing Framework

Service providers will be appointed on a risk basis. The bidder must propose a percentage based fee based on the amount of funding raised. This fee must cover fundraising and what the service provider will do during the project implementation.

The service provider's fee will be contingent upon the successful outcome of fundraising. The fees will be determined as a percentage of the amount raised and will serve as the overall budget of the programme.

The bidder must provide the proposed breakdown of the fee based on the following milestones:

Percentage based Fee per project	%
Fundraising	
Learner recruitment	
Facilitator recruitment	
Running of programme	
Completion of programme	
Ongoing reporting and administration	
TOTAL	100%

This breakdown will be for indicative (sample) purposes only, each project will be governed by its own Service Level Agreement with the agreed milestone payments. The total fee percentage proposed will not change.

12. REPORTING AND ACCOUNTABILITY

- During the execution of the project, the service provider shall submit monthly progress reports with portfolio of evidence.
- The project will be signed off by the Accounting Officer when:
 - All the end products have been delivered (All deliverables per phase to be provided per phase to be approved by the Accounting Officer)
- A formal presentation shall be made to the Accounting Officer.
- The service provider shall be responsible to make presentation of the project to BCC stakeholders as and when required.

13. PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

IN RELATION TO SECTION 37 (1) (A) (B) AND S9 (B) (I) OF THIS ACT, THE BIDDER SHALL NOT, WITHOUT THE PURCHASER'S PRIOR WRITTEN CONSENT, DISCLOSE THE CONTRACT, OR ANY PROVISION THEREOF, OR ANY SPECIFICATION, PLAN, DRAWING, PATTERN, SAMPLE, OR INFORMATION FURNISHED BY OR ON BEHALF OF THE PURCHASER IN CONNECTION THEREWITH, TO ANY PERSON OTHER THAN A PERSON EMPLOYED BY THE SUPPLIER IN THE PERFORMANCE OF THE CONTRACT. DISCLOSURE TO ANY SUCH EMPLOYED PERSON SHALL BE MADE IN

CONFIDENCE AND SHALL EXTEND ONLY AS FAR AS MAY BE NECESSARY FOR PURPOSES OF SUCH PERFORMANCE.

PROCUREMENT GENERAL CONDITIONS OF CONTRACT AND SPECIAL CONDITIONS OF CONTRACT:

- IKHALATVET reserves the right to reject any bid that, in its opinion, is not suitable for the purpose of this assignment.
- Service Provider may be penalised for not meeting performance levels. Where such shortfalls exist, notification and warning(s) will precede any such penalty to correct the situation promptly.
- IKHALATVET reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should it be decided not to proceed with the project. Should either party due to reasons not attributable to the service provider terminate the agreement between IKHALATVET and the service provider, the service provider will be remunerated for the appropriate portion of work completed.
- The bidder will be disqualified should any attempt be made by the service provider, either directly or indirectly, to canvass the IKHALATVET, or any of its employees in respect of a bid between the date of the tender and the date of award.
- The copyright of all documents and electronic aids, software, etc. prepared or developed in terms of this appointment shall be vested in the IKHALATVET.
- IKHALATVET reserves the right not to accept the lowest bid, as the quality of the bid proposal and the potential to implement will play a major role when the bid proposals are evaluated.
- IKHALATVET reserves the right to award only part of the contract, if deemed necessary.

If needed, short-listed candidates could be invited to do a presentation to assess functionality as per the advertisement. The General Conditions of Contract will apply in this Request for Proposal (RFP). The Special Conditions of Contract will be drafted to address the final specific conditions of the agreement.

THESE DOCUMENTS FORM PART OF THIS PROCESS AND WILL BE MADE AVAILABLE AFTER ADJUDICATION. Suppliers are welcome to approach us for assistance regarding their contents. Alternatively, they are available on the treasury website, www.treasury.gov.za under '**Organisation, Specialist functions, Supply Chain Management**'.

14. LANGUAGE

The offers, all correspondence and documents related to the bid document exchanged by the bidder and IKHALATVET must be written in the language of the procedure – English.

Supporting documents and printed literature provided by the bidder may be in another language, if they are accompanied by an accurate and certified translation into the language of the procedure. For the purposes of interpretation of the bid, the language of the procedure will prevail.

Further requirements: Supplier certification:

All suppliers of this product must be trained and certified by Original Equipment Manufacturer (OEM) to supply, install and support the offered solution.

15. SUBMISSION OF BIDS

Bids must be received before the deadline as indicated in the bid document. All bids must include the signed standard bid documentation and all other relevant documents required and are sent to the following address:

The use of correction fluid is strictly prohibited.

PHYSICAL ADDRESS: Ikhala TVET College Central Office Zone D. Gwadana Drive Ezibeleni Komani	POSTAL ADDRESS:
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16. OPENING OF APPLICATIONS

The opening and examination of bids shall be for the purpose of checking whether the bids are complete, whether the documents have been properly signed and whether the bid proposals are generally in order. In the interests of transparency and equal treatment and without being able to modify their applications, suppliers may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or major restrictions affecting performance of the contract or distorting competition.

Any attempt by the applicant to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to obtain information on how the procedure is progressing or to influence IKHALATVET in its decision concerning the award of the contract shall result in the immediate rejection of its bid.

All bids received after the deadline for submission specified in the procurement notice or these instructions will be kept by IKHALATVET. No liability can be accepted for late delivery of bids. Late bids will be rejected and will not be evaluated.

In no event shall IKHALATVET be liable for any damages whatsoever including, without limitation, damages or loss of profits, in any way connected with the cancellation of a bid even if the Contracting Authority has been advised of the possibility of damages. The publication of a procurement notice does not commit IKHALA TVET to implement the programme or project announced.

17. DOCUMENTATION

It is very important that the standard documentation included in this application is completed. Failure on the part of the supplier to complete the attached documentation may lead to disqualification.

Attached Documents	Reference
Invitation to Bid	SBD 1
Tax Clearance Requirements	SBD 2
Pricing Schedule - Firm prices (Contract Form Agreement)	SBD 3.1
Declaration of Interest	SBD 4
Preference points claim form in terms of the Preferential Procurement Regulations 2022	SBD 6.1
Contract Form - Rendering of services SBD 7.2	
Declaration of Bidders past SCM practices	SBD 8
Certification of Independent Bid Determination	SBD 9
General Conditions of Contract	

18. ADDITIONAL INFORMATION BEFORE THE DEADLINE FOR SUBMISSION OF BIDS/PRICE QUOTATIONS

Please note that should there be any queries, Service Providers are requested to submit queries five (5) calendar days before the closing date to the email address specified below. Queries sent after will not be acknowledge.

PUBLICATION REFERENCE :

CONTRACT TITLE : Partnerships and Linkages-Registration
Services

EMAIL ADDRESS : Mbulelo.Qumntu@ikhala.edu.za

PHYSICAL ADDRESS : IKHALA TVET College
Admin Centre
ZONE D. GWADANA DRIVE
EZIBELENI, KOMANI

Any clarification of the document provided will be communicated simultaneously in writing to all applicants. No further clarifications will be provided 5 calendar days before the closing date.

19. GENERAL

- The service provider may not, unless otherwise specified, make use of any of the College's equipment, aids and/or property, for purposes of compliance with the conditions of the contract, which equipment, aids and/or property include inter alia vehicles, stationary, rooms, furniture, equipment, etc., unless specifically made available to the service provider for the execution of this contract.
- The electricity required for the rendering of the service, shall be provided free of charge by the College.
- All keys required to obtain entry to those parts of the site where the service is to be rendered according to the conditions of contract, will be provided.

20. ADVERTISING

- The bidder shall not erect or display any sign, printed matter, painting, name plates, advertisement, article or object of any nature whatsoever, in, or against the building occupied by the College, on the site of the contract or on the periphery. The bidder shall not publicly display at the site any article or object, which might be regarded as objectionable or undesirable.
- Any sign, printed matter, painting, nameplate, advertisement, article or object, displayed or which is regarded as objectionable or undesirable, will immediately be removed. The Contractor shall be held responsible for the costs of such removal.

21. TERMINATION OF SERVICE

- Notwithstanding anything to the contrary, or any other periods of time or terms that may be contained in this contract, it is a specific condition hereof that the College shall have the right to terminate the contract in written notice should failure of delivery occurs.

22. SPECIAL CONDITIONS

Please note that the College is not obliged to accept the lowest or only tender received any decision by the College regarding the awarding of a contract shall be final or College is on request, obliged to give reasons for the acceptance or passing over of a tender. Tenders will be evaluated according to the attached criteria of the College.