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Education, Training and Development Practices Sector Education and Training Authority

**RFQ NO: 92 - 2023/24**

## **REQUEST FOR QUOTATIONS**

### **TERMS OF REFERENCE FOR THE IMPLEMENTATION OF SKILLS PROGRAMME FOR 200 EASTERN CAPE DEPARTMENT of EDUCATION EMPLOYED SUBJECT ADVISORS**

#### **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 Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector.

#### **2. PURPOSE & OBJECTIVES**

##### **2.1 PURPOSE OF THE PROJECT**

The ETDP SETA is looking for public and private training provider(s) to facilitate the implementation of Skills Programmes listed below (accredited) in the ETD sector **for 200 EC DoE employed Subject Advisors for the 2023/24 at NQF Level 5.**

The bid covering letter must clearly indicate the **programmes** you show interest in training.

#### **FACILITATOR AND ASSESSOR SKILLS PROGRAMME**

<b>SKILLS PROGRAMME</b>	<b>NQF LEVEL</b>	<b>UNIT STANDARD ID</b>	<b>NUMBER OF CREDITS</b>	<b>NUMBER OF LEARNERS</b>	<b>DURATION OF TRAINING</b>
Conduct Outcome-based Assessment	5	115753	15	100	2 Weeks
Facilitate learning using a variety of given methodologies	5	117871	10	100	2 Weeks
<b>Total</b>	-	-	-	<b>200</b>	-

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#### **DISTRICT OF IMPLEMENTATION**

PROVINCE	DISTRICTS	NUMBER OF LEARNERS 2023/2024 financial year
EASTERN CAPE	East London (100) Mthatha (100)	200
<b>TOTAL</b>		<b>200</b>

### **3. PROJECT SCOPE AND REQUIREMENTS**

- 3.1 The ETDP SETA will evaluate the bid per Programme.
- 3.2 The shortlisted providers may be required to make a presentation of the project to the evaluation committee and site visits may be conducted with the shortlisted providers.
- 3.3 Bid documentation that do not comply, will be eliminated from the evaluation process.
- 3.4 The ETDP SETA reserves the right to adjust the allocation of numbers per programme.

#### **A) ACCREDITATION**

- 1. The required training is accredited training.

### **4. PROFILE OF THE SERVICE PROVIDER**

- 4.1. The service provider must be an accredited organization to offer the skills programmes.

### **5. PROJECT REQUIREMENTS**

#### **A) FUNCTIONAL RESOURCES**

- 1. The Training Provider must be adequately equipped with necessary physical resources in province:
  - 1.1. Resource packs to be given to learners.
- 2. The training provider must have the required Human Resource Capacity in the following areas:
  - 2.1. Qualified Facilitators, Assessors and Moderators 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. Functional management and governance structures should be in place.
  - 2.4. Curriculum Vitaes of staff that will be involved on the projects.
- 3. Functional Quality Management System

#### **B) PROOF OF SIMILAR PROJECTS**

- 1. Must provide the SETA with proof of similar Skills programmes projects undertaken in the past three years indicating the success rates per project.
- 2. A list of minimum three (3) contactable reference letters.

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**C) FACILITATION AND ASSESSMENT**

1. To enrol and train the appropriate EC DoE employed subject advisors.

**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 accredited learning.

## 6. COSTING MODEL (PRICING SCHEDULE)

**THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED**

<b>COSTING FOR NUMBER OF LEARNERS AS PER PROVINCIAL REQUIREMENTS</b>				
<b>NAME OF BIDDING ORGANISATION:</b>				
<b>PROVINCE:</b> EASTERN CAPE				
<b>NAME OF SKILLS PROGRAMME:</b> FACILITATOR AND ASSESSOR SKILLS PROGRAMMES				
<b>NUMBER OF TRAINING DAYS:</b>				
ITEM DESCRIPTION	NO: OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Training Costs (facilitation, moderation and assessments and any other related cost)	200			
<b>SUB-TOTAL</b>				
Admin Expenses (Venue, Catering) for learners				Not exceeding 7.5%
Issuing of Certificates	200			% of Total Costs
Travel related costs				Lead Facilitator
<b>TOTAL COSTS</b>				
				Cost Per Learner
<b>ALL COSTS MUST BE INCLUSIVE OF VAT</b>				

**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

**NB: Venues for training will be provided by the EC DoE at no cost, please do not quote for venue hire.**

## **7. DURATION OF THE PROJECT**

It is expected that the ETDP SETA will enter into a service level agreement (SLA) with the successful bidder. The duration of the project will start from the last signature of the SLA. The duration of the training is **two weeks of physical training**).

It is expected that the duration of the agreement will be for a period as follows:

- a. **2 Weeks** physical training at EC DoE venues

## **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.**

<b>8.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION</b>
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1. Proof of accreditation.

**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.
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**.

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The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	POINTS
1.	<p><b>Experience &amp; References:</b> Proof of conducting similar services. To submit references on the client's letterhead and it must be signed by the referee.</p> <p><b>1.1. Experience and contactable references: (15)</b></p> <ul style="list-style-type: none"> <li>○ 3 projects and above = <b>15</b></li> <li>○ 2 projects = <b>10</b></li> <li>○ 1 project = <b>5</b></li> </ul> <p><b>*Each reference must clearly indicate.</b></p> <ul style="list-style-type: none"> <li>• the name of the bidder and the project</li> <li>• objectives of the project (nature of the project)</li> <li>• recommendation and confirmation of completed or current project(s) and</li> <li>• must be signed.</li> </ul>	<b>15</b>
2.	<p><b>Project plan</b> for the delivery of Skills programme;</p> <ul style="list-style-type: none"> <li>• Structure of the Skills programme in terms of the outcomes to be achieved = <b>15</b></li> <li>• Method and delivery of Skills program = <b>15</b></li> <li>• Learning support plan, with registered facilitator, assessor, and moderator = <b>5</b></li> </ul>	<b>35</b>
3.	<p>Profile of key staff (Please attached CVs and proof of qualified Facilitator, Project Management structure) = <b>5</b></p> <p><b>3.1</b> Relevant experience of Project Manager in managing similar projects +5yrs of experience = <b>15</b></p> <ul style="list-style-type: none"> <li>• 5 years plus = 15</li> <li>• 3-4 years = 10</li> <li>• 1-2 years= 5</li> </ul> <p><b>3.2</b> Relevant qualification and experience in facilitating a learning programme (Attach qualifications and CV) = <b>10 (per qualifying facilitator)</b></p> <ul style="list-style-type: none"> <li>• 5 years plus = 10</li> <li>• 3-4 years = 7</li> <li>• 1-2 years= 5</li> </ul> <p><b>3.3</b> Assessor (Proof of assessor registration against the Skills Programme to be assessed) = <b>10 (per qualifying registered assessor)</b></p> <ul style="list-style-type: none"> <li>• Assessor registration evidence = 10</li> <li>• No assessor registration evidence = 0</li> </ul> <p><b>3.4</b> Moderator (Proof of moderator registration against the Skills Programme to be assessed) = <b>10 (per qualifying registered moderator)</b></p> <ul style="list-style-type: none"> <li>• Moderator registration evidence = 10</li> <li>• No moderator registration evidence = 0</li> </ul>	<b>50</b>
<b>TOTAL</b>		<b>100</b>

**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                        | <b>80</b> |
| ✓ Allocation of specific goals | <b>20</b> |

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](http://www.etdpseta.org.za), Main Menu > Supply Chain Management > Open RFQs and on the national treasury e-portal as from **12h00** on **05 March 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*.

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

OR

Sent via email to [TienieJ@etdpseta.org.za](mailto:TienieJ@etdpseta.org.za) or [etdpsetarfq@etdpseta.org.za](mailto:etdpsetarfq@etdpseta.org.za)

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00** on **15 March 2024**.

**No late submission will be accepted!**

## 11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **15 March 2024**.

## 12. 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 Management: Email: [TienieJ@etdpseta.org.za](mailto:TienieJ@etdpseta.org.za) or [SibusisoK@etdpseta.org.za](mailto:SibusisoK@etdpseta.org.za)

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

#### ANNEXURE A

Bidders are required to provide references for Assessor, Moderator and Facilitator. Failure to provide references will lead to disqualification:

##### 1. RELEVANT EXPERIENCE FOR PROJECT MANAGER

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 FOR ASSESSOR

Name of Assessor: \_\_\_\_\_

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

### 3. RELEVANT EXPERIENCE OF MODERATOR

Name of Moderator: \_\_\_\_\_

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

### 4. 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)