

REQUEST FOR QUOTATIONS

APPOINTMENT OF A TRAINING PROVIDER WITHIN THE FOODBEB SETA PANEL TO TRAIN NGO/NPO/CBO EMPLOYEES ON DIGITAL LITERACY (END USER COMPUTING) ONLINE

Food and Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) hereby invites accredited training providers within the FBS panel to submit quotes to train 30 NGO, CPO and NPO employees on a Skills Programme linked to digital skills online namely End User Computing.

The training is aimed at capacitating NGO, CPO and NPO employees with digital skills to enable them to operate more effectively and efficiently in their entities.

Closing date of submission	09 February 2024
Closing time of submission	11:00 a.m. (Telkom time)
Quotes to be e-mailed to	scm@foodbev.co.za
All quotes must be valid for at least	30 days
Delivery address for the goods	

All queries/ clarifications can be sent in writing, citing the bid reference above to the under-mentioned person before the closing date for the quote:

Queries address to	Zanele Sibanyoni
Telephone Number: Landline	011 253 7352
e-mail address to send queries	ZaneleS@FoodBev.co.za

1. BACKGROUND

- 1.1. FoodBev SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. FoodBev SETA is currently operating in Johannesburg at number 7 Wessel Road, Rivonia. FoodBev SETA's function is to promote, facilitate and incentivize skills development in the food and beverages manufacturing sector. FoodBev SETA is one of 21 Sector Education and Training Authorities (SETAs) across the economy mandated to facilitate the delivery of skills development in the country in line with National Skills Development Plan (NSDP) outcomes.

2. PURPOSE

FoodBev SETA hereby seeks to appoint an accredited training provider within the FBS panel to:

- 2.1. Identify 30 registered NGO, CPO and NPO nationally or within a specific area that require upskilling on the End User Computing Skills Programme
- 2.2. Train 30 NGO, CPO and NPO employees on a digital skills programme (End User Computing) accredited by the relevant SETA.

3. SCOPE OF WORK

The successful service provider will be required to:

- 3.1. Conduct a digital skills programme (End User Computing) training to 30 NGO, CPO and NPO employees online.
 - 3.1.1. Have capacity to train 30 employees from NGO, CPO, and NPO on a skills programme online and be able to provide learners with appropriate tools for training and learning material.
 - 3.1.2. Have an implementation plan on how the training will be conducted over a specific period of time
 - 3.1.3. Have the capacity to recruit, select and screen potential employees who will participate in the skills programmes.
 - 3.1.4. Capture the employees on the FoodBev SETA learner management system for registration.
 - 3.1.5. Load employee progress i.e., declaration of results and/or progress reports
 - 3.1.6. Pay stipends to the employees as indicated in the FoodBev SETA grant funding policy.
 - 3.1.7. Conduct internal moderation at appropriate intervals.
 - 3.1.8. Request external moderation from SETA at the appropriate intervals to ensure learner progression.
 - 3.1.9. Arrange and prepare reports and feedback sessions for FoodBev SETA on training implementation and progress, as well as any achievements recorded.
 - 3.1.10. Issue certificates/ statement or results upon programme completion.
 - 3.1.11. Sign a secondary MoU with the NGO, CPO, and NPO indicating support of their employees.

4. AGREEMENT FOR DELIVERABLES

- 4.1. To identify NGO, CPO and NPO and recruit employees from the identified entities to be trained on a skills programme (End User Computing)
- 4.2. Train the employees on a skills programme (End User Computing) and provide a report on the project.
- 4.3. Detailed training implementation plan incorporating schedule/timelines.
- 4.4. Payment to be processed as per the FBS grant policy

5. REQUIRED

- 5.1 The respondents are required to provide a quotation to train 30 NGO, NPO and CPO employees with a breakdown according to the number of credits.
- 5.2 To provide assurance that they have access to a database linked to registered NGO, NPO, CBO



5.3 Provide a detailed implementation plan with turnaround times on when recruitment will be conducted, when will the identified employees be captured on the FBS MIS system for registration and when will training commence.

PREPARED BY:

Name: Zanele Sibanyoni

Designation Manager: Learning Programme

Date: 1 February 2024

Signed: _____

APPROVED BY:

Name: Sinaye Mgidi

Designation Senior Manager: LPSP

Date 1 February 2024

Signed: _____

