

 Transport Education Training Authority <i>Driven by Vision</i>	TERMS OF REFERENCE
PURPOSE:	REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF SERVICE PROVIDER TO COORDINATE EISA RELATED ACTIVITIES FOR THE IMPLEMENTATION OF OCCUPATIONAL QUALIFICATIONS FOR THE PERIOD OF TWELVE (12) MONTHS.

SPECIFICATION GOODS OR SERVICES REQUIRED

1. THE BACKGROUND AND CONTEXT

The Transport Education and Training Authority (TETA) was established in terms of the Skills Development Act 1998 (Act No 97 of 1998) as amended. The primary functions of TETA are inter alia to implement its Sector Skills Plan through development and promotion of learning programmes.

TETA is committed to facilitating and ensuring that through the implementation of the National Skills Development Plan 2030; South Africa develops a pool of highly skilled and competent people trained in the various facets of the transport sector (Rail, Aerospace, Maritime, Road Freight, Road Passenger, Taxi, Freight Handling and Forwarding & Clearing) to address the skills shortage and demand for the country.

TETA developed occupational qualifications during the prior years that began implementation in 2019, encountering several challenges along the way. Despite these difficulties, TETA leveraged its existing staff within the ETQA unit to handle tasks in relation to implementation of occupational qualifications, in addition to their current responsibilities. The transition from legacy qualifications to occupational qualifications has created a need for additional support within the ETQA unit to ensure all tasks are completed efficiently.

As TETA moves from legacy qualifications to occupational qualifications, this transition presents both gaps and opportunities to fulfil its mandate. Therefore, there is a need for a service provider to coordinate EISA related activities for the implementation of occupational qualifications.

2. PURPOSE

The Transport SETA is calling for proposals from suitably qualified service provider to coordinate EISA related activities for the implementation of occupational qualifications.

3. SPECIFICATION OF CONTRACT

The service provider shall have the following responsibilities which are to be measured against the RFP and the following:

- Costs for coordinating EISA activities as per additional deliverables such as attendance at the marking venue for data capturing support, payment of SME's and support/engagement meetings pre or post EISA.
- Identify Subject Matter Experts (SMEs) and Assessment Specialists in consultation with TETA.
- Allocate SMEs and Assessment Specialists to conduct assessment, moderation and analysis of EISA related activities at a rate of R4000.00 per SME per day (this include all SME costs) for the follows:
 - Develop/review assessment tools
 - Develop marking guidelines
 - Conduct Pre-Moderation of EISA
 - Compile MEMO discussion report
 - Conduct marking and moderation of EISA scripts
 - Compile reports applicable (i.e. marking, pre moderation, post moderation, analysis of results, etc.)
 - Conduct the evaluation of EISA instruments against curriculum, qualification assessment specifications, learner POEs and learning materials to ensure alignment (Analysis report, alignment matrix, etc).
- TETA to cover the costs for travel of SMEs to participate in EISA-related activities at TETA allocated sites (i.e. skills development provider/employer premises/ etc).

4. EXPECTED OUTCOMES

TETA requires the following outputs as a measure of quality work:

- 4.1 Examiner's reports
- 4.2 Pre-Moderator's reports
- 4.3 Marker's reports
- 4.4 Post-Moderator's reports
- 4.5 Analysis reports
- 4.6 Alignment Matrix

4.7 Site visit reports

5. SERVICE PROVIDER PROPOSAL REQUIREMENTS

The prospective service providers to be committed to the project must each have the following in order to be considered:

- A company profile reflecting minimum (two) 2 years' experience in any of the following QCTO related projects:
 - Development of occupational qualification
 - QAS Addendum development
 - Instrument/EISA development
 - Learning material development, etc.

6. EVALUATION CRITERIA

This bid will be evaluated in three (3) stages as follows:

Stage 1 - Pre-Compliance (Administrative Compliance) Evaluation

- Mandatory Requirements
- Administrative Requirements

Stage 2 – Quality Evaluation

Stage 3 – Price and Specific Goals Evaluation

6.1 PRE-COMPLIANCE EVALUATION - (STAGE 1)

After the receipt of bids, Supply Chain Management Unit will conduct administrative compliance of bid submissions based on the following mandatory and non-mandatory requirements:

6.1.1 Mandatory Requirements

Bidders who fail to meet the following mandatory requirements will be disqualified at Pre-Compliance Phase:

Criterion	Requirement
Pricing / Costing Schedule	• Submit the Pricing Proposal / Costing Schedule Electronic submission via email to supply Chain Department.
Declaration of Interest (SBD 4)	• The bidder must fully complete and sign the Declaration of interest form electronically or in black ink.
SARS Pin / CSD Supplier Number	• The bidder must submit a SARS Pin with expiry

Criterion	Requirement
	date to assist with verification of Tax Affairs. • If SARS Pin is not submitted provide CSD Supplier Number.
Service Provider Experience	• The service provider must possess a minimum of two (2) years' experience in any of the following QCTO related projects: ▪ Development of occupational qualification ▪ QAS Addendum development ▪ Instrument/EISA development ▪ Learning material development, etc. NB. The service provider must complete the company experience schedule
Service Provider References	• The service must provide at least a minimum of two (2) reference letters making specific reference to the service provider/company and the service that has been rendered to the client. NB. No appointment letters from clients will be accepted as reference letters
Central Supplier Database Registration	• The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof).

6.1.2 Administrative Requirements

As part of the administrative compliance evaluation, the bidder must also furnish the following documents:

Criterion	Requirement
B-BBEE Certificate	• Preference Points Schedule (B-BBEE) form SBD 6.1 must be completed and signed. • A certified copy of the B-BBEE Certificate must be submitted (not a certified copy of a copy). • Submit a valid BBBEE Verification Certificate from SANAS Accredited Verification Agency OR. • The Qualifying Small Enterprise (QSE) and Exempted Micro Enterprises (EME) must submit a sworn affidavit stamped and signed by the Commissioner of Oath confirming the Company Annual Total Revenue and level of black ownership.

Criterion	Requirement
	- Failure to submit a valid B-BBEE Certificate/ Sworn Affidavit will result in a bidder losing preference points. - In a case of a JV, a combined B-BBEE Certificate must be submitted together with a JV Agreement signed by both parties
CIPC Documents	- The bidder must provide copies of Company registration certificates issued by CIPC. - Bidders must confirm their company registration with CIPC as TETA will not award any tender/contract to any business that appears on the CIPC List of de-registered businesses.
Identity Documents of Directors/Owners or List of Directors	Certified copies of Directors/Owners Identity Documents OR List of directors NB. Documents are needed to claim for Specific Goals.
Banking Details	Signed and bank stamped banking details
Company Profile including HDI status	The bidder is required to provide company background information materials / Company Profile
General Conditions of Contract/Bid	The bidder must accept General Conditions of Contract / Bid and provide full and accurate answers posed in this section.

6.2 QUALITY EVALUATION – (STAGE 2)

TETA applies the provisions of the **Preferential Procurement Policy Framework Act**, (Act no. 5 of 2000) and the **Preferential Procurement Policy Framework Act Regulations of 2022**.

NB. The following values with their meanings will be applied for evaluation purposes:

Values: 1 = Poor 2 = Average 3 = Good 4 = Very Good 5 = Excellent

The scores will be allocated according to the following **EVALUATION MATRIX** for assessment of bids:

NB. Only individuals will be evaluated and not the company.

No.	QUALITY EVALUATION	Weighting
1. Service Provider Experience	The service provider must possess a minimum of two (2) years' experience in any of the following QCTO related projects: Development of occupational qualification	50

No.	QUALITY EVALUATION	Weighting
	▪ QAS Addendum development ▪ Instrument/EISA development ▪ Learning material development, etc. • 5 and more years' experience – Excellent (5) • 4 years but less than 5 years' experience – Very Good (4) • 3 years but less than 4 years' experience – Good (3) • 2 years but less than 3 years' experience – Average (2) • 1 year and less than 2 years' experience – Poor (1) NB: Complete experience schedule in RFB Documents per SME. List experience in a table format indicating institutions where similar tasks/ work experience was undertaken and period/years.	
2. Service Provider References	The service provider must provide at least a minimum of two (2) reference letters making specific reference to the service provider/company and the service that has been rendered to the client. Contactable references in providing similar project/s in the past - More than 3 reference – Excellent (5) - 3 references – Very Good (4) - 2 references – Good (3) - 1 reference – Average (2) <i>NB: Complete the SME's experience schedule of the Request for Bid document</i>	50
TOTAL		100

NB: Bidders that score less than 70 points out of 100 points on Quality Evaluation will not be evaluated further on Price and Specific Goals Evaluation.

6.3 PRICE AND SPECIFIC GOALS EVALUATION CRITERIA (STAGE 3)

6.3.1 Price Evaluation

TETA applies the provisions of the **Preferential Procurement Policy Framework Act, (Act no.5 of 2000)** and the **Preferential Procurement Regulations of 2022.**

Preferential points will be allocated using 80/20 as follows: Criteria	Points
Price	80
Specific Goals	
B-BBEE status of level contributor	10
Other Specific Goals (as per table below)	10
Total	100

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Rand value of tender under consideration

$P_{\min}$ = Price of lowest acceptable tender

6.3.2 Specific Goals Evaluation

The following Table will be used to allocate the scores as this is an 80/20 bid:

B-BBEE Status Level of Contributor	Number of Points (80/20)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non-compliant contributor	0
Other Specific Goals	10
1. Who had no franchise in national elections before 1983 and 1993 Constitutions	3
2. Who is a female	3

B-BBEE Status Level of Contributor	Number of Points (80/20)
3. Who has disability	2
4. Who is young (youth)	2

NB: The bid will be awarded to a bidder who scores the total highest points on Price and Specific Goals Evaluation unless there is a compelling reason not to award the bid to the highest point scorer.

7. DURATION OF THE PROJECT

The contract is for the duration of twelve (12) months.

8. FINANCIAL PROPOSAL

The cost must be inclusive of VAT and MUST be itemised for all the required services.

The service provider must furnish TETA with the Costing Schedule similar to the one below.

Annexure A – Billing

No.	Activity Description	Unit Price Excl. Vat	Unit Price Incl. Vat	Total
1.	Note: TETA will identify the Subject Mater Expert and the Assessment Specialist	N/A	N/A	N/A
	Allocating SMEs and Assessment Specialist to assess and moderate EISA related activities at a rate of R4 000,00 per SME per day for the following: ▪ Develop/review assessment tools ▪ Develop marking guidelines ▪ Conduct Pre-Moderation of EISA ▪ Compile MEMO discussion report ▪ Conduct marking and moderation of EISA scripts ▪ Compile reports applicable (i.e. marking, pre moderation, post moderation, analysis of results, etc.) ▪ Conduct the evaluation of EISA instruments against curriculum, qualification assessment specifications, learner POEs and learning materials to ensure alignment (Analysis report, alignment matrix, etc). • SMME Payments (Provisional Sum)	N/A Dependent on Number of SME's and number of days required by TETA @ R4 000,00 per day per SME.	R4 600.00 (if VAT is applicable)	R400 000.00

No.	Activity Description	Unit Price Excl. Vat	Unit Price Incl. Vat	Total
3.	Costs for coordination EISA activities in line with the above required deliverables, including the following: • Allocate SMEs and Assessment Specialist • Attendance at the marking venue for data capturing support • Coordination and scheduling of marking and moderation (Including payment of SMEs)	R Note: costs must be per meeting based on a maximum of 90 days. The number of meetings may be reduced based on the TETA demands.	R	R
TOTAL PRICE EXCL. VAT		R		
VAT AMOUNT (15%)		R		
TOTAL PRICE INCL. VAT		R		
PROVISIONAL SUM		R400 000,00		
TOTAL PRICE (INCL. VAT): TOTAL PRICE INCL VAT + PROVISIONAL SUM		R		

ANNEXURE B: SCHEDULE OF COMPANY'S EXPERIENCE: LIST OF REFERENCES**COMPANY NAME:** _____

No.	Name of Institution	Project Description	Project Start Date (dd/mm/yyyy)	Project End Date (dd/mm/yyyy)	Name of Reference	Contacts Details of Reference	
						Telephone No.	Email Address
1							
2							
3							
4							
5							
6							
7							

9. MONITORING PROGRESS OF ASSIGNMENTS

TETA shall monitor and evaluate the progress of the project through deliverables on an ongoing basis.

10. PROJECT MANAGEMENT

Process	Description
Change Management	- Any changes within the project must be recorded using a prescribed Change Request Form and such approval would need to be authorised by the delegated official / structure - No changes will be effected / implemented / actioned without the relevant prior approval
Acceptance Management	The Project Owner will certify performance in terms of the contract

11. AUDITED ANNUAL FINANCIAL STATEMENTS

The service provider will be providing a service to TETA not a product, and therefore submission of Audited Annual Financial Statement is not a requirement for this TOR.

12. APPROVAL

RECOMMENDATION BY THE ETQA MANAGER					
Recommended	☒	Not recommended	☐		
ETQA Manager	Ms. Sandy Ndlovu	Signature:		Date:	05 October 2026
APPROVAL BY THE SCM MANAGER					
Approved	☒	Not Approved	☐		
SCM Manager	Mr. Zukisani Mangaliso	Signature:		Date:	05 October 2026

ANNEXURE C: DEFINITION OF ACCRONYMS

No.	ACRONYM	DESCRIPTION
1.	TETA	Transport Education and Training Authority
2.	SETA	Sector Education and Training Authority
3.	MIS	Management Information System
4.	ERP	Enterprise Resource Planning
5.	WSP	Work Skills Plan
6.	ATR	Annual Training Report
7.	ETQA	Education Training Quality Assurance
8.	SAQA	South African Quality Authority
9.	NLRD	National Learner Record Database
10.	NAMB	National Artisan Moderation Body
11.	RFP	Request For Proposal
12.	TVET	Technical Vocational Education and Training
13.	HET	Higher Education and Training
14.	GPS	Geographic Positioning System
15.	EMIS	Education Management Information System
16.	STATSA	Statistics South Africa
17.	DHET	Department of Higher Education & Training
18.	QCTO	Quality Council for Trades & Occupation
19.	OFO	Organizing Framework for Occupations
20.	SETMIS	SETA Management Information System
21.	SDF	Skills Development Facilitator
22.	DG	Discretionary Grant
23.	APP	Annual Performance Plan
24.	AET	Adult Education Training
25.	MG	Mandatory Grant
26.	SCM	Supply Chain Management
27.	SBD	Standard Bid Document
28.	B-BBEE	Broad Based Black Economic Empowerment
29.	JV	Joint-Venture
30.	SARS	South Africa's Revenue Services
31.	CIPC	Companies and Intellectual Property Commission
32.	HDI	Historically Disadvantage Individuals
33.	CV	Curriculum Vitae
34.	HRM	Human Resources Management
35.	LMS	Learner Management System
36.	ETD	Education Training Development
37.	ETDP	Education Training Development Practitioner
38.	NSDS	National Skills Development Strategy
39.	NSDP	National Skills Development Plan
40.	NADSC	National Artisan Development Support Centre