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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 18 - 2023/24 – RE-ADVERTISEMENT**REQUEST FOR QUOTATIONS**

**TERMS OF REFERENCE TO CONDUCT RESEARCH ON POLITICAL PARTIES AS AN ETD SUBSECTOR FOR THE
PURPOSE OF 2023/24 SECTOR SKILLS PLAN (SSP) UPDATE**

1. INTRODUCTION

In accordance with the Skills Development Act, 2008 section 10(a) each Sector Education and Training Authority (SETA) is required to develop a Sector Skills Plan (SSP) within the framework of the Skills Development Plan (NSDP). The SETAs are mandated to promote skills development in their designated sectors. This process involves sector planning research to ensure that public investments in the skills development resonate with the needs of the SETA's constituencies and key government economic and social priorities.

In accordance with the Skills Development Act, 2008 section 10(a) each Sector Education and Training Authority (SETA) is required to develop a Sector Skills Plan (SSP) within the framework of the National Skills Development Strategy (NSDS) (now known as the Skills Development Plan (NSDP)). The SETAs are mandated to promote skills development in their designated sectors. This process involves sector planning research to ensure that public investments in the skills development resonate with the needs of the SETA's constituencies and key government economic and social priorities. In this regard, the SETAs are tasked to develop and submit Sector Skills Plan (SSP) Annual Updates to the Department of Higher Education and Training (DHET).

The ETDP SETA reserves the right not to award this RFQ.

2. PURPOSE AND OBJECTIVES**2.1. PURPOSE OF THE PROJECT**

The ETDP SETA would like to contract a research partner to conduct research that will provide empirical data and labour market related information to inform the SSP update for 2024/25. The research partner appointed will be allocated the Political Parties subsector.

2.2. OBJECTIVES

The main focus of this project is to gather, analyse and validate short, medium and long-term empirical data relating to the subsector profile, key skills issues, occupational shortages and skills gaps, subsector partnerships as well as skills priorities for the subsector across all Political Parties.

3. PROJECT REQUIREMENTS

- 3.1. The scope of work is to conduct research for the Education, Training and Development (ETD) Sector Skills Plan (SSP) with specific focus on Political Parties for the period 2023/2024. The main focus of this project is to gather, analyse and validate short, medium and long-term empirical data relating to the subsector profile, key skills issues, occupational shortages and skills gaps, subsector partnerships as well as skills priorities for the subsector across all Political Parties. The research partner will be expected to follow the latest Department of Higher Education and Training SSP Framework and Guidelines in the compilation of the report of this project.
- 3.2. The appointed research partner must have in place a capacity building plan to transfer skills to the ETDP SETA staff of the Research and Skills Planning Unit and this must form part of the project plan to be submitted.
- 3.3. The appointed research partner will report to the Senior Research Specialist of the ETDP SETA through the project plans by the partner. These project plans will indicate timelines, milestones and deliverables for the project. The draft project plans will be an annexure of the Service Level Agreement (SLA) and form the basis for monitoring and reporting. The appointed research partner will work closely with the Research and Skills Planning Unit to collectively plan the methodology, activities, timelines, and deliverables. However, these must form part of the bidding by the research partner. The service provider should have the expertise in conducting research that will provide authentic data and labour market related information to inform the SSP update for 2024/25.
- 3.4. The service provide should have the expertise in conducting research that will provide authentic data and labour market related information to inform the SSP update for 2022/23.
- 3.5. Payment will be made in accordance with agreed payment schedule contained in the SLA and must be denominated in South African Rand value. The researcher should submit a detailed **ALL INCLUSIVE-Budget** for the project. No additional fees will be entertained thereafter.

4. DELIVERABLES

The key deliverables for this project are as follows:

- I. **Project Execution Plan (or Inception Report)**
 - A detailed work plan outlining the research methodological approach, data sources, resource tools and allocation, costs, timelines (realistic and with key milestones) and deliverables including provincial/institutional consultations.
- II. **Raw data report**
 - Raw data report showing emerging trends from the data collected
 - Raw data report needs to show the methodology followed
 - Raw data report needs to show the list of participants
- III. **Draft Report of the key findings and conclusions**, which includes;
 - Updated Political Parties sections of the five (5) chapters of the SSP; Chapter 1= Sector Profile, Chapter 2 = Key Skills Change Drivers, Chapter 3 = Occupational Shortages and Skills Gaps, Chapter 4 = Sector Partnerships, and Chapter 5 = Skills Priority Actions
 - Stakeholder Consultations, In-depth interviews and Workshops with ETDP SETA stakeholders for the purpose of finalising the report.

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IV. **Final Subsector Report on Political Parties according to the SSP five (5) chapters**

5. DURATION OF THE AGREEMENT

The work is expected to be completed within the period of Twelve **(12) months** after the signing of the Service Level Agreement **(SLA)**.

6. COSTING MODEL (PRICE SCHEDULE)

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The Bidder must provide a signed costing proposal on the company letterhead. The bidder's proposal costing should clearly indicate the following cost:

NAME OF ORGANISATION:			
ITEM DESCRIPTION	Hourly Rate Inc VAT	Total Fee per day Inc VAT	Total Cost (Inc VAT)
Project Execution Plan (or Inception Report) (this should be 10% or less of the TOTAL COSTS VAT INCL) - A detailed work plan outlining the research methodological approach, data sources, resource tools and allocation, costs, timelines (realistic and with key milestones) and deliverables including provincial/institutional consultations.			
Raw data report - Raw data report showing emerging trends from the data collected - Raw data report needs to show the methodology followed - Raw data report needs to show the list of participants			
Draft Report of the key findings and conclusions, which includes; - Updated Political Parties sections of the five (5) chapters of the SSP; Chapter 1= Sector Profile, Chapter 2 = Key Skills Change Drivers, Chapter 3 = Occupational Shortages and Skills Gaps, Chapter 4 = Sector Partnerships, and Chapter 5 = Skills Priority Actions - Stakeholder Consultations, In-depth interviews and Workshops with ETDP SETA stakeholders for the purpose of finalising the report.			
Final Subsector Report on Political Parties (with proof of language editing) PowerPoint presentation			
SUB-TOTAL			
VAT @ 15%			
TOTAL COSTS VAT INCL			

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.

7. 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

7.1. STAGE 1 [Folder A (USB)]

In this stage, the evaluation of bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid document.

- a. The minimum qualifying score for functionality will be **70** out of hundred **(100) points** and bids that fail to achieve the minimum qualifying score will be eliminated.
- b. Only bids that achieved the minimum qualifying score/ percentage for functionality will be evaluated further in accordance with the **80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.**

The evaluation criteria for functionality will be as below:

NO.	CRITERIA	POINTS
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1.	Company experience and reference letters: Company's proof of conducting research in ETD and or related field. <i>(Provide signed proof on the referee's company letterhead)</i> 1.1. The cumulative experience (from the above letters): 20 ○ 5 years and above = 20 points ○ 3 - 4 years = 10 points ○ Less than 3 years = 0 points *[Each reference must clearly indicate; • the name of the bidder and the project • objectives of the project (nature of the project) • duration of the project • recommendation and contact details of the referee as well as proof of completed project(s) and • must be signed. NB: If any of the above information is omitted/missing, will lead to the reference letter(s) not allocated points. *NB: For Research Providers who have conducted research for the ETDP SETA in the period 2019-2023 need to submit the reference letters from the ETDP SETA as part of their reference letters, failure to do so will lead to a score of zero under the References letters and Experience criteria.	20
2.	Capacity to deliver: Profile of key staff and CV's to be attached. 2.1. Project Team Structure (20) The project team structure should comprise of but not limited to project manager (3 points), senior researcher (3 points), project admin (2 points), field workers (junior researchers) (6 points, 2 points for each field worker), data analysts (3 points), report writer/s (3 points). ○ Project team structure with all positions above with a minimum of 3 field workers = 20 points NB: Project Team structure with no names and roles of personnel will not be considered. 2.2. Relevant qualification of Project Manager (attach certified copies of Qualifications) (10) <i>Master's degree Qualification is a minimum requirement for the Project Manager</i> ○ Master's degree Qualification or above = 10 points ○ Qualification below Master's degree = 0 points 2.3. Relevant qualification of senior researcher (attach certified copies of Qualifications) (10)	50

	○ <i>Master's degree Qualification or above = 10 points</i> ○ <i>Qualification below Master's degree = 0 points</i> 2.4. Relevant experience of Project Manager in managing similar projects (Research within the ETD sector) (Attach CV) (10) ○ 5 years and above = 10 points ○ 3- 4 years = 5 points ○ 1 -2 years = 3 points ○ Below 1 year = 0 points ○ <i>NB: The initial project team need not change during the course of the project without prior approval of the ETDP SETA Research Unit.</i>	
3.	Research Project Plan (30) A realistic and detailed project plan needs to be provided. The research project plan needs to indicate the following sections: (a) research process and methods (indicating among other sections; the research participants, key informants from various relevant organisations), (b) resource tools and allocation, (c) timelines (within the prescribed period of 12 months), (d) Plan for skills transfer to the ETDPSETA Research team, (e) data collection plan and data sources, (f) reports editing and proof-reading plan, (g) All-inclusive (VAT) detailed budget showing items. ○ Seven of the above-mentioned deliverables out of the plan = 30 points ○ Below 7 of the above-mentioned deliverables of the plan = 0 points <i>*NB: ETDP SETA will not share WSP data with providers, the appointed provider needs to have contacts and connections in the subsector to allow them to gain easy access for data collection purposes.</i>	30
TOTAL		100

Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale only where indicated.

Please take note of the value and scoring point system of your bid.

7.2. STAGE 2 [Folder B (USB)]

PRICING SCHEDULE DOCUMENTS

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- 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	80
✓	Allocation of specific goals	20

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.

8. BID CONDITIONS

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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. The research chair should submit a detailed **ALL-INCLUSIVE BUDGET** for the project. No additional fees will be entertained thereafter.
3. ETDP SETA reserves the right to negotiate the bidder's price.
4. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
5. Bids which are late, incomplete, unsigned **will NOT** be accepted.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (CIPC) 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 preference points 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 SET 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.

9. BID DOCUMENTS / PROPOSAL PACKS

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Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **24 August 2023**.

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 or 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 **08 September 2023**.

No late submission will be accepted!

10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on **08 September 2023**.

11. 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 or SibusisoK@etdpseta.org.za

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