



TSHWANE AUTOMOTIVE SPECIAL ECONOMIC ZONE

AFRICA'S FIRST AUTOMOTIVE CITY

REQUEST FOR QUOTATIONS	
RFQ Description:	Provision for Learning Programme developers to Tshwane Automotive Special Economic Zone (TASEZ)
RFQ Number:	TASEZ/RFQ 064/2025
Closing Date:	06/11/2025
Closing Time:	12h00
RFQ validity period:	90 Days
Compulsory Briefing:	N/A
Yes ☐	
No ☒	
TASEZ Enquiry Details:	Enquiries to be sent on or before 04/11/2025 to elizabeth@tasez.co.za
Name:	Elizabeth Mahlangu
Contact Numbers:	N/A
Email Address:	elizabeth@Tasez.co.za
Delivery Address:	elizabeth@Tasez.co.za

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1. BACKGROUND

The TASEZ Training Academy is required to have learning programmes for the qualifications, part qualifications and skills programmes it wishes to be accredited for. The TTA therefore wishes to appoint qualified and experienced learning programme development companies for a period of 24 months. The appointed panel of service providers on an as and when basis, will be required to develop learning programmes linked to the identified QCTO qualifications, part qualifications, skills programmes as well as curriculum document and assessment specification documents.

2. INVITATION TO SUBMIT A QUOTATION

Provide a quote for Provision for Learning Programme development at Tshwane Automotive Special Economic Zone (TASEZ).

3. SCOPE OF WORK

The appointed learning programme developers are/ required to base their deliverables on the identified occupational qualification and/ or qualification and / or skills programme and it's associated curriculum and assessment specifications document and in doing so fulfil the following functions:

1. Design and develop learning programmes based on sound pedagogical and / or Andragogical and instructional design methodologies for face to face, blended and virtual learning environments
2. Ensure that there is an alignment matrix for the learning programme, with the curriculum document of the qualification, that the learning programme is aligned to the knowledge module (KM), practical module (PM) and workplace module (WM) of the curriculum.
3. Ensure that the content of the learning material is correctly referenced.
4. Ensure that formative and internal summative assessments, build up to the EISAs as per the EISA exemplars as well as the Assessment Specifications Document of the qualification
5. Develop learning programme implementation strategies/ approaches to:
 - Enrol the learners
 - Offer the knowledge component
 - Offer the Practical component

- Offer Virtual, mobile or blended training and learning strategy where applicable
 - Offer the Workplace Based Learning Component
 - Learner exit strategy
6. Develop content for the learning programmes that will lead to learners achieving the specific outcomes and exit level outcomes of the knowledge and practical components. The content needs to be current, sufficient and valid.
7. Develop the following guides
- **Overall learning programme strategy implementation guide**, inclusive of instructions, activities, assessment instructions, training inventory checklist and the career path framework of the occupation
 - Learning programme matrix covering all KM, PM and WM inline with the curriculum document
 - **Facilitator guide**: inclusive of facilitation strategies, content, checklists and formative assessments for the knowledge and practical modules and the career path framework of the occupation and venue checklist for the knowledge and practical components
 - **Learner guide**: inclusive of learning activities, content, checklists and formative assessments for the knowledge and practical modules and the career path framework of the occupation
 - **Internal assessment guide**: inclusive of summative assessments strategies and instruments with model answers for the knowledge and practical modules)
 - **Internal moderation guide**: inclusive of an overall moderation strategy and sampling guide and moderation instruments
 - **Workplace logbook**: for the learner inline with the workplace requirements of the curriculum document as well as workplace requirement checklist
 - **Learning programmes review guide** inclusive of templates for evaluation of the learning programme, the facilitation and instruction of learning, the formative and summative assessments and the overall quality and improvement of the learning programme
 - **Record keeping and reporting of learner** information, needs progress and feedback in relation to the learning programme and summative assessment information
 - Adhere to the TTA code of conduct

- The below table is a list of the qualifications for the learning programmes to be developed.

Nr	Occupational Qualification	SAQA ID	NQF Level	Credit Value
1.	Intermediate Occupational Certification Certificate: Waste Electrical and Electronic Equipment Small Business Operator	121158	NQF3	154
2.	National Occupational Certificate: Solar Photovoltaic Stand-alone systems Installer	120883	NQF4	211
3.	National Occupational Certificate: Small Retail Business Owner	121164	NQF4	143

The company should have as a minimum the following resources:

- Instructional designer
- Graphic designer
- LMS (Learning Manager Systems) co-ordinator
- Project manager
- Assessor and moderator
- Content creator
- JAVA, HTML, etc developer
- A list of subject matter experts (facilitators, assessors and moderators) for registration on the TASEZ Training Academy database that will be contracted as and when the need arises for the duration and teach out period of the respective qualifications

All elements of the learning material will need to be developed for hard-copy, hybrid and online delivery.

The learning Material must be developed in line with the (In line with the QCTO Accreditation Policy (2022), the Assessment Policy(2021) , and E learning Policy (latest)

For each qualification a separate submission must be submitted.

The project timeline from contracting will be 3 months

4. CONTACT AND COMMUNICATION

- 4.1. All communication and enquiries shall be **in writing** (via email), to the following email address, elizabeth@tasez.co.za. TASEZ will communicate with all Bidders where clarity regarding this RFQ is sought.
- 4.2. **Clarification questions from bidders will be closed two (2) days before date of closure on the RFQ.**
- 4.3. Any communication to an official in respect of the RFQ between the closing date and the award of the contract by the Bidders is prohibited.
- 4.4. If a Bidders finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFQ or any other information provided by TASEZ (other than minor clerical matters), the Bidders must promptly notify TASEZ in writing of such discrepancy, ambiguity, error or inconsistency in order to afford TASEZ an opportunity to consider what corrective action is necessary (if any).
- 4.5. Any actual discrepancy, ambiguity, error, or inconsistency in the RFQ or any other information provided by TASEZ will, if possible, be corrected and provided to all Bidders without attribution to the Bidders who provided the written notice.
- 4.6. All persons (including Bidders) obtaining or receiving the RFQ and any other information in connection with the RFQ must keep the contents of the RFQ and other such information confidential and not disclose or use the information except as required for the purpose of developing a response to the RFQ.

5. LATE SUBMISSION

- 5.1. Late responses to the RFQ will not be accepted.
- 5.2. **All dates and times in this RFQs are in accordance to the South African standard calendar and time.**
- 5.3. Any time or date in this RFQ is subject to change at TASEZ's discretion. The establishment of a time or date in this RFQ does not create an obligation on the part of TASEZ to take any action or create any right in any way for any Bidders to demand that any action be taken on the date established.
- 5.4. The Bidders accepts that, if TASEZ extends the deadline for the RFQ submission (the closing date) for any reason, the requirements of this RFQ otherwise apply equally to the extended deadline

5.5. Tender Returnables Requirements

Bidders shall submit all tender returnable documents as indicated in the Table 1 below for evaluation purposes.

Table 1: Tender Returnables Requirements to be submitted for Evaluation.

Document that must be Submitted	Returnables for the RFQ
CIPC Documents- CIPC Registration Documents	
SBD 1 – Invitation to Bid	
B-BBEE Certificate or Sworn Affidavit	
Tax Pin	
Letter of Good Standing	
CSD Report	
Certified copies of the Directors IDs	
SBD 4	

Failure to submit all tender returnable requirements (Completed and signed including attachments) Will result in submissions being deemed null and void and shall be considered non-responsive and therefore not considered further.

6. EVALUATION OF BIDS

Bids will be evaluated There will be **Three (3) stages** in the evaluation of the bids:

6.1. Responsiveness Assessment

This is the assessment of compliance with the minimum Administrative Requirements as detailed in **Table 2** below.

6.1.1. Stage 1: Administrative Requirements Criteria

Table 2: Administrative Requirements

Document that must be Submitted	Returnables for the RFQ
CIPC Documents- CIPC Registration Documents	CIPC Registration Documents
SBD 1 – Invitation to Bid	Invitation to Bid - Complete and sign the supplied document

Document that must be Submitted	Returnables for the RFQ
B-BBEE Certificate or Sworn Affidavit	Original or certified B-BBEE Certificate or Sworn Affidavit.
Tax Pin	Bidders must ensure compliance with their tax obligations
Letter of Good Standing	
CSD Report	The Bidders must submit a valid CSD Report (Not older than 3 months).
SBD 4	Declaration of Interest – Complete & sign the supplied document

6.1.2. Stage 2 – Mandatory Requirements Criteria

6.1.2.1. This is the assessment of compliance with the minimum Administrative Requirements as detailed in **Table XXX** below. No points or score will be allocated in criteria, either Bidders comply or do not comply. No Points or score will be allocated in criteria.

6.1.2.2. **Noncompliance or non-submission of any of these Mandatory Administrative Requirements will result in a disqualification.**

Table 3: Mandatory Requirements

Description	Compliant	Non-Compliant
SBD 4 – Declaration of Interest		

Stage 3 – Technical / Functionality Evaluation

Only bids that comply with the indicated Mandatory Administrative Requirements will be considered for the Technical / Functional Evaluation Stage.

The Technical / Functional Evaluation criteria for this bid is indicated in tables below including the scoring system and weight allocation that will be used for the evaluation of the bids. Bidder are required to achieve a minimum of **70 points** out of **100 points** to proceed to **Stage 4** (Price and B- BBEE).

Table 3: Company Experience for Learning Programme developers

References	No. of Letters	Points Claimed
Reference letters from clients for Learning Programmes developed based on Occupational (modular based) qualifications	2 or more	10
	1 or more	6
	1	3
	No Submissions	0
Total Points Claimed		10

Table 5: Key Personnel Experience and CV's for Learning Programme development

References	No. of Letters	Points Claimed
Submit an organogram and CV's of the key personnel involved in the designing of the learning material, minimum experience required is 5 years experience • Instructional Designer • Graphic designer • LMS (Learning Manager Systems) coordinator • Project manager • Assessor and moderator • Content creator • JAVA, HTML, etc developer	5 or more	20
	3 or more	10
	3 or more	5
	1 and/ or below and organogram	1
Total Points Claimed		20

Table 6: Company Subject matter Experts(facilitators, assessors and moderators) to be registered with the TASEZ Academy for the registration and teach out Period of the qualification

Key Competence	Resources	No of years	Points Claimed
Subject matter Experts CV and certified Qualifications are provided and signed letters confirming agreement to be registered with the TASEZ Training Academy		5 of each facilitator, assessor and moderator	20
		4 of each facilitator, assessor and moderator	16
		3 of each facilitator, assessor and moderator	12
		2 of each facilitator, assessor and moderator	8
		1 of each facilitator, assessor and moderator	4
		0 years	0
Total Points Claimed			20

Table 7: Learning Programme Design and Methodology approach

Key Resources Qualifications	% Score	Points Claimed
Detailed learning design approach and methodology.	100% Level of Details	30
	75% Level of Details	15
	50% Level of Details	10
	25% Level of details	5
	No submission	0
Total Points Claimed		30

Table 7: Project Management

Key Resources Qualifications	% Score	Points Claimed
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Detailed Project Plan, for the project lifecycle.	100% Level of Details	20
	75% Level of Details	15
	50% Level of Details	10
	25% Level of details	5
	No submission	0
Total Points Claimed		20

6.1.3. Stage 4 – Price and B-BBEE

- 6.1.3.1. Bidders must fully complete the Pricing Schedule in **Table 3** below. The bid will be evaluated on the 80/20 principle. Risk assessment will be conducted on the top **three (3)** Bidder using the Bidder' audited financial statement. Bidder to submit 3 years audited financial statements.

7. VALIDITY PERIOD OF THE RFQ

The validity period of this RFQ shall be **90 days** from the closing date.

8. DURATION OF THE CONTRACT

9. The duration of this request will be for a period of **the contract**

10. PRICING SCHEDULE

Tenderers shall complete the Pricing Schedule for all resources included in the schedule. All Hours are provisional and shall be substantiated i.e., accompanied by detailed activity-time schedules. In addition to the completion of the Pricing Schedule in table 4 below it is also a requirement that the hourly cost per resource be provided as indicated in Table 5.

Table 4: Pricing Schedule

Item No	Activity	Activity description	Unit cost	Total Price per item (Including VAT) in Rand
1.			R	R

11. SBD 1 FORM

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
Bid Number:	TASEZ/RFQ064/2025	Closing Date:	06 November 2025	Closing Time:	12:00 PM
Description:	Provision for Learning Programme developers to Tshwane Automotive Special Economic Zone (TASEZ)				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):

Tshwane Automotive Special Economic Zone (East Gate) CSIR Campus, Building 21, Meiring Naude Road, Pretoria 0184 THE BID BOX IS AVAILABLE BETWEEN:					
SUPPLIER INFORMATION					
Name of Bidder					
Postal Address					
Street Address					
Telephone Number	Code		Number		
Cellphone Number					
Facsimile Number	Code		Number		
E-Mail Address					
VAT Registration Number					
	TCS PIN:		OR	CSD No:	
B-BBEE Status Level Verification Certificate [Tick Applicable Box]	☐ Yes ☐ No		B-BBEE Status Level Sworn Affidavit ☐ Yes ☐ No		
If Yes, who was the Certificate Issued By?					
An Accounting Officer as Contemplated in the Close Corporation Act (CCA) and Name the Applicable in the Tick Box	☐	An Accounting Officer as Contemplated in the Close Corporation Act (CCA)			
	☐	A Verification Agency Accredited by the South African Accreditation System (SANAS)			
	☐	A Registered Auditor: Name:			
[A B-BBEE Status Level Verification Certificate/Sworn Affidavit (For EMES& QSES) must be Submitted in Order to Qualify for Preference Points for B-BBEE]					

Are you the Accredited Representative in South Africa for the Goods /Services /WorksOffered?	☐ Yes ☐ No [If Yes Enclose Proof]	Are you a Foreign Based Supplier for the Goods / Services / Works Offered?	☐ Yes ☐ No [If Yes Answer Part B:3 Below]
Signature ff Bidder		Date	
Capacity under which this Bid is Signed (Attach proof of authority to sign this bid, e.g., resolution of directors,etc.)			
Total Number of Items Offered		Total Bid Price (All Inclusive)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
Department/ Public Entity	TASEZ	Contact Person	
Telephone Number		Facsimile Number	
Facsimile Number	N/A	E-Mail Address	
E-Mail Address	elizabeth@tasez.co.za / procurement@tasez.co.za		

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration. 1.2. All bids must be submitted on the official forms provided– (not to be re-typed) or online 1.3. Bidders must register on the central supplier database (CSD) to upload mandatory information namely: (business registration/ directorship/ membership/identity numbers; tax compliance status; and banking information for verification purposes). B-BBEE Certificate or sworn affidavit for B-BBEE must be submitted to bidding institution. 1.4. Where a bidder is not registered on the CSD, mandatory information namely: (business registration/ directorship/ membership/identity numbers; tax compliance status may not be submitted with the bid documentation. B-BBEE certificate or sworn affidavit for B-BBEE must be submitted to bidding institution. 1.5. This bid is subject to the preferential procurement policy framework act 2000 and the preferential procurement regulations, 2017, the general conditions of contract (GCC) and, if applicable, any other legislation or special conditions of contract.
2. TAX COMPLIANCE REQUIREMENTS
2.1 Bidders must ensure compliance with their tax obligations. 2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. 2.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.SARS.gov.za. 2.4 Bidders may also submit a printed TCS together with the bid. 2.5 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number. 2.6 Where no TCS is available, but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
3.1. Is the bidder a resident of the republic of South Africa (RSA)?	☐ yes	☐ no
3.2. Does the bidder have a branch in the RSA?	☐ yes	☐ no
3.3. Does the bidder have a permanent establishment in the RSA?	☐ yes	☐ no
3.4. Does the bidder have any source of income in the RSA?	☐ yes	☐ no
If the answer is “no” to all of the above, then, it is not a requirement to obtain a tax compliance status / tax compliance system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.		

NB: failure to provide any of the above particulars may render the bid invalid.