



## Request for Proposal of Training Material Development for Occupational Qualifications.

<b>RFP TITLE</b>	<b>Realign the Unit Standard Based Training Material to Occupational Qualifications Courseware: 4 Production Process</b>
<b>RFQ NUMBER</b>	<b>RFQ/ETQ/24/25/069</b>
<b>CLOSING DATE</b>	<b>19/06/2024</b>
<b>Submission Email</b>	<b>Quotations@merseta.co.za</b>
<b>Enquiry Email</b>	<b>Ntshabalala@merseta.co.za</b>
<b>CLOSING TIME</b>	<b>12h00 PM (South African Standard Time, obtained from Telkom SA SOC Limited by dialing 1026)</b>
<b>NON-COMPULSORY BRIEFING SESSION</b>	<b>N/A</b>

### 1. BACKGROUND

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority is a statutory body established through the Skills Development Act No 97 of 1998 (as amended) to enable its stakeholders to advance the national and global position of the following sub sectors: metal, automotive manufacturing, retail motor and component manufacturing, new tyre manufacturing and plastics industries.

The merSETA is strategically positioned as an authority of skills development facilitating the effective development of skills required to respond to related imperatives as envisaged in the National Development Plan (NDP) and Sector Skills Plan (SSP).

### 2. OBJECTIVE

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Reviewer	<b>CFO</b>	Controlled	

The objective of this project is to procure the services of a qualified learning material developers and capable service provider to realign the unit standard based training material into occupational qualifications courseware.

The service provider will be responsible for the re-packaging of the Unit Standard-based learning materials and development of material where there are gaps for the modular-based learning materials aligned to the new the Occupations Qualifications for the following Production related qualifications:

- Production Operator (SAQA ID 120037)
- Production Process Controller (SAQA ID 119977)
- Production Supervisor (SAQA ID 115723)
- First-line Production Supervisor (SAQA ID 115722)

### 3. PROJECT/ CONTRACT PERIOD

The contract period for this project will be from date of signature until 31 March 2025.

### 4. SCOPE OF PROJECT

The Unit Standard-based learning materials for the Production Technology NQF 2-4 (SAQA ID 58781; SAQA ID 58785; SAQA ID 58779) materials will be realigned/ repackaged to modular-based learning materials aligned to the four (4) production related qualifications and development of new content where there are gaps:

1. Production Operator (SAQA ID 120037)
2. Production Process Controller (SAQA ID 119977)
3. Production Supervisor (SAQA ID 115723)
4. First-line Production Supervisor (SAQA ID 115722)

The target audience include, but not limited to the merSETA stakeholders, collaboration with industry-based Subject Matter Experts (SME's) to ensure the materials are aligned to workplace practices, related SETA communities and interested parties.

### 5. OUTCOMES AND DELIVERABLES

The service provider will use an activity and outcomes-based development methodology and the current merSETA courseware design approach for synergy across the material ranges to achieve the following outcomes.

#### 5.1 Learning materials matrix

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- 5.2 Learner guide template
- 5.3 Facilitator guide
- 5.4 Formative assessment guide
- 5.5 Assessor guide
- 5.6 Submit the Modules in a soft copy and storing device to the Qualifications Development Curriculum Unit of merSETA.
- 5.7 Develop a final report and Lessons Learnt document.

## 6. BID EVALUATION

The RFP will be evaluated in terms of the PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20).

### 6.1 Evaluation Stage 1: Compliance

Compliance with administrative requirements stated in the Standard Bidding Documents and the mandatory requirements as listed in paragraph xx. In this evaluation stage, all bidders that fail to provide the required information and documentation may be disqualified from further evaluation.

Failure to comply with the requirements assessed in stage 1 (compliance), may lead to disqualification of bids.

Criteria Description	Supporting Documents
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	Signed JV Agreement SBD forms must be completed for each legal entity Consolidated B-BBEE certificate
Bidders must submit a fully complete Bidder's Disclosure form (failure to declare honestly will lead to bidder being disqualified)	Standard Bidding Document (SBD) 4

### 6.2 Evaluation Stage 2: Technical Evaluation

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In this evaluation stage, bidders are expected to meet minimum technical specification requirements to proceed to the next evaluation stage of the evaluation. Failure to meet the prescribed technical specification will automatically disqualify the bid offer from proceeding to the next evaluation stage.

No	Criteria	Description	Points
1.	Reference letters from previous clients within the Education and Training sector as evidence of work previously conducted as a Qualification Development Facilitator (QDF) / Technical Working Group (TWG) member for qualification development/ skills programme developer. NB: The Reference Letter(s) must be on the letterhead of the previously serviced client and should reflect at least the name of the client, title of the related work conducted, year(s) conducted and completed, contactable reference name and contact details, and be signed by the appropriate delegate. Only references indicating work successfully rendered will be accepted. merSETA reserves the right to contact the referee	3 or more relevant reference letters attached.	30
		2 relevant reference letters attached	20
		1 reference letter attached	10
		No or unsatisfactory reference letter(s) attached	0
2.	Detailed proposed methodology and approach, as well as timeframes and a project plan	Fully complies - The Bidder has provided a detailed explanation of the methodology implementation approach which details how the services will be carried out as outlined in the scope and deliverables and timelines	20
		Poor proposed methodology with no detailed project plan and timeframes.	0
3.	Developed Training Material for Qualifications Bidders must attach relevant learning material matrix for the qualification and SAQA ID must be populated. For Trades OFO code and Title must	Training/ learning material matrix	20
		No Training/ learning material matrix	0

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No	Criteria	Description	Points
	be populated on the learning material matrix.		
TOTAL			100

Each proposal that passed functional evaluation of 60% and more, will be on equal footing to proceed to this final round of evaluation on price and specific goals.

### 6.3 Evaluation Stage 3: Preference Point System

The 80/20 preference point system shall be applicable to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents the specific goals. Points will be awarded to a bidder for attaining the specific goals in accordance with the table as listed in the bid documentation.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	
<b>Total Points allocated to Specific Goals</b>	<b>20</b>	

**Note: Refer to Annexure A for Proof or documentation that may be considered to claim points for specific goal related to persons or categories of persons historically disadvantaged by unfair discrimination.**

## 7. merSETA's RIGHTS

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7.1 The merSETA is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the merSETA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the merSETA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

7.2 The merSETA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the merSETA.

7.3 The merSETA reserves the right to award this bid as a whole or in part.

7.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.

7.5 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.

7.6 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the merSETA to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

7.7 The merSETA reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).

7.8 The merSETA reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

7.9 The merSETA reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

## 8. UNDERTAKINGS BY THE BIDDER

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8.1 By submitting a bid in response to the RFQ, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the merSETA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.

8.2. The bidder shall prepare for a possible presentation should merSETA require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.

8.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the merSETA during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.

8.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

8.5. The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with merSETA, as the principal(s) liable for the due fulfilment of such contract.

8.6. The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become merSETA property unless otherwise stated by the bidder/s at the time of submission.

## 9. RFP ENQUIRES

SCM ENQUIRIES	
<b>NAME</b>	<b>Nomfundo Tshabalala</b>
<b>PHONE</b>	<b>0102193073</b>
<b>Enquiries Email</b>	<a href="mailto:Ntshabalala@merseta.org.za">Ntshabalala@merseta.org.za</a>
<b>Submission Email</b>	<a href="mailto:Quotations@merseta.org.za">Quotations@merseta.org.za</a>

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# ANNEXURE A

## Specific Goal Guide – Preferential points (80/20)

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

“Specific goals” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

Please note that :

- Financial account, management account or auditors letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

### Preferential points for tenders without local content requirements.

Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability (PWD) Ownership	4	Medical certificate		
<b>Total Points allocated to Specific Goals</b>	<b>20</b>			

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