



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFQ/HRM/25/26/127			
CLOSING DATE	26 August 2025	CLOSING TIME	12:00

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
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Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

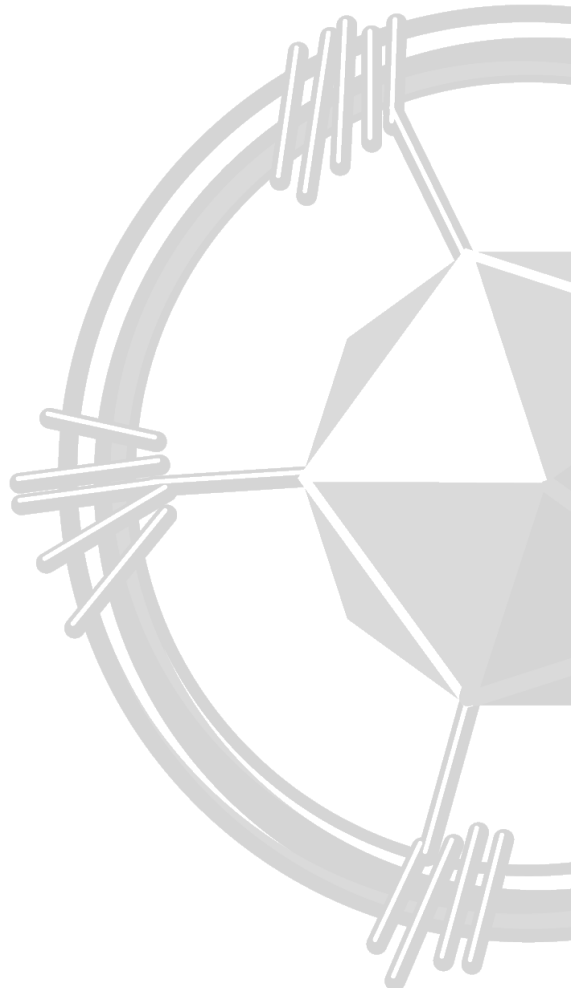
20 August 2025

changes.

*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational

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1. Introduction to Request for Proposal (RFP)

- 1.1 The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998), Registration Number 17/merSETA/01/04/20, to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New tyre Manufacturing Sectors Automotive Components Manufacturing Chamber. The merSETA is inviting potential service providers to submit the Proposal for the services described under scope of work.
- 1.2 This RFP is subject to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations), the General Conditions of Contract (GCC), and, if applicable, any other special conditions of contract. Where, however, the special conditions of the contract conflict with the general conditions of the contract, the special conditions of the contract prevail.

2 Background Information

- 2.1 merSETA is required by the Employment Equity Act No. 55 of 1998 and the Skills Development Act No 58 of 1998 to establish a consultative committee that will function as an advisory and consultation committee for Employment Equity and Training matters on behalf of the employer and the employees.
- 2.2 This Request for Proposal (RFP) is issued to appoint an experienced and accredited service provider specialising in Employment Equity (EE) and Skills Development (SD) to provide combined EE and Skills Development training to fifteen (15) members of the EE & Training committee.

3 Objectives of the Service

- 3.1.1 To deliver in-person training to 15 merSETA EE & Training committee members at designated merSETA location.
- 3.1.2 To review merSETA's Employment Equity and the Training policy and procedure, providing recommendations for alignment with best practices.

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- 3.1.3 To develop relevant training materials customised to the merSETA environment.
The training materials will become the property of the merSETA and all material to be returned to the merSETA at close of project.
- 3.1.4 To Issue comprehensive reports on assessments and training, and provide certificates of attendance to participants.

4 Scope of Work (Service)

4.1 The appointed service provider will be responsible the following training outcomes:

4.1.1 ***Understanding of laws and regulations:***

- Overview of EE Act including Code of Good Practice on the Prevention and Elimination of Harassment in the Workplace, and the Skills Development Act.
- Introduction to Skills Development and recent changes including the QCTO.
- Understanding EE in relation to B-BBEE and its regulations
- understanding of the Employment Equity Act, including the 2022 amendments

4.1.2 ***Understanding & fulfilling the functions of the committee:***

- The role of the EE & Training committee representatives
- Participation in the development of relevant equity related plans and policies.
- Clarifying the responsibility of employers - what employers should be doing
- Communicate equity related plans and policies to stakeholders
- The need for CEO and Executive commitment
- Barriers to employment equity and dealing with barriers
- Understanding sectorial targets
- The consultation process
- Skills development in the workplace
- Promoting a culture of learning

4.1.3 Implementation and monitoring strategies:

- Developing and implementing EE plans and annual reports
- Monitoring progress against sectoral targets and barriers

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- Evaluating the impact of skills development initiatives in the workplace

5 Special Conditions

- The service provider must submit proof of similar services rendered over the last four (4) years (at least 3 reference letters on letterhead of the client to whom service was rendered).
- A detailed CV and qualifications/certificates of the facilitator(s) must be provided indicating proof of similar training conducted in the past three (3) years
- The bid Proposal must include a fully detailed and all-inclusive quotation, including VAT. No hidden costs will be accepted. **(See annexure A)**
- The service provider must supply training manuals covering all aspects of the training.
- The service provider must issue certificates of attendance to all participants.
- The training content must be aligned to the merSETA environment.

6 Deliverables

- 6.1 **Training of EE & Training committee:** Deliver training on EE & Skills development to 15 merSETA EE & Training committee members .
- 6.2 **Policy and Procedure Review:** Review existing Employment Equity and Training policies and procedures and provide recommendations for improvements.
- 6.3 **Reporting and recommendations:** Issue training certificates of attendance and report on policy and procedures review.

7 Duration of the Project

- 7.1 The training session should not exceed two (2) days.
- 7.2 Policy and procedure review must be complete within 7 working days

8 RFP Submission

- 8.1 Bid documents may be emailed to quotations@merseta.org.za on or before the closing date and closing time.
- 8.2 The merSETA will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.

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8.3 Late submissions of the RFP

Submission of quotation(s) received late (after the closing date and time) will not be considered.

9 Request for Proposal(RFP) Rules

The following rules will apply for this Request for Quotation:

- 9.1 The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFP.
- 9.2 The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.
- 9.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable). Ind
- 9.4 A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.
- 9.5 Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

10 RFP Evaluation Process

- 9.1 The RFP will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20). Three (3) stages of evaluation process will be undertaken.

9.2 Evaluation Stage 1: Compliance

- 9.2.1 All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

Criteria Description	Supporting Documents
A detailed Proposal with a quotation.	Attach detailed Proposal& quotation. (See annexure A)
Valid proof of accreditation	SETA/QTCO proof of service provider accreditation must be submitted.

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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 and 6.1
In the event that the bidder(s) are entering into joint venture or consortium, the joint venture agreement must be submitted.	Valid JV contract

9.3 Evaluation Stage 2: Technical Evaluation

9.3.1 The bids will be evaluated for functionality based on the evaluation criteria and the minimum threshold as shown in the table below. Any bid that fails to meet the overall minimum threshold of **80%** will be disqualified for further evaluation on price and specific goals.

No	Requirements	Criteria	Points
1.	1.1 Bidder experience (Company profile must be accompanied the latest CSD report)	Submit a company profile indicating five (5) experience and a proven track record of delivering similar services at multiple recognized public/private institutions = 20	20
		Submitted company profile indicating less than five (5) years' experience and a proven track record of delivering similar services at multiple recognized public/private institutions. = 10	10
		No company profile attached =0	0
	1.2 Relevant experience in offering similar experience Note – merSETA reserves the right to verify all reference letters.	At least 3 (three) signed, contactable reference letters on a company letterhead confirming similar work done over the past 5 years = 30	30
		Less than three (3) reference letters attached = 0	0
		The provider demonstrates:	

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No	Requirements	Criteria	Points
2.	Methodology and approach	<ul style="list-style-type: none"> Comprehensive understanding of key objectives and deliverables in the RFP Detailed methodology for fulfilling the specified scope of work Clear and actionable working plan aligned with project goals = 25 	25
		No Methodology, approach and plan = 0	
3.	Organisation / Company Capacity	<u>CV / Profiles with qualifications attached</u>	25
		Demonstrated ability to provide two (2) or more profiles of experienced training facilitators to deliver on the project scope, and evidence = 25	
		Demonstrated ability to provide one (1) or more profiles of experienced training facilitators to deliver on the project scope, and evidence = 15	
		No Demonstration of ability to provide adequate management and support to deliver, and no evidence of competent staff. = 0	
TOTAL WEIGHTING			100
MINIMUM WEIGHTING SCORE			80

Each Proposal that passed functional evaluation of **80%** and more, will be on equal footing to proceed to this final round of evaluation on price and specific goals.

NB: Failure to achieve a minimum score for any of the individual criteria above will result in immediate disqualification

9.4 Evaluation Stage 3: Preference Point System

9.4.1 The 80/20 preference point system shall be applicable to this phase, where 80 points represent the maximum obtainable points for the lowest acceptable price and 20 points represent the specific goals. The bid documentation's table below will award points to a bidder for achieving the specific goals.

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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	
Total Points allocated to Specific Goals	20	

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.

10 Cost Quotation

10.1 All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).

10.2 The rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines:

10.2.1 The “Guideline on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)¹” as issued by the South African Institute of Chartered Accountants (SAICA);

10.2.2 The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or

10.2.3 Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.

11 merSETA’s RIGHTS

11.1 The merSETA is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the merSETA has records 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. Therefore, before submitting their bid response, prospective bidders should

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regularly check the website to stay informed about any amendments related to this matter.

- 11.2 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.
- 11.3 The merSETA reserves the right to award this bid as a whole or in part.
- 11.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.
- 11.5 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 11.6 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify the 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 or members.
- 11.7 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).
- 11.8 The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 11.9 The merSETA reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

12 UNDERTAKINGS BY THE BIDDER

- 12.1 By submitting a bid in response to the RFP, the bidder will be taken to have offered 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 RFP document.
- 12.2 The bidder shall prepare for a possible presentation should merSETA require such, and the bidder will be required to make such a presentation within five (5) days from the date the bidder is notified or such a time determined by merSETA of the

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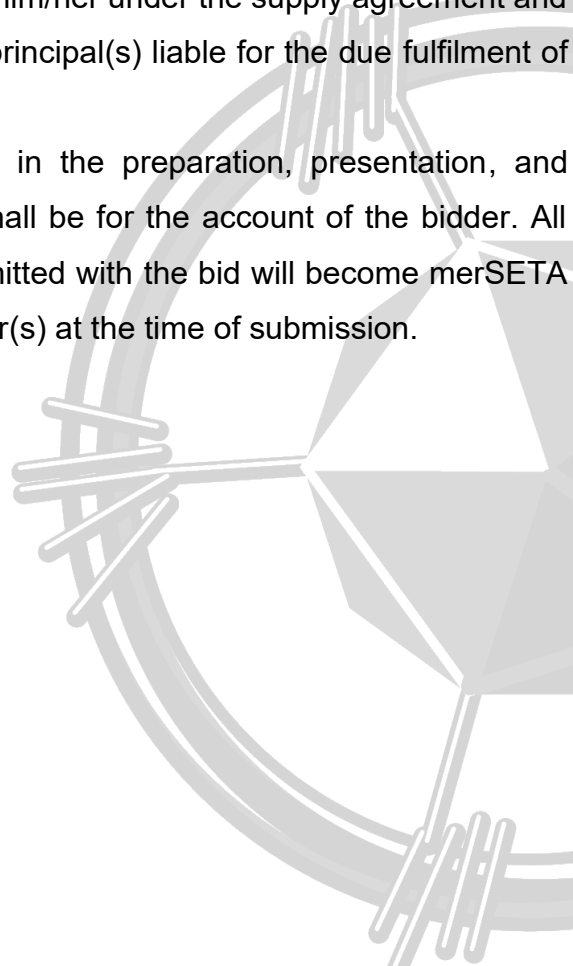
presentation. Such a presentation may include a practical demonstration of products or services as called for in this RFP.

12.3 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.

12.4 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.

12.5 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 a contract.

12.6 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 the bid will become merSETA property unless otherwise stated by the bidder(s) at the time of submission.



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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.

7

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		
Total Points allocated to Specific Goals	20			

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AUTHORISATION SIGNATORIES TO CONFIRM RFP			
The employee signing below hereby affirms the accuracy of the information requested for the Quotation.			
Supply Chain Management Representative			
Full Names	Asisipho Matomane	Date	
Signature			
Technical Representative			
Full Names	Stephen Tsebela	Date	
Signature			



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ANNEXTURE A

PRICING SCHEDULE : Employment Equity & Training Committee

Project deliverable	Quantity	UNIT PRICE (VAT INCL)	AMOUNT (VAT EXCL)
1. Training of EE & Training committee	15 Employees		
2. Policy and Procedure Review	2 Documents		
3. Reporting and recommendations	<ul style="list-style-type: none">• Issue certificates of attendance• 1 report of policy and procedure review		
4. Other (if applicable) - Accommodation - Travel	<ul style="list-style-type: none">•		
TOTAL (including VAT)			

NOTES TO BIDDERS REGARDING QUOTATION:

1. Training sessions are to be quoted per delegate.
2. Training materials must be made provision for on the pricing.

NB: Please ensure that your quotation is comprehensive and clear.