

APPOINTMENT OF REPUTABLE AND QUALIFIED SERVICE PROVIDER TO CONDUCT B-BBEE VERIFICATION SERVICES AND CERTIFICATION FOR A PERIOD OF 3 YEARS

1. Background and Purpose

QCTO is a Schedule 3A Public Entity that was established in accordance with the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended) and came into operation on 1 April 2010. The main functions of the QCTO amongst others are to develop standards for occupational qualifications including trades and skills programs, accredit skills development providers, and assessment centres, conduct assessments, quality assurance and issue certificates to qualifying candidates. Therefore, the QCTO is responsible for standards generation and maintenance; quality assurance of occupational full and part qualifications registered on the National Qualifications Framework (NQF) and the Occupational Qualifications Sub-Framework (OQSF) policy, including skills programs. The QCTO has approximately 120 staff members and is situated in Hatfield, Pretoria.

QCTO is required to continue to improve and strengthen transformation through the implementation of the B-BBEE Codes of Good Practice, Public Sector Sub-Sector. It is therefore a requirement for the organization to be verified on an annual basis and be awarded with a B-BBEE Rating status as prescribed by law. It is against this background that we source an independent B-BBEE Verification Agency to conduct the verification audit process, be awarded a new FY25/26 B-BBEE Certificate before mid-August to remain compliant and competitive.

2. Scope of work

QCTO is required to obtain a new B-BBEE certificate for FY25/26 period in order to meet the B-BBEE Requirements as prescribed by the B-BBEE Codes of Good Practice. **The measurement period will be from 01 April 2024 to 31 March 2025 financial period.**

The appointed service provider will be required to but not limited:

- Conduct the preliminary site visit to develop a full understanding on the measurement principles and mechanisms for each element of B-BBEE and to clarify any interpretive issues that may arise during the verification.
- Conduct a full on-site broad-based verification where data collected and presented by QCTO management will be analysed and verified in terms of section 13(G)(1) of the B-BBEE Act read with Regulation 12(1) and (2) of the B-BBEE Regulations

- Issue a Preliminary Report that provide preliminary results of the on-site verification for comments by QCTO management.
- Conduct a clarification meeting where clarification required from the preliminary report will provide to QCTO management.
- Issue a final report which includes gap analyses on each element verified and suggested solutions/recommendations to bridge those gaps.
- Prepare an audit file which includes the B-BBEE Report and lead sheet used for calculation for the score for improvement purposes.
- Issue the B-BEE Certificate confirming QCTO's status and recognition level.
- Submit and present the close out report to QCTO management
- Ensure that all work conforms to the BBEE Act and SANAS standards.

3. Deliverables

The following deliverables are anticipated:

- A detailed Project plan on how to implement the verification services.
- B-BBEE certificate
- A detailed Audit File.

4. EVALUATION PROCESS AND CRITERIA

Selection will be conducted over three stages as detailed below:

- Stage 1: Compliance with Mandatory Requirements
- Stage 2: Functionality Evaluation
- Stage 3: Price and Specific Goals

4.1. Compliance with Mandatory Requirements

All bids must comply with the mandatory requirements and failure to comply with any of these requirements will immediately disqualify the bid.

- Valid Accreditation Verification Certificate issued by South African National Accreditation System (SANAS).

NB: Failure to comply with this requirement will disqualify the proposal

4.2. Evaluation Criteria

The tender will be evaluated based on the following categories:

No	Evaluation Criteria	Weight
1	Company Experience Reference letters from different clients as evidence of related services previously successfully completed 3 or more references in respect of which the same or similar types of B-BBEE verifications were conducted= 30 Points 2 references in respect of which the same or similar types of B-BBEE verifications were conducted = 20 Points 1 reference in respect of which the same or similar types of B-BBEE verifications were conducted = 10 Points NB: The Reference Letter(s) must not be older than 5 years must be on the letterhead of the previously serviced client and should reflect at least name of the client, title of the related work conducted, year conducted and completed, contactable reference name and contact details and signed by the appropriate delegate.	30
2	Project Plan - A detailed project plan that outlines goals, timeline, resources, and key activities to be allocated = 20 Points - Inadequate Project Plan and logistical plan and with project deliverables, milestones, scope, schedule & resources = 10 Points - Non submission = 00 Points	20
3	Methodology and approach - Methodology and approach demonstrate ability to achieve objectives of the project =20 Points - Allocation of work into work streams which is logical, complete and aligns to the methodology and approach and aligns to the scope of work. = 10 points	30
4	Lead Consultant i. Qualification - NQF level 8 or higher tertiary qualification in Accounting, Finance, Business management, Law or compliance = 15 Points - NQF level 7 tertiary qualifications in Accounting, Finance, Business management, Law or compliance = 10 Points - Any other qualification not equivalent or related = 0 points NB: Bidders must attach certified copies of qualifications ii. Experience of Lead Consultant - More than 8 years of experience = 5 points 5– 8 years of experience = 3 points - Less than 5 years of experience = 0 point NB: Submission of Curriculum Vitae (CV's) indicating relevant experience.	20
Total Points		100
Minimum Threshold Score		70