



SUPPLY CHAIN MANAGEMENT

Room K 016

FIRST AVE ENTRANCE

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INVITATION FOR A QUOTATION

REFERENCE NUMBER: RFQ/010212LEARNINGPROGRAMMES/2024

Background

The purpose of this is to request for a service provider as a facilitator between PACOFS and institution of higher learning that is SAQA accredited to provide customized learning programmes to develop skills requirements specific and critical to the entity for a period of three (3) years. The initiation of the partnership will assist PACOFS in training employees through the Workplace Skills plan by means of skills need analysis.

The specifications of the required service are as follows:

1. Term Of Appointment: Twelve (12) months

2. Customised Learning Programmes

- *National Senior Certificate.*
- *Higher certificates NQF Aligned.*
- *Short Courses NQF Aligned.*
- *Recognition of prior learning.*
- *Diploma NQF 6 Aligned.*
- *Bachelor's degree NQF 7 Aligned.*
- *Honours degree NQF 8 Aligned.*
- *Master's degree NQF 9 Aligned.*
- *PHD degree NQF 10 Aligned.*

3. Scoring Criteria

CRITERIA	SUB-CRITERIA	WEIGHTING / POINTS
3.1 Methodology	Bidder must provide training methodology 0 methodology = 0 points 1 methodology = 20 points	20
3.2 Company profile	The company profile with background and history of the company in relation to the service required (Training Facilitator) 0 company profile = 0 points 1 company profile = 30 points	30



3.3 References	<p>Bidder must provide three (3) contactable references detailing training provided in the past 3 three years. Signed reference letters to be used as proof of occurrence.</p> <p>0 reference = 0 points 1 reference = 10 points 2 reference = 20 points 3 reference = 30 points</p>	30
3.4 Registration and accreditation	<p>Registered with the Department of Higher Education and Training and must be accredited to offer registered qualifications and skills programme by the relevant Quality Councils</p> <p>0 registration and accreditation = 0 points 1 registration and accreditation = 20 points</p>	20
Total		100
<p>The service provider must have scored a minimum of 70 points to be considered for further evaluation (Price and Specific Goals)</p> <p>N.B The institution of Higher Learning offering customised learning programme (National Senior Certificate) must preferably be based in Free State Province (Bloemfontein)</p> <p>N.B Failure to attach one of the above will automatically lead to a disqualification of the quotation/proposal</p>		

4. Pricing Schedule

The following table must be utilized by the service provider to quote the once off training per person:

Description	Rate per person
Facilitator fee (All inclusive) for the following:	
- National Senior Certificate	
- Higher certificates NQF Aligned	
- Short Courses NQF Aligned	
- Recognition of prior learning	
- Diploma NQF 6 Aligned	
- Bachelor's degree NQF 7 Aligned	
- Honours degree NQF 8 Aligned	
- Master's degree NQF 9 Aligned	
- PHD degree NQF 10 Aligned	

For any queries, please contact Supply Chain at quotation@pacofs.co.za or 051 – 447-7771

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a SARS Tax Compliance Pin and B-BBEE certificate.
2. Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.
3. Evaluation criteria 80/20 will be applicable as per Preferential Procurement Regulations 2022.
4. The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/ documentation/. The CSD report shall be used to verify claim of such points.
5. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.



VERY IMPORTANT NOTICE!

1. **PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.**
2. **PAYMENT WILL BE DONE WITHIN 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.**
3. **BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.**
4. **PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.**
5. **THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).**
6. **IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.**
7. **NO CESSIONS WILL BE SIGNED.**
8. **A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED.**
9. **QUOTATIONS SHOULD BE VALID FOR 30 DAYS.**
10. **PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.**
11. **PLEASE DO NOT INFLATE PRICES.**
12. **PACOFS RESERVES THE RIGHT TO AWARD OR WITHDRAW THE BID.**
13. **NO PREPAYMENT/UPFRONT PAYMENT WILL BE MADE BY PACOFS.**
14. **QUOTATIONS NOT OBTAINED THROUGH THE DEDICATED QUOTATIONS EMAIL WILL NOT BE USED TO APPOINT A SERVICE PROVIDER.**

OPENING DATE: 12 FEBRUARY 2024

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

21 FEBRUARY 2024 at 11h00

Please submit quotation via E-mail to quotation@pacofs.co.za

No late submission will be accepted!