

**TERMS OF REFERENCE
BID NUMBER – NCEDA/LAP25-02**

**APPOINTMENT OF AN ADEQUATELY QUALIFIED AND EXPERIENCED TRAINING SERVICE PROVIDER TO
IMPLEMENT THE UNEMPLOYMENT INSURANCE FUND'S(UIF) LABOUR ACTIVATION PROGRAM(LAP)
SKILLS DEVELOPMENT PROJECT**

ELIGIBILITY	Appointment of an experienced Service Provider with a verifiable track record and good standing in conducting training in the UIF LAP programme in all the Districts of the Northern Cape.
DUTY STATION	Kimberley
CONTRACT PERIOD	12 Months
REPORT TO	The Chief Executive Officer, Northern Cape Economic Development, Trade and Investment Promotion Agency, or designated official.
APPOINTED BY	Northern Cape Economic Development, Trade and Investment Promotion Agency (NCEDA).

1. BACKGROUND

The Northern Cape Economic Development, Trade and Investment Promotion Agency(NCEDA) herewith invites bid proposals from adequately qualified and experienced registered training service providers for appointment as the Agency's Trainers for the Unemployment Insurance Fund(UIF) Labour Activation Program(LAP) for a period of Twelve (12) months.

NCEDA is working in collaboration with the Department of Labour's UIF to implement the Labour Activation program.

This program aims to equip unemployed UIF beneficiaries with the necessary skills and support to re-enter the workforce, this program further aims to provide support to unemployed young individuals through various interventions, including skills development and job placement.

- Increase the employability of UIF beneficiaries in the Northern Cape through training and skills development programs.
- Enhance the entrepreneurial capacity of beneficiaries through enterprise development initiatives specific to the Northern Cape's economic landscape.
- Facilitate the reintegration of beneficiaries into the labour market within the Northern Cape.
- Promote collaboration with relevant stakeholders in the Northern Cape to maximize job creation efforts within the province.

NCEDA hereby requests proposals to appoint an experienced Service Provider with a verifiable track record and good standing in conducting training programmes for all the listed modules.

2. OVERVIEW NCEDA

NCEDA is a 3C Public entity that was enacted into law through the Northern Cape Economic Development, Trade and Investment Promotion Agency Act (act 4 of 2008) and reviewed in April 2024 with act no.5 of 2024. The Northern Cape Economic Development, Trade and Investment Promotion Agency commenced its operations as from 01 April 2010. The agency was established in terms of the Northern Cape Economic Development, Trade and Investment Promotion Agency Act no.4, of 2008 read together with Act 5 of 2024 as a response to the challenge of translating high level investment and business opportunities in the area into actual business operations that may contribute directly to economic growth and social equity for the people of the Northern Cape.

The Northern Cape Economic Development, Trade and Investment Promotion Agency (NCEDA) plays a critical role in fostering economic growth and development within the Northern Cape province. To achieve this, we recognize the importance of empowering individuals and businesses through targeted training initiatives.

3. BACKGROUND OF THE PROJECT

- The Northern Cape Economic Development Trade and Investments Promotion Agency (NCEDA) is working in collaboration with the Department of Employment and Labour's UIF to implement the Labour Activation program.
- This program aims to equip unemployed UIF beneficiaries with the necessary skills and support to re-enter the workforce, this program further aims to provide support to unemployed young individuals through various interventions, including skills development and job placement.
- Increase the employability of UIF beneficiaries in the Northern Cape through training and skills development programs.
- Enhance the entrepreneurial capacity of beneficiaries through enterprise development initiatives specific to the Northern Cape's economic landscape.
- Facilitate the reintegration of beneficiaries into the labour market within the Northern Cape.
- Promote collaboration with relevant stakeholders in the Northern Cape to maximize job creation efforts within the province.

4. GENERAL CONDITIONS

- **Briefing**
No briefing session will be held. All enquiries may be directed to Mr Hastings Nel at hfnel@nceda.co.za
- **Presentations**
The NCEDA reserves the right to request shortlisted bidders to make presentations as part of the bid evaluation process.

5. PROJECT SCOPE OF WORK

The selected service providers will be responsible for the successful delivery of the following:

5.1. Register the learners on relevant Sector Education and Training Authority (SETA) and SAQA

5.2. Curriculum Development:

- Design and develop a comprehensive training curriculum for the identified courses (listed below: Courses to be offered) that meet industry standards and promote employability

5.3. Training Delivery:

- Deliver high-quality training courses in all five districts of the Northern Cape, ensuring effective learning outcomes and participant engagement.

5.4. Assessment and Certification:

- Conduct fair and rigorous assessments to evaluate participant progress and provide recognized certifications upon successful completion.

5.5. Reporting and Monitoring:

- Submit monthly progress reports, attendance records, and evaluation data to NCEDA, ensuring transparency and accountability.

6. COURSES TO BE OFFERED

The training service provider/s will be expected to offer the following courses (with proposed durations) in all five Districts of the Northern Cape Province:

- A. Agriculture (6 months)
 - Agro-Processing
 - Animal Production
 - Crop Production
 - Mixed Farming
- B. Solar Installation and Renewable Energy (6 months)
- C. Civil Construction (Building & Civil Construction L3) (6 months)
- D. Electrical Construction (Electrical Engineering, Renewable Energy L2) (6 months)
- E. Assistant Arc Welding (3 months)
- F. Hand and Power Tools (3 months)
- G. Machine Operator (3 months)

- Excavator License
 - ADT Dump Truck License
 - Forklift License
 - Front End Loader License
 - TLB License
- H. Bricklayer (3 months)
- I. Plumber (3 months)
- J. Carpenter (3 months)
- K. Security (1 month)

It will be expected of the service providers to ensure they do have suitable venues and course material for their training sessions both theoretical and practical.

7. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS FOR TRAINING SERVICE PROVIDERS

Proposals from qualified and experienced Training Service Providers to conduct the UIF LAP Skills Development Program must have the following qualifications, accreditations and experience : **General Requirements for All Training Providers**

Accreditation and Certification:

- Must be accredited with the relevant Sector Education and Training Authority (SETA) or any other relevant accreditation body.
- Must provide certificates of accreditation and proof of registration with appropriate authorities.
- Must provide samples of certification that will be awarded to participants upon completion of the training.

Experience and Expertise:

- Minimum of 5 years of experience in delivering training programs in the specified skill areas.
- Proven track record of successful training delivery and learner outcomes.
- Demonstrated expertise and qualifications of trainers, including resumes and relevant certifications.

Training Materials and Curriculum:

- Must provide a detailed curriculum and training materials that are aligned with industry standards and requirements.
- Must ensure that training materials are updated and relevant to current industry practices.

Facilities and Equipment:

- Must have access to adequate training facilities and equipment required for practical training.
- Facilities must be compliant with occupational health and safety regulations.

Quality Assurance:

- Must have a robust quality assurance framework in place to ensure the delivery of high-quality training.
- Must provide details of monitoring and evaluation processes to track learner progress and program effectiveness.

Reporting and Documentation:

- Must provide regular progress reports and a final report at the end of the training program.
- Must maintain comprehensive records of learner attendance, performance, and certification.

8. SPECIFIC REQUIREMENTS FOR EACH SKILL AREA**Agriculture (Agro-Processing, Animal Production, Crop Production, Mixed Farming):**

- Trainers must have relevant agricultural qualifications and experience in the specific areas of agro-processing, animal production, crop production, and mixed farming.
- Must provide proof access or partnership with farms or agricultural facilities for practical training.

Solar Installation and Renewable Energy:

- Trainers must be certified in solar installation and renewable energy.
- Must have access or proof of partnership (agreements) with solar installation equipment and facilities for practical training.

Civil Construction (Building & Civil Construction L3):

- Trainers must have qualifications in civil engineering or construction management.
- Must have access or proof of partnership(agreements) to construction sites or facilities for hands-on training.

Electrical Construction (Electrical Engineering, Renewable Energy L2):

- Trainers must be certified electricians or electrical engineers with experience in renewable energy.
- Must provide proof of partnership (agreements) or have access to electrical tools and renewable energy systems for practical training.

Assistant Arc Welding:

- Trainers must be certified welders with experience in arc welding.
- Must provide proof of partnership (agreements) of welding equipment and facilities for practical training.

Hand and Power Tools:

- Trainers must have experience in using and teaching hand and power tools.
- Must provide a variety of hand and power tools for practical training.

Machine Operator:

- Trainers must be certified in operating the specified machinery (Excavator, ADT Dump Truck, Forklift, Front End Loader, TLB).
- Must provide proof of partnership(agreements) or access to machinery and training grounds for practical training.

Bricklayer:

- Trainers must have experience and qualifications in bricklaying.
- Must provide proof of partnership(agreements) or access to materials and facilities for practical training.

Plumber:

- Trainers must be certified plumbers.
- Must provide proof of partnership(agreements) or access to plumbing tools and facilities for practical training.

Carpenter:

- Trainers must have qualifications and experience in carpentry.
- Must provide proof of partnership (agreements) or access to woodworking tools and facilities for practical training.

Security:

- Trainers must be certified security professionals.
- Must provide proof of partnership (agreements) or access to training materials and facilities that comply with security industry standards.

9. SUBMISSION REQUIREMENTS

Interested Training Service Providers must submit the following documentation:

- Company profile, including experience and expertise in the relevant training areas.
- Proof of accreditation and certification.
- Detailed training curriculum and materials.
- Resumes and certifications of trainers.
- Description of training facilities and equipment.
- Partnership agreements or proof of access to training facilities
- Quality assurance framework and monitoring and evaluation processes.
- References and testimonials from previous training programs.
- Detailed technical proposal addressing the scope of work.
- Financial proposal with a clear breakdown of costs including disbursements.
- References from previous clients.
- Process of how to maintain the portfolio of evidence for the different intakes.

10. DURATION OF THE CONTRACT

The successful bidder will be appointed for a maximum of twelve (12) months, until all modules have been presented to all beneficiaries.

IMPORTANT NOTES

- NCEDA reserves the right to negotiate with preferred bidders.
- The successful bidder(s) will be required to adhere to NCEDA's procurement policies and the UIF's guidelines for the LAP.

11. EVALUATION PROCESS

This is a three (3) phase evaluation process . Proposals will be evaluated based on the following :

11.1. EVALUATION AND SELECTION CRITERIA

PHASE 1	PHASE 2	PHASE 3
Primary review of mandatory and other bid requirements	Technical Evaluation	Price and Specific Goals
Bidders must submit the mandatory documents as outlined in paragraph – 12 below.	Proposals will be evaluated based on the following weighted criteria: 1. Proposed methodology for Financial Proposal 2. Experience and Qualifications 3. Bidding Company Experience 4. Technical Proposal Bidder(s) are required to achieve a minimum of 70 points out of 100 points for the technical evaluation criteria to proceed to	Bidder(s) will be evaluated in terms of price and the applicable specific goals. The evaluation is the pricing proposal in accordance with the 80/20 preference point system. Pricing should be in line with industry standards and code of practice.

	Phase 3 (Price and Specific Goals).	
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12. PHASE 1 - MANDATORY RETURNABLE DOCUMENTATION

Service Providers are required to submit the following documents:

- Company registration documents (CIPC)
- Valid Tax Clearance Certificate (SARS Pin)
- Valid CSD Report
- BBBEE certificate. (SANAS) or Certified BBBEE Affidavit
- Proof of address for the business
- SBD 1 Invitation to bid
- SBD 3.3 Pricing Schedule
- SBD 4 Declaration for Interest
- SBD 6.1 Preference Points Claim Form
- General Conditions of a contract
- Verifiable references
- Certified sector registration documents and qualifications
- Joint Venture - Where Consortia / Joint Ventures / Sub-contractors are involved; Joint venture agreement signed by all parties; each party must submit all mandatory documents. Consolidation of submission to be done by the submitting party.

ALL forms should be completed and attached to the proposals. Failure to complete the Standard forms, service provider will be disqualified.

PHASE 2 - TECHNICAL/FUNCTIONAL EVALUATION

Prospective bidders will be evaluated in accordance with the Preferential Procurement Regulations, 2022. Bidders will be evaluated out of 100 points in respect of their expertise in the relevant field. Any bidder that scores less than 70 points out of 100 points on functionality shall not be considered for **Phase 3** of the evaluation process – Price and Specific Goals.

DESCRIPTION	SPECIFICATION	Maximum Points
<p>1. Proposed methodology for Financial Proposal:</p> <ul style="list-style-type: none"> • Cost-effectiveness and value for money • Budgeting and project accounting experience 	<p>Details of the proposed work plan to be adopted to deliver the service: Approach, methodology and procedures - Max 25 points</p> <ul style="list-style-type: none"> • Proposed methodology - Not provided or poor methodology = 0 - 5 points • Semi-detailed (approach, methodology and understanding) = 6 -15 points • Detailed (approach, methodology and understanding) =16 - 25 points 	25
<p>2. Experience and Qualifications:</p> <ul style="list-style-type: none"> • Qualifications and expertise of trainers/facilitators <p>Personnel Experience; Qualifications and relevant skills</p> <ul style="list-style-type: none"> • Team leader must have Masters/post graduate qualification or similar professional qualification with 10-year post qualification experience. • Team leader must have dealt with similar programme administration and governance. • Team members CV's display experience in similar projects. • Team members must have course related qualifications or relevant experience. <p>NB: weighted average score of points to be applied for <u>Team members</u> to the max of total points allocated</p>	<p>Industry Experience similar to scope of work: - Max 15</p> <p><u>Team Leader</u></p> <ul style="list-style-type: none"> • Less than 10 years' experience = 0 - 3 points • More than 10 years' experience = 4 - 10 points <p><u>Team Members</u></p> <ul style="list-style-type: none"> • Less than 1 year experience = 0 -1 points • 1 to 2-years post article experience = 2-3 points • More than 2 years post article experience = 4-5 points <p>Tertiary Qualifications: 10</p> <p><u>Team Leader</u></p> <ul style="list-style-type: none"> • Level 9 Qualification or higher = 4 - 6 points • Less than level 9 qualification =1- 3 points • No qualification= 0 points <p><u>Team Members</u></p> <ul style="list-style-type: none"> • Honors/Bachelor's degrees = 3 - 4 points • Diploma and Experience= 1 - 2 points • No qualifications = 0 points 	25

<p>3. Bidder's Company Experience and References, demonstrated experience in delivering similar training programs</p> <ul style="list-style-type: none"> • Bidders experience should be closely aligned to the required. scope of work and deliverables. • Bidders should display knowledge and experience in project management, program management & governance of similar programs. • Display knowledge of reporting on objectives, co-ordination of program management • Previous experience of dealing with similar projects and programs with NGO or government funding 	<p>Company Years of Experience of similar projects – Max 10</p> <ul style="list-style-type: none"> • 1 to 3 years' experience = 0 points • More than 3 to 5 years' experience = 1- 5 points • More than 5 years' experience =6 - 10 points 	<p>10</p>
	<p>Contactable references of similar projects -15</p> <ul style="list-style-type: none"> • 0 to 5 references = 0 - 5 points • 6 to 10 references = 6 - 10 points • More than 10 references = 11- 15 points 	<p>15</p>
<p>4. Technical Proposal:</p> <ul style="list-style-type: none"> • Quality and relevance of proposed training curricula • Training methodology and delivery approach 	<p>Technical proposal Methodology – Max 15 Clearly demonstrate the methodology based on :</p> <ul style="list-style-type: none"> • Clearly defined program objectives • Clearly Defined Key Results for objectives • Clear Budget • Clear Logistics plan • Clearly identified risks <p>Good Demonstration of methodology meets the criteria 11 - 15 points</p> <p>A Limited demonstration of methodology 6 – 10 points</p> <p>A poor demonstration of methodology 0 – 5 points</p>	<p>25</p>

	<p>Quality and relevance of proposed curriculum – Max 10</p> <ul style="list-style-type: none"> •Alignment with the learning objectives and outcomes •Curriculum articulates clear measurable SMART objectives •Content and validity <p>Good demonstration of quality and curriculum 7 – 10 points Limited demonstration of quality and curriculum 4 – 6 points A poor demonstration of quality and curriculum 0 – 3 points</p>	
TOTAL SCORE		100
Minimum qualifying score		70

Phase 3 – PRICE AND SPECIFIC GOALS EVALUATION (80/20)

Bids will be evaluated applying the 80/20 preference points system in accordance with the Preferential Procurement Regulations, 2022, where points are awarded to bidders on the basis of Price (80) and specific goals (20), using the following formula to calculate points for price:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

A maximum of 20 points may be awarded to a tenderer for the specific goals specified for the tender.

1. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
2. Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Specific goals

80-20 PREFERENCE POINTS

SPECIFIC GOALS	PREFERENCE POINTS
Women	6
People with disabilities	5
Locality	5
Youth	4
TOTAL	20

Note: Service providers claiming points for the above specific goals MUST provide proof by submitting a valid CSD report.

13. INSTRUCTION TO SERVICE PROVIDERS

13.1. CLARITY ON SERVICES REQUIRED

The services required by NCEDA are described in these Terms of Reference and will be clarified and confirmed by email or telephone by all interested bidders.

13.2. VALIDITY PERIOD AND WITHDRAWAL OF PROPOSALS

The period of validity of the tender and the withdrawal of offers, after the closing date and time is 90 calendar days commencing from the tender closing date. Should it under exceptional circumstances be necessary to extend the validity period, bidders will be requested well in advance to agree to such extension. **Non-responsiveness by bidders, to the Fund's request for extension of validity periods, will be interpreted as acceptance by the bidder of the terms of extension.**

13.3. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practical, be returned unopened to the bidder(s).

13.4. COSTS FOR PREPARATION OF PROPOSAL

The costs incurred by the Service Provider in respect of the attendance of any briefing or presentation meetings or costs incurred in preparing any proposal will be borne by the Service Provider and NCEDA shall in no way be liable to reimburse the Service Provider for such costs incurred.

14. CONFIDENTIALITY

The entire process of calling for proposals as initiated by NCEDA in terms of its procurement policy is confidential. All deliberations in respect of the acceptability or otherwise of the proposals shall be conducted in closed sessions and members of the Evaluation and Procurement Committee is bound by confidentiality.

15. CANCELLATION OF BID PROCEDURE

NCEDA shall be entitled, within its sole and entire discretion, to cancel this call for proposals at any time and shall notify the Service Providers accordingly. NCEDA shall in no way be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this call for proposal procedure. The publication of an invitation to call for proposals does not commit NCEDA to appoint any of the qualifying Service Providers.

NOTE THAT A FAILURE TO FULLY COVER THIS IN YOUR PROPOSAL MAY RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.

14. SERVICE LEVEL AGREEMENT

The acceptance of any proposal shall only be conformed with the conclusion of a written service level agreement between NCEDA and the successful service provider, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between NCEDA and the successful service provider.

Until time that an appropriate Service Level Agreement (SLA) has been concluded between NCEDA and the successful service provider, no rights shall be conferred, nor shall any legitimate expectations be conferred to the successful service provider to carry out the works or services provided for in this call for proposals.

15. FEE STRUCTURE

Service providers are required to expressly cover their proposed fee and disbursement structure based on the activities they propose undertaking to provide the service requested in this call for proposals.

NCEDA reserves the right to negotiate any aspect of the proposed fees and disbursements with the preferred Service Provider and shall not be bound to the fees and disbursements submitted by any service provider.

16. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

The entity reserves its right to disqualify any bidder who -

- Engages in any collusive tendering, anti – competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- Seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, or advisor, or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the entity's officers, directors, employees, advisors, or other representatives in order to obtain any unlawful advantage to procurement or services provided or to be provided to a Government Entity;
- Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- Has in the past engaged in any matter referred to the above; or
- Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

Furthermore, a tenderer may be considered to have conflict of interest with one or more parties in this tendering process, if:

- They have a controlling partner/majority shareholder in common; or
- They have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the tender/proposal of another tenderer or influence the decisions of the entity regarding this bidding process.

A Tenderer must not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified.

FRONTING

Government supports the spirit of broad based black economic empowerment and recognizes that it can only be achieved through individuals and businesses conducting themselves in accordance with the constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the No condemn any form of fronting.

The government in ensuring that Bidders conduct themselves in an honest manner will as part of the bid evaluation processes, conduct or initiate the necessary/investigations to determine the accuracy of the representation made in the bid documents. Should any of the fronting indicators as contained in the guidelines on complex structures and transactions and fronting, issued by the Department of trade and industry, be established during such enquiry/investigation, the onus will be on the Bidder/contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the Bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the Northern Cape Economic Development Trade and Investment Promotion Agency may have against the Bidder/contractor concerned.

SUBMISSION REQUIREMENTS

Tender Closing Date: 18 April 2025

Tender Time: 11h00

SCM ENQUIRIES

Contact: Ms. Boitshepo Buang

Telephone Number: 053 110 0289

Email address: bmatsime@nceda.co.za

TECHNICAL ENQUIRIES

Contact: Ms. Hastings Nel

Telephone Number: 053 110 0289

Email address: hfnel@nceda.co.za

Proposals must be hand delivered or couriered to

NCEDA Office
20 Villiers Street
Kimberley Central
Kimberley
8301

Web address: www.nceda.co.za

EMAILED BIDS WILL NOT BE ACCEPTED.