



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

## REQUEST FOR PROPOSAL (RFP)

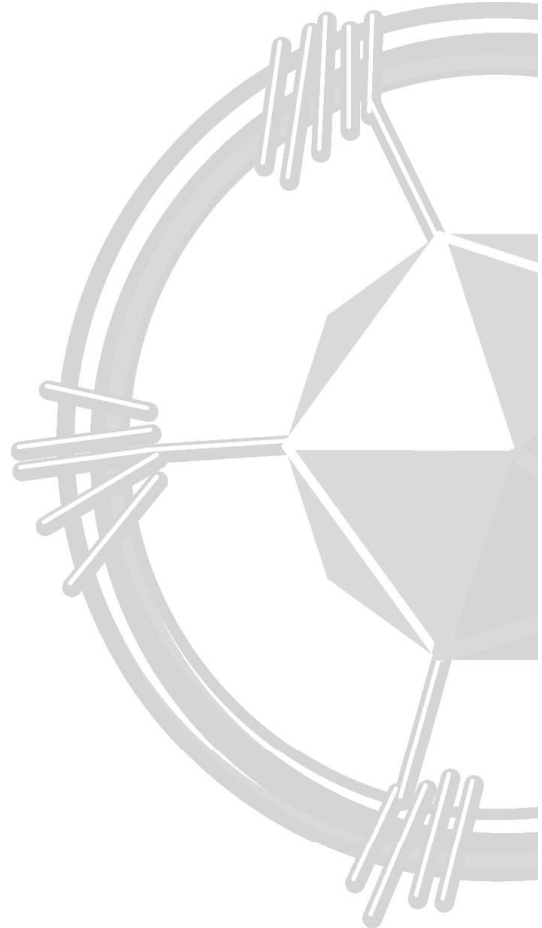
RFP NUMBER			
<b>CLOSING DATE</b>	27 June 2025	<b>CLOSING TIME</b>	12:00 pm
<b>PHYSICAL ADDRESS</b>		<b>POSTAL ADDRESS</b>	
8 Hillside Road Metropolitan Building, Block C Parktown 2193			

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
<b>Full Names</b>	Nomfundo Tshabalala
<b>Contact Number</b>	0102193073/0836803593
<b>Email Address</b>	Ntshabalala@merseta.org.za
<b>RFP Email Address</b>	<a href="mailto:Quotations@merseta.org.za">Quotations@merseta.org.za</a>

Document Title	Request for Proposal(s)		
Document Number	FIN-TP-001(B)	Revision Date	03 June 2024
Page Number	Page 1 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled
Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

## Table of Contents

1. Introduction to Request for Proposal (RFP) .....	3
2. Background Information.....	3
3. Objectives of the Service .....	3
4. Scope of Work (Service).....	5
5. Deliverables.....	6
6. Project Timeline.....	7
7. RFP Submission.....	7
8. Late submissions of the RFP .....	8
9. Request for Proposal (RFP) Rules .....	8
10. Bid Evaluation Process.....	9



Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 2 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

## 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

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) was established in 2000 to promote skills development in terms of the Skills Development Act (Act No. 97 of 1998 as amended).

The merSETA facilitates skills development in the manufacturing, engineering, and related services that encompass the following sectors: Automotive, Metal, Motor, Tyre, Plastics, and Automotive Components Manufacturing.

## 3. Objectives of the Service

3.1 The primary objective of this project is to procure the services of a qualified Human Resources (HR) Consulting Firm with proven expertise in Labour Relations and Workplace Mediation, specifically within both the public and private sectors. The selected service provider will be required to design and facilitate a strategic intervention that promotes a healthy, collaborative, and sustainable relationship between management and the recognised trade union at merSETA.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 3 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

3.2 The intervention should be guided by best practices in industrial relations and organisational development, and must aim to achieve the following specific objectives:

**3.3 Facilitation of a Strategic Workshop**

Conduct a professionally facilitated **workshop or intervention session** that brings together union representatives and management. The focus of the session should be to:

- a) Foster mutual understanding and trust.
- b) Strengthen communication and engagement channels.
- c) Promote a shared vision for workplace collaboration.

**3.4 Promote Constructive Engagement and Conflict Resolution**

Encourage and support **constructive dialogue and conflict resolution mechanisms** that reduce adversarial interactions and foster a cooperative problem-solving culture. The intervention should include:

- a) Mediation and dispute resolution techniques.
- b) Guided discussions on past or current challenges.
- c) Strategies for reducing workplace tensions.

**3.5 Alignment of Organisational and Labour Objectives**

Assist in aligning union and management objectives with the broader **strategic goals of merSETA**. This includes:

- a) Reviewing the current Recognition Agreement to identify misalignments or gaps.
- b) Facilitating discussions around proposed amendments to the agreement with the aim of improving clarity, fairness, and operational effectiveness.
- c) Promoting a unified approach to employee relations that supports merSETA's mission and long-term sustainability.

**3.6 Long-term Relationship Sustainability**

Provide expert recommendations and practical tools for ensuring **ongoing positive relations** between management and labour post-intervention. This may include:

- a) Roadmaps for regular engagement sessions.
- b) Guidelines for effective communication and dispute resolution.
- c) Suggestions for continuous monitoring and improvement of union-management dynamics.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 4 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

#### 4. Scope of Work (Service)

4.1 The scope of work includes, but is not limited to:

The appointed service provider will be expected to deliver a **comprehensive, high-quality intervention programme** that addresses the current dynamics between management and the recognised labour union within merSETA, and aligns with the organisation's broader strategic objectives. The scope of work includes, but is not limited to, the following key activities:

a) **Diagnostic Assessment**

Conduct a **thorough assessment** of the current relationship dynamics between management and union representatives. This should include:

- Reviewing historical and current challenges.
- Conducting structured interviews and surveys with key stakeholders.
- Analysing the existing Recognition Agreement and related policies.
- Identifying root causes of conflict or misalignment.

*Purpose:* To establish a factual baseline and inform the intervention design with evidence-based insights.

b) **Development of a Tailored Intervention Programme**

Design a **customized strategic intervention plan** that reflects the findings of the assessment and is aligned with merSETA's operational context and strategic goals. The programme must:

- Be structured, practical, and time-bound.
- Include clear objectives, phases, and deliverables.
- Address specific challenges and areas of concern identified during the assessment.

*Purpose:* To ensure the intervention is relevant, actionable, and fit-for-purpose.

c) **Facilitation of Dialogue and Mediation Sessions**

Lead and manage a series of **facilitated sessions** between management and union representatives, which may include:

- Dialogue circles to promote open communication.
- Mediation sessions to resolve specific disputes.
- Trust-building exercises to improve mutual understanding.

*Purpose:* To improve communication, rebuild trust, and encourage collaborative problem-solving.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 5 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

d) **Identification of Workplace Challenges and Solution Development**

Work collaboratively with participants to identify **systemic and operational challenges** affecting the labour relationship. Assist stakeholders in:

- Prioritizing issues.
- Co-developing practical, sustainable solutions.
- Creating action plans for implementation.

*Purpose:* To empower all parties to take ownership of improvements and move forward constructively.

e) **Structured Review and Amendment of the Recognition Agreement**

Facilitate **structured discussions** on proposed changes to the current **Recognition Agreement**, including:

- Reviewing clauses that are outdated, ambiguous, or ineffective.
- Ensuring alignment with current labour laws and merSETA policies.
- Supporting joint decision-making and consensus-building.

*Purpose:* To modernize the agreement and ensure it serves as an effective tool for governance and engagement.

f) **Post-Intervention Reporting and Recommendations**

Compile and submit a **comprehensive report** that includes:

- An overview of the intervention process.
- Key findings and observations.
- Recommendations for long-term relationship management and sustainability.
- Suggested follow-up or monitoring mechanisms.

*Purpose:* To provide merSETA with a roadmap for maintaining progress and institutionalizing effective labour relations practices.

The list above is not exhaustive.

**Note: The selected service provider must deliver high-quality services within strict deadlines.**

**5. Deliverables**

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

- a) A detailed intervention methodology.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 6 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

- b) Training materials and facilitation tools.
- c) Assessment of the current recognition agreement, identifying gaps and areas for revision.
- d) Progress reports throughout the intervention.
- e) A final evaluation report with measurable outcomes.

## 6. Project Timeline

6.1 The estimated duration of this project shall not exceed **90 calendar days** from the date of appointment of the service provider to the **finalization and signing of the amended Recognition Agreement**.

6.2 The proposed timeline should include the following key phases:

- **Phase 1: Inception and Planning (Weeks 1–2)**
  - Initial briefing with merSETA stakeholders.
  - Finalization of project plan and timelines.
  - Submission of inception report.
- **Phase 2: Diagnostic Assessment and Stakeholder Engagement (Weeks 3–4)**
  - Conduct interviews, surveys, and document reviews.
  - Analyze relationship dynamics and current agreement.
  - Submit assessment report with key findings.
- **Phase 3: Intervention Design and Facilitation (Weeks 5–8)**
  - Facilitate dialogue, mediation, and trust-building sessions.
  - Guide discussions on Recognition Agreement amendments.
  - Draft revised Recognition Agreement.
- **Phase 4: Finalization and Reporting (Weeks 9–12)**
  - Finalize Recognition Agreement in consultation with all parties.
  - Submit final report with recommendations and action plans.
  - Close-out meeting and project handover.

6.3 The service provider must provide a **detailed project schedule** aligned with these phases as part of their proposal submission, ensuring all deliverables are achieved within the 90-day timeframe.

## 7. RFP Submission

7.1 Bid documents may be emailed to [quotations@merseta.org.za](mailto:quotations@merseta.org.za) on or before the closing date and closing time.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 7 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

7.2 The merSETA will only consider bid documents received on or before the closing date and time.

## 8. 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 Proposal:

- 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).
- 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.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 8 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

## 10. Bid Evaluation Process

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

### 10.2 Evaluation Stage 1: Compliance

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.

- a) Standard Bidding Document (SBD 4)
- b) Standard Bidding Documents (SBD 6.1)

### 10.3 Evaluation Stage 2: Technical Evaluation

Bidders must meet the minimum technical specification requirements in this evaluation stage to advance to the next evaluation stage. Failure to meet the prescribed technical specification will automatically disqualify the bid offer from proceeding to the next evaluation stage. **Any bid that fails to meet the overall minimum threshold of 80% or has not received the minimum score for any individual component thresholds will be disqualified for further evaluation on stage 3.**

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

No	Requirements	Criteria	Points Awarded
1.	<p><b>Company Experience in Labour Relations and Mediation</b></p> <p>The bidder must demonstrate proven experience in labour relations and workplace mediation, including work in the public sector. This must be reflected in the company profile and verifiable on the CSD.</p>	<p><b>Five (5+) years of experience</b>, including <b>3+ years in the public sector</b> = 30 points</p>	30
		<p><b>Three (3) to Four (4) years of experience</b>, including <b>2+ years in the public sector</b> = 20 points</p>	
		<p>Less than three (3) years' experience or <b>no/insufficient public sector experience</b> --not relevant = 0 points</p>	

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 9 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

No	Requirements	Criteria	Points Awarded
2.	<p><b>Project Implementation Plan, Methodology and Timelines</b> The bidder must submit a comprehensive project implementation plan that includes:</p> <ul style="list-style-type: none"> <li>• Step-by-step methodology aligned to the scope of work</li> <li>• Clearly defined phases and timelines</li> <li>• Stakeholder engagement process</li> <li>• Benchmarking approach</li> <li>• Risk identification and mitigation strategy</li> </ul>	<p><b>Comprehensive and detailed plan</b> addressing all elements listed under the requirements = 30 points</p>	30
		<p><b>Partial methodology and implementation plan, submission</b> addressing Step-by-step methodology aligned to the scope of work Clearly defined phases and timelines Stakeholder engagement process = 20 points</p>	
		<p>Unclear Project Implementation plan, methodology and no timelines or no plan submission = 0 points</p>	
3.	<p><b>Reference Letters for Similar Work</b> The bidder must provide <b>three (3) reference letters</b> on official letterheads, signed and dated, confirming successful completion of similar work involving relationship improvement and/or Recognition Agreement implementation. <b>At least one letter must be from a public sector client.</b></p>	<p><b>Three (3) or more valid and relevant letters, including at least one (1) from the public sector</b> = 20 points</p>	20
		<p><b>Less than two (2) or No valid references</b> or irrelevant letters = 0 points</p>	
4.	<p><b>Lead Consultant Qualifications and Experience</b> The Lead Consultant must:</p> <ul style="list-style-type: none"> <li>• Hold a <b>minimum 3-year Diploma or Degree</b> in Human Resources, Labour Relations, Industrial Psychology, or Business Management</li> </ul>	<p>Meets <b>all</b> qualifications, experience requirements and has attached a CV with qualifications = 10 points</p>	10

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 10 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled
No	Requirements	Criteria	Points Awarded
	<ul style="list-style-type: none"> <li>Have <b>seven (7) years of relevant experience</b> in labour relations, collective bargaining, dispute resolution, and union- management facilitation</li> <li>Has provided a detailed CV and copies of qualifications</li> </ul>	Does not meet qualifications or experience requirements or No CV / Qualifications attached = 0 points	
5.	<p><b>Junior Associate Qualifications and Experience</b></p> <p>The Junior Associate must:</p> <ul style="list-style-type: none"> <li>Hold a <b>minimum 3-year Diploma</b> in Human Resources, Labour Relations, or related field</li> <li>Have <b>five (5) years of relevant work experience</b> in labour relations and mediation</li> <li>Demonstrate conflict resolution and negotiation skills</li> <li>Submit a CV and copies of qualifications</li> </ul>	<p>Meets <b>all</b> qualifications, experience requirements and has attached a CV with qualifications = 10 points</p> <p>Does not meet qualifications or experience requirements or No CV / Qualifications attached = 0 points</p>	10
<b>TOTAL WEIGHTING</b>			<b>100</b>
<b>MINIMUM WEIGHTING SCORE</b>			<b>80</b>

#### 10.4 Evaluation Stage 3: Preference Point System

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 goal

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 11 of 17	*Next Revision Date	31 March 2030

Revision Number	Rev 00	Access	Controlled
-----------------	--------	--------	------------

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.**

### 11. Cost Proposal

- a) All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).
- b) The rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines:
  - i. The “Guideline on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)<sup>1</sup>” as issued by the South African Institute of Chartered Accountants (SAICA);
  - ii. The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or
  - iii. Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024

Page Number	Page 12 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

## 12. merSETA's RIGHTS

- a) 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 regularly check the website to stay informed about any amendments related to this matter.
- b) 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.
- c) The merSETA reserves the right to award this bid as a whole or in part.
- d) The merSETA reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.
- e) 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.
- f) 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.
- g) 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).
- h) The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- i) 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.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 13 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

### 13. UNDERTAKINGS BY THE BIDDER

- a) By submitting a bid in response to the RFP, 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.
- b) 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 of the presentation. Such a presentation may include a practical demonstration of products or services as called for in this RFP.
- c) 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.
- d) 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.
- e) The successful bidder accepts full responsibility for the proper execution and fulfillment 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 fulfillment of such a contract.

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.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 14 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

## 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 BBEE 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 BBEE 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>			

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 15 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

**AUTHORISATION SIGNATORIES TO CONFIRM RFP**

The employee signing below hereby affirms the accuracy of the information requested for the proposal.

**Supply Chain Management Representative**

<b>Full Names</b>	Nomfundo Tshabalala	<b>Date</b>	17 June 2025
-------------------	---------------------	-------------	--------------

<b>Signature</b>	
------------------	--

**Technical Representative**

<b>Full Names</b>	Felicia Magano	<b>Date</b>	17 June 2025
-------------------	----------------	-------------	--------------

<b>Signature</b>	
------------------	--



Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 16 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

**ANNEXURE B**

Cost Item	Price (R)
<b>Phase 1: Inception and Planning (Weeks 1–2)</b> <ul style="list-style-type: none"> <li>• Initial briefing with merSETA stakeholders.</li> <li>• Finalization of project plan and timelines.</li> <li>• Submission of inception report.</li> </ul>	
<b>Phase 2: Diagnostic Assessment and Stakeholder Engagement (Weeks 3–4)</b> <ul style="list-style-type: none"> <li>• Conduct interviews, surveys, and document reviews.</li> <li>• Analyze relationship dynamics and current agreement.</li> <li>• Submit assessment report with key findings.</li> </ul>	
<b>Phase 3: Intervention Design and Facilitation (Weeks 5–8)</b> <ul style="list-style-type: none"> <li>• Facilitate dialogue, mediation, and trust-building sessions.</li> <li>• Guide discussions on Recognition Agreement amendments.</li> <li>• Draft revised Recognition Agreement.</li> </ul>	
<b>Phase 4: Finalisation and Reporting (Weeks 9–12)</b> <ul style="list-style-type: none"> <li>• Finalise Recognition Agreement in consultation with all parties.</li> <li>• Submit final report with recommendations and action plans.</li> <li>• Close-out meeting and project handover.</li> </ul>	
<b>Other Expenses</b> (Please Detail)	
<b>VAT</b>	
<b>TOTAL CEILING PRICE</b>	

---

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 17 of 17	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled