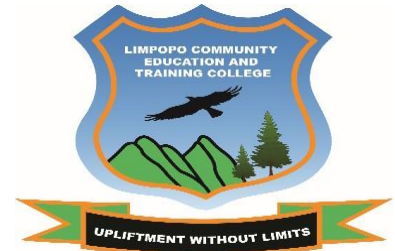




higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



QUOTATION REQUEST

2 Biccard street
JCJ Building
Polokwane
0700

Requested by: SCM Section.
Date: 24 August 2026

REF No: LCETC-004/2026

**REQUEST FOR ACCREDITED TRAINING PROVIDER FOR END USER COMPUTING
LEVEL 3 (21 CREDITS) FOR LIMPOPO COMMUNITY EDUCATION AND TRAINING
COLLEGE ("LCETC" OR "LIMPOPO CETC")**

Background

1. The Limpopo Community Education and Training College was promulgated on the 01 April 2015 in terms of Sec 3(1) (b) Continuing Education and Training Act No:16 Of 2006. The college is consisting of 245 centres (20 main canters and 228 satellite centres) across five districts in the province. Thus, **Vhembe District, Mopani District, Sekhukhune District, Capricorn District and Waterberg District.**

The CET came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the CET Colleges, resorting under the Department of Higher Education and Training (DHET). The mandate of the college is to provide quality and relevant education and training programmes for youth and adults to improve their livelihoods. The College, through the Community Learning Centres, offers programmes that will ensure that leaners attain skills that will enable them to either find employment or establish their own enterprises.

The College is situated in the Limpopo Province, South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management of the college consists of the Principal and Deputy Principals. The Limpopo Community Education and Training College operates in accordance with the requirements, rules and regulations laid down in the following documents:

Limpopo Community Education and Training College

- 1.1 The Continuing Education and Training Act, Act 16 of 2006; and
- 1.2 National Norms and Standards for Funding Community Education and Training Colleges.

2. SPECIFICATION AND/OR SCOPE OF WORK

2.1 The appointed service provider will conduct training by:

- 2.1.1 Facilitating 30% theory and 70% practical on end user computing programme Level 3 (21 credits) for 10 Learners.
- 2.1.2 Provide learner support ensure successful completion within prescribed timeframes.
- 2.1.3 Identify learners with special education and training needs and implement remedial interventions.
- 2.1.4 Provide stationary and learning materials to learners.
- 2.1.5 Monthly progress reports, issuing learner enrolment and completion report
- 2.1.6 Assessment, moderation and close-out report at the end of the project
- 2.1.7 College will provide the venue for all trainings.

2. TRAINING VENUE AND/OR FACILITIES.

The Limpopo Community Education and Training College will provide training venues for this programme.

3. APPROPRIATE QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

- 3.1 The service provider must be recognised/accredited by the quality council for trades and occupational (QCTO)
- 3.2 The bidder must demonstrate relevant experience in rendering end user computing in the public sector
- 3.3 The bidder's key personnel of the proposed facilitators must have relevant qualifications, skills and experience. These would include as a minimum:

- 3.3.1 Qualified facilitators – with at least minimum of SME (NQF level 5 in information technology or computer application or equivalent).
- 3.3.2 Assessors and Moderators at least be registered with MICT SETA or QCTO.

EVALUATION CRITERIA

In accordance with the Preferential Procurement Regulations, 2011 and the revised 2017 (PPPFA), the bid evaluation process shall be carried out in three phases namely:

- a. Phase 0 : SCM Compliance (Administration and Mandatory criteria).
- b. Phase 1 : Functionality evaluation.
- c. Phase 2 : Evaluation in terms of preference points systems.

a) Phase 0: SCM Compliance

This is the first phase where bidder's proposals and attachments will be checked as per responsiveness criteria (Administrative and Mandatory criteria)

The quotation should be accompanied by the following mandatory documents:
1 Company registration form/corporate document (CIPCO)
2. Company Accreditation certificate for End User Computing.
3. Accreditation Certificate on Assessors, Moderators and Facilitator
4. Latest CSD Report
5. Fully completed SBD 4
6. Fully completed SBD 6.1
7. Fully completed SBD 6.2
8. Fully completed SBD 8
9. Fully completed SBD 9
Non-Mandatory documents:
10. BBBEE Certification
11. Latest Municipal account/ rental invoice/ Lease agreement/ Proof of residence (to confirm address and existence of provider)

b) Phase 1: Functionality

Functionality of bids will be evaluated according to the evaluation criteria set out in the bid document- Terms of reference below. Functionality will be according to the criteria listed in the table below:

CRITERIA FO EVALUATING FUNCTIONALITY	WEIGHT										
Experience: This refers to the experience of the bidder in providing the scope of work in par 2 or similar services to the public sector organisations. Reference or testimonial letters from previous or current clients on the client's letterhead. Company Reference letters and List <table> <tr> <td>5 - letters and more</td><td>50</td></tr> <tr> <td>4 - letters</td><td>40</td></tr> <tr> <td>3 - letters</td><td>30</td></tr> <tr> <td>2 - letters</td><td>20</td></tr> <tr> <td>1 - letter</td><td>10</td></tr> </table>	5 - letters and more	50	4 - letters	40	3 - letters	30	2 - letters	20	1 - letter	10	50
5 - letters and more	50										
4 - letters	40										
3 - letters	30										
2 - letters	20										
1 - letter	10										
Capacity and experience of the team: This refers to the bidder's team capacity to undertake the scope of work. The bidder is required to submit comprehensive CVS and certified copies of the following team members: Qualified Facilitator with at least minimum of SME (NQF level 5) in information technology or computer application or equivalent and at least 5 years' experience in public sector. 30 With at least minimum of SME (NQF level 5) in information technology or computer application or equivalent and less than five (5) years' experience in public sector 15 With at least minimum of SME (NQF level 5) in information technology or computer application or equivalent and less than four (4) years' experience in public sector 10 Assessors and Moderators: registered with MICT SETA or QCTO with 5 years of experience in public sector. 20 Assessors and Moderators: registered with MICT SETA or QCTO with less than 5 years of experience in public sector 15 Assessors and Moderators: registered with MICT SETA or QCTO with less than 4 years of experience in public sector 10	50										
TOTAL	100										

Bids that fail to score a minimum of 60 points out of a possible 100 points for functionality will not be eligible for further consideration.

c) Phase 2: Evaluation in terms of preference points systems.

The second stage will be evaluated on the price and preference points of those bids that meet the minimum threshold for functionality. Evaluation will be in terms of

Limpopo Community Education and Training College

preferential procurement Regulation of 2022 which came effective on 16 January 2023. The regulation is consistent with section 5, read with section 2(1)(b)(i) and (ii) and 2(1)(c), of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)

The 80/20-point system will be applied in evaluation proposals that qualify for further consideration, where price constitutes 80 points, a maximum of 10 points will be awarded based on the bidders B-BBEE status level certificate or affidavit and 10 maximum points will be awarded based on locality.

BBBEE Status level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non – complaint contributor	0

LOCALITY	Number of points (80/20 system)
Within Local Municipality	10
Within District Municipality	5
Within the province	2
Outside Limpopo/no proof	0

The quotation Specifications are as follows:

Closing date: 11 September 2026 12:00. Quotation to be submitted in a sealed envelope at **2 Biccard Street, JCJ Building, Unit 5, Polokwane, 0700** or by email LThobejane@LP.CETC.edu.za