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Nelspruit, 1201
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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU NO: 09 - 2024/25

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE IMPLEMENTATION OF SKILLS DEVELOPMENT PROGRAMMES FOR GAUTENG PROVINCE ON BEHALF OF DEPARTMENT OF EDUCATION: END USER COMPUTING L3

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector.

The ETDP SETA will host **Non-Compulsory virtual briefing** session for **BID NO: SCMU: 09 - 2024/25 – Appointment of a service provider for the implementation of skills development programmes: END USER COMPUTING on 25 November 2024 at 11h00 – 13h00**. Access details will be available on www.etdpseta.org.za as from **22 November 2024**. Kindly note that interested service providers may submit their questions until **26 November 2024 at 16h30**. **No further questions will be accepted after this date**. We thank you for your cooperation.

2. PURPOSE & OBJECTIVES

2.1 PURPOSE OF THE PROJECT

The ETDP SETA is looking for training providers to facilitate the implementation of Skills Development Programmes in the ETD sector for Gauteng provinces on behalf of the Gauteng Department of Education.

PROVINCE: GAUTENG PROVINCE: SUBJECT CONTENT TRAINING – ACCREDITED LEARNERSHIP

LEARNERSHIP Programme	Number of Learners	Proposed Number of Training Days	District of implementation
NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: END USER COMPUTING SAQA ID: 61591 NQF L 3	400	45 TRAINING DAYS (35 DAYS PHYSICAL TRAINING AND 10 DAYS VIRTUAL TRAINING)	CENTRAL DISTRICT

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LAPTOP SPECIFICATIONS:

Laptop

- Processor: Intel Core i3 up to 4.50GHz
- Operating system: Windows 11 home
- Memory: 8 GB
- Storage Capacity: 256 GB Disk
- Display size: 15.6 inch, None touch display,
- Warranty: 1 Year
- A Laptop bag

3. PROJECT SCOPE AND REQUIREMENTS

- 3.1. The training of END USER COMPUTING learnership for the GDE educators and officials in Gauteng.
- 3.2. The procurement and supply of a laptop and 10 gigs of data for the project duration. *Specifications to be provided by the ETDP SETA, as per above.*

4. PROFILE OF THE SERVICE PROVIDER

- 4.1. The service provider must be an accredited Organisation to offer the full learnership programme.

5. PROJECT REQUIREMENTS

The ETDP SETA is looking for training providers to facilitate the implementation of Skills Development Programmes for teachers and officials in the ETD sector for the 2024/25 financial year.

A) ACCREDITATION

1. The required training is accredited training
2. Develop rollout plans with time frames for the structured learning

B) FUNCTIONAL RESOURCES

1. The Training Provider must be adequately equipped with necessary physical resources in province:
 - 1.1. Workshop facilitation rooms
 - 1.2. Resource packs to be given to learners
 - 1.3. Resource Centers at the offices of the training provider
2. The training provider must have the required Human Resource Capacity in the following areas:
 - 2.1. Qualified Facilitators in terms of the programmes that the bidder intends to train.
 - 2.2. Project Management Skills. No changes will be accepted without the prior written consent of the ETDP SETA.

2.3. Curriculum Vitae of staff that will be involved on the projects

3. Functional Quality Management System

C) PROOF OF SIMILAR PROJECTS

1. Must provide the SETA with proof of similar Skills programmes projects undertaken in the past five years indicating the success rates per project.
2. A list of minimum three (3) contactable reference letters

D) ADMINISTRATION OF THE SKILLS PROGRAMME

The provider must:

1. Establish and maintain the learner database.
2. Comply with training provider duties as per the signed SLA.
3. Monitor learner progress, resolve problems related to provisioning.
4. Submit reports as per the SLA.
5. Assist the ETDP SETA in conducting induction programmes for learners.

E) PLANNING AND SUPPORT

1. Develop rollout plans with time frames for the structured learning.

6. COSTING MODEL (PRICE SCHEDULE)

COST COMPARISON FOR THE LEARNERSHIP PROGRAMMES

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED

COSTING FOR NUMBER OF LEARNERS AS PER PROVINCIAL REQUIREMENTS				
NAME OF BIDDING ORGANISATION:				
NAME OF LEARNERSHIP PROGRAMME:				
NUMBER OF TRAINING DAYS:				
ITEM DESCRIPTION	NO: OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Training Costs (including training material, assessment, moderation, certification and any other related training costs)				
Cost of laptops, data and Microsoft office				
THE BIDDER IS TO NOTE THE BELOW: 1. DATA - 10 gigs of data for the project duration 2. EVIDENCE OF THE LAPTOP SPECIFICATIONS (as per section 2.1 above) is to be attached, <u>failure of which the bidder will be disqualified</u>				
SUB-TOTAL				
Admin Expenses (includes travel, venue hire and catering)				Not exceeding 7.5%
TOTAL COSTS				
				Cost Per Learner
ALL COSTS MUST BE INCLUSIVE OF VAT				

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

PROPOSED STANDARD MENU FOR LEARNERS:

Breakfast: 2 slices of bread / sandwiches with tea/coffee/juice

Lunch: 1 meat dish, 1 starch, 1 salad, 1 vegetable dish, 1 soft drink

7. DURATION OF THE PROJECT

It is expected that the ETDP SETA will enter into a service level agreement (SLA) with the successful bidders. The duration of the project will be for **Twelve (12) months** and commence after the signing of the SLA.

8. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

Note: Folder A (USB) must have documents for Stage 1 and Stage 2

8.1. STAGE 1 [Folder A (USB)]

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

8.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION
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8.1.1.1 Proof of Organisation registration and accreditation with MICSETA.

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

8.2. STAGE 2 [Folder A (USB)]

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be disqualified.

2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	POINTS
1.	Experience & References: of similar services and references to be provided on the client's letterhead. Contactable reference letters are to be on the letterhead of the referee, and it must be signed by the referee. 1.1. Experience and contactable references: (25) 3 projects and above = 25 2 projects = 15 1 project = 10 *[Each reference must clearly indicate. - the name of the bidder and the project - objectives of the project (nature of the project) - recommendation and contact details of the referee as well as proof of completed project(s) and must be signed.	25
2.	Project plan for the delivery of learnership programme; - Structure of the learnership programme in terms of the outcomes to be achieved = 15 - Method and delivery of learnership program = 10 - Learning support plan = 10	35
3.	Profile of key staff (Please attached CVs and proof of qualified Facilitator) 3.1 Project Management structure = 5 3.2 Relevant experience of Project Manager in managing similar projects = 10 5 years plus = 10 3 - 4 years = 7 1 - 2 years = 3 3.3 Facilitators (relevant experience facilitating the selected learnership programme) = 10 5 years plus = 10 3 - 4 years = 7 1 - 2 years = 5 3.4 Assessors (relevant experience assessing the selected learnership programme) = 5 5 years plus = 5 3 - 4 years = 3 1 - 2 years = 1 3.5 Moderator (relevant experience moderating the selected learnership programme) = 5 5 years plus = 5 3 - 4 years = 3 1 - 2 years = 1	35
4.	Proof of physical training resources available and the infrastructural resources of the organisation (attach a lease agreement and/or a partnership letter showing that the bidder has access to training venues in Gauteng) = 5	5
TOTAL		100

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Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale

Please take note of the value and scoring point system of the bid.

8.3. STAGE 3 [Folder B (USB)]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award**
- c. Invitation to Bid - **SBD1**
- d. Declaration of Interest – **SBD 4 (New)**
- e. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals**
- f. B-BBEE certificate or sworn affidavit (**If claiming preferential points) – this will be used to verify points to be allocated for specific goals.**

80/20 preference point system shall be applicable as follows:

- | | |
|--------------------------------|-----------|
| ✓ Price | 80 |
| ✓ Allocation of specific goals | 20 |

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

9. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

10. DISCLAIMER

Protection of Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA) Disclaimer

1. By submitting your proposal, you grant the necessary consent as you acknowledge that:
 - ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.
2. Therefore:
 - Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.
3. We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations.

For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za ETDP SETA PAIA Manual and POPIA Manual.

11. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open Tenders as from **12h00** on **15 November 2024**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked **“Folder A-Technical Proposal”** and **“Folder B- Financial Proposal”**.

Folder B - (Financial Proposal) Costing Model (**Price must be final, include VAT and signed**), Submit a **“Unique security personal identification number (PIN) issued by SARS” which the SETA will use to verify the bidder’s tax matters prior to the award**, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (**If claiming preferential points) – this will be used to verify points to be allocated for specific goals**.

The financial proposal will only be opened when the tender is responsive in Stage 2 or at the discretion of the ETDP SETA.

All Bids/Proposals (completed in [one (1) USB] must be courier or hand delivered to:

The ETDP SETA – Head Office
Hoskens House
45 Mooi Street
Johannesburg
2091

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00** on **09 December 2024**.

No late submission will be accepted!

10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 09 December 2024.**

11. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Manager: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.

ANNEXURE A

Bidders are required to provide references for Project Manager, Facilitator, Assessor and Moderator. Failure to provide references will lead to points not being allocated.

1. PROJECT MANAGER EXPERIENCE

Name of Project Manager: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

2. RELEVANT EXPERIENCE OF FACILITATOR

Names of the Facilitator: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

3. RELEVANT EXPERIENCE OF ASSESSOR

Names of the Assessor: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

4. RELEVANT EXPERIENCE MODERATOR

Names of the Moderator: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)