

THE PUBLIC SERVICE SECTOR EDUCATION AND TRAINING AUTHORITY

Terms of Reference

SKILLS PROGRAMME ON HEALTH, SAFETY AND OHS LEGISLATION IN THE WORKPLACE /2021-22

**SPECIFICATION FOR THE APPOINTMENT OF AN ACCREDITED SKILLS
DEVELOPMENT PROVIDER(S) TO PROVIDE TRAINING ON HEALTH, SAFETY
AND OHS LEGISLATION IN THE WORKPLACE SKILLS PROGRAMME FOR 230
PUBLIC SERVICE EMPLOYEES FOR THE 2021-22 FINANCIAL YEAR.**

No late applications will be accepted

TABLE OF CONTENTS

1. INTRODUCTION	3
2. BACKGROUND AND CONTEXT	3
3. RATIONALE AND PURPOSE.....	3
4. SCOPE OF THE SKILLS PROGRAMME DELIVERY	3
5. METHODOLOGY AND APPROACH	4
6. COMPETENCY AND EXPERTISE REQUIREMENTS	5
7. TIMELINES OF THE PROJECT	5
8. QUALITY AND REPORTING REQUIREMENTS	5
9. PRICING	6
10. EVALUATION PROCESS.....	6
11. FORMAT OF THE BID SUBMISSION	9
12. IMPORTANT INFORMATION FOR BIDDERS	10

INTRODUCTION

- 1.1. The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established by the Skills Development Act (97 of 1998, as amended). PSETA focuses primarily on support to develop capacity in transversal skills, such as administration, management, planning, legislation and policy development.
- 1.2. This is done through appropriate, adequate and accessible skills development, training and education. The PSETA objectives are aligned with the Skills Development Act and those of the National Skills Development Plan (NSDP). They emphasise the need to identify skills shortages and increase public sector investment in skills development, as well as return on investment.
- 1.3. This document outlines the criteria for selection of suitably accredited Skills Development Provider(s) to train **two hundred and thirty (230)** Public Service employees in Health, Safety and OHS legislation in the workplace.

2. BACKGROUND AND CONTEXT

- 2.1 The Public Service Sector Education and Training Authority (PSETA) has identified in its Annual Performance Plan the skills development programmes.
- 2.2 PSETA has accordingly identified and made available, funds through its Discretionary Grant to train two hundred and thirty (230) Public Service employees in Health Safety and OHS legislation in the workplace.

3. RATIONALE AND PURPOSE

- 3.1. The purpose is to build capacity of the public service sector by augmenting their skills of the public service employees in **Health, Safety and OHS legislation in the workplace.**
- 3.2. The training of employees will be funded through the Discretionary Grant fund.

4. SCOPE OF THE SKILLS PROGRAMME DELIVERY

- 4.1. The service provider will be required to design, plan, implement and manage an Occupational Health and Safety in the workplace Skills Programme for 230 public service employees;
- 4.2. This skills programme is targeted at **Public Service sector employees.**

- 4.3. The programme may be implemented across the nine Provincial and National departments, Public Entities and Legislatures.
- 4.4. The implementation of this programme must commence in the 2021-22 financial year.
- 4.5. Upon completion of the Health, Safety and OHS Legislation in the workplace skills programme (HW/SP/16001317), learners shall be issued with the statement of results reflecting the following Unit Standards:

SETA	SAQA ID	SAQA TITLE	NQF LEVEL	CREDITS
H&W SETA	120344	Demonstrate knowledge and understanding of relevant current occupational health and safety legislation	4	4
H&W SETA	9964	Apply health and safety to a work area	2	3

5. METHODOLOGY AND APPROACH

The SDP will undertake the following:

- 5.1. Hold Scoping meeting/s with the PSETA.
- 5.2. Deliver on a signed contract.
- 5.3. Provide appropriate learning materials accredited with the relevant ETQA;
- 5.4. Provide Conducive training venues and catering for the learners:
 - 5.1.1. Sufficient ablution facilities, well ventilated and spacious venues catering for the required numbers, bottled water, mints, writing pads and pens, overhead projector.
- 5.5. Ensure training is implemented in line with applicable COVID-19 protocols and these are always adhered to.
- 5.6. Where blended learning or online learning is implemented, the SDP must have the required approval from the relevant SETA ETQA.
- 5.7. Ensure that the PSETA Skills Programme Forms is completed by each learner and submitted to PSETA with the required supporting documents.
- 5.8. Conduct Learner pre-assessment.
- 5.9. Conduct Learner induction – attendance registers and learner enrolment forms must be completed.
- 5.10. Facilitate classes by appropriately qualified facilitators;
- 5.11. Assist candidates to prepare for assessments;
- 5.12. Conduct assessments in line with the principles of good assessments;
- 5.13. Conduct internal moderation;

- 5.14. Ensure that the learner Portfolio of Evidence is submitted.
- 5.15. Ensure that the Portfolio of Evidence register is signed.
- 5.16. Upload the Learners onto the relevant PSETA ETQA database.
- 5.17. Learner guidance and support is provided.
- 5.18. Facilitate quality assurance of learner achievements by a relevant ETQA;
- 5.19. Facilitate learner certification by the relevant ETQA
- 5.20. Submission of narrative progress reports.
- 5.21. Submission of a Close out report to the PSETA.
- 5.22. Training is provided within the three-month period and the training is completed and closed off.

6. COMPETENCY AND EXPERTISE REQUIREMENTS

The SDP should meet the following requirements:

- 6.1. Be accredited for the unit standards indicated in paragraph 4 above (Proof to be submitted).
- 6.2. Have the relevant experience and expertise in the related field;
- 6.3. Must have good training project methodology and approach;
- 6.4. Indicate the readiness to deliver as per the required timeframes;
- 6.5. Indicate history of successful implementation of similar projects including the nature of the project, the client, the rand value of the project, date of implementation as well as contact details of the previous client;
- 6.6. Be cost effective in the approach to this project;
- 6.7. Must be able to provide fair learner guidance and support;
- 6.8. Be able to provide impact orientated training delivery – value for money; and
- 6.9. Must be risk conscious in project planning and execution.
- 6.10. Service providers are to submit with their proposal, copies of the curricula vitae of all personnel to be allocated to the project, including proof of registration with applicable Quality Council/SETA ETQA. Failure to comply may result in exclusion from further evaluation.

7. TIMELINES OF THE PROJECT

The duration of the project will be for a period of three months from the date of appointment.

8. QUALITY AND REPORTING REQUIREMENTS

The SDP shall:

- 8.1. Report directly to the Learning Programmes Manager or to the delegated representative, as and when required. Qualitative management of the service and performance must be overseen by the training provider.
- 8.2. The Service Provider must appoint a coordinator for the project who will be responsible for liaising with the PSETA for the duration of the project.
- 8.3. Be required to agree to achieve specific service levels to be outlined in a Service Level Agreement (SLA);
- 8.4. Implement the necessary measures, monitoring tools and procedures required for reporting performance of services against the applicable performance standards as agreed in the SLA referred to paragraph;
- 8.5. Provide the PSETA with the information and access to such tools and procedures upon request, for purposes of verification;
- 8.6. Submit all reports, as determined by the PSETA; and
- 8.7. Review the key constraints or challenges facing the skills programme as well as provide a comprehensive statistical report on the project with clear recommendations where necessary.

9. PRICING

- 9.1. The proposed total pricing should be in line with the PSETA Funding Framework at R200 per credit to a maximum of 30 credits per beneficiary.
- 9.2. The proposed total pricing must be inclusive of vat indicating the breakdown of the cost per learner.
- 9.3. This pricing should be inclusive of all expenditure (including training, venues, catering, incidental costs, disbursements, etc.)
- 9.4. The PSETA may require a breakdown of rates on any of the services/items priced and training providers are required to provide same.
- 9.5. The PSETA reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.

10. EVALUATION PROCESS

The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for B-BBEE, once the minimum functionality criteria are met.

- 10.1. The evaluation will be based on:

Phase 1: Functionality Evaluation	
Phase 2 : Preferential Point System	Points
Price	80
B-BBEE status level of contribution	20
Total	100

10.2. PHASE 1 – FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of functionality of 70 points out of 100 points that will be awarded for functionality before they are considered further. Any bid that does not meet the minimum eligibility threshold will be automatically disqualified. The functionality criteria together with the maximum points to be awarded are set out below.

Criteria	Evaluation Guide	Score Guide	Weight
Methodology and Approach	- Project Vision: what are you trying to accomplish, and why? - Project Scope: is clearly defined and limited to the work that must be done to meet the goals at hand. - Planned Deliverables: Project deliverables are defined by the tangible result or outcome of a given project. - Negotiated Success Criteria: Project success criteria are needed to establish	1 point = Vision and project scope description. 2 points = Vision, extensive project scope and with work packages 3 points = Vision, extensive project scope with work packages and planned deliverables 4 points = Vision, extensive project scope with work packages, planned deliverables and risk with mitigations.	60

Criteria	Evaluation Guide	Score Guide	Weight
	consensus amongst project participants.	5 points = Vision, extensive project scope with work packages and planned deliverables, risk with mitigations and Success Criteria is defined	
History of successful implementation of the same or similar project(s).	- References Letters: submission of reference letters proving history of implementing same or similar projects. The following should be listed on the reference letters - Name of the project/company - Nature of work conducted - Date of when project was undertaken - Duration of the project - Reference letters must be on company letter head, signed and dated. Letters that do not meet the above conditions will not be considered.	1 point = One reference letter. 2 points = Two reference letters with at least one of the letters relating to the implementation of a same or similar project. 3 points = Three reference letters with at least one of the letters relating to the implementation of a same or similar project. 4 points = Four reference letters with at least one of the letters relating to the implementation of a same or similar project.	40

Criteria	Evaluation Guide	Score Guide	Weight
		5 points = Five or more reference letters with at least one of the letters relating to the implementation of a same or similar project.	
Total			100

Table 1: Functionality Evaluation Criteria

10.3. PHASE 2 – PREFERENTIAL POINT SYSTEM SCORING

Bids must score a minimum of 70 points in the functionality evaluation phase 1 to proceed to phase 2 of the evaluation. Applicants meeting the minimum functionality criteria, will then be scored on the 80/20 principle, based on their price and B-BBEE ratings, respectively. The applicant with the highest total number of points will be awarded the contract.

11. FORMAT OF THE BID SUBMISSION

Technical Proposal

1. Letter of Application
2. Company Profile
3. Team member names and roles
4. Track record and experience
5. Project Plan
6. Submission of all applicable documents as indicated below:
 - a. Proof of registration with the National Treasury Central Supplier Database, (CSD)
A CSD Registration report with all information verified
 - b. Tax pin from SARS (to be verified) or Proof of exemption from SARS;
 - c. A valid B-BBEE Status Level Verification certificate, copies to be certified
 - d. Valid Accreditation letter/Programme approval with an annexure of unit standards
 - e. The completed and signed Standard Bidding documents (SBD)

- SBD 4
- SBD 6.1
- SBD 8
- SBD 9

- f. Copy of the registration document of the organisation;
- g.

Failure to submit documents as requested under section 11.6 of this document will disqualify the bid.

12. IMPORTANT INFORMATION FOR BIDDERS

- 12.1 Proposals must be submitted electronically.
- 12.2 Non-registration on the CSD or non-verified information on the CSD Registration Report will render your proposal as disqualified.
- 12.3 Consortium/Joint Ventures must submit their consolidated tax Compliance Status (TCS) PIN or Proof of exemption from SARS, B-BBEE certificates and other relevant documents to qualify.
- 12.4 All the SBD documents must be completed, signed and submitted. Failure to do so will disqualify the bid.

Please direct all queries to **Ms Lungile Maleleka** via email on lungilem@pseta.org.za



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