

**HEAD OFFICE**  
Mosken's House  
45 Mooi Street  
Johannesburg  
2091  
Private Bag X105  
Melville, 2109  
Tel: (011) 372 3300

**EASTERN CAPE**  
Waverley Office Park  
3 - 33 Philip Frame Road  
Chiselhurst  
East London, 5200  
Tel: (043) 726 8314  
Fax: (043) 726 8302

**FREE STATE**  
Regus Bloemfontein  
Unipark Building  
Vodacom Lane, Nobel Str  
Brandwag  
Bloemfontein 9301  
Tel: (051) 430 5072  
Fax: (051) 430 5080

**GAUTENG**  
112 Main Street  
9th Floor  
Marshalltown  
Johannesburg CBD  
Tel: (011) 403 1301/2/3/6  
Fax: (086) 614 8781

**KWAZULU-NATAL**  
Kent House  
1 Neptune Road  
Westville  
Durban, 3629  
Tel: (031) 304 5930  
Fax: (031) 301 9313

**LIMPOPO**  
898 Biccard Street  
Polokwane  
0700  
Tel: (015) 295 9303  
Fax: (015) 295 9301

**MPUMALANGA**  
Streak Office Park  
6 Streak Street  
Block B, 1st Floor  
Nelspruit, 1201  
Tel: (087) 352 7108  
Fax: (013) 752 2917

**NORTHERN CAPE**  
Monrio Corporate Park  
Monument Heights  
10 Oliver Road  
Kimberly  
Tel: (053) 832 0051/ 2  
Fax: (053) 832 0047

**NORTH WEST**  
Sparkling Office Park  
78 Relief Cnr Peter  
Mokaba Street  
Potchefstroom, 2531  
Tel: (018) 294 5280  
Fax: (018) 294 5719

**WESTERN CAPE**  
Sunbel Building  
2 Old Paarl Road  
Office 205, 2nd Floor  
Belville, 7530  
Tel: (021) 946 4022  
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

**BID NO: SCMU NO: 06 - 2025/26**

## **REQUEST FOR BIDS**

### **TERMS OF REFERENCE FOR THE IMPLEMENTATION OF SKILLS DEVELOPMENT PROGRAMMES FOR ALL PROVINCES ON BEHALF OF THE ETDP SETA: TECHNICAL SKILLS TRAINING: UNEMPLOYED PEOPLE**

#### **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 a **Non-Compulsory** virtual briefing session for **BID NO: SCMU: 06 - 2025/26** – *Appointment of a suitably qualified service provider for the implementation of skills development programmes for all provinces on behalf of the ETDP SETA: Technical Skills training on **08 September 2025*** Access details will be available on [www.etdpseta.org.za](http://www.etdpseta.org.za) as from **05 September 2025**. Kindly note that interested service providers may submit their questions until **09 September 2025 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 Technical Skills Development Programmes in the ETD sector for all provinces on behalf of the ETDP SETA for the 2025/26 financial year.

*Please clearly indicate the programmes that you are bidding for.*



The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful.

**Table 1 (Submit separate bids for each Technical Skill Programme, Bid submissions per province will not be accepted)**

|          | <u>Name of Technical Skills Programme</u> | <u>Indicate with X</u> | <u>Accredited Service Provider (Yes/No)</u> |
|----------|-------------------------------------------|------------------------|---------------------------------------------|
| <u>1</u> | <u>Residential Repairer Handyperson</u>   |                        |                                             |
| <u>2</u> | <u>Coded Welding</u>                      |                        |                                             |
| <u>3</u> | <u>Carpentry</u>                          |                        |                                             |
| <u>4</u> | <u>Information Technology</u>             |                        |                                             |
| <u>5</u> | <u>Cyber security</u>                     |                        |                                             |
| <u>6</u> | <u>Technopreneur</u>                      |                        |                                             |
| <u>7</u> | <u>New Venture Creation</u>               |                        |                                             |

**TABLE 2: DETAILS- PROVINCIAL: TECHNICAL SKILLS PROGRAMMES**

| No | TITLE                                                                | NQF LEVEL | CREDITS | TARGET | IMPLEMENTING PROVINCE                                                                                                                                                                                     |
|----|----------------------------------------------------------------------|-----------|---------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Residential Repairer Handyperson<br>SP:191202 (QCTO)                 | 3         | 40      | 460    | <b>North-West: 230</b><br>(Ratlou 76, Kagisano Molopo 78, Mamusa 76)<br><b>Northern Cape: 230</b><br>(ZF Mgcawu District 100, Pixley Ka Seme District 80, Namaqua District 50)                            |
| 2. | Coded Welding<br>SP: 210402 (QCTO)                                   | 4         | 96      | 125    | <b>Mpumalanga: 125</b><br>(Ehlanzeni 50, Gert Sibande 30, Nkangala 45)                                                                                                                                    |
| 3. | Carpentry<br>US 9964, 117416, 9882, 117152, 117159, 117165<br>(SETA) | 2         | 71      | 115    | <b>Free State: 115</b><br>Xhariep District                                                                                                                                                                |
| 4. | Information Technology<br>SP: 240202 (QCTO)                          | 4         | 40      | 300    | <b>Limpopo: 300</b><br>(Sekhukhune 100, Capricon 100, Mopani 100)                                                                                                                                         |
| 5. | Cyber security<br>SP:220330 (QCTO)                                   | 4         | 60      | 565    | <b>Gauteng: 300</b><br>(Sedibeng 100, City of Tshwane 100, City of Johannesburg 100)<br><b>Western Cape: 115</b><br>Hessequa<br><b>Kwazulu Natal: 150</b><br>(King Cetshwayo 50, Zululand 50, Amajuba 50) |

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

|    |                                           |   |    |     |                                                                                                                                                                                |
|----|-------------------------------------------|---|----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | Technopreneur<br>SP:220328 (QCTO)         | 4 | 60 | 265 | <b>Western Cape: 115</b><br>Overburg<br><b>Kwazulu Natal: 150</b><br>(King Cetshwayo 50, Zululand 50, Amajuba 50)                                                              |
| 7. | New Venture Creation<br>SP: 210401 (QCTO) | 2 | 32 | 520 | <b>Eastern Cape: 300</b><br>(Mthatha 150, Buffalo City 150)<br><b>Free State: 115</b><br>Maluti District<br><b>Mpumalanga:105</b> (Ehlanzeni 35, Gert Sibande 35, Nkangala 35) |

**TABLE 3: DETAILS- TECHNICAL SKILLS PROGRAMMES DURATION AND SUPPORT REQUIRED**

| TITLE                                                                            | TRAINING CONTACT DAYS | LEARNER SUPPORT MATERIAL REQUIRED |
|----------------------------------------------------------------------------------|-----------------------|-----------------------------------|
| 1.Residential Repairer Handyperson<br>SP:191202 (QCTO)                           | 30 days               | Tool Box and PPE                  |
| 2.Coded Welding<br>SP: 210402 (QCTO)                                             | 120 days              | Tool Box and PPE                  |
| 3.Carpentry<br>US 9964, 117416, 9882, 117152, 117159, 117165 (CONSTRUCTION SETA) | 90 days               | Tool Box and PPE                  |
| 4.Intermediate End User Computing<br>SP: 240202 (QCTO)                           | 40 days               | Laptop and data                   |
| 5.Cyber security<br>SP:220330 (QCTO)                                             | 75 days               | Laptop and data                   |
| 6.Technopreneur<br>SP:220328 (QCTO)                                              | 75 days               | Laptop and data                   |
| 7.New Venture Creation<br>SP: 210401 (QCTO)                                      | 20 days               | Laptop and data                   |

### 3. PROJECT REQUIREMENTS

ETDP SETA is looking for training providers to facilitate the implementation of Technical Skills Development Programmes for the unemployed in 2025/26 financial year.

#### A) ACCREDITATION

1. The training required is accredited. The Provider must be accredited for the skills programme that they are bidding for.

## **B) FUNCTIONAL RESOURCES**

1. The Training Provider must be adequately equipped with the following physical resources in the province:

- 1.1. Fully equipped training venues
- 1.2. Access to fully equipped workshops
- 1.3. Resource packs to be given to learners, including a toolbox with tools and PPE as per Annexure provided.
- 1.4. Secured Parking available
- 1.5. secured storage facility
- 1.6. Health and Safety Equipment (fire equipment, medical boxes, safety equipment)
- 1.7. Ablution facilities
- 1.8. Disability access

**NB: Condition of award:** ETDP SETA reserves the right to conduct site inspection at the training venue and workshop before facilitation of training. If at the time of inspection, it is found that the facilities are not compliant, ETDPSETA reserves the right to cancel the award/contract.

2. The training provider must have the required Human Resource Capacity in the following areas:

- 2.1. Qualified Facilitators, Assessors and Moderators for the relevant skills programme .
- 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.

## **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. The training schedule must clearly indicate theoretical session (contact and online/virtual), practical sessions and assessments

#### F) PROFILE OF THE SERVICE PROVIDER

**The service provider must:**

- be an accredited organisation for the respective skills programme they are bidding for.
- have access to facilities in provinces where the skills programme will be conducted.
- have the requisite human resources (personnel with experience and accreditations) to undertake the training.
- Be able to provide all training material for the practical component tendered for.
- Be able to provide a toolbox with tools and safety gear/PPE and a laptop

**(Specification for laptops and toolbox per programme has been provided as annexures)**

#### 4. COSTING MODEL (PRICE SCHEDULE)

##### COST COMPARISON FOR THE SKILLS PROGRAMMES 2025/26

**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 SKILL PROGRAMME REQUIREMENTS                                                       |                 |           |        |          |
|--------------------------------------------------------------------------------------------------------------------------|-----------------|-----------|--------|----------|
| NAME OF BIDDING ORGANISATION:                                                                                            |                 |           |        |          |
| NAME OF SKILLS 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) |                 |           |        |          |

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

|                                                                                                                                                                               |  |  |  |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--------------------|
|                                                                                                                                                                               |  |  |  |                    |
| Toolboxes with tools and<br>Personal Protective<br>Equipment<br>NB: Only applicable to<br>SPs: 191202, 210402,<br>and USs 9964, 117416,<br>9882, 117152, 117159<br>and 117165 |  |  |  |                    |
| Laptops<br>NB: Only applicable to<br>SPs: 240202, 220330,<br>220328 and 210401                                                                                                |  |  |  |                    |
| <b>SUB-TOTAL</b>                                                                                                                                                              |  |  |  |                    |
| Admin Expenses<br>(includes travel, venue<br>hire and catering)<br>excludes travelling for<br>trainees                                                                        |  |  |  | Not exceeding 7.5% |
| <b>TOTAL COSTS</b>                                                                                                                                                            |  |  |  |                    |
|                                                                                                                                                                               |  |  |  | Cost Per Learner   |
| <b>ALL COSTS MUST BE INCLUSIVE OF VAT</b>                                                                                                                                     |  |  |  |                    |

**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

## 5. 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 **six (6) months** and commence after the last signature on the SLA.

## 6. METHOD OF SUBMISSION

---

Bidders must submit bid proposal in either USB stick or physical document in a clearly marked envelope with bidder's details and bid reference number. Documents for Stage 1 (Administrative requirements and specific goals) must be submitted in physical form/documents.

There must be three folders in the USB cover the following stages.

**Folder A: Stage 1:** Administrative Requirements and Price and Specific Goal

**Folder B: Stage 2:** Mandatory Requirements

**Folder C: Stage 3:** Phase A: Functionality Evaluation Requirements

: Phase B: Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included in the USB to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the tender submissions

## 7. EVALUATION CRITERIA

---

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

**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.**

### 7.1 STAGE 1: Administrative Compliance

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

| Description                                                                                                                                                                                                                                                                                                                                                                                                   | Comply/Submitted |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Completion in full the Request for Proposal document                                                                                                                                                                                                                                                                                                                                                          |                  |
| Completion of all SBD Forms: <ul style="list-style-type: none"> <li><b>SBD 1</b> - Invitation to Bid</li> <li><b>SBD 4</b> - Declaration of Interest</li> <li><b>SBD 6.1</b> - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - <b><i>(If claiming preferential points) - this will be used to verify points to be allocated for specific goals</i></b></li> </ul> |                  |
| Registration with Central Supplier Database (CSD) – provide CSD number or report                                                                                                                                                                                                                                                                                                                              |                  |
| Original or certified copy of B-BBEE Level of contribution Certificate OR A sworn affidavit –B-BBEE Exempted Micro Enterprise (Failure to attach certificate will lead to non- allocation of points)                                                                                                                                                                                                          |                  |
| Submit a <b><i>“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</i></b>                                                                                                                                                                                                                                    |                  |
| Registration with the National Treasury’s Central Suppliers Database: Submit a CSD report or MAAA.... unique number                                                                                                                                                                                                                                                                                           |                  |

## 7.2 STAGE 2 – PHASE A\_MANDATORY REQUIREMENTS

Bidder must meet Mandatory requirements for the Skills Programme they are bidding for.

**NB: Accreditation letter/s submitted MUST be for the Skills Programme/s applying for.**

| Mandatory Requirement |                                                                                                                                                            | Method of Evaluation                                                                        |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| a)                    | QCTO accreditation letter for one or all of the following SPs: 191202, 210402, 240202, 220330, 220328 or 210401                                            | Valid QCTO accreditation letter/s for the SPs applied for.                                  |
| AND / OR              |                                                                                                                                                            |                                                                                             |
|                       | CETA accreditation letter against the following set of Unit Standards: 9964, 117416, 9882, 117152, 117159 and 117165                                       | Valid CETA accreditation letter for all unit standards making up the Skills Programmes.     |
|                       | Training venue and workshop facilities<br><br>NB: The proof must be in either of the format required and for each province where training will take place. | Lease agreement or letter of intent to lease or proof of ownership<br>(e.g. municipal bill) |

**NB: The service provider must be an accredited organisation for the respective trade they are bidding for.**

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

## 7.3 STAGE 2 - PHASE B\_FUNCTIONALITY EVALUATION

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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Method of evaluation                                                                                                                                                                                                                                                                                                                                     | POINTS                                                                                                                 |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 1  | <p><b>Business Experience:</b> Proof of similar services rendered in technical skills training (relevant to the SP being tendered for). Reference letters on the letterhead of the referee and signed demonstrating the business experience in rendering similar services must be attached. <b>(25)</b></p> <p>*Each reference letter must clearly indicate:</p> <ul style="list-style-type: none"> <li>• <b>Name of the project.</b></li> <li>• <b>Nature of similar service rendered.</b></li> <li>• <b>Date when the service was rendered.</b></li> <li>• <b>Duration of the project.</b></li> </ul> <p><b>NB: Reference letters must be on a <u>company letter head, signed and dated</u>, otherwise they cannot be considered.</b></p> | <p><b>3 reference letters and above</b></p> <p><b>2 reference letters=</b></p> <p><b>1 reference letter</b></p> <p><b>0 reference letter</b></p>                                                                                                                                                                                                         | <p><b>25</b></p> <p><b>20</b></p> <p><b>15</b></p> <p><b>0</b></p>                                                     |
| 2  | <p><b>Business Capacity:</b> The business must have the capacity to deliver quality assured Skills Programme as listed hereunder <b>(65)</b></p> <p><b>2.1. Project Manager's Experience:</b> (Please submit a copy of a CV with relevant project management experience)</p> <p><b>2.2. Facilitators' Qualifications:</b> (Please submit relevant copies of the qualifications)</p>                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• 5 years or more</li> <li>• 3-4 years</li> <li>• 1-3 years</li> <li>• Less than 1 year</li> </ul><br><ul style="list-style-type: none"> <li>• National Diploma or higher relevant to the SP applied for</li> <li>• Higher Certificate relevant to the SP applied for.</li> <li>• National Certificate</li> </ul> | <p><b>15</b></p> <p><b>10</b></p> <p><b>5</b></p> <p><b>0</b></p><br><p><b>15</b></p> <p><b>10</b></p> <p><b>5</b></p> |

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

| NO | QUALIFYING CRITERIA FOR SHORT LISTING                                                                                                                                                                                                                                                                        | Method of evaluation                                                                                                                                                                                                                                                                                                                                                                                                                               | POINTS                                                                                             |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|    | <p>relevant to the SP applied for</p> <p><b>2.3. Facilitators' Experience:</b> (Please submit a copy of a CV with relevant experience)</p>                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• 5 years or more</li> <li>• 3-4 years</li> <li>• 1-3 years</li> <li>• Less than 1 year</li> </ul>                                                                                                                                                                                                                                                                                                          | <p>15</p> <p>10</p> <p>5</p> <p>0</p>                                                              |
|    | <p><b>2.4. Maker's Qualifications</b></p> <p><b>2.5. Markers Experience</b></p> <p><b>2.6. Moderators' Qualifications</b></p> <p><b>2.7. Moderators' Experience</b></p> <p><b>NB: Evidence for 2.4 to 2.7 is ONLY applicable to the following SPs: 191202, 210402, 240202, 220330, 220328 and 210401</b></p> | <ul style="list-style-type: none"> <li>• National Diploma or higher</li> <li>• Higher Certificate</li> <li>• National Certificate</li> <li>• 5 years or more</li> <li>• 3-4 years</li> <li>• 1-3 years</li> <li>• Less than 1 year</li> <li>• National Diploma or above</li> <li>• Higher Certificate</li> <li>• National Certificate</li> <li>• 5 years or more</li> <li>• 3-4 years</li> <li>• 1-3 years</li> <li>• Less than 1 years</li> </ul> | <p>5</p> <p>4</p> <p>3</p> <p>5</p> <p>4</p> <p>3</p> <p>0</p> <p>5</p> <p>4</p> <p>3</p> <p>0</p> |

| NO | QUALIFYING CRITERIA FOR SHORT LISTING                                                                                                                                                                                                                                                                                                                                      | Method of evaluation                                                                                                                                                                                                                                                                                                                                                                                                         | POINTS                                                                                                      |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
|    | <p><b>2.8. Valid Assessor/s' Registration Letter/s</b></p> <p><b>2.9. Assessor/s' Experience</b></p> <p><b>2.10. Valid Moderator/s' Registration Letters</b></p> <p><b>2.11. Moderators' Experience</b></p> <p><b>NB: Evidence for 2.8 to 2.11 is ONLY applicable to SP with the following Unit Standard Id numbers: 9964, 117416, 9882, 117152, 117159 and 117165</b></p> | <ul style="list-style-type: none"> <li>Valid assessor registration letters</li> <li>No valid assessor/s registration letters</li> <li>5 years or more</li> <li>3-4 years</li> <li>1-3 years</li> <li>Less than 1 year</li> <li>Valid moderator/s registration letters</li> <li>No valid moderator/s registration letters</li> <li>5 years or more</li> <li>3-4 years</li> <li>1-3 years</li> <li>Less than 1 year</li> </ul> | <p>5</p> <p>0</p> <p>5</p> <p>4</p> <p>3</p> <p>0</p> <p>5</p> <p>0</p> <p>5</p> <p>4</p> <p>3</p> <p>0</p> |
| 3  | <p><b>Financial Stability (10 points)</b></p> <p>Bidders to demonstrate financial stability over the past two (2) years and demonstrate compliance to the below financial ratios:</p>                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                             |

| <b>NO</b>    | <b>QUALIFYING CRITERIA FOR SHORT LISTING</b>                                                                                                    | <b>Method of evaluation</b>    | <b>POINTS</b> |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------|
|              | Bidders to submit audited/reviewed financial statements (with a letter from the reviewer/auditors) for the two (2) most recent financial years. |                                |               |
|              | 2.2 Liquidity (5 Points)                                                                                                                        | Positive <b>current ratio</b>  | <b>5</b>      |
|              | 2.2 Solvency (5 points)                                                                                                                         | favourable debt to asset ratio | <b>5</b>      |
|              | NB: Bidders to provide a letter with the calculations of the ratios as above.                                                                   |                                |               |
| <b>TOTAL</b> |                                                                                                                                                 |                                | <b>100</b>    |

**Bidders must score a minimum score of 70 points to be eligible for the next stage of evaluation.**

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

#### **7.4 STAGE 3: PHASE A PRICING & SPECIFIC GOALS**

##### **PRICING SCHEDULE DOCUMENTS**

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

- |                                |           |
|--------------------------------|-----------|
| ✓ Price                        | <b>80</b> |
| ✓ Allocation of specific goals | <b>20</b> |

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.

## 8. 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 reserves 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.
15. The ETDP SETA will visit the short-listed training providers for verification of the premises (building), resources and equipment for final approval as part of the process of appointment of the training provider.

## 9. DISCLAIMER

### **Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (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 of the SETA.
4. 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](http://www.etdpseta.org.za) "ETDP SETA PAIA Manual and POPIA Manual".

## 10. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: [www.etdpseta.org.za](http://www.etdpseta.org.za), Main Menu > Supply Chain Management > Open Tenders as from **12h00 on 28 August 2025**.

***The financial proposal will only be opened when the tender is responsive 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 19 September 2025**.

***No late submission will be accepted!***

## 11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 19 September 2025**.

## 12. 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](mailto:Tenderers@etdpseta.org.za)

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

## 13. ANNEXURES IN SUPPORT OF SUBMISSION: BUSINESS CAPACITY

### 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 QUALIFICATIONS AND EXPERIENCE OF FACILITATORS

| Names of Facilitators | Highest relevant qualification | Number of years experience |
|-----------------------|--------------------------------|----------------------------|
|                       |                                |                            |
|                       |                                |                            |
|                       |                                |                            |
|                       |                                |                            |

## 3. RELEVANT QUALIFICATIONS AND EXPERIENCE OF MAKERS

| Names of Maker | Highest relevant qualification | Number of years experience |
|----------------|--------------------------------|----------------------------|
|                |                                |                            |
|                |                                |                            |
|                |                                |                            |
|                |                                |                            |
|                |                                |                            |

## 4. RELEVANT QUALIFICATIONS AND EXPERIENCE OF ASSESSORS

| Names of Assessor | Highest relevant qualification | Number of years experience |
|-------------------|--------------------------------|----------------------------|
|                   |                                |                            |
|                   |                                |                            |
|                   |                                |                            |
|                   |                                |                            |
|                   |                                |                            |
|                   |                                |                            |

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

## 5. RELEVANT QUALIFICATIONS AND EXPERIENCE OF MODERATORS

| Names of moderators | Highest relevant qualification | Number of years experience |
|---------------------|--------------------------------|----------------------------|
|                     |                                |                            |
|                     |                                |                            |
|                     |                                |                            |
|                     |                                |                            |
|                     |                                |                            |
|                     |                                |                            |

## 6. ASSESSOR AND MODERATOR REGISTRATION LETTERS

| Names of personnel | Indicate if assessor or moderator | Date of registration as per letter/credentials |
|--------------------|-----------------------------------|------------------------------------------------|
|                    |                                   |                                                |
|                    |                                   |                                                |
|                    |                                   |                                                |
|                    |                                   |                                                |
|                    |                                   |                                                |
|                    |                                   |                                                |
|                    |                                   |                                                |
|                    |                                   |                                                |
|                    |                                   |                                                |
|                    |                                   |                                                |
|                    |                                   |                                                |
|                    |                                   |                                                |