

HEAD OFFICE

ETDP SETA House
2 - 6 New Street
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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

Sanlam Building
163 Nelson Mandela Dr
Bloemfontein, 9300
Tel: (051) 430 5072
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GAUTENG

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Tel: (011) 403 1301/2/3/6
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KWAZULU-NATAL

Durban Bay House
333 Anton Lembede Street
12th Floor, Suite 1203
Durban, 4001
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO

Kwane Chambers
29 Hans van Rensburg Str
Office No: 01
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

Bobby's Walk Building
6A Long Street
Kimberley, 8300
Tel: (053) 832 0051/ 2
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NORTH WEST

Sparkling Office Park
78 Retief 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
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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU NO: 07 - 2023/24

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE IMPLEMENTATION OF SKILLS DEVELOPMENT PROGRAMMES FOR 4500 UNEMPLOYED LEARNERS: ENTREPRENEURIAL AND DIGITAL SKILLS PROGRAMME

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 virtual briefing session for **BID NO: SCMU: 07 - 2023/24 – Implementation of training for 4500 unemployed learners in nine (9) ETDP SETA provincial offices** on **13 December 2023** at **11h00**. Access details will be available on www.etdpseta.org.za as at **11 December 2023**. We thank you for your cooperation.

NB: THE MEETING ROOM FOR THE VIRTUAL BRIEFING SESSION WILL CLOSE AT 11H15!!

2. PURPOSE & OBJECTIVES

2.1 PURPOSE OF THE PROJECT

The ETDP SETA is looking for a pool of public and private training providers to facilitate the implementation of Skills Development Programmes listed below (accredited) in the ETD sector **for 4500 Unemployed Learners for the 2023/24 (2000) and 2024/25 (2500) financial years at NQF Level 4.**

The bid covering letter must clearly indicate the **provinces** and **programmes** you show interest in training in and the two financial years.

ENTREPRENEURIAL AND DIGITAL SKILLS PROGRAMME

<u>ENTREPRENEURIAL AND DIGITAL SKILLS PROGRAMME</u>	<u>NQF LEVEL</u>	<u>SP ID NUMBER</u>	<u>NUMBER OF CREDITS</u>	<u>NUMBER OF LEARNERS</u>	<u>NUMBER OF TRAINING MONTHS</u>
Technopreneur	4	SP-220328	60	2 000	6 months
Cybersecurity Defender	4	SP -220330	60	2 500	6 months
Total	-	-	-	4500	-

DISTRICT OF IMPLEMENTATION

<u>PROVINCES</u>	<u>DISTRICTS</u>	<u>NUMBER OF LEARNERS 2023/2024 financial year</u>	<u>NUMBER OF LEARNERS 2024/2025 financial year</u>
EASTERN CAPE	Gqeberha (120) Mthatha (130)	Cybersecurity Defender (150), Technopreneur (100) Total:250	Cybersecurity Defender (150), Technopreneur (100) Total:250
FREE STATE	Lejweleputswa (100) Thabo Mofutsanyane (100)	Cybersecurity Defender (100), Technopreneur (100) Total:200	Cybersecurity Defender (150), Technopreneur (100) Total:250
GAUTENG	Ekurhuleni (55) Westrand (60) Sedibeng (60)	Cybersecurity Defender (100), Technopreneur (100) Total:200	Cybersecurity Defender (200), Technopreneur (150) Total:350
KWAZULU NATAL	Durban (50), Ixopo (40) uGu (40), Illembe (40) KwaDukuza 40), uThukela (40)	Cybersecurity Defender (150), Technopreneur (100) Total:250	Cybersecurity Defender (200), Technopreneur (200) Total:400
LIMPOPO	Vhembe (100) Capricorn (100) Sekhukhune (100)	Cybersecurity Defender (200), Technopreneur (100) Total:300	Cybersecurity Defender (200), Technopreneur (200) Total:400
MPUMALANGA	Nkangala (50) Ehlanzeni (100) Gert Sibande (50)	Cybersecurity Defender (100), Technopreneur (100) Total:200	Cybersecurity Defender (150), Technopreneur (100) Total:250

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NORTH-WEST	Bojanala (80), KK Kaunda (40), RS Mompoti (40) Ngaka Modiri (40)	Cybersecurity Defender (100), Technopreneur (100) Total:200	Cybersecurity Defender (150), Technopreneur (100) Total:250
NORTHERN CAPE	Warrenton (50) Kimberley (50), Kuruman (50), Springbok (50)	Cybersecurity Defender (100), Technopreneur (100) Total:200	Cybersecurity Defender (100), Technopreneur (100) Total:200
WESTERN CAPE	Knysna (50) Plettenberg bay (50) George (50) Mosselbay (50)	Cybersecurity Defender (100), Technopreneur (100) Total: 200	Cybersecurity Defender (150), Technopreneur (100) Total:250
TOTAL		2000	2500

3. PROJECT SCOPE AND REQUIREMENTS

- 3.1 The ETDP SETA will evaluate the bid per Province per Programme.
- 3.2 The shortlisted providers may be required to make a presentation of the project to the evaluation committee and site visits may be conducted with the shortlisted providers.
- 3.3 Bid documentation that do not comply, will be eliminated from the evaluation process.
- 3.4 The ETDP SETA reserves the right to adjust the allocation of numbers per programme per province.

A) ACCREDITATION

- 1. The required training is accredited training.

4. PROFILE OF THE SERVICE PROVIDER

- 4.1. The service provider must be accredited organization to offer the skills programmes.

5. PROJECT REQUIREMENTS

A) FUNCTIONAL RESOURCES

1. The Training Provider must be adequately equipped with necessary physical resources in province:
 - 1.1. Workshop facilitation rooms.
 - 1.2. 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 and adequate Assessors, Moderators and Facilitators in terms of the programmes that you want to train.
 - 2.2. Project Management Skills. No changes will be accepted without the prior written consent of the ETDP SETA.
 - 2.3. Functional management and governance structures should be in place.
 - 2.4. Curriculum Vitae of staff that will be involved on the projects.
3. Functional Quality Management System

B) PROOF OF SIMILAR PROJECTS

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

C) FACILITATION AND ASSESSMENT

1. To enrol and train the appropriate unemployed youth in entrepreneurial and digital skills programme.

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 accredited learning.

6. COSTING MODEL (PRICING SCHEDULE)

COST COMPARISON FOR THE SKILLS PROGRAMMES 2023/24 and 2024/25. EACH YEAR MUST HAVE A SEPARATE PRICING SCHEDULE

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:				
PROVINCE:				
NAME OF SKILLS PROGRAMME: ENTREPRENEURIAL AND DIGITAL SKILLS PROGRAMMES				
NUMBER OF TRAINING DAYS:				
ITEM DESCRIPTION	NO: OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Training Costs (facilitation, moderation and assessments and any other related cost)				
SUB-TOTAL				
Admin Expenses (Venue, Catering) for learners				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 start from the last signature of the SLA. The duration of the training is **six (6) months** (blended: physical and virtual training).

It is expected that the duration of the agreement will be for a period as follows:

- a. **6 months** Online (24 days)
- b. **24 days of face-to-face training during the six months.**

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

1. Proof of accreditation.

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: Proof of conducting similar services. To submit references on the client's letterhead and it must be signed by the referee. 1.1. Experience and contactable references: (15) ○ 3 projects and above = 15 ○ 2 projects = 10 ○ 1 project = 5 *[Each reference must clearly indicate. • the name of the bidder and the project • objectives of the project (nature of the project) • recommendation and confirmation of completed or current project(s) and • must be signed. NB: If any of the above information is omitted/missing, will lead to the reference letter(s) not allocated points. NB: Reference letters must be on a referee's letterhead, signed and dated, otherwise they cannot be considered.	15
2.	Project plan (virtual and physical) for the delivery of Skills programme; • Structure of the Skills programme in terms of the outcomes to be achieved = 15 • Method and delivery of Skills program = 15 • Learning support plan, with registered facilitator, assessor, and moderator = 5	35
3.	Profile of key staff (Please attached CVs and proof of qualified Facilitator, Project Management structure = 5 3.1 Relevant experience of Project Manager in managing similar projects +5yrs of experience = 15 • 5 years plus = 15 • 3-4 years = 10 • 1-2 years= 5 3.2 Relevant qualification and experience in facilitating a learning programme (Attach qualifications and CV) = 10 (per qualifying facilitator) • 5 years plus = 10 • 3-4 years = 7 • 1-2 years= 5 3.3 Assessor (Proof of assessor registration against the Skills Programme to be assessed) = 10 (per qualifying registered assessor) • Assessor registration evidence = 10 • No assessor registration evidence = 0 3.4 Moderator (Proof of moderator registration against the Skills Programme to be assessed) = 5 (per qualifying registered moderator) • Moderator registration evidence = 5 • No moderator registration evidence = 0	45

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	Note: The project team submitted for this bid will remain the same team for the duration of the term. Should there be any changes, the new team member must have the same qualifications and experience or even better qualified	
4.	Proof of physical training resources available and the infrastructural resources of the organization (attach a lease agreement and/or a partnership letter showing that you access to training venues in that province) = 5	5
TOTAL		100

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 your 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. 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 **24 November 2023**.

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
ETDP SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
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 **17 January 2024**.

No late submission will be accepted!

11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on **17 January 2024**.

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

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, Assessor, Moderator and Facilitator. Failure to provide references will lead to disqualification:

1. RELEVANT EXPERIENCE OF PROJECT MANGER

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 FOR ASSESSOR

Name of Assessor: _____

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

3. RELEVANT EXPERIENCE OF MODERATOR

Name of Moderator: _____

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

4. RELEVANT EXPERIENCE OF FACILITATOR

Name of Facilitator: _____

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