

CONSTRUCTION EDUCATION AND TRAINING AUTHORITY

BID NO:01-2021/2022

BID DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER(S) TO REVIEW AND DEVELOP QUALITY ASSURANCE SYSTEMS, CAPACITATE AND SUPPORT QUALITY ASSURANCE IN ITS FUNCTION

RFP NUMBER:	BID NO: 01- 2021/2022
DESCRIPTION:	APPOINTMENT OF SERVICE PROVIDER(S) TO REVIEW AND DEVELOP QUALITY ASSURANCE SYSTEMS, CAPACITATE AND SUPPORT QUALITY ASSURANCE IN ITS FUNCTION
PUBLISH DATE:	20th July 2021
CLOSING DATE:	10th August 2021
CLOSING TIME:	11h00 (Telkom Time)
VALIDITY PERIOD	90 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BRIEFING SESSION	None
BID RESPONSES MUST BE HAND DELIVERED TO:	CETA Head Office TCM Building 52/53 on 14th Road Noordwyk Midrand 1687
ATTENTION:	Supply Chain Management

BIDDERS SHOULD NOTE THAT:

1. They sign the tender register at the when delivering their bids. The tender register is located next to the bid submission box. Bidders who will use Courier companies are to ensure that the Courier company writes the name of the bidding company on the tender register.
2. The CETA reserves the right not to appoint or to cancel this tender at any time as circumstances dictates.
3. The CETA reserves the right to appoint more than one bidder for this tender.



CONSTRUCTION EDUCATION AND TRAINING AUTHORITY

BID NO: 01-2021/2022

PROCUREMENT OF SERVICE PROVIDER/S TO REVIEW AND DEVELOP QUALITY ASSURANCE SYSTEM AND PROVIDE EXTERNAL CAPACITY

COMPULSORY DOCUMENTS – CRITERION

Please note that failure to submit the following documents and/or proof will lead to immediate disqualification:

1. Tax Compliant Status and CSD Registration Requirements
 - 1.1 Proof of registration on the National Treasury Central Supplier Database (CSD report).
 - 1.2 Tax compliant status (most recent CSD report: March 2021).
2. SBD Documents (SBD 1, SBD 4; SBD 6.1; SBD 7.2; SBD 8; and SBD 9) (Completed, initialled and signed SBD Forms).
3. Accreditation to train: assessors, moderators, material development

Bidders who meet all the requirements on criterion 1 (compulsory requirements) will be further evaluated on criterion 2 (functionality). Bidders who are successfully evaluated on criterion 2 will be further evaluated on criterion 3 (Price and Preference Evaluation).

BID CONDITIONS

- ☐ All bidders are required to register on the National Treasury Central Supplier Database (CSD). The CSD proof of registration will be used by CETA to verify the bidder's tax compliant status at the time of bid award.
- ☐ This tender will only be awarded to bidders who are tax compliant on National Treasury CSD OR SARS e-filing prior to appointment/award of the bid.
- ☐ **Bidders who meet all the requirements on criterion 1 (compulsory requirements) will be further evaluated on criterion 2 (functionality). Bidders who are successfully evaluated on criterion 2 will be further evaluated on criterion 3 (Price and Preference Evaluation).**

OTHER REQUIRED DOCUMENTS

B-BBEE CERTIFICATE

Please note that failure to attach the following documents will result in the forfeiture of preference points:

- ☐ EMEs:

Originally certified Sworn affidavit confirming their annual total revenue of R10 million, on or less and level of black ownership or a B-BBEE level verification certificate.

☐ **QSEs**

Originally certified Sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or B-BBE level verification certificate.

☐ **Bidders other than EMEs and QSEs:**

Original and valid B-BBEE status level verification certificate verified by a SANAS accredited verification agency, or an **originally certified copy** thereof.

BID DOCUMENTS SUBMISSION:

Bidders are required to submit **one (1) original and three (3) copy** of the bid document.

A two-envelope system is used for this tender; bidders must ensure submissions as follows:

Envelope 1: must contain the completed and signed bid documents with relevant supporting documents and must be clearly marked with the tender number, description and bidder name.

Envelope 2: must contain the Pricing schedule and B-BBEE Certificate / original certified copy / originally certified sworn affidavit and must be clearly marked with the tender number, description and bidder name.

Please complete the checklist below to verify your submission of the relevant documents:

Schedules	Description	Submitted – Indicate YES or NO
Schedule 1	Proof of valid registration with National Treasury Central Supplier Database (CSD).	
Schedule 2	Copies of Company Registration Documents Company profile	
Schedule 3	Completed and signed SBD forms (SBD 4, 6.1; 7.2; 8 and 9). Initialed Bid Document (each returnable page of this bid document must be initialed)	
Schedule 4	Stamped letter from the bank confirming banking details (not older than 3 months from the submission due date)	
Schedule 5	Pricing schedule and B-BBEE Verification Certificate/ Originally certified Sworn affidavit (must be submitted in a separate sealed envelope)	
Schedule 6	Bidders' response: approach, methodology and implementation plan	



APPOINTMENT OF SERVICE PROVIDER/S TO REVIEW AND DEVELOP QUALITY ASSURANCE SYSTEMS, CAPACITATE AND SUPPORT QUALITY ASSURANCE IN ITS FUNCTION

COMPULSORY DOCUMENTS – CRITERION

Please note that failure to submit the following documents and/or proof will lead to immediate disqualification:

- 1. Proof of the most recent registration on the National Treasury Central Supplier Database (CSD).**
- 2. Accreditation to train: assessors, moderators, material development**

PS: The CETA reserves the right to appoint one or more service providers for this tender.

1. INTRODUCTION

Construction Education and Training Authority (CETA) is a Schedule 3A Public Entity established in terms of the Skills Development Act, No.97 of 1998. It exists primarily to facilitate training and skills development in the construction sector within the context of the National Qualifications Framework (NQF). CETA has nine (9) branch offices, one in each province, and its Head Office located in Midrand, Gauteng.

2. BACKGROUND AND RATIONALE

The CETA's function is to promote, facilitate and incentivise skills development in the Construction Sector. CETA is one of the 21 Sector Education and Training Authorities (SETAs) across the economy mandated to implement the National Skills Development Plan (NSDP) outcomes.

The Quality Assurance (QA) unit has been receiving an influx of applications for accreditation and the application of assessors and moderators and has thus accumulated a backlog. We therefore require certain interventions to be implemented to turn the QA around. Assistance is also sought from suitably qualified service providers to provide external assistance to capacitate the staff to understand their role in meeting the CETA overall business strategy as well as facilitate the reduction of the QA backlog.

The CETA is in the process of identifying and addressing the following backlogs in its core business operations:

- Accreditation of training providers
- Registration of Assessors
- Registration of Moderators
- Registration of Apprenticeships
- Certification of learners, (including statements of results)
- Registration of learnership agreements
- Registration of skills programmes

3. FUNCTIONS OF THE QA UNIT

- An Education and Training Quality Assurance Body shall- accredit constituent providers for specific standards or qualifications registered on the National Qualifications Framework;
- Promote quality amongst constituent providers; monitor provision by constituent providers;
- Evaluate assessment and facilitation of moderation among constituent providers; register constituent assessors for specified registered standards or qualifications in terms of the criteria established for this purpose;
- Assume responsibility for the certification of constituent learners; co-operate with the relevant body or bodies appointed to moderate across Education and Training Quality Assurance Bodies including but not limited to, moderating the quality

assurance on specified standards or qualifications for which one or more Education and Training Quality Assurance Bodies are accredited.

Recommend new standards or qualifications to National Standards Bodies for consideration, or modifications to existing standards or qualifications to National Standards Bodies for consideration.

Maintain a data-base acceptable to the Authority; submit reports to the Authority in accordance with the requirements of the Authority and perform such other functions as may from time-to time be assigned to it by the Authority.

4. SCOPE OF WORK

The scope of the work is as follows:

4.1 Conduct a diagnostic on current Quality Assurance QMS, make recommendations for improvement and implement new systems:

4.1.1 Review, update and develop all QA Policies, procedure, process flows, guidelines and RPL Tools.

4.1.2 Train and capacitate QA staff as Assessors, Moderators, Verifiers, and evaluators of learning material.

4.2 Assist with the following staff functions for a period of 18 months whilst transferring skills to the QA staff:

4.2.1 Evaluation of accreditation submissions using the CETA templates.

4.2.2 Conduct accreditation site audits.

4.2.3 Evaluation of learning material.

4.2.4 Evaluation and compliance of assessor and moderator applications using the CETA templates.

4.2.5 Generate a report for each evaluation conducted.

4.2.6 Verification of learner achievement (internal moderation) and generate report.

4.2.7 Monthly reports for all work concluded and submitted to QA Manager for distribution to Skills Development providers

4.3 Develop Recognition of Prior Learning (RPL) Toolkit

4.3.1 RPL should be underpinned by quality assurance mechanisms. The RPL Toolkit must be developed to further implement the Recognition of Prior Learning (knowledge and skills) from experience, non-formal, informal learning, and training programmes in the workplace, in the community and conducted voluntary work. Verification of the RPL Toolkit should focus on the training providers to ensure that they comply with the requirements of the QCTO.

4.4 Conduct Skills Development Provider Monitoring.

The primary purpose of the QA Unit among others is to monitor and audit the achievement of standards by:

Strengthening quality assurance through review, research and development of appropriate and relevant quality assurance policies and processes.

Ensuring that all accredited SDPs are delivering the quality of provisioning for which they are accredited, through a comprehensive accreditation, monitoring and auditing process.

Improving the quality and relevance of education and training in the sector.

Establish and maintain a database by recording learner achievement,

Support SDP development etc.

4.4.1 The competitive bids will be required to focus the monitoring amongst others:

- Quality Management System of the Skills Development Providers both primary and secondary
 - Delivery of quality learning
 - Acceptable Assessment processes and practices
 - Exiting learners that have been trained and not uploaded on the CETA indicium.
 - Learners that are being trained are loaded on the CETA indicium.
 - Identify verification of learner Achievement backlog.
 - Identify Accreditation site visits backlog.
 - Investigate non-compliance of Skills Development Providers
 - Identification of SDPs needs.
 - Routinely monitor SDPs during the period of accreditation for both primary and secondary.
 - Develop a tool for remote monitoring of SDPs etc.

4.5 Project objectives

- The successful bidder is expected to design a practical, user friendly virtual monitoring system. The successful bidder will be required to conceptualise the following together with the SETA:
 - Monitoring needs
 - Source of information to be collected and uploaded.
 - Methods of collecting the information.
 - Data storage and analysis, reporting requirements.

4.6 Close out Report

- 4.6.1 Provide Close Out Report of the status of the work conducted and concluded.

5. THE DURATION OF ASSIGNMENT

The duration of the project is envisaged to be concluded over a period of 18 months from the date of appointment, but the specific period of project completion will be negotiated with the successful bidder during awarding/contracting phase.

6. SPECIFIC DELIVERABLES AND MILESTONES

The potential bidder is expected to perform the following:

Interface with all the relevant internal and external stakeholders.
Evaluation and compliance of assessor and moderator applications using the CETA templates.
Processing compliant assessor and moderator applications to completion in line with CETA processes.
Generate a report for each evaluation conducted and concluded.
Desktop evaluation submissions on accreditation applications using the CETA template.
Process compliant assessor accreditation applications to completion in line with CETA policies and procedures.
Generate accreditation report for each evaluation conducted and concluded.
Analysis of accreditation applications to assess demand and advise the SETA, linking the applications to scarce and critical skills.
Process compliant assessor accreditation applications to completion in line with CETA policies and procedures.
Provide resource support to QA unit to schedule and perform external moderation and monitoring of training providers.
Monthly reports for all work concluded must be submitted to QMD Manager for distribution to skills development providers.
Where applicable recommend tools and streamlined processes to ensure efficiencies in QA processes.
Skills transfer to CETA staff members.
Provide close-out report.

The current backlog is estimated to be:

Outstanding external moderations for approximately 200 skills development providers for approximately 50 learners per SDP
Accreditation applications received from approximately 100 skills development providers.

The potential bidder/s must demonstrate the understanding and knowledge of the following requirements:

1. Knowledge of the SETA system, including legislation.
2. Strategies to identify and determine backlogs.
3. Understanding of Accreditation processes.
4. Understanding of Assessor registration processes.
5. Understanding of Moderator registration processes.
6. Understanding of registration of apprenticeships.
7. Understanding of SETA certification processes.
8. Understanding of registration of learnership agreements.
9. Understanding of QCTO processes, policies.

7. PRICING SCHEDULE

Deliverables	Fixed Amount	Variable: Hours / Personnel	Average Rate per person	Amount (VAT inc)
PLANNING AND IMPLEMENTATION				
Conduct a diagnostic on current QA QMS		N/A	N/A	
Make recommendations for improvement based on the diagnostic report and review and develop QA policies, procedures, and process flows		N/A	N/A	
Integration of Quality Assurance Functions		N/A	N/A	
Development of Recognition of Prior Learning (RPL) Toolkit		N/A	N/A	
Development a desktop monitoring tool		N/A	N/A	
Subtotal				

ONGOING SUPPORT				
▪ Desktop evaluation submissions on accreditation applications using the CETA template ▪ Provide ETQA support with regards: - Accreditation Site Visits - Evaluation of Learning Material - Verification of Learner Achievement Material - Monitoring of SDPs - Evaluation of Assessors' Applications - Evaluation of Moderation Applications - Accreditation Applications Backlog - Assessor and Moderator Applications backlog - Certification backlogs	N/A			
Subtotal				
Training staff on assessor, moderation and learning material development	N/A			
Project Close-out		N/A	N/A	
GRAND TOTAL (incl all other applicable charges)				

1. ¹ Travel and accommodation disbursement will be reimbursed on based on actual costs incurred in line with the CETA policies.

Important to note:

- *Service provider must price in accordance with the terms of reference.*
- *The CETA reserves the right to appoint one or more service providers for this tender.*

Capacity and competencies Resources and individuals	The potential bidder must provide and attach formal testimonial/ references letters with logo, letterhead, contactable details and relevant work/services executed signed by company representative/ Senior Official.	Attach (5) five or more written testimonials letters relating to the development of Quality Assurance Policies, procedures and Process flows, Learning material evaluation, accreditation site visits, provider monitoring, external moderation, RPL implementation experience, and development of RPL toolkits not older than five (5) years. a. Five (5) or more testimonials = 10pts b. Three (3) or more testimonials = 7pts c. One (1) or more testimonials = 4 pts d. No testimonials=0pts	Bid Proposal What page (s) or section of your bid may the CVs be found? State page (s) number..... or State section/ tab.....on your proposal. 10 pts		
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Methodology and Project Approach	Demonstrate an understanding of the Accreditation, Monitoring and Moderation processes within the SETA context. The Service Provider must have capacity to evaluate applications for evaluation of assessors and moderator's applications.	Provide a project plan based on project management principles. - o Skills Transfer Plan = 5 pts - o Skills Transfer plan not provided = 0 pts Resource plan for: - o Evaluation of assessors/moderators=9 pts - o Accreditation submissions=9 pts - o External moderation and training provider monitoring support =9pts - o Remote monitoring = 9pts - o RPL Toolkit =9pts - o Diagnostic and recommendations reports = 10pts - o Clearing backlog on certificates = 10pts - o No Resource plan provided=0pts.	• Bid Proposal What page (s) or section of your project implementation approach may be found? State page (s) number..... or State section/ tab.....on your proposal.	70 pts	
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	The service provider must have capacity to evaluate accreditation submissions.	Maximum period required and demonstration that the project will be concluded within timeframes. - Evaluation of assessors/ moderators to be completed within 18 months, including the backlog = 3pts - Accreditation submissions to be completed within 18 months, including the backlog = 3pts - Clearing the backlog on certificates = 4pts - Project completion per specification exceeding 18 months inclusive of conducting diagnosis, policy development / review, integration of the unit = 0 pts	- Bid Proposal What page (s) or section of your proposal, maximum period to complete project may be found? State page (s) number..... State section/ tab.....on your proposal. - Bid Proposal	10 pts		
Assignment Experience	The potential bidder must demonstrate the experience and expertise in the field of training and development in the context of Construction SETA.	The bidder must provide key team members CVs (project manager;- team leader; policy development specialists) with experience in the field of training and development in the context of SETA and training and development related qualification. -Occupational Directed Educational Training and Development Practice (ODETDP) experience= (total of 10 pts as below) 1-2 years exp=5 pts 3-4 years exp=8 pts 5 and above years exp =10 pts	What page (s) or section of your proposal, key team members experience may be found? State page (s) number..... or State section/ tab.....on your proposal.	10 pts		

Total weighted Points

100

PS: The CETA reserves the right to appoint one or more service providers for this tender.

A handwritten signature in black ink, consisting of a stylized, cursive-like mark.