



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER:HUM/024/25/127			
CLOSING DATE	2 August 2024	CLOSING TIME	12:00

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
Full Names	Asisipho Matomane
Contact Number	010 219 3293
Email Address	AMatomane@merseta.org.za
RFP Email Address	quotations@merseta.org.za

Document Title	Request for Proposal(s)		
Document Number	FIN-TP-001(B)	Revision Date	03 June 2024
Page Number	Page 1 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled
Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

Table of Contents

1. Introduction to Request for Proposal (RFP)	3
2. Background Information	3
3. Objectives of the Service	3
4. Scope of Work (Service)	4
5. Deliverables.....	5
6. Project Timeline	5
7. RFP Submission	5
8. Late submissions of the RFP.....	5
9. Request for Proposal (RFP) Rules.....	5
10 Bid Evaluation Process	6



Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 2 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

1. Introduction to Request for Proposal (RFP)

1.1 The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998), Registration Number 17/merSETA/01/04/20, to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

The merSETA is inviting potential service providers to submit the proposal for the services described under scope of work.

1.2 This RFP is subject to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations), the General Conditions of Contract (GCC), and, if applicable, any other special conditions of contract. Where, however, the special conditions of the contract conflict with the general conditions of the contract, the special conditions of the contract prevail.

2. Background Information

This request is to appoint a training service providers to provide a training intervention for all the forty-four (44) merSETA interns to attend the training, aimed at preparing interns for the world of work. The training interventions shall cover the following focus areas or modules: curriculum vitae writing and interviewing skills, business conduct and professionalism and as well as presentation skills.

3. Objectives of the Service

The merSETA herewith invites proposals from interested service providers to submit responses to this Request for Proposal (RFP) to design and implement training intervention for all the forty-four (44) merSETA interns, for the following modules: Curriculum Vitae writing and Interviewing skills, Business Conduct and Professionalism and as well as Presentation Skills.

The appointed service providers must have extensive knowledge and experience in delivering the NQF aligned training interventions for learners or candidates at the NQF level 4.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 3 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

The training service provider must have at least 5 years' experience in delivering NQF aligned training interventions.

The service provider should be able to provide separate quotations for online and physical training interventions and merSETA shall use its venues should it decide to conduct a physical training intervention.

4. Scope of Work (Service)

After completion of the training intervention the following skills and knowledge should be imparted to the interns:

1. Curriculum Vitae writing and Interviewing Skills

- a) Understand to format a professional curriculum vitae.
- b) Preparing for the interviews.
- c) Improve your chances of success in getting a job.
- d) Apply best practice techniques to enable you to tackle interviews for jobs.
- e) Identify what skills and attributes recruiters might be looking for.
- f) Understand different types of the interviews.

2. Business Conduct and Professionalism (Business etiquette)

- a) Reflecting on your own values and beliefs systems and how they impact own behaviour.
- b) Discussing how an individual ethics impact on the people around you.
- c) Explaining how an individual can behave ethically in a business context.
- d) Demonstrate techniques for dealing with situations where own values and ethics conflict with workplace practice.

3. Presentation Skills

- a) Using verbal / oral communication skills to make an effective presentation.
- b) Using non-verbal communication effectively to reach audience.
- c) Using and maintaining a good self-confidence during a presentation.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 4 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

d) Handling questions and overcoming any objections effectively.

5. Deliverables

The training service provider is required to conduct a training intervention for all the **forty-four (44)** merSETA interns. The training interventions shall cover the following focus areas:

- a) Curriculum Vitae and Interview Skills
- b) Business Conduct and professionalism
- c) Presentation skills

6. Duration of the Project

6.1 The training intervention should be conducted over a period of three (3) days.

7. RFP Submission

7.1 Bid documents may be emailed to quotations@merseta.org.za on or before the closing date and closing time.

7.2 The merSETA will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.

8. Late submissions of the RFP

Submission of quotation(s) received late (after the closing date and time) will not be considered.

9. Request for Proposal (RFP) Rules

9.1 The following rules will apply for this Request for Proposal:

9.1.1 The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFP.

9.1.2 The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.

9.1.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable).

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 5 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

9.1.4 A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.

9.1.5 Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

10 RFP Evaluation Process

10.1 The RFQ will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20). Three (3) stages of evaluation process will be undertaken.

10.1.1 Evaluation Stage 1: Compliance

10.1.1.1 All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

Criteria Description	Supporting Documents
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	Signed JV Agreement SBD forms must be completed for each legal entity Consolidated B-BBEE certificate or sworn affidavit
Bidders must submit a fully complete Bidder's Disclosure form (failure to declare honestly will lead to bidder being disqualified)	Standard Bidding Document (SBD) 4

10.1.2 Evaluation Stage 2: Technical Evaluation

10.1.2.1 The bids will be evaluated for functionality based on the evaluation criteria and the minimum threshold as shown in the table below. Any bid that fails to meet the overall minimum threshold of **70%** will be disqualified for further evaluation on price and specific goals.

No	Evaluation Criteria	Descriptive Indicators	Points
----	---------------------	------------------------	--------

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 6 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

1.	The bidder must demonstrate the capacity to deliver similar project in the form of years of experience in the implementation of the training intervention for public entities or public sector.	Five (5) years training / facilitation experience with public sector experience is essential	20
		Four (4) Years training / facilitation experience with public sector experience is essential	10
		Three (3) years or less training / facilitation experience with public sector experience is essential	0
2.	The reference letters of a similar work done in the past with different companies. The reference letter should be on the company's letterhead	Three (3) or more relevant reference letters attached	15
		Two (2) relevant reference letters attached	5
		One (1) relevant reference letter attached.	0
3.	Detailed proposed methodology and project plan.	Fully complies - The bidder has provided a detailed explanation of the methodology implementation approach which details how the services will be carried out as outlined in the scope and deliverables and the timelines	30
		Poor or unsatisfactory proposed methodology with no detailed training intervention timelines	0
4.	The curriculum vitae of training and facilitation lead who will be allocated to facilitate the training	Summarized CVs of the lead trainer, relevant qualification(s) accompanied by accreditation or similar accreditation:	20

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 7 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

	The proposed team consultant must be PPE accredited or similar accreditation.	a) CV and relevant Master's degree Qualification or above and more than five (5) years' experience = 20	
		b) CV and relevant Hons Degree Qualification and five (5) years and above experience = 15	
		c) CV and relevant Degree Qualification (NQF 7) and three to five (5) years and above experience = 10	
		d) CV not attached, no relevant Qualification and PPE accreditation or similar accreditation = 0	
TOTAL WEIGHTING			100
MINIMUM WEIGHTING SCORE			70

Each proposal that passed functional evaluation of **70%** and more, will be on equal footing to proceed to this final round of evaluation on price and specific goals.

10.1.3 Evaluation Stage 3: Preference Point System

10.1.3.1 The 80/20 preference point system shall be applicable to this phase, where 80 points represent the maximum obtainable points for the lowest acceptable price and 20 points represent the specific goals. The bid documentation's table below will award points to a bidder for achieving the specific goals.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 8 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

Total Points allocated to Specific Goals	20	
--	----	--

Note: Refer to Annexure A for Proof or documentation that may be considered to claim points for specific goal related to persons or categories of persons historically disadvantaged by unfair discrimination.

11 Cost Proposal

11.1 All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).

11.2 The rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines:

11.2.1 The “Guideline on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)¹” as issued by the South African Institute of Chartered Accountants (SAICA);

11.2.2 The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or

11.2.3 Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.

12 merSETA’s RIGHTS

12.1 The merSETA is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the merSETA has records of such bidders, may be advised in writing of such amendments in good time, and any such changes will also be posted on the merSETA’s website under the relevant tender information. Therefore, before submitting their bid response, prospective bidders should regularly check the website to stay informed about any amendments related to this matter.

12.2 The merSETA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the merSETA.

12.3 The merSETA reserves the right to award this bid as a whole or in part.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 9 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

- 12.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.
- 12.5 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 12.6 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the merSETA to conduct background checks, including FICA verification, on the bidding entity and any of its directors, trustees, shareholders or members.
- 12.7 The merSETA reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 12.8 The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 12.9 The merSETA reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

13 UNDERTAKINGS BY THE BIDDER

- 13.1 By submitting a bid in response to the RFP, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the merSETA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.
- 13.2. The bidder shall prepare for a possible presentation should merSETA require such, and the bidder will be required to make such a presentation within five (5) days from the date the bidder is notified or such a time determined by merSETA of the presentation. Such a presentation may include a practical demonstration of products or services as called for in this RFP.
- 13.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the merSETA during the bid validity period indicated in this RFP, and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 10 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

- 13.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 13.5. The successful bidder accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with merSETA, as the principal(s) liable for the due fulfillment of such a contract.
- 13.6 The bidder accepts that all costs incurred in the preparation, presentation, and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become merSETA property unless otherwise stated by the bidder(s) at the time of submission.



Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 11 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

ANNEXURE A

Specific Goal Guide – Preferential points (80/20)

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

“**Specific goals**” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

Please note that:

- Financial account, management account or auditors’ letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

Preferential points for tenders without local content requirements.



Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability (PwD) Ownership	4	Medical certificate		
Total Points allocated to Specific Goals	20			

Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 12 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled

AUTHORISATION SIGNATORIES TO CONFIRM RFP			
The employee signing below hereby affirms the accuracy of the information requested for the proposal.			
Supply Chain Management Representative			
Full Names		Date	
Signature			
Technical Representative			
Full Names		Date	
Signature			



Document Title	Request for Proposal(s)		
Document Number	FIN-RFP-001(B)	Revision Date	03 June 2024
Page Number	Page 13 of 13	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled