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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU: 06 - 2022/23

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE MID-TERM REVIEW OF THE ETDP SETA FIVE-YEAR STRATEGIC PLAN 2020 - 2025

1. INTRODUCTION AND BACKGROUND

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 Skills 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 in order to benefit employers, workers and employees in the ETD sector.

While the strategic planning period is for five years (2020/21 - 2024/25), the National Skills Development Plan (NSDP) projects a ten-year planning horizon, aligned to the National Development Plan (NDP) - Vision 2030. The NSDP outlines eight (8) outcomes that inform this Strategic Plan's five-year targets, which are outlined below:

- Outcome 1: Identify and increase production of occupations in high demand;
- Outcome 2: Linking education and the workplace;
- Outcome 3: Improving the level of skills in the South African workforce;
- Outcome 4: Increase access to occupationally directed programmes;
- Outcome 5: Support the growth of the public college system;
- Outcome 6: Skills development support for entrepreneurship and cooperative development;
- Outcome 7: Encourage and support worker-initiated training; and
- Outcome 8: Support career development services

In response to above NSDP outcomes, the ETDP SETA identified the following key focus areas of the ETDP SETA over a five-year period, (i.e. 2020/21 – 2024/25):

- Ensuring Quality Teaching and Learning in Schools, TVET Colleges, ECD Centres, CETCs and Public HEIs ;
- Ensuring effective and efficient service delivery in public and private educational institutions;
- Supporting the transformation of the Post Schooling and Education and Training
- Provide support to ETD organisations in dealing with implications of the 4th Industrial Revolution and 8.2.9.5 Implement measures to support SMMEs and Entrepreneurship;

Emerging Trends

- Partnerships
- Continual Identification of Skills Demand
- Expanded Opportunities for Access
- Green Economy

The table breaks down the aforementioned into outcome indicators, baseline and five-year targets:

MTSF Priority: A capable, ethical and developmental state			
OUTCOME	Outcome Indicator	Baseline	Five Year Target
Capable human capital for improved service delivery	Number of employees and governance structure members trained and professionally capacitated for improved service delivery	-	All staff and governance structure members trained on relevant competencies and capabilities
Digitalised business environment for improved performance	Number of automated business processes implemented for improved organisational efficacy by year end	-	15

MTSF Priority: Education, skills and health			
NSDP Outcome 1	Outcome Indicator	Baseline	Five Year Target
Increased production of occupations in high demand	Number of occupations in high demand identified and reported through Sector Skills Plans process	20	30
	Number of research studies conducted to inform skills planning	-	15
	Percentage of WSPs and ATRs evaluated and feedback provided to employers	1 000	100%
Effectiveness of implementation of skills programmes and projects	Number of evaluation studies conducted	6	5

MTSF Priority: Education, skills and health			
NSDP Outcome 2	Outcome Indicator(s)	Baseline	Five Year Target
Linking education and the workplace	Number of youth accessing work-based learning opportunities to enhance employability	15 566	20 205
	Increased number of students receiving financial assistance from the ETDP SETA bursary scheme and/or ETDP SETA funded skills development initiatives	13 837	20 105

MTSF Priority: Education, skills and health			
NSDP Outcome 3	Outcome Indicator(s)	Baseline	Five Year Target
Improving the level of skills in the South African workforce	Increased number of teachers and government officials who are competent in digital skills to facilitate digital learning, e-learning, blended learning and other new digital skills transfer to learners	48 700	51 844
	Constituent organisations supported, through skills development, to enhance employees' capabilities on digital skills	-	14

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MTSF Priority: Education, skills and health			
NSDP Outcome 5	Outcome Indicator	Baseline	Five Year Target
Support the growth of the public college system	CET Colleges funded to implement digital learning platforms	-	9
	Increased number of TVET and CET College lecturers, managers, practitioners, and council members trained in specialised fields and lecturers exposed to relevant industries	4 039	5 000

MTSF Priority: Education, skills and health			
NSDP Outcome 7	Outcome Indicator	Baseline	Five Year Target
Encourage and support worker initiated training	Increased number of worker-initiated training supported	-	10

MTSF Priority: Education, skills and health			
NSDP Outcome 8	Outcome Indicator(s)	Baseline	Five Year Target
Support career development services	Career Development Services: Increase in the career development opportunities for previously disadvantaged individuals in accessing post-school education and training as a result of career guidance events organised	260	400

In line with the DPME' Revised Framework for Strategic Plans and Annual Performance Plans, as part of strengthening monitoring, reporting and evaluation, regular and ad-hoc assessments of the Strategic Plans including mid-term must be conducted. Mid-term reviews become one of the key milestones in the implementation of these plans. These are geared towards promoting performance improvement, accountability, learning and evidence-based decision making and management. In particular, the reviews will assess results achieved to date in comparison with the performance indicators outlined in the strategic plan.

It is against the aforementioned background that the ETDP SETA wishes to appoint a competent independent service provider/s to work with the SETA' Performance Monitoring and Evaluation Specialist in conducting a mid-term review of the aforementioned strategic key priority areas, outcome indicators and targets.

The ETDP SETA will host a **COMPULSORY** virtual briefing session for **BID NO: SCMU: 06 - 2022/23** for the Mid-Term review of the ETDP SETA five-year strategic plan 2020 – 2025, on **14 November 2022** at **11h00**. Interested members must please communicate their interest to join in the session, **before 11 November 2022**. To attend and get access to the session, please email: TienieJ@etdpseta.org.za with your Name, Surname, Company Name, Email address and Cellphone Number. Access details **will only be shared** with those that confirmed. **Please do not forward the link further**. We thank you for your cooperation.

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

2. PURPOSE AND OBJECTIVES

2.1. PURPOSE

The study seeks to assess the progress on the implementation of the strategic plan after the first two and half financial years with particular reference to the delivery of outcomes and key priorities. The mid-term review serves as largely a management tool to provide the Accounting Authority and keys stakeholders with an account of results achieved at the time of reporting and thus a guide for the remaining period of the plan.

2.2. OBJECTIVE OF THE STUDY

The study should, therefore, address the following related objectives:

- a) To systematically and objectively determine the strategic plan' relevance, effectiveness, efficiency and sustainability against the NSDP and the NDP – Vision 2030, by proposing a set of recommendations with a view to review ongoing and future actions until the end of five year period;
- b) To identify significant factors that that could hinder/imped the delivery of outcomes and impacts;
- c) To also identify the underlying causes and issues contributing to targets that are not being adequately achieved; and
- d) To objectively identify strengths and weaknesses as well as opportunities and risks of the strategic plan and develop recommendations for any necessary changes in the overall design.

2.3. SPECIFIC EVALUATION QUESTIONS

The study seeks to answer the following specific questions:

- a) To what extent the SETA plans conformed to regulatory frameworks, the sustainable development priorities of the sector and/or country?
- b) To what extent have the expected outcomes and key focus priorities of the strategic plan have been achieved thus far?
- c) How has the strategic plan been implemented efficiently, cost-effectively, and has been able to adapt to any changing conditions due to various factors; including impact of COVID-19 pandemic?
- d) To what extent was the design and implementation of the strategic plan responsive to the country's transformational imperatives?

3. PROJECT SCOPE AND REQUIREMENTS

3.1. PROJECT SCOPE

The scope of the study focuses on the Five-Year Strategic Plan implementation from 2020/21 – 2024/25

3.2. REQUIREMENT OF THE SERVICE PROVIDER(S)

The evaluation team should be comprised of the following:

- a. Project Manager/s – at least 5 years' relevant experience in project management and at 3 years in evaluations, plus a post graduate degree preferably a Master's Degree.
- b. Evaluation Specialist/s - at least 3 years' experience in evaluations, plus a post graduate degree preferably Master's degree.
- c. Sector Specialist/s – an appropriate honours degree plus at least 3 years' experience in skills development within the education, training and development sector.
- d. The team should possess the following core competencies:
 - Contextual knowledge and understanding of strategic planning and implementation
 - Project management
 - Evaluation discipline and practice
 - Research practice

- Report writing and communication
- Excellent communicating skills
- e. Two suitably qualified unemployed young graduates at honours level as interns for capacity building and experience for the duration of the contract.

NB: CVs of the above team members must be submitted with proof of appropriate qualifications and will form part of the bid evaluation criteria.

3.3. METHODOLOGY

The study will apply mixed methodologies which will include:

- a) Desktop literature review and in-depth comparative analysis of the ETDP SETA documentation and data including: Sector Skills Plan, Strategic Plan, annual performance reports, programme documents, programme data, implementation agreements, learner assessment reports, quarterly and annual performance reports, and programme monitoring reports which will build good understanding of information available'
- b) Visits to at least two project sites in each province where the identified programmes were implemented, using focus groups, survey and/or one -one-one interviews (virtually or in person);
- c) Interviews with key stakeholders/key informants such as the officials from Department of Higher Education and Training, all ETDP SETA programme managers, all provincial managers, a sample of employers in the sector and training providers;
- d) Financial analysis to assess the viability of the programmes and whether value for money has been obtained in the delivery of the interventions;
- e) Based on the desktop review and field visits, the evaluators will choose examples of outcomes and case studies for a more in-depth analysis, which will involve the application of the Theories of Change approach to successfully implemented their strategic plans;
- f) Two-day reflection meeting will be held on a quarterly basis. The outcome harvesting methodology will be applied during these meetings. The evaluation team will then be expected to validate a sample of harvested outcomes and proceed into substantiation, analysis and interpretation phase. The meetings will be coordinated by the evaluators in consultation with ETDP SETA M&E Working Group.

3.4. PROPOSAL REQUIREMENT

The prospective service provider must submit proposal that entails the following:

- a) Understanding of the intervention to be evaluated and the ToRs.
- b) Evaluation approach, design and methodology for the evaluation including: literature and documentation review research strategy, design, procedures/methods, data collection, storage, processing and analysis procedures, tools, sampling, suggestions for elaboration or changes to scope & methodology as outlined in the TORs and examples of examples of evaluation questions etc.
- c) Activity based evaluation plan with clear timelines and responsibilities.
- d) Activity based budget in South African rand; including VAT as per the costing model indicated below.
- e) Proof of competence in a form of qualifications and a list of related projects undertaken in the past with contact people with contact details as references.
- f) Evaluation team structure: outlining clear roles and responsibilities.
- g) Capacity development elements.
- h) Quality assurance plan that will ensure that the process and the product will be of good quality.
- i) CVs and qualifications of all team members.

4. SCOPE OF WORK

As part of the project deliverables, the successful evaluator(s) will be required to produce and submit the following:

- a. Before drafting the inception report, the evaluator(s) is obliged to conduct a brief (no longer than 15 working days) scoping exercise to review the state of the SETA's programme data and data systems, as well as identification of key stakeholders to both the evaluation and the underlying programmes. This scoping exercise will ensure that at the end of the evaluation, at 20% of programme participants have been contacted or interviewed.
- b. The evaluator(s) will be expected to compile an inception report with a detailed evaluation plan, which is to be presented to and approved by the evaluation task team and SETA management.
- c. The evaluator(s) will also be expected to construct a theory of change (ToC) integrating each of the programmes outlining how the programme is supposed to achieve intended results. The Evaluator(s) will subsequently be expected to convene a workshop with key programme stakeholders (to be identified by the SETA's evaluation specialist) for validation of the ToC.
- d. Based on the ToC, the successful evaluator(s) should develop result chain framework for the programmes, this should be used to guide the evaluation. The evaluator(s) will be expected to submit the resulting logic framework for approval by the SETA evaluation task team and management.
- e. Also guided by the ToC, the evaluator(s) should formulate hypotheses to be tested by the evaluation study.
- f. Prior to fieldwork (data collection), the evaluator(s) will submit appropriately designed and test data collection instruments for approval by the evaluation task team.
- g. Throughout the evaluation, the evaluator(s) will be expected to meet regularly with the evaluation specialist and the evaluation task team for regular progress reports (the details will be discussed during the inception meeting). The minutes of these meetings shall be submitted with each invoice.
- h. The evaluator(s) shall be expected to submit both the draft (preliminary) and final evaluation report for approval by the task team and SETA management. The format of the report will be provided by the SETA. The final report shall be accompanied by all necessary annexures including approved instruments, identity protected raw data etc.
- i. Finally, present preliminary and final presentations of the evaluation on forums as shall be dictated and negotiated between the ETDP SETA evaluation task team and the evaluator(s). This remains an option for the SETA for as long as the evaluation contract is still open.
- j. A metadata should accompany any datasets produced including clarification on the following: format of the data, description of the data, data structure, variables, data quality issues, non-responses, coding issues, and derived variable.

5. COSTING MODEL (PRICE 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 REQUIREMENTS

NAME OF BIDDING ORGANISATION:

ITEM DESCRIPTION	UNIT COST	AMOUNT	COMMENTS
Labour (inclusive of the stipend for the two interns at Honours level for the duration of the contract)			
Subsistence & Communication			
Stationery and Design Layout			
Project Management and Overheads (25%)			
Transport			
TOTAL PROJECT BUDGET			

DETAILED ACTIVITY BASED LABOUR BUDGET

Inception Meeting			
Inception Report Writing			
Document & Literature Review			
Sampling and Instrument Design (interview Schedules)			
Key Informant Interviews			
Transcription and Analysis of interview findings			
Reporting Writing			
Presentation of results			
Total Labour			
VAT @ 15%			
TOTAL COSTS			
ALL COSTS MUST BE INCLUSIVE OF VAT			

.....
Signature of Bidder

6. DURATION OF THE PROJECT

The ETDP SETA will enter into a Service Level Agreement (SLA) with the service provider(s) for the period until 31 March 2023.

7. BID EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017. The evaluation will be guided by ETDP SETA procurement policy.

Folder A (USB) must have documents for Stage 1 and Stage 2

7.1. 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.

7.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Declaration of Interest – SBD 4 (New)

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

7.2. STAGE 2 [Folder A (USB)]

In this stage, the evaluation of bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid document.

- a. The minimum qualifying score for functionality will be **80** out of hundred (**100**) points and bids that fail to achieve the minimum qualifying score will be eliminated.
- b. Only bids that achieved the minimum qualifying score/ percentage 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	CRITERIA	POINTS
1.	1.Contactable reference and evaluation experience of the organisation: Proof of similar projects in the past five years 1.1. Contactable reference: 12 (a) Three (3) references on referee letterhead = 12 points (b) Two (2) references on referee letterhead = 7 points (c) One (1) reference on referee letterhead = 3 points 1.2. Organisational Evaluation Experience: 12 • Experience 5 in conducting similar (ETD) evaluations one completed project report linked to a contactable reference = 12 points • Experience 3 in conducting similar (ETD) evaluations one completed project report linked to a contactable reference = 7 points • Experience 1 in conducting similar (ETD) evaluations one completed project report linked to a contactable reference = 3 points *[Each reference must clearly indicate; • the name of the bidder and the project • objectives of the project (nature of the project) • duration of the project • recommendation and contact details of the referee as well as projects completed on time and • must be signed. NB: If any of the above information is omitted/missing will lead to the reference letter(s) not allocated points.	24
2.	Proof of capacity of the team to conduct the study: 36 Project Manager's proof of experience in project management and evaluations (provide contactable references): 2.1. Experience of Project Manager for this project: 6 1) Five (5) years or more in project management with evaluations = 6 points 2) Three (3) to four (4) years in project management with evaluations = 4 points 3) One (1) to two (2) years in project management without evaluations = 2 points 2.2. Qualifications of Project Manager for this project: 6 1) Masters = 6 points 2) Honours Degree = 4 points Evaluation Specialist' proof of experience in successfully conducting similar projects (provide contactable references): 2.3. Experience of the Evaluation Specialist for this project: 6 1) Three (3) years or more in evaluations = 6 points 2) Two (2) years in evaluations = 4 points 3) One (1) year in evaluations = 2 points 2.4. Qualifications of Evaluation Specialist: 6 1) Masters = 6 points 2) Honours Degree = 4 points Sector Specialist' proof of experience in skills development in ETD sector (provide contactable references):	36

	2.5. Experience of the Sector Specialist for this project: 6 1) Three (3) years or more in skills development in ETD = 6 points 2) Two (2) years in skills development in ETD = 4 points 3) One (1) year in skills development in ETD = 2 points 2.6. Qualifications of the Sector Specialist for this project: 6 1) Honours' Degree = 6 points 2) First Degree = 4 points	
3.	Research Project Plan: 40 The following should be included: 1. Research methodology, 2. allocation of resources and tools, 3. timelines (within the prescribed period – end March 2022), and 4. key deliverables including consultation sessions and meetings - The service provider meets all of the abovementioned listed deliverables = 40 points - The service provider does not meet all of the abovementioned listed deliverables = 0 points	40
TOTAL		100

Bidders must provide documents to justify awarding the above points, and such proof should 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.

7.3. STAGE 3 [Folder B (USB)]

PRICING SCHEDULE DOCUMENTS

- 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**
- Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 -**SBD 6.1 (If claiming preferential points)**
- B-BBEE certificate or sworn affidavit (**If claiming preferential points**) *Should the bidder submit both the certificate and sworn affidavit with different B-BBEE levels, the bidder will not be awarded points*

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

✓ Price	80
✓ B-BBEE status level of contributor	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.

NB: PLEASE NOTE THAT INCLUSION OF THE FINANCIAL PROPOSAL IN FOLDER A WILL LEAD TO DISQUALIFICATION.

8. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. The ETDP SETA reserves the right not to award the RFB
2. ETDP SETA does not bind itself to appoint a bidder with the highest points.
3. ETDP SETA reserves the right to negotiate the bidder's price.
4. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
5. Bids which are late, incomplete, unsigned or submitted by facsimile and/or email will **NOT** be accepted.
6. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
7. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit, or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
8. A Qualifying Small Enterprise (QSE) is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million** and **level of black ownership** or a B-BBEE level verification certificate to claim points as prescribed.
9. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
10. 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** have an accreditation certificate with relevant authority as stated in Mandatory documents.
11. 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 preference points for B-BBEE status level of contribution are not claimed.
12. Bids submitted are to hold good for a period of 90 days.
13. 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.
14. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
15. Companies that are in the process of **de-registration in the CIPC** will not be considered.
16. Service Provider must provide proof of Public Liability Insurance.
17. The ownership of the material generated during the evaluation shall remain the property of the ETDP SETA.

9. 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 **03 November 2022**.

Bidders must submit technical and financial proposals in **two separate USBs** clearly marked “**Folder A- Technical Proposal**” and “**Folder B- Financial Proposal**”.

Folder B - (Financial Proposal) must include the 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, Invitation to Bid - **SBD1**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 -**SBD 6.1** (*If claiming preferential points*), and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) *Should the bidder submit both the certificate and sworn affidavit with different B-BBEE levels, the bidder will not be awarded points.*

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 **must be hand/ courier 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 **29 November 2022**.

No late submission will be accepted!

10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **29 November 2022**.

11. 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.