



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

## REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: RFQ/HUM/25/26/090			
<b>CLOSING DATE</b>	<b>28 August 2025</b>	<b>CLOSING TIME</b>	<b>12:00</b>

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
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Page Number	Page 1 of 14	*Next Revision Date	31 March 2030
Revision Number	Rev 00	Access	Controlled
Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

25 August 2025

changes.

\*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational

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## 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 >?, 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

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) was established in 2000 to promote skills development in terms of the Skills Development Act (Act No. 97 of 1998 as amended).

The merSETA facilitates skills development in the manufacturing, engineering, and related services that encompass the following sectors: Automotive, Metal, Motor, Tyre, Plastics, and Automotive Components Manufacturing.

## 3. Objectives of the Service

The merSETA herewith invites proposals from interested service providers to submit proposals for consideration to be appointed to assist in sourcing and shortlisting candidates for nine (9) internship positions. The recruitment agency will be responsible for sourcing and pre-screening and short list suitable applicants for the internship programme, arranging interviews with the shortlisted candidates and providing employment letters to the candidates. merSETA will then take responsibility for final shortlist, conducting interviews and finalizing the selection process. The selected agency will provide merSETA with suitable CVs of applicants as needed, ensuring the provision of capable individuals who can contribute effectively to merSETA's Internship Programme.

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#### 4. Scope of Work (Service)

4.1 The suitable bidders must be able to provide the following services:

4.1.1 Source and identify potential qualified candidates for internship positions in the specified division/units, in line with the qualifications provided by merSETA, as per the following disciplines:

1. ICT x 2
2. Human Resource x 1
3. Marketing and Communications x 1
4. Research and Innovation x 1
5. Operations x 4

4.1.2 Submit a minimum of five (5) suitable CVs for each internship discipline above in line with the requirements provided by merSETA. Provide an analysis of applicants for merSETA's review and finalization. CVs must meet the prescribed requirements, and the agency must comply with the conditions set out.

4.1.3 Submit CVs for suitable applicants to merSETA within three (3) days after receipt of request from merSETA.

4.1.4 Prepare CVs in an easy-to-understand format along with a summary that motivates the applicant.

4.1.5 Decide with the final shortlisted applicants and ensure they are briefed accordingly about the interview details.

4.1.6 Provide merSETA with copies of the applicants' qualifications and IDs.

#### 5. Deliverables

5.1 Internship Processing

- Source suitable applicants for approval by merSETA.
- Provide initial screening of all applications against the requirements provided by merSETA.
- Screen and recommend potential candidates

#### 6. Project Timeline

6.1 The estimated duration of this project is **two (2) weeks** from appointment date.

#### 7. RFP Submission

7.1 Bid documents may be emailed to [quotations@merseta.org.za](mailto:quotations@merseta.org.za) on or before the closing date and closing time.

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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).

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 Bid Evaluation Process

10.1 The RFP will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20).

### 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.

- a) Standard Bidding Document (SBD 4)
- b) Standard Bidding Documents (SBD 6.1)

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## 10.1.2 Evaluation Stage 2: Technical Evaluation

10.1.2.1 Bidders must meet the minimum technical specification requirements in this evaluation stage to advance to the next evaluation stage. Failure to meet the prescribed technical specification will automatically disqualify the bid offer from proceeding to the next evaluation stage. **Any bid that fails to meet the overall minimum threshold of 90% or has not received the minimum score for any individual component thresholds will be disqualified for further evaluation on stage 3.**

Each proposal that passed functional evaluation of **90%** and more, will be on equal footing to proceed to the final round of evaluation on price and specific goals

No	Requirements	Criteria	Points
1.	Provide a company profile reflecting five (5) years' experience providing recruitment and placement services. Verifiable on CSD.	Five (5) and above years of providing recruitment and placement services=30	30
		4 years' experience providing recruitment and placement services=20	
		Less than 4 years' experience providing recruitment and placement services=0	
2.	The bidder must be registered with the Department of Employment and Labour as a Private Employment Agency. Attach <b>Certificate of registration</b>	The bidder is registered and submitted a certificate of registration with the Department of Employment and Labour as a Private Employment Agency= 15	15
		No certificate of registration with the Department of Employment and Labour as a Private Employment Agency submitted=0	

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3.	The bidder must be a member in good standing of at least one of the following three (3) staffing Associations (and must submit Certificate of Membership) – <b>(i) Federation of African Professional Staffing Organisations (APSO)</b> <b>(ii) Construction Engineering Association (CEA)</b> <b>(iii) Information Technology Association (ITA)</b> <b>(iv) The Confederation of Associations in the Private Employment Sector (CAPES)</b>	Certificate of Membership attached.	10
		No membership certificate submitted=0	
4.	Detailed proposed methodology and approach, as well as timeframes and a project plan	Fully complies - The Bidder has provided a clear detailed explanation of the methodology implementation approach which details how the services will be carried out as outlined in the scope and deliverables and timelines=25	25
		Poor proposed methodology with no detailed project plan and timeframes. =0	
5.	Three (3) reference letters of similar work done from 2018 to date including job titles of successfully placed vacancies	Three (3) contactable reference letters attached, of similar work done from 2018 to date including job titles of successfully placed vacancies=10	10
		Less than three (3) reference letters attached=0	

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6.	Curriculum Vitae of <b>Lead Consultant</b> reflecting his/her knowledge/experience in implementing similar service	Lead consultant must have a minimum of 5 years' experience in Recruitment and Placement with relevant qualification=10	10
		Less than 5 years' experience in Recruitment and Placement experience and non-related qualification=0	
<b>TOTAL WEIGHTING</b>			<b>100</b>
<b>MINIMUM WEIGHTING SCORE</b>			<b>90</b>

### 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	

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Tenderer who has 20% or more owners with disability	4	
<b>Total Points allocated to Specific Goals</b>	<b>20</b>	

**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)<sup>1</sup>” 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.

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- 12.3 The merSETA reserves the right to award this bid as a whole or in part.
- 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 experience 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 offer 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.
- 13.3. 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.
- 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

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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.

## **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.**

□

<b>Specific goal</b>	<b>80/20 Preference Point system</b>	<b>Example of Submission</b>	<b>Tick if relevant document submitted</b>	<b>Indicate which document has been submitted</b>
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		

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Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBEE 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		
<b>Total Points allocated to Specific Goals</b>	<b>20</b>			

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

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## REQUEST FOR PROPOSAL (RFP)

### ANNEXURE B: PRICING SCHEDULE

#### Instructions:

1. All prices must be quoted in Rands and be **inclusive of VAT**.
2. Prices must include all expenses (e.g., sourcing, administration, travel, etc.)

No	Activity/Deliverable	Description	Total (Incl. VAT)
1	<b>Sourcing</b>	Sourcing of suitable applicants	R _____
2	<b>CV Shortlisting</b>	Initial screening and admin. Submission of a suitable CVs with certified copies of qualifications and IDs, as per the scope of work.	R _____
3	<b>Applicant Reports</b>	Prepare summary motivation and analysis of shortlisted applicants	R _____
4	<b>Project Management &amp; Administration</b>	Overall project coordination, status updates, reporting, client liaison	R _____

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No	Activity/Deliverable	Description	Total (Incl. VAT)
5	<b>Travel Costs</b> (where applicable)	Travel for meetings/site visits (specify rate/km and estimated distance)	R _____
6.	<b>Other Costs</b> (specify, if any)	Any other costs (please specify)	R _____

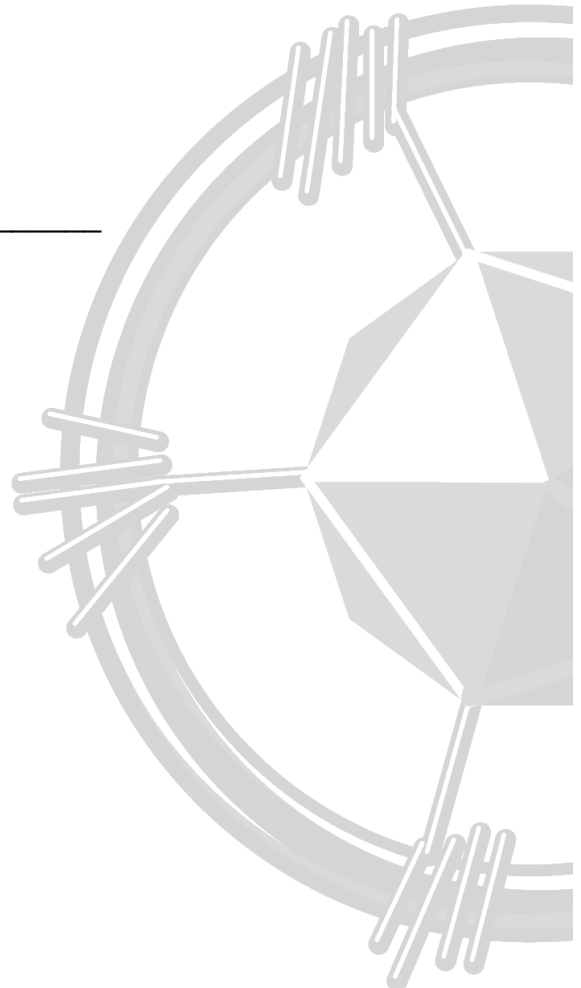
**TOTAL PROJECT COST (Incl. VAT):**

R \_\_\_\_\_

**Bidder's Authorised Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_



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