

TERMS OF REFERENCE:

**APPOINTMENT OF A COMPETENT EXTERNAL SERVICE PROVIDER
TO CONDUCT NATIONAL CERTIFICATE: OCCUPATIONALLY
DIRECTED EDUCATION, TRAINING AND DEVELOPMENT PRACTICES
(ODETDP) AT NQF LEVEL 5 FOR A PERIOD OF TWELVE (12) MONTHS**



1. INTRODUCTION

- 1.1 The Eastern Cape Provincial Treasury (ECPT) seeks to appoint a suitably qualified service provider in order to assist the employees to acquire the “train the trainer” competencies for a period of twelve (12) months. The department invites proposals for an outcomes-based NQF Level 5 in Education and Training Development called “National Certificate: Occupationally Directed Education Training and Development Practices” (ODETDP), South African Qualifications Authority (SAQA) ID 50334.

2. OBJECTIVE

- 2.1 The objective of providing the certificate programme is to enable officials to receive recognition to Occupationally Directed Education, Training and Development (ODETD) competencies at a high level without needing to acquire a degree in Education, Training and Development (ETD). The certificate includes competencies across all the ETD roles:
- 2.1.1 Learning Design and Development,
 - 2.1.2 Learning Facilitation,
 - 2.1.3 Assessment,
 - 2.1.4 Strategic Management,
 - 2.1.5 Quality Assurance,
 - 2.1.6 Standard Setting and Qualification Design and
 - 2.1.7 Skills Development Facilitation.
- 2.2 Depending on areas of specialization selected, recipients of this qualification will be able to:
- 2.2.1 Analyse needs and plan learning,
 - 2.2.2 Design and develop learning programmes and processes,
 - 2.2.3 Facilitate learning in routine and complex situations,
 - 2.2.4 Engage in and promote assessment practices,
 - 2.2.5 Facilitate and manage skills development in an organization,
 - 2.2.6 Define and Evaluate standards and qualifications and
 - 2.2.7 Evaluate Human Resource Development (HRD) interventions.

3. SCOPE OF WORK

- 3.1 The successful bidder will conduct Education, Training and Development training to ten (10) employees of the department.



- 3.2 The content must be presented in block sessions of not more than five (5) working days each, that logically combine the unit standards in a format that facilitates optimal learning.
- 3.3 The successful bidder shall be expected to provide face-to-face theoretical tuition, facilitate the development of portfolios of evidence and prepare learners for all the required formative and summative assessments towards attainment of the SAQA ID 50334 qualification.
- 3.4 The successful bidder must be able to roll out training face to face, in the event of unforeseen circumstances e.g. natural disasters or societal events, etc. the successful bidder must be able to provide it virtually.
- 3.5 The successful bidder to note that the department will provide venue and catering costs around East London / Bhisho.
- 3.6 When learners develop their formative and summative assessments, a successful bidder is expected to provide support through physical learning site contact sessions or through telephone or email contact.
- 3.7 Where assessments are done to determine levels of competence, a provision for re-assessment, for at least twice is made, in respect of those who have not attained the required competence levels.
- 3.8 The successful bidder shall be expected to provide assessments to all ten (10) learners, in line with the requirements of the SAQA ID 50334 qualification.

4. LEGISLATIVE FRAMEWORK

4.1 Tax Matters

- 4.1.1. No price quotation shall be awarded to a bidder whose tax matters are not in order or whose tax status is non-compliant. ECPT reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder if it is established that such bidder was in fact non-compliant at the time of the award.
- 4.1.2. The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit price quotations.
- 4.1.3. Bidders are required to be registered on the Central Supplier Database and the ECPT shall verify the bidder's tax compliance status through the Central Supplier Database. The CSD report must be submitted.
- 4.1.4. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.



4.2 Technical Legislation and/or Standards

4.2.1 Bidders should be cognisant of the legislation and/or standards specifically applicable to these services.

5. TIMELINE OF THE PROCUREMENT PROCESS

5.1 The period of validity of the price quotation and the withdrawal of offers, after the closing date and time is 60 days.

6. POPIA STATEMENT

6.1 ECPT will process all information submitted by the bidder (Respondent) in terms of the requirements contemplated in Section 4(1) of the POPIA:

- Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
- The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this price quotation, the Responsible party is "ECPT" and the Data subject is the "Respondent". ECPT will process personal information only with the knowledge and authorization of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exemptions contained in the POPIA.
- ECPT reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this price quotation and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning ECPT.

6.2 In responding to this request for quotation (RFQ), ECPT acknowledges that it will obtain and have access to personal information of the Respondent. ECPT agrees that it shall only process the information disclosed by Respondent in their response to this price quotation for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. ECPT further agrees that in submitting any information or documentation requested in this price quotation, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by ECPT and/or its authorised appointed third parties.



- 6.3 Furthermore, ECPT will not otherwise modify, amend, or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, ECPT requires the Respondent to process any personal information disclosed by ECPT in the bidding process in the same manner.

7. LATE SUBMISSIONS

- 7.1 Price quotations received after the closing date and time, at the address indicated in the price quotation document, will not be accepted for consideration and where practicable, be returned unopened to the Bidder where we have the return address.

8. COUNTER CONDITIONS

- 8.1 Bidders' attention is drawn to the fact that amendments to any of the Conditions of this price quotation or setting of counter conditions by Bidders or qualifying any Conditions will result in the invalidation of such price quotations.

9. SUPPLIER DUE DILIGENCE

- 9.1 ECPT reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include request for additional or clarification information.

10. SUBMISSION OF PRICE QUOTATIONS

- 10.1 Price quotation documents may either be emailed, hand delivered or posted to ECPT, Private Bag X0029, Bhisho, 5605 (preferably registered mail) OR deposited in the tender box situated at ECPT Supply Chain Management Unit, Shop 7, Standard Bank Building, corner of Phalo Avenue and Independence Avenue before the closing date and time.
- 10.2 Price quotation documents will only be considered if received by ECPT before the closing date and time, regardless of the method used to send or deliver such documents to ECPT.

11. PRESENTATION / DEMONSTRATION

- 11.1 ECPT reserves the right to request presentations/demonstrations from the short-listed bidders as part of the price quotation evaluation process.

12. TIME FRAMES

- 12.1 The successful bidder is required to implement the project for a period not exceeding twelve (12) months as per the project plan milestones. The contract shall remain in force for a period of



twelve (12) months.

13. EXPECTED DELIVERABLES

The successful bidder must deliver the following:

- 13.1 A project plan detailing the execution of the scope of work with indicative timeframes.
- 13.2 Duly conducted block lectures as evidenced by attendance registers.
- 13.3 Records of outcomes for assessments of all participating learners, per unit standard, at the completion of each module of the certificate programme.
- 13.4 Original copies of all certificates upon successful completion of the course, as determined in the Service Level Agreement (SLA) entered into with the ECPT.

14. COMPETENCY AND EXPERTISE REQUIRED

- 14.1 The successful bidder for this course must have valid accreditation by the relevant Sector Education and Training Authority (SETA) or by a national education and training authority as a training provider of SAQA ID 50334 National Certificate in Occupationally Directed Education, Training and Development Practices Programme. Such accreditation must be maintained throughout the duration of the training programme and will be monitored by ECPT.
- 14.2 The successful bidder must demonstrate expertise in the provision of National Certificate in Occupationally Directed Education, Training and Development Practices Programme by way of successfully completed assignments.
- 14.3 The training facilitator must have a minimum of a National Diploma/ Bachelor's Degree / Higher in the Occupationally Directed Education, Training and Development Practices qualification and a minimum of five (5) years of experience in facilitation of Education and Training and Development Practices training, as outlined under Scope of Work under paragraph 3; CV and proof of qualifications for the facilitators must be attached.

15. COMMUNICATION AND REPORTING

- 15.1 The successful bidder is required to nominate a contact person or Project Manager with whom Provincial Treasury may liaise with in respect of contract execution. Project Team comprising of representatives from ECPT and successful bidder shall be established to monitor progress of the Occupationally Directed Education, Training and Development Practices qualification.
- 15.2 Communication with ECPT, on matters relating to the content and delivery arrangements for the course shall be through the office of the Director responsible for Human Resource Development.



16. INTELLECTUAL PROPERTY RIGHTS

16.1 The ownership of the material generated during the evaluation shall remain with the Provincial Treasury.

17. SPECIAL CONDITIONS

Bidders must comply with all the requirements listed below:

17.1 Bidder requirements

17.1.1 Bidders must submit proof of valid full accreditation by the relevant SETA or a national education and training authority as a training provider for National Certificate in Occupationally Directed Education, Training and Development Practices Programme (SAQA ID 50334).

17.1.2 Bidders must at least provide three (3) completed training assignments undertaken, including issuing of competence certificates, on National Certificate in Occupationally Directed Education, Training and Development Practices Programme within the past three (3) years. In this respect, bidders must complete a track record template attached as **Annexure A**.

17.2 Facilitator requirements

17.2.1 Complete the **Facilitator Profile template** attached as **Annexure B** and attach certified copies of qualifications of the facilitator for the following:

17.2.1.1 National Diploma / Bachelor's Degree / Higher in Education, Training and Development Practices qualification fields.

17.2.2 Attach a CV reflecting a minimum of five (5) years of experience in facilitation of training in Education, Training and Development Practices qualification fields.

17.3 A Pricing Schedule attached as **Annexure C** must be completed and signed by the bidder.

Note: The resources proposed for the project must be availed by the successful bidder for the duration of the project. Should there be a need for changes in resources, such changes must have the prior approval of the ECPT with equivalent or more experienced/ qualified resource.

Note: Only certified copies of original documents not older than six (6) months at the date of closing of this price quotation will be accepted and credited as authentic.

NOTE: FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS WILL RESULT IN DISQUALIFICATION.



18. GENERAL CONDITIONS OF CONTRACT

- 18.1 The bidder shall treat all available data or information provided by the Department in the process as strictly confidential and shall not distribute data or information in any form unless an express written approval is obtained from the Head of Provincial Treasury in advance.
- 18.2 Work done outside the agreed scope will not be for the account of Provincial Treasury.
- 18.3 In the event where the facilitator needs to be replaced, that must be communicated in writing to the PT for approval; the substitute must be equal or more in terms of experience and qualifications.
- 18.4 The successful bidder must maintain the validity of accreditation/good standing with the relevant SETA or national education and training authority.
- 18.5 To establish a common understanding of the appointment, scope of work, expected deliverables and ECPT's expectations in terms of this contract, it is compulsory for the Director(s) of the successful company to attend the contract initiation meeting/ post-award kick-off meeting.
- 18.6 Any award made to a bidder under this price quotation is conditional, amongst others, upon –
- a) The bidder accepting the terms and conditions contained in the General Conditions' of Contract as the minimum terms and conditions upon which ECPT is prepared to enter into a contract with the successful Bidder.

19. SERVICE LEVEL AGREEMENT

- 19.1 Upon award ECPT and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by ECPT, in the format of the draft Service Level Indicators included in this tender pack.
- 19.2 ECPT reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.
- 19.3 The successful Bidder is requested to:
- 19.3.1 Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
- 19.3.2 Explain each comment and/or amendment; and
- 19.3.3 Use an easily identifiable colour font or "track changes" for all changes and/or amendments to the Service Level Indicators for ease of reference.
- 19.3.4 ECPT reserves the right to accept or reject any or all amendments or Additions



proposed by a bidder if such amendments or additions are unacceptable to ECPT or pose a risk to the organisation.

NB: The department will not accommodate any proposal of price increases during the contract period.

20. EVALUATION CRITERIA

20.1 In terms of the new Preferential Procurement Regulations (PPR) 2022, pertaining to the Preferential Procurement Policy Framework Act, (Act No.5 of 2000), responsive price quotations will be evaluated using 80/20 preference point system and specific goals. Eighty (80) points will be allocated for the price and twenty (20) points will be allocated for the specific goals tabulated in the table below:

PRICE AND ALLOCATION OF SPECIFIC GOALS

Preference point system in terms of which points will be allocated to prospective bidders:				80 / 20
Points for Price				80 Points
Points for Specific Goals				20 Points
Specific Goals	Measurements	Points allocated in terms of this bid / price quotation	Points breakdown	Evidence required to substantiate the claimed points:
1. Eastern Cape Based Suppliers:	Suppliers based within the local / Metro Municipality where the services will be performed.	10	10	Municipal bill statement / Valid lease agreement/ Bank statement / Letter from the chief or traditional authority / Letter from the ward councillor in bidders name or company director's name.
	Suppliers based outside the local / Metro municipality where the services will be performed.		6	
	Outside Eastern Cape		0	
2. Women owned entities:	100% owned	5	5	Company registration document(s) and identity document and CSD report. Sole proprietorship: identity document and CSD report.
	60% to 99% owned		3	
	59% and below		2	
3. Youth owned entities:	51% to 100% owned	3	3	Identity document and CSD.
	50% and below owned		1	
4. Entities owned by people with disabilities.		2	2	Proof of disability /medical certificate from the registered medical doctor.
Total points for Price and Specific Goals				100



Note: Bidders who wish to claim points for Specific goals MUST:

- a) Complete the attached SBD/ECBD 6.1.
- b) Failure on the part of a bidder to submit proof or documentation required in terms of this price quotation to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed.
- c) The ECPT reserves the right to request a bidder, before a price quotation is awarded or at any time to substantiate any claim with regards to preferences, in any manner required by the organ of state.

21. PRICING STRUCTURE

- 21.1 Bidders must complete and sign the attached pricing schedule attached as **Annexure C**. Bidders must submit their financial proposal on a total quotation price for training and certification process. All the above costs must be offered, as a total quotation price and reflect in the SBD/ECBD 3.1. The total price will remain valid for the duration of the contract.
- 21.2 All price quotations (where applicable) must be VAT inclusive and presented in accordance with the stipulation of the VAT Act (1989 of 1991). Where a supplier is not VAT registered at the point of award, but register during the contract period, that supplier must absorb any cost escalations, with the contractually agreed prices not allowed to increase. No payment of VAT will be made to a supplier that quoted VAT that cannot prove its VAT registration at the point of invoicing. All the above costs must be offered as a total quotation price and must reflect in the SBD/ECBD 3.1.

22. NEGOTIATIONS

- 20.1 The ECPT reserves the right to negotiate with the recommended bidder prior to the award of the price quotation.

23. COMMUNICATION

- 21.1 All communication or correspondence concerning this price quotation should be directed as follows:



With Regards to Terms of Reference (ToR)	With Regards to SCM Information
Mr. K Charles (Manager: HRUD) Provincial Treasury Bhisho kidwel.charles@ectreasury.gov.za	Mr. VS Maphumulo Provincial Treasury Bhisho sanele.maphumulo@ectreasury.gov.za

Signature:  _____

Date: 16.10.2025

MRS. B CAIN-NOVEVE

DEPUTY CHAIRPERSON: QUOTATIONS COMMITTEE



ANNEXURE A: BIDDERS MUST COMPLETE THE FOLLOWING TABLE INDICATING THEIR TRACK RECORD IN OCCUPATIONALLY DIRECTED EDUCATION TRAINING AND DEVELOPMENT PROGRAMME (ODETP) TOGETHER WITH CONTACTABLE REFERENCES (MINIMUM 3 ASSIGNMENTS WITHIN THE PAST 3 YEARS)

No.	Name of institution /client	Description of the training undertaken	Number of trainees	Date on which certificates were issued	Start date	End date	Duration of contract (e.g. minimum 12 / 24 months etc.)	Contactable references			
					ddmmyyyy	ddmmyyyy		Name of contact persons	Work address	e-mail	Contact numbers
1.											
2.											
3.											
4.											
5.											

Bidders Name: _____ Date: _____

Signed by: _____ Signature: _____

ANNEXURE B: FACILITATOR PROFILE

Facilitator Name (A): _____

ID No: _____

1.1 Qualification / Certification Details

Name of the Qualification / Certification	Name of the Institution of Higher Learning	Date of completion of qualification	Page Ref. No. in the price quotation Document for Certified Copies of Qualifications

1.2 Details of 5 Years (Minimum) Experience

Name of Employer / Client	Start date & year (yyyy-mm-dd)	End date & year (yyyy-mm-dd)	Field of Training Conducted (e.g. Public Administration/ Management or Public Finance or Local Government Finance)	Contactable references	
				Name	Telephone Numbers

Bidders Name: _____

Date: _____

Signed by: _____

Signature: _____

ANNEXURE C: PRICING SCHEDULE (BIDDERS MUST INCLUDE IN THEIR FINANCIAL PROPOSALS ALL COSTS, DISBURSEMENTS, VAT, ETC ON A FIXED FEE BASIS TO ACHIEVE THE SPECIFIED DELIVERABLES FOR A PERIOD OF TWELVE MONTHS)

Name of bidder:

Price quotation number:

SCHEDULE OF PRICES

No.	Description	Number of candidates	Cost per candidate	Total Amount
1.	Admin/Registration membership: Training and Development Practices.	10		
2.	Course Material, Tuition and Exam fee: Training and Development Practices.	10		
3.	Issuing of Competency certificates Training and Development Practice.	10		
4.	Disbursements (Travelling & Accommodation, etc.)			
	Sub Total			
	VAT			
	TOTAL QUOTATION PRICE To be transferred to the SBD/ECBD 3.1 (Pricing schedule)			

Bidders Name: _____ **Date:** _____

Signed by: _____ **Signature:** _____