

INVITATION TO TENDER

**FOR APPOINTMENT OF SERVICE PROVIDERS TO BE INCLUDED IN THE PANEL OF
TRAINING PROVIDERS FOR A PERIOD OF 36 MONTHS**

TENDER NO: QCTO 08/2021

CLOSING DATE: Tuesday, 03 August 2021 at 11:00

Company Name		
Address		
Contact person	Ms/Mrs/Mr/Prof/Dr	
Contact numbers	(w)	(cell)
Email address		

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1. INTRODUCTION

The QCTO was established through the Skills Development Act, no 97 of 1998 and came into operation on 01 April 2010. The main functions of the QCTO are to develop standards for occupational qualifications including trades, accredit skills development providers, conduct quality assurance and issue certificates. Therefore, the QCTO is responsible for standards generation and quality assurance of occupational qualifications on the National Qualifications Framework. The QCTO has approximately 120 staff members and is situated in Hatfield, Pretoria.

The QCTO was listed as a Schedule 3A Public Entity as from 01 April 2010.

1.1 Prospective Service Providers who are interested in rendering Panel of training Providers for the QCTO for a period of 36 months as specified herein, and in accordance with the General Conditions of offer, as well as the specifications, Service Providers are requested to complete this tender document, together with all the standard bidding documents in full and submit proposals in sealed Envelopes marked with Tender Number **QCTO 08/2021** and placed in the tender box at 256 Glyn Street Hatfield, Pretoria, 0083 not later than the closing time and date.

1.2 TENDER SUBMISSION AND COMPLIANCE

The tender must be submitted in the following manner;

- 1.2.1 One (1) original technical proposal and three (3) copies of the original technical submission;
- 1.2.2 One (1) USB Technical submission;
- 1.2.3 One (1) original pricing proposal and one (1) copy must be submitted in a separate sealed envelope; 'The pricing schedule must be submitted adjacent to SBD3.3 form in the bid proposal'.
- 1.2.4 'The pricing schedule must be submitted adjacent to SBD3.3 form in the bid proposal'.

NB: Please paginate your proposal submission by using numbered file dividers or similar system and create an index page for ease of reference.

1.3 Table: 1.1

Closing Date	Address
Day: Tuesday Date: 03 August 2021 Time: 11H00	Quality Council for Trade and Occupations Tender Box @ Reception 256 Glyn Street Hatfield Pretoria 0083

NB: Late Submissions will not be considered

1.4 Table: 1.2

No Briefing Session Information

Prior to submission, the tenderers must check that all pages are properly numbered, and all required documents are signed, initialled and submitted. QCTO will hold the duly authorised signatory liable on behalf of the tenderer.

Each page should be initialled with a black pen.

1.5 PRICING

- 1.5.1 The tenderer must submit details regarding the tender price for the services on the pricing schedule provided in SBD 3.3, which completed form/s must be submitted together with the proposal.
- 1.5.2 This tender requires that the
- 1.5.3 tender price is based on a fixed price.
- 1.5.4 All other costs increases will be negotiated, not exceeding the actual inflation rate (CPI).
- 1.5.5 Pricing must be stipulated INCLUSIVE OF VALUE ADDED TAX.

1.6 PARTNERSHIPS AND LEGAL ENTITIES

In the case of the tenderer being a partnership, close corporation or a company a certificate reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the tender.

1.7 CONSORTIUMS AND JOINT VENTURES

- 1.7.1 If the tendering unit emanates from a joint venture or collaborative partnership or consortium (including a newly formed company), which does not have a joint track record of at least three (3) years, the individual entities that make up the tendering unit should each provide all the mandatory requirements. Should all the requirements in respect of the tendering unit or the individual entities, as the case may be, not be met, the tendering unit will be disqualified.
- 1.7.2 It is recognised that tenderers may wish to form consortia to provide the services.
- 1.7.3 A tender in response to this invitation to tender by a consortium shall comply with the following requirements: -
 - 1.7.4 It shall be signed so as to be legally binding on all consortium members;
 - 1.7.5 One of the members shall be nominated by the others as authorised to be the lead member and this authorisation shall be included in the agreement entered into between the consortium members;
 - 1.7.6 The lead member shall be the only authorised party to make legal statements, communicate with QCTO and receive instructions for and on behalf of any and all the members of the consortium;
 - 1.7.7 A copy of the agreement entered into by the consortium members shall be submitted with the tender. It shall be signed so as to be legally binding on all consortium members;
 - 1.7.8 One of the members shall be nominated by the others as authorised to be the lead member and this authorisation shall be included in the agreement entered into between and communicate with QCTO and receive instructions for and on behalf of any and all the members of the consortium;
 - 1.7.9 A copy of the agreement entered into by the consortium members shall be submitted with the tender.

1.8 ACCEPTANCE OF TENDERS

QCTO does not bind itself to accept either the lowest or any other tender and reserves the right to accept the tender which it deems to be in the best interest of the organisation. QCTO reserves the right to accept the offer in full or in part or not at all.

2. AIM OF PROPOSAL

Appointment of a panel of training providers for a period of 36-months to train employees of the Quality Council for Trades and Occupations (QCTO) on an ad hoc basis.

3. BACKGROUND AND OBJECTIVES

3.1 BACKGROUND

The QCTO in an effort to upskill its workforce is embarking on a process of sourcing the expertise of a Panel of training providers to assist with implementation of training programs that will support Skills Development within the QCTO.

3.2 OVERALL OBJECTIVES

QCTO would like to invite suitable, qualified and competent Training Providers to submit proposals to be considered for inclusion on its panel of Training Providers, as 'preferred service providers'. Preferred service providers imply that the selected training providers are a pool, not necessarily the only contracted service providers. The panel of training providers will be required to provide Training services to QCTO, on an ad hoc basis for an appointed period of 36 months.

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4. SCOPE OF SERVICES

It is imperative that bidders comply with all the conditions as outlined 4.a- 4.g below. Bidders are required to clearly indicate how the scope of work will be achieved.

4.1 CONDITIONS

- a. The accredited training provider should have the required knowledge, skills and experience to train individuals and large groups.
- b. The training provider should have sufficient qualified resources to conduct the training. The training facilitators must have relevant training experience and must be up to date with the latest skills development trends in their subject.
- c. The training provider should have the ability to train on site, virtually or at its own facility around Gauteng as required.
- d. The training provider should, where larger groups are trained over multiple sessions make available a project manager to facilitate the process.
- e. The service provider will ensure that the project manager is accountable, in terms of the contract, for ensuring execution of the project deliverables as well as the professional conduct and integrity of the team.
- f. The training provider must provide all equipment and training material. No equipment may be purchased on behalf of the QCTO as part of the contract.
- g. The panel of training providers will provide training for a period of 36 months on an ad-hoc basis.

4.2 TRAINING SERVICES REQUIRED

- 4.2.1 Bidders may submit proposals in respect of any one or a combination of the 12 service categories.

Please indicate which service categories under 5.2 you are bidding for.

- 4.2.2 The preferred service providers will be expected to render services on an ad hoc basis to QCTO as per the below listed service categories: -

ITEM	SERVICE CATEGORY	TICK AREA/S THE BIDDER IS BIDDING FOR	NUMBER OF YEARS OF EXPERIENCE IN EACH AREA THE BIDDER IS BIDDING FOR
1.	MS Office Computer Skills		
2.	Industrial Relations		
3.	Budgeting and Personal Finances		
4.	Emotional Intelligence		
5.	Time Management		

6.	Customer Relations Management		
7.	Minute Taking		
8.	Risk and Compliance Management		
9.	Business Communication and Writing		
10.	Strategic and Business Leadership Courses		
11.	Diversity Management		
12.	Presentation Skills		

4.3 QCTO intends to promote broad based transformation and development of small and medium Service Providers (training providers) in this industry (Education and Training) and as such will consider providers in the following categories. The bidder must indicate, in the table below, with a tick (✓) the category relevant to it:

SERVICE PROVIDER CATEGORY	DEFINITION	PLEASE TICK (✓)
Category 1: Small Service Providers	Service Providers with an annual turnover of not more than R10 million	
Category 2: Medium Service Providers	Service Providers with an annual turnover greater than R10 million but less than R50 million	
Category 3: Large Service Providers	Service Providers with an annual turnover greater than R50 million	

4.4 DUE DILIGENCE

4.4.1 A due diligence review may be conducted at the sole discretion of QCTO at any time prior to the awarding of the contract which may include but is not limited to conducting site visits at bidder's corporate offices.

4.4.2 Only recognised and accredited training service providers will be considered for this Bid.

- 4.4.3 QCTO does not guarantee that bidders will receive business in the event that bidders are appointed onto the QCTO panel of training providers.
- 4.4.4 All business to selected training providers on the panel of training providers shall be given, in writing, by a duly authorised representative of QCTO.
- 4.4.5 QCTO promotes local production and content and for purposes of this tender, QCTO reserves the right to only consider South African based training providers for appointment under this tender.
- 4.4.6 QCTO reserves the right to interview panel members that would have been short listed for specific assignments.
- 4.4.7 QCTO may, at its sole discretion award an assignment or any part thereof to more than one panel member or to any training provider not forming part of the panel of training providers depending on the nature of the training required.
- 4.4.8 Where the panel falls short of other fundamental training services, QCTO reserves the right to appoint Service Providers outside the appointed panel.
- 4.4.9 The training provider may not cede or assign any part of its agreement with QCTO nor subcontract any part of the work assigned to them without the prior written authorisation of QCTO.
- 4.4.10 Failure to comply with any condition of this request for a proposal will invalidate the respective Bid proposal.
- 4.4.11 Payment of invoices by QCTO will be effected within 30 (thirty) days from date of receipt of an acceptable invoice.

5. PROJECT TIMELINES

The contract will commence upon finalisation of the bid processes. The period of execution of the contract will be for a period of 36 months.

6. SPECIAL CONDITIONS OF CONTRACT

- 6.1.1 A request for quotation will be sent to successful service providers when a need arises for the training services to be rendered
- 6.1.2 QCTO will not provide upfront payments.
- 6.1.3 A Master Services Agreement will be signed with successful bidders. The QCTO will request that all RFQ's to be accompanied by curriculum vitae (cv) of facilitators who will be conducting the requested training.

- 6.1.4 Bidders should submit, together with their proposals, the board resolution confirming that the person signing the bid document is duly authorised to do so and to conclude any legal documents on behalf of the company.
- 6.1.5 Upon award of the bid, the successful bidder shall enter into an agreement with the QCTO. The agreement shall be in a format prescribed by the QCTO.
- 6.1.6 Adverse findings could have an impact on the conclusion of the contract, inclusive of termination without recourse.
- 6.1.7 The successful bidder shall provide the service required based on the set timelines and as per the schedule to be provided by the QCTO.
- 6.1.8 Reference checks will be conducted as part of due diligence.
- 6.1.9 A comprehensive company profile of the bidder shall be attached as an addendum to the response. The profile shall contain at least the following information:
 - 6.1.10 Company size and structure.
 - 6.1.11 A list of current and previous clients (listing contact name address, contact number, fax number and e-mail address). QCTO reserves the right to contact or visit any of the persons on the list in order to obtain more information regarding the quality of services provided by the bidder, together with a description of the services rendered to the client.

6.2 CONFIDENTIALITY

- 6.2.1 The training provider will be required to sign confidentiality and/or indemnity agreements with QCTO.
- 6.2.2 The training provider undertakes, at any time during the term of its appointment and after any termination or cancellation thereof, not to directly or indirectly disclose, nor directly or indirectly use, whether for its own benefit or that of any other person any confidential information of QCTO including that of or any information relating to its clients, customers, suppliers, donors, sponsors or agents.

6.3 INTELLECTUAL PROPERTY RIGHTS

- 6.3.1 All copyright and intellectual property rights that may result in consequence of the work to be performed will become the property of QCTO.
- 6.3.2 Training providers may not use the QCTO logo on their website or training material without written agreement from the QCTO.

7. EVALUATION CRITERIA

QCTO may request additional information, clarification, or verification regarding any information contained in or omitted from a tenderer's proposal. This information will be requested in writing, and the bidder must provide the requested information within forty-eight (48) hours after the request has been made, otherwise, the bidder may be disqualified;

QCTO may conduct due diligence on any tenderer, which may include interviewing customer references or other activities to verify a tenderer's or other information and capabilities (Including visiting the tenderer's various premises and/or sites to verify certain stated information or assumptions) and in these instances, the tenderers will be obliged to provide QCTO with all necessary access, assistance and/or information which QCTO may reasonably request and to respond within the given time frame set by QCTO.

7.1 The tender will be evaluated in two stages:

The first stage of evaluation is based on functionality, which will be evaluated using the following criteria and points:

7.1.1 Stage 1: Pre-Qualification (Mandatory Evaluation)

I/We have attached to this document:	Tick if submitted		Office use
	Yes	No	
• Correctly completed bid proposal and signed by authorised signatories	Yes	No	
• One (1) original hard copy technical bid document and three (3) hard copies of the original technical submission.	Yes	No	
• One (1) original hard copy technical pricing document (sealed in an envelope) and one (1) copy.	Yes	No	
• One(1) USB Technical Submission	Yes	No	
• Proof of company/closed corporation registration and a copy of CM/CK certificates	Yes	No	
• Copies of the identity documents of those with equity/shares	Yes	No	
• Completion of SBD 1 to SBD 9	Yes	No	
• CSD Registration (National Treasury)	Yes	No	
• Letter of Good standing (COIDA)	Yes	No	

Note: Failure to meet all the above mandatory requirements will lead to bidder being disqualified.

7.1.2 Stage 2 - Functionality

Years' experience of the accredited training provider in the subject matter as provided in the table above.	Points
Points to be allocated as follows: a) 0 - year = 0 b) 1 - 5 years = 40 c) 6 years and more = 60	60
Reference letters (Signed and dated) indicating training provided in the subject matter in which the bidder has submitted a proposal not older than three (3) years. The reference letter must clearly reference the facilitator that conducted the training	Points
Points to be allocated as follows (a) 1 -3 Reference letters - 10 points (b) 4 – 6 Reference letters - 20 points (c) 7 and more Reference letters - 40 points	40

Threshold: Bidders that score less than 60 out 100 points for functionality will be considered as submitting a non-responsive bid and will not be considered for further evaluation.

Stage 3: Price and B-BBEE

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the **80/20 preference point system**.

The formulae to be utilised in calculating points scored for the preference point system will be included in the tender document. **Step 1** will be the calculation of points for price where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of tenders with a Rand value below R50 000 000 (all applicable taxes included):

$$P_s = 80 \left[1 - \left(\frac{P_t - P_{min}}{P_{min}} \right) \right]$$

Where:

P_s = Points scored for comparative price of proposal or offer under consideration;

P_t = Comparative price of proposal or offer under consideration; and

P_{min} = Comparative price of lowest acceptable proposal or offer.

Step 2 will be the calculation of points for the B-BBEE status level of contribution where 20 points will be awarded to a tenderer for attaining the B-BBEE status level of 1, and lower points will be awarded to tenderers with lower B-BBEE status levels as per table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Tenderer being awarded zero (0) points for the preference point system.

CALCULATING THE FINAL SCORE

The points scored for the price (step 1) will be added to the points scored for the B-BBEE status level of contribution (step 2) to obtain the tenderer's total points scored out of 100.

AREAS OF EVALUATION	POINTS
Price	80
B-BBEE Status Level of contribution	20
Total	100

8. TENDER VALIDITY PERIOD

The validity period for this tender is **180 days**.

9. ENQUIRIES

For more information, please contact:

SCM contact person: Mr Lekhotla Motloun

Telephone Numbers: 012 003 1847

E-mail address: Motloun.L@qcto.org.za and tenders@qcto.org.za

Technical Enquiries

Contact Person: Ms Lorraine Seema

Email address: Seema.L@qcto.org.za