



# Road Traffic Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE  
PROVIDERS TO DEVELOP THE TRAINING  
MATERIAL FOR THE ROAD TRAFFIC  
TRAINING ACADEMY**

**RTMC BID NO: 08/2021/22**

## CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

### 1. Proprietary Information

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the bidder, to be proprietary to RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

### 2. Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channelled to the email below, however the cut-off date will be on the **03 June 2021**.

|               |                                                              |
|---------------|--------------------------------------------------------------|
| Name          | RTMC                                                         |
| Email Address | <a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a> |

- 2.2 All the documentation submitted in response to this bid must be in English.

- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

### 3. Validity Period

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

### 4. Supplier Performance Management

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.

- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

## 5. **Instructions on submission of Bids**

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5.1 Bids should be submitted as follows:

### 5.1.1 Technical envelopes

- Two (2) copies for technical responses/functional evaluation (1 Original and 1 copy)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope which contains the original document)

### 5.1.2 Financial envelope: Not Applicable

5.2 All envelopes to be sealed and endorsed, **RTMC BID 08/2021/22 Appointment of a panel of service providers to develop the training material for the Road Traffic Training Academy for a period of three (03) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157** by no later than **11:00 am on 08 June 2021.**

### 5.4 **Compulsory Briefing session: Online/Virtual**

5.4.1 The online/Virtual compulsory briefing session will be held on **24 May 2021 at 10:00am.**

5.4.2 Bidders are required to register for a compulsory briefing session by submitting necessary information to [bidadmin@rtmc.co.za](mailto:bidadmin@rtmc.co.za) by not later than **22 May 2021 at 16:30pm** in order to be eligible to participate in the compulsory briefing and the bid process.

The following information is required to register for a briefing session:

- Company Name
- CSD Registration number
- Name and Surname of the Representative

**Bidder/s who fail to comply with the above requirement will not be considered the compulsory briefing session.**

5.4.3 Upon registration a link will be shared with the bidders to enable them to participate on the stated virtual meeting.

5.4.4 Bidders will be required to login using their company name, thirty (30) minutes before the starting time of the briefing session to allow for a virtual registration. Example, if the session starts at 10:00am bidders will be allowed to login at 09:30am and session will start promptly at 10:00am. No bidder/s will be allowed in the briefing session past the starting time.

5.4.5 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the online/virtual briefing session.

**NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)**

5.5 The bidder's company name, closing date and the return address must also be endorsed on the envelope.

5.6 All bids submitted must be signed by a person or persons duly authorised thereto.

5.7 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.

5.8 Bid received by email, facsimile or similar medium will not be considered.

5.9 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**

5.10 Amended bids may be sent in an envelope marked "**Amendment to Bid**" and should be placed in the bid box before the closing time.

5.11 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

## **6. Undertakings by the Bidder**

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6.1 The bidder accepts that all costs incurred in preparation, presentation, and any demonstration in relation to this bid shall be for the account of the bidder.

6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).

6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such

presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.

6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

6.5 The bidder furthermore confirm 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 and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk

## **7. RTMC's Rights**

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

7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.

7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.

7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.

7.5 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

## **8. Supplier Development and Promotion of Emerging Black Owned Service Provider**

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- 8.1** The RTMC promotes enterprise development in this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.
- 8.2** It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.
- 8.3** To give effect to this requirement, bidders are required to submit a partnership/ sub-contracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

## **9. SPECIAL INSTRUCTIONS TO BIDDERS**

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- 9.1** Bidders shall provide full and accurate answers to the questions posed in this document.
- 9.2** Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.
- 9.3** RTMC reserves the right to determine the number of service providers.
- 9.4** The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.
- 9.5** The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents.
- 9.6** RTMC reserves the right to verify information provided by bidders and any misrepresentation will lead to disqualification of the bidder.

## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

## **SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION**

### **1. PURPOSE**

- 1.1 The Road Traffic Management Corporation would like to invite suitably qualified and experienced panel of service providers to develop the training material for the Road Traffic Training Academy for a period of three (03) years.

### **2. PROBLEM STATEMENT**

- 2.1 The Road Traffic Management Corporation (RTMC) is in the process of preparing itself to rollout training of the Driving School Instructors course. However, for the RTMC to be able to offer the qualification there is a need for the training material to be developed which will be in line with the prescripts of the Quality Council for Trade and Occupation (QCTO). The Driving School Instructors course training material is an Operational Key Performance Indicator for the 2021/22 financial year. Failure to develop the training material will result in the non-achievement of annual targets by the Road Traffic Training Academy.
- 2.2 The Traffic Officer NQF Level 6 qualification is due for review in 2021 and therefore the review of the qualification requires that the training material be reviewed and redesigned to meet the latest legislative requirements. Failure to review the training material in line with the revised curriculum will have a negative impact on the registration of the Academy with the relevant authorities.
- 2.3 The Administrative Adjudication of Road Traffic Offences Act; 1998 (Act No.46 of 1998) has been amended in August 2019 and assented into law by the President. As a result, the Minister of Transport published draft regulations for public comments in October 2019 to give effect to the Act. Once the regulations are signed into law; there will be an urgent need to revise the AARTO learning material. The AARTO national roll-out plan that the Minister has moved to July 2021; is highly dependent on the training of all law enforcement officers and users on the amended law. Even the revised AARTO training material should be revised too since the curriculum is being reviewed.
- 2.4 The Road Traffic Training Academy has also planned to introduce two skills programmes for the National Traffic Police since the CEO has approved it with the aim of enhancing the leadership qualities of all supervisory levels and preparing high performing entry level officers for supervisory positions. The skills programmes will also be rolled-out to the entire fraternity

once it piloted within the National Traffic Police. The two skills programmes will be based on the accredited SAQA qualifications viz:

- National Certificate: Tactical Road Traffic Operations SAQA ID 80046 NQF level 5
- National Certificate: Strategic Road Traffic Operations SAQA ID 80066 NQF level 6

2.5 The Road Traffic Training Academy will also through its income generation strategy implement various skills programmes to which are in the development phase and will therefore require that training material be developed for these programmes. One of this new revenue streams is the Adult Basic Education Centre that the CEO has approved to be established.

2.6 The FETC: Road Traffic Law Enforcement NQF 4 qualification teach out period has also been extended to December 2023 due to the impact of the COVID-19 pandemic. The training material of this qualification also needs to be reviewed and amended accordingly. Traffic Training Colleges has already written to the Corporation requesting that certain Unit Standards training material be reviewed and amended.

### **3. BACKGROUND AND DISCUSSION**

3.1 The RTMC embarked on an organisational re-design strategy to give the Corporation a new look and to meticulously implement its mandate as prescribed in the RTMC Act, 1999 (Act No. 20 of 1999). During this process, the RTTA was expanded to have The Training Material Development and Quality Assurance unit which will be responsible for the development and quality assurance of all training material within the Road Safety Fraternity and ensuring that all the approved (14) Traffic Training Academies in the country uses quality updated training material. However, for now the unit is extremely understaffed with only one (1) human resource.

3.2 It is against this background that the RTTA requests the appointment of training material development service provider for a period of three (3) years that will work hand in hand with the training material development unit as well as the subject matter experts from the Academy to develop and review all learning material.

## 4. SCOPE OF WORK

4.1 The successful bidder must be able to deliver the following focus area documents:

- Learner guides
- Learner workbooks
- Assessment guides
- Lecturers/Trainers guides
- Course orientation guides
- Assessment tools

4.2 Develop detailed learning materials to address all the modules and/or Unit Standards under each learning component namely, knowledge modules, practical skills modules and work experience modules as follows:

- Study Manuals with learning outcomes, provisioning content with formative assessment activities integrated for the modules under the knowledge and practical components. Embracing diversity in training material content, included in the learning outcomes and assessment tasks.
- Study Guide with formative assessment activities for modules and/or Unit Standards. Optimization of learner participation in work-integrated learning.
- Sample summative assessment instruments for the modules and/or Unit Standards.
- A field training officer guide for the work integrated learning components. Train the trainer guide.

4.3 The following are the curricula which the appointed panel of service providers will develop training materials for, and these curricula are already developed:

- Driving School Instructors curriculum SAQA ID 104883 NQF level 4 with 7 modules.
- National Certificate: Tactical Road Traffic Operations SAQA ID 80046 NQF level 5 with 12 modules.
- National Certificate: Strategic Road Traffic Operations SAQA ID 80066 NQF level 6 with 7 modules.
- ABET Qualification at NQF level 1 with 7 modules.

4.4 The following curricula / unit standards are still under development or review, while some are still to be developed, which the appointed panel of service providers will be required to develop training material once curriculum development would have been completed:

- Revision of AARTO training material due to the amendment of the AARTO Act.
- NQF Level Traffic Officer Curriculum is under review, learning material will be reviewed once the process has been completed.
- Crash Investigation Curriculum to be developed, learning material to be developed on completion of curriculum development.
- Skills Programmes for Driving License Testing Centres Management Representatives
- Skills Programmes Vehicle Testing Stations Management Representatives.
- Skills Programme for NATIS Operators.
- Part Qualification for Traffic Warden
- Skills Programme for Examiner for Driving Licence (EDL)
- Skills Programme for Examiner of Vehicles (EOV)

4.5 The training material must address all the requirements of the following:

- 4.5.1 Qualification document
- 4.5.2 Curriculum document
- 4.5.3 External Assessment Specification document
- 4.5.4 Training Material Development Standard Operating Procedure

4.6 The service provider should submit proof in training material development and to present proof of accredited Training material previous work done. Service Provider/ Developer must indicate, in the table below, their experience/qualifications in developing learning material in one or more of the following skills set:

| Skills set                    | Yes/No |
|-------------------------------|--------|
| Project Management            |        |
| Research Methodology          |        |
| General Management Principles |        |

|                                                                       |  |
|-----------------------------------------------------------------------|--|
| Occupational Directed Education and Training Development Practitioner |  |
| Legal skills                                                          |  |

Service Provider with proven track record within the road traffic safety space will have an added advantage.

# SECTION: 3

## EVALUATION CRITERIA



## 1. EVALUATION CRITERIA

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The bid will be evaluated in the following stages:

### (a) Stage 1 - Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements; bidders will be disqualified from evaluation. Below are standard mandatory requirements

- Bidders are required to submit two copies (one original and one copy) and PDF soft copy in a memory stick
- All standard bidding documents must be duly completed and signed by authorised official. In case of a Joint Venture, Consortium or similar relationship/arrangements; bidders must submit standard bidding documents for entities in an arranged business relationship and accompanied by an agreement.
- Bidders must be registered with National Treasury Centralised Supplier Database.
- Compulsory briefing session certificate

### (b) Stage 2 – Functionality Evaluation

This process comprises two steps:

- Step 1 will be on written responses/ proposals which consists of **60 points**.
- **NB:** Bidders will be required to score a minimum of **40 points** in order to qualify for step 2.
- Step 2 will be on presentation which consist of **40 points**.
- Bidders will be required to score a minimum of **30 points**

Bidders will be required to score at least **70 points** in order to qualify for stage 3.

### (c) Stage 3 – Price and Preference Points Evaluation

Bidders will be evaluated on either 90/10 or 80/20 Preference Point System (i.e. 90/80 points on Price and 10/20 points on B-BBEE).

**NB: STAGE 3 WILL BE APPLIED ONCE THE PANEL IS IN PLACE**

## 1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

| NOTE: BIDDERS WHO FAIL TO COMPLY WITH BELOW STANDARD COMPLIANCE REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION.STANDARD COMPLIANCE REQUIREMENTS | Comply<br>(Yes / No) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| ENVELOPE ONE (1)                                                                                                                                           |                      |
| Two copies (one original and one copy) and PDF soft copy in a memory stick                                                                                 |                      |
| Proof of CSD Registration. (CSD number or report)<br>Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a> )                |                      |
| Compulsory briefing session certificate                                                                                                                    |                      |
| SBD1: Invitation to bid and company information                                                                                                            |                      |
| SBD4: Declaration of interest                                                                                                                              |                      |
| SBD8: Declaration of bidder's past supply chain management practice                                                                                        |                      |
| SBD9: Certificate of independent bid determination                                                                                                         |                      |

## 1.2 STAGE TWO - FUNCTIONALITY CRITERIA

**NB: FUNCTIONAL EVALUATION WIL CONSIST OF TWO (2) STEPS. i.e. - STEP 1 – WRITTEN RESPONSE AND STEP 2 – PRESENTATION**

Step 1 will be based on written proposals and shall be evaluated based on the following parameters for functionality:

**Functional evaluation criteria comprise of 100 points and bidders must score 70 points to qualify for further evaluation.**

| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | WEIGHTS   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>A. CAPACITY AND BIDDERS RELEVANT EXPERIENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>40</b> |
| <p>The bidder must demonstrate that they have successfully developed training material.</p> <p><b>1. Project Manager (15)</b></p> <p><b>Relevant Experience</b></p> <ul style="list-style-type: none"><li>○ 10 years experience or more in the development of training material = <b>10 Points</b></li><li>○ 5 to 9 years experience or more in the development of training material = <b>5 Points</b></li></ul> <p>AND</p> <p><b>Relevant Qualification</b></p> <ul style="list-style-type: none"><li>○ Occupational Directed - Education Training and Development Practices (OD-ETDP) Qualification: NQF Level 5 = <b>3 Points</b></li><li>○ NQF Level 6 Qualification relevant to course content to be developed = <b>2 Points</b></li></ul> <p><b>Compliance Requirements</b></p> <ul style="list-style-type: none"><li>➤ Attach CV that reflects the detailed years of experience</li><li>➤ relevant certified copy (not older than three months certification) of the qualifications</li></ul> <p><b>2. Training Material Developer (15)</b></p> <p><b>Relevant Experience</b></p> <ul style="list-style-type: none"><li>○ 10 years experience or more in the development of training material = <b>10 Points</b></li><li>○ 5 to 9 years experience or more in the development of training material = <b>5 Points</b></li></ul> <p>AND</p> <p><b>Relevant Qualification</b></p> <ul style="list-style-type: none"><li>○ Occupational Directed - Education Training and Development Practices (OD-ETDP) Qualification: NQF Level 5 = <b>3 Points</b></li><li>○ NQF Level 6 Qualification relevant to course content to be developed = <b>2 Points</b></li></ul> |           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p><b>Compliance Requirements</b></p> <ul style="list-style-type: none"> <li>➤ Attach CV that reflects the detailed years of experience</li> <li>➤ Relevant certified copy (not older than three months certification) of the qualifications</li> </ul> <p><b>3. Researchers (15)</b></p> <p><b>Relevant Experience</b></p> <ul style="list-style-type: none"> <li>○ 3 to 5 years experience in conducting research = <b>5 Points</b></li> <li>○ 6 and above years experience in conducting research = <b>10 Points</b></li> </ul> <p>AND</p> <p><b>Relevant Qualification</b></p> <ul style="list-style-type: none"> <li>○ NQF Level 7 = <b>5 Points</b></li> </ul> <p><b>Compliance Requirements</b></p> <ul style="list-style-type: none"> <li>➤ Attach CV that reflects the detailed years of experience</li> <li>➤ relevant certified copy (not older than three months certification) of the qualification</li> </ul> |           |
| <b>B. BIDDERS RELEVANT EXPERIENCE OF SIMILAR/ RELATED WORK DONE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>15</b> |
| <p>The bidder must demonstrate experience in the development of training material that has been accredited by any of the SETAs or endorsed by the Assessment Quality Partner as appointed by the QCTO.</p> <ul style="list-style-type: none"> <li>• 3 to 5 accredited training material developed per qualification/unit standard = <b>5 Points</b></li> <li>• 6 to 10 accredited training material developed per qualification/unit standard = <b>10 Points</b></li> <li>• 11 and more accredited training material developed per qualification/unit standard = <b>15 Points</b></li> </ul> <p><b>Compliance Requirement:</b></p> <p>Bidders are required to attach reference letters endorsed by the Skills Development Provider for whom the bidder developed training material for. The reference letter must be on the letterhead of the Skills Development Provider (SDP) with contactable references.</p>            |           |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>60</b> |

**NB: Bidders will be required to score a minimum of 40 points in order to qualify for Step 2.**

## STEP 2: PRESENTATION

| PRESENTATION: DEMONSTRATION OF THE BIDDER'S KNOWLEDGE OF THE SCOPE OF WORK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 40 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <p><b>1. Lessons learned from previous training material development = 10 points</b></p> <p>Outline in detail at least three lessons learned from previous training material development assignment wherein the bidder was involved and indicate:</p> <ul style="list-style-type: none"> <li>(i) Approach followed = <b>4 Points</b></li> <li>(ii) Steps/Process followed = <b>4 Points</b></li> <li>(iii) Techniques/Tools applied = <b>2 Points</b></li> </ul> <p><b>2. Demonstrate your understanding of the processes to be followed in the development of training material.</b></p> <p>The bidder must provide a detailed project implementation plan for one of the qualifications / skills programmes indicated in the scope of work in order to demonstrate their understanding of the necessary steps applicable in the development of training material. The project plan must also indicate the nature of research that is necessary for the qualification/skills programme that has been selected from the scope of work so as to ensure that the quality of the material developed meets the industry standards. The implementation plan must reflect the following key elements: -</p> <ul style="list-style-type: none"> <li>✓ Timeframes through the various stages of material development = <b>10 Points</b></li> <li>✓ Outline the critical stages in the development of training material from inception to the final approval by an independent body = <b>10 Points</b></li> <li>✓ The nature of research necessary in ensuring that the material developed for the selected program meets the requirements of the registered curricula and/or skills program = <b>10 Points</b></li> </ul> <p>(Bidder to select one of the training programs as indicated in the Scope of Work, paragraph 4.3 for responding to this section. Refer to scope of work for more details in relation to the above)</p> <p><b>NB: This area will be incorporated in the proposal response as part of functionality. The service provider will be invited to present this in the form of a Power point presentation once they have qualified to this step.</b></p> <p><b>AS A RESULT, THE PROJECT MANAGER WHO WILL BE FULLY INVOLVED IN/ASSIGNED TO THE PROJECT WILL BE EXPECTED TO CONDUCT THE ABOVE PRESENTATION.</b></p> |    |

| Presentation will be evaluated using the following scales: |                                                        |            |
|------------------------------------------------------------|--------------------------------------------------------|------------|
| VALUE                                                      | DESCRIPTION                                            |            |
| 5- Excellent                                               | Meets and exceeds the functionality requirements       |            |
| 4- Very Good                                               | Above average compliance to the requirements           |            |
| 3- Good                                                    | Satisfactory and should be adequate for stated element |            |
| 2- Average                                                 | Compliance to the requirements                         |            |
| 1 - Poor                                                   | Poor response                                          |            |
| 0- Non-Compliant                                           | Does not comply to the requirements                    |            |
| <b>STEP TWO SUB TOTAL</b>                                  |                                                        | <b>40</b>  |
| <b>OVERALL TOTAL FOR FUNCTIONALITY</b>                     |                                                        | <b>100</b> |

Bidders will be required to make a presentation before the evaluation committee, however at least a minimum of **30 points** must be scored during the presentation.

**NB: BIDDERS WILL BE REQUIRED TO SCORE AN OVERALL MINIMUM OF 70 POINTS IN ORDER TO QUALIFY FOR STAGE 3.**

### 1.3 STAGE THREE – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)

**NB: Stage 3 will be applied once the panel is in place.**

| CRITERIA           | MAXIMUM POINTS |
|--------------------|----------------|
| Price              | 90/80          |
| B-BBEE Rating      | 10/20          |
| <b>Grand Total</b> | <b>100</b>     |

**SECTION: 3**  
**ANNEXURE AND**  
**STANDARD BIDDING**  
**DOCUMENTS**

**See the attached SBD forms**  
**(All SBD forms must be**  
**signed)**

## **BIDDING DOCUMENTS : GENERAL INFORMATION**

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.