

HEAD OFFICE
24 Johnson Road
Riverwoods Office Park
Bedfordview
Johannesburg, 2008
Private Bag X105
Melville, 2109
Tel: (011) 372 3300
Fax: (011) 453 0695

EASTERN CAPE
Waverley Office Park
3 - 33 Phillip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE
163 Nelson Mandela Dr
Sanlam Building
Bloemfontein, 9300
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG
33 Hoofd Street
Forum 01B, 5th Floor
Braampark Office Park
Braamfontein
Johannesburg, 2091
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU NATAL
333 Smith Street
(Antone Lembede Street)
Durban Bay House
12th Floor, Suite 1203
Durban
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO
29 Hans van Rensburg Str
Kwane Chambers
Office No: 01
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA
Streak Office Park
Office 2, Block B, 1st Floor
6 Streak Street
Nelspruit, 1201
Tel: (087) 700 8113
Fax: (013) 752 2917

NORTHERN CAPE
6A Long Street
Bobby's Walk Building
Kimberley, 8300
Tel: (053) 832 0051 / 2
Fax: (053) 832 0047

NORTH WEST
78 Retief Cnr Peter
Mokaba Street
Sparkling Office Park
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE
2 Old Paarl Road
Sunbel Building
Office 205, 2nd Floor
Belville, 7535
Tel: (021) 946 4022
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU: 03 - 2017/18

TERMS OF REFERENCES FOR TRAINING PROVIDERS TO OFFER ETDP SETA LEARNERSHIPS AND SKILLS PROGRAMME

1. INTRODUCTION

The ETDP SETA is looking for accredited training providers to facilitate the implementation of Learnerships and Skills Programme in the ETD sector for the 2017/18 financial year.

An Expression of Interest covering letter must clearly indicate the **Programmes** and **Provinces** you show interest in training in.

THE COMPULSORY BRIEFING SESSION

ADDRESS	DATE	TIME
Matthew Goniwe Institute of Leadership, 40 Hull Street, Vrededorp, Johannesburg	04 August 2017	10h00 to 13h00

Note 1: Any bidder who arrives more than 15 minutes late will not be allowed to partake in the bidding process.

LEARNERSHIP PROGRAMMES

QUALIFICATION ID NUMBER	QUALIFICATION NAME	NQF LEVEL	MIN CREDIT	Min Duration
57428	Further Education and Training Certificate: Youth Development	4	146	1 year
58761	Further Education and Training Certificate: Early Childhood Development	4	140	1 Year
67509 (LP 76987)	Further Education and Training Certificate: Community Development	4	125	1 Year
83399	National Certificate: Community Development (Youth Development specialisation)	5	147	1 Year
65409	National Certificate: Building and Civil Construction	3	140	1 Year
61591	FET Certificate: IT End User Computing	3	120	1 Year

NUMBER OF LEARNERS PER PROVINCE

TITLE OF LEARNERSHIP	EC	FS	GP	MP	NC	NW	TOTAL
Further Education and Training Certificate: Youth Development L4			50				50
Further Education and Training Certificate: Early Childhood Development L4			90				90

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FET Certificate: IT End User Computing L3	100						100
Further Education and Training Certificate: Community Development		80					80
National Certificate: Community Development L5				100	80	200	380
National Certificate: Building and Civil Construction (Masonry, Carpentry, Electrical)	200						200
							900

Districts for Implementation

Province	Learnership (unemployed)	Number of learners	District
EC	National Certificate: Building and Civil Construction (Masonry, Carpentry, Electrical)	200	Mount Frere (50), Libode (50), Mdantsane (50) and Willowvale (50)
	FET Certificate: IT End User Computing L3	100	
FS	Further Education and Training Certificate: Community Development	80	Xhariep (80)
GP	Further Education and Training Certificate : ECD L4	90	Fochville (30), Hammanskraal (30) and Heidelberg (30)
	Further Education and Training Certificate : Community Development L4	50	Orange Farm (50)
MP	National Certificate Community Development L5	100	Bohlabelo (50) Nkangala (50)
NC	National Certificate Community Development L5	80	Francis Baard (55) and JT Gaetsewe (25)
NW	National Certificate Community Development L5	200	Ngaka Modiri Molema (70), DR RSM (60) and DR KK (70)
900			

SKILLS PROGRAMMES FOR UNEMPLOYED YOUTH

SKILLS PROGRAMME	Unit Standards
Computer Literacy comprising of the following unit standards	<p>Essential (Core):</p> <p>MS Word: 117924 (5 Credits), 119078 (5 Credits) = 10 Credits</p> <p>MS Excel: 116937 (5 Credits), 116940 (5 Credits) = 10 Credits</p> <p>MS PowerPoint: 117923 (5 Credits), 116930 (5 Credits) = 10 Credits</p> <p>Elective 116936 (MS Access) = (3 Credits)</p> <p>Total Credits = 33 Credits</p>

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Number per Province and Districts for Implementation: ICT Skills Programme

Province	Skills Programmes (unemployed)	Number of learners	District
EC	ICT Skills programme	220	Nelson Mandela Metro (110) and Makana (110)
GP	ICT Skills programme	200	Soweto (100) and Central Johannesburg (100)
KZN	ICT Skills programme	220	Mzinyathi - Dundee (55), Nquthu (55), Greytown (55), Msinga (55)
LP	ICT Skills programme	240	Capricorn (80) , Waterberg (80) and Vhembe (80)
WC	ICT skills programme	100	City of Cape Town (50) and Cape Winelands (50)
980			

1. The ETDP SETA will evaluate the bid per province. Please submit separate bids per province per programme.
2. There will be a compulsory briefing session for all prospective bidders. No bids will be accepted if the provider did not attend the briefing session.
3. The shortlisted providers may be required to make a presentation of the project to the evaluation committee and site visits may be conducted with the shortlisted providers.
4. Bid documentation that do not comply, will be eliminated from the evaluation process.
5. The ETDP SETA reserves the right to adjust the allocation of numbers per province.
6. The ETDP SETA reserves the right not to award the bid.
7. Pre-qualification criteria will be used to evaluate.

2. PROFILE OF THE TRAINING PROVIDER

A) ACCREDITATION

1. The Training Provider must be fully accredited by the relevant quality assurance body to offer the full qualification/Skills Programme for which a bid is submitted.
Submit proof of accreditation and programme approval

B) FUNCTIONAL RESOURCES

1. The Training Provider must be adequately equipped with the necessary physical resources in provinces that they are applying for:
 - 1.1. Workshop facilitation rooms - Provide capacity for a maximum class size of 30 learners per class
 - 1.2. Resource packs to be given to learners
2. The training provider must have the required Human Resource Capacity in the following areas:
 - 2.1. Qualified Facilitators (CV's to be attached)
 - 2.2. Constituent Registered Assessors and Moderators (CV's to be attached)

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- 2.3. Competent Administrative personnel and Financial Accounting Officers (CV's to be attached) or letter from accountant.
- 2.4. Project Management Skills – provide a CV's indicating qualifications and expertise. No changes will be accepted without the prior written consent of the ETDP SETA.
- 2.5. Curriculum Vitae's of staff that will be involved on the projects

C) PROOF OF SIMILAR LEARNERSHIP / SKILLS PROGRAMMES PROJECTS

1. Must provide the SETA with proof of similar Learnership / Skills Programme projects undertaken in the past three years indicating the success rates per project.
2. A list of minimum three (3) contactable references.

3. SCOPE OF WORK

A) FACILITATION AND ASSESSMENT

1. Facilitate the structured learning component of the Learnership / Skills Programme
2. Provide Learner support to ensure learners attain the required number of credits within the expected time frames.
3. Identify learners with special educational and training needs and develop mechanisms to address those.
4. Monitor and Evaluate internal moderation processes.
5. Ensure that external moderation of the internal assessment results is concluded.
6. Issue Certificates of the qualification awarded by the relevant ETQA and organise the graduation ceremony.
7. Issue Statements of Results of achievement per learner for the Skills Programme.

B) ADMINISTRATION OF THE LEARNERSHIP/SKILLS PROGRAMME

The provider must:

1. Be signatory to the Learnership / Skills Programme Agreement
2. Upload Learners for registration and learner achievements to the relevant ETQA
3. Establish and maintain the learner and employer database.
4. Comply with training provider duties as per learnership agreement.
5. Monitor learner progress, resolve problems related to provisioning.
6. Submit quarterly reports (for the Learnership) and a final report, including lessons learned and recommendations to the ETDP SETA.
7. Submit project close-out report for the Skills Programmes including lessons learned and recommendations to the ETDP SETA.
8. Assist the ETDP SETA in conducting induction programmes for learners and employers.
9. Assist with the completion and collection of the learner time sheets for the payment of the learner allowances.
10. Apply for external moderation on a six [6] monthly basis for the Learnership.
11. Workplace monitoring

C) PLANNING AND SUPPORT

1. Present quarterly progress reports to the ETDP SETA
2. ~~Develop rollout plans with time frames for the structured learning and workplace training.~~

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3. Conduct at least four site visits per learner at the workplace per year to support the workplace learning [one per quarter].
4. Facilitate quarterly meetings with employers
5. Attend stakeholder meetings.

4. COSTING MODEL

COSTS FOR LEARNING PROGRAMME / SKILLS PROGRAMME 2017/18

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.

COSTING FOR NUMBER OF LEARNERS AS PER PROVINCIAL REQUIREMENTS					
PROVINCE :					
NAME OF LEARNING PROGRAMME:					
NUMBER OF CREDITS:		UNIT STANDARDS:			
NUMBER OF TRAINING DAYS: Minimum of 45 days per 120 credit Learnerships					
ITEM DESCRIPTION	NO:	OF	UNIT	AMOUNT	COMMENTS
	LEARNERS		COST		
Tuition Fee/Training Fee					
• Facilitation					Provider to use own learning material
• Training Material					
• Assessment					
• Moderation					10% of Total Learners
SUB- TOTAL (zero rated)					
Venue Hire					
Catering					
Certification and Graduation					% of Total Costs
Travel related costs					Lead Facilitator
SUB-TOTAL					
Admin Expenses					Not exceeding 7.5%
TOTAL COSTS					
					Cost Per Learner
ALL COSTS MUST BE INCLUSIVE OF VAT					

PROPOSED MINIMUM STANDARD MENU FOR LEARNERS:

Breakfast: 2 slices of assorted sandwiches with tea/coffee/juice

Lunch: 1 meat dish, 1 starch, 1 salad, 1 vegetable dish, 1 soft drink

5. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017.

5.1. STAGE 1

Entails the evaluation based on **Pre-qualification criteria**.

5.1.1 PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT

The ETDP SETA will only consider bids from the following designated groups/companies:

- a. A tenderer having a minimum of Level 1 B-BBEE status level of contribution, or
- b. An Exempted Micro Enterprise (**EME**) or Qualifying Small Business Enterprise (**QSE**) in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

NB: Any Bid which fail to meet a pre-qualification criteria will be disqualified and cannot be evaluated in the second stage.

5.2. STAGE 2

Entails the evaluation of **mandatory documents**

NB: ONLY ONE SET OF MANDATORY DOCUMENTS SHOULD BE SUBMITTED FOR ALL BIDS/PROVINCES

5.2.1 MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Profile of the organization
2. Accreditation Certificate / Letter of Accreditation from the relevant SETA
3. Original valid Tax Clearance Certificate *or Unique security personal identification number (PIN) issued by SARS* – **SBD 2**
4. Declaration of Interest – **SBD 4**
5. Declaration of Bidder's Past Supply Chain Practices – **SBD 8**
6. Certificate of Independent Bid Determination – **SBD 9**
7. CIPC registration documents
8. Certified copies of ID's of shareholders/directors
9. Central Supplier Database Registration Report
10. Attach a learning programme approval for the learning programmes you are accredited for with the workplace component clearly defined in terms of every unit standard.

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Note: Documents are to be certified with an original stamp, which has a date of certification on it. Certification dates should not be older than three (3) months on the date of submission

NB: Failure to submit any of the above documents will lead to disqualification.

5.3. STAGE 3

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

- The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be eliminated.
- Only bids that achieved the minimum qualifying score / percentage for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in **Preferential Procurement Regulations 6 and 7 of 2017**

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Points
1.	Proof of similar projects and references to be provided. The success rate and a maximum of three contactable references. <ul style="list-style-type: none"> a. Contactable references <ul style="list-style-type: none"> o 3 Contactable references = 15 o 2 Contactable references = 10 o 1 Contactable reference = 5 b. Experience in business doing similar projects <ul style="list-style-type: none"> o 5 years Plus = 10 o 3 - 4years = 6 o 1- 2 years = 3 	25
2.	Project plan for the delivery of the full qualification as a learnership programme. <ul style="list-style-type: none"> a. Structure of the programme in terms of the outcomes to be achieved (70/30) = 5 b. Method and delivery of learning program = 20 c. Method of assessment = 5 d. Learner support plan = 5 	35
3.	Profile of key staff and CV's to be attached. <ul style="list-style-type: none"> a. Project Management skills = 5 b. Relevant experience managing similar projects +5yrs of experience = 5 c. Facilitators (relevant experience facilitating the learning programme) = 10 d. Registered Assessors (relevant experience facilitating the learning programme) = 10 e. Registered Moderators (relevant experience facilitating the learning programme) = 5 	35
4.	Proof of physical training resources available and the infrastructural resources of the organization	5
TOTAL		100

Bidders must provide sufficient proof/documents to justify awarding the above points, and such proof should include details of contactable references to Evaluation Criteria. Points will be awarded on a sliding scale.

5.4. STAGE 4

The ETDP SETA will evaluate the bid per province. Please take note of the value and scoring point system of your proposed bid.

80/20 preference point system shall be applicable in all the bids:

- | | |
|---|----|
| - Price | 80 |
| - Completed and Signed Invitation to Bid - SBD1 | |
| - Signed budget / pricing schedule. Failure to submit a signed budget / pricing schedule will result in the committee accepting the submitted price as the final bids | |
| - B-BBEE status level of contributor | 20 |

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

6. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
3. Bids which are late, incomplete, unsigned or submitted by facsimile and/or email will not be accepted.
4. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
5. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
6. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
7. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
8. **Failure of a bidder to submit** a valid certified B-BBEE Certificate or, in a case of EMEs, a sworn affidavit and the accompanying fully completed and signed Standard Bidding Document (SBD 6.1) will result in the bidder not qualifying for claiming preferential points.
9. Bids submitted are to hold good for a period of 90 days.
10. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
11. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
12. All bids must first meet the pre-qualification criteria to be considered for evaluation
13. Companies that are in the process of **de-registration in the CIPC** will not be considered.

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SUBMISSION OF BIDS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Tenders as from 12h00 on **24 July 2017**.

All Bids/Proposals (completed in [(x4) Hard Copy, (1x Original and 3x copies)]) should be posted or hand delivered to:

**The ETDP SETA – Head Office
Global Continuity Office Park
41 Wordsworth Avenue
Senderwood
Bedfordview
Johannesburg
2008**

Submissions can be delivered into the tender box between 08h00 and 16h30 Monday to Friday prior the closing date of **15 August 2017**.

Submissions should be in a sealed envelope marked the name of the Learnership, Skills Programme, Province and BID NUMBER SCMU: - 2017/18

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

NB: The financial proposal will only be opened should the technical proposal be found acceptable.

CLOSING DATE AND TIME

Response for bids/bid must reach the ETDP SETA Offices on or before **11h00 on 15 August 2017**

ENQUIRIES AND CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Manager: Email: tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.