

HEAD OFFICE

Umoya House
2-6 New Street
South Marshalltown
Johannesburg CBD
Gandhi Square

EASTERN CAPE

Waverley Office Park
3 - 33 Philip 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
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GAUTENG

33 Hoofd Street
Forum 4, 2nd Floor
Braampark Office Park
Braamfontein
Johannesburg, 2091
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL

333 Anton Lembede Street
Durban Bay House
12th Floor, Suite 1203
Durban, 4001
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
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, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043

BID NO: SCMU: 11 - 2017/18

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

1. INTRODUCTION

The ETDP SETA is looking for accredited training providers to facilitate the implementation of Learnership/Qualifications, qualifications and Skills programme in the ETD sector for the 2017/18 financial year.

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

PROGRAMME(S)

QUALIFICATION ID NUMBER	QUALIFICATION NAME	NQF LEVEL	MIN CREDIT	Min Duration
61591/49077	FET Certificate: IT End User Computing	3	130	1 Year
50080	FET Certificate: Project Management	4	136	1 Year

NUMBER OF LEARNERS AND DISTRICTS FOR IMPLEMENTATION

Province	Qualification (employed beneficiaries)	Number of learners	District
FS	FET Certificate: IT End User Computing	200	Lejweleputswa (200)
MP	FET Certificate: IT End User Computing	80	Gert Sibande (40) & Ehlanzeni (40)
NW	FET Certificate: Project Management	50	Ngaka Modiri Molema (50)
Total		330	

1. ICT SKILLS PROGRAMME

SKILLS PROGRAMME	Unit Standards
<i>Computer Literacy comprising of the following unit standards</i>	<p>Essential (Core):</p> <p>MS Word: 117924 (5 Credits), 119078 (5 Credits) = 10 Credits</p> <p>MS Excel: 116937 (4 Credits), 116940 (6 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 = <u>33 Credits</u></p>

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2. MENTORING AND COACHING

SKILLS PROGRAMME	Unit Standards
<i>Mentoring and Coaching comprising of the following unit standards</i>	<ul style="list-style-type: none"> • Assist and support learners to manage their learning experiences: 117865 (5 Credits) • Define target audience profiles and skills gaps: 123396 (6 Credits) • Facilitate learning using a variety of given methodologies: 117871 (10 Credits) • Facilitate the transfer and application of learning in the workplace: 123398 (5 Credits) • Guide learners about their learning, assessment and recognition opportunities: 117874 (6 Credits) • Perform one-to-one training on the job: 117877 (4 Credits) <p>Total Credits = <u>36 Credits</u></p>

3. NEW VENTURE CREATION

SKILLS PROGRAMME	Unit Standards
<i>New Venture Creation comprising of the following unit standards</i>	<ul style="list-style-type: none"> • Demonstrate an understanding of an entrepreneurship profile: 263356 (5 Credits) • Research the viability of new venture ideas/opportunities: 114596 (5 Credits) • Produce business plans for a new venture: 114592 (8 Credits) • Finance a new venture: 114584 (5 Credits) • Explain marketing for SMMEs: 115857 (6 Credits) • Interpret basic financial statements: 117156 (4 Credits) <p>Total Credits = <u>33 Credits</u></p>

UNIT STANDARDS

4. ASSESSOR TRAINING

PROGRAMME	Unit Standards
Assessor	<ul style="list-style-type: none"> • Conduct outcome based assessment: 115753 (15 Credits)

5. MODERATOR TRAINING

PROGRAMME	Unit Standards
Moderator	<ul style="list-style-type: none"> • Conduct Moderation of outcome based assessment: 115759 (10 Credits)

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Number per Province and Districts for Implementation: Skills Programme(s)

Province	Skills programme (employed)	Number of learners	District
KZN	ICT Skills programme	240	Durban (120) and Pietermaritzburg (120)
KZN	Mentoring and Coaching	240	New Castle (80), Durban (80) and Empangeni (80)
NC	New Venture Creation	355	Frances Baard (180), Z F Mgcawu (75) and J T Gaetsewe (100)
Province	Unit Standards	Number of learners	District
NC	Conduct outcome based assessment	88	Frances Baard (44) and Z F Mgcawu (44)
MP	Conduct outcome based assessment	100	Ehlanzeni (50) and Nkangala (50)
MP	Conduct Moderation of outcome based assessment	50	Ehlanzeni (25) and Nkangala (25)
Province	Skills programme (unemployed)	Number of learners	District
WC	ICT skills programme	100	City of Cape Town (50) and Cape Winelands (50)
Total		1173	

2. PROFILE OF THE TRAINING PROVIDER

A) ACCREDITATION

- 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

- The Training Provider must be adequately equipped with the necessary physical resources in provinces that they are applying for:
 - Workshop facilitation rooms - Provide capacity for a maximum class size of 30 learners per class
 - Resource packs to be given to learners
- The training provider must have the required Human Resource Capacity in the following areas:
 - Qualified Facilitators (CV's to be attached)
 - Constituent Registered Assessors and Moderators (CV's to be attached)
 - Competent Administrative personnel and Financial Accounting Officers (CV's to be attached) or letter from accountant.

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- 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/QUALIFICATION / SKILLS PROGRAMME PROJECTS

1. Must provide the SETA with proof of similar Learnership/Qualification / 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/Qualification / 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 QUALIFICATION/SKILLS PROGRAMME

The provider must:

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

C) PLANNING AND SUPPORT

1. Present quarterly progress reports to the ETDP SETA

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2. Develop rollout plans with time frames for the structured learning and workplace training.
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 Learnership/Qualifications				
ITEM DESCRIPTION	NO: OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Tuition Fee/Training Fee				
• Facilitation				Provider to use own learning material
• Training Material				
• Assessment				
• Moderation				25% 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

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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.

Note: Stage 1, 2 and 3 documents should be packaged together in Envelope A

5.1. STAGE 1

Entails the evaluation based on Pre-qualification criteria.

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

5.1.1 PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT

The ETDP SETA will only consider bids from organisation/companies with LEVEL 1, B-BBEE Status

5.2. STAGE 2

Entails the evaluation of mandatory documents.

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*
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. Certified copies of ID's of shareholders/directors
8. 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.

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 2 Contactable references = 10 o 1 Contactable reference = 5 b. Experience in business doing similar projects <ul style="list-style-type: none"> o +4 years = 10 o 1- 3 years = 5 	20
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) = 10 b. Method and delivery of learning program = 20 c. Method of assessment = 5 d. Learner support plan = 5 	40
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 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.

5.3. STAGE 3 (Envelope B)

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**

- B-BBEE status level of contributor 20

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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:

- 6.1 ETDP SETA does not bind itself to appoint a bidder with the highest points.
- 6.2 ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
- 6.3 Bids which are late, incomplete, unsigned or submitted by facsimile and/or email will not be accepted.
- 6.4 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.
- 6.5 **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
- 6.6 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.
- 6.7 A Qualifying Small Enterprise (QSE), is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million** and **level of black ownership** or a B-BBEE level verification certificate to claim points as prescribed.
- 6.8 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.
- 6.9 **Failure of a bidder to submit** a valid certified B-BBEE Certificate or, in a case of EME's/QSE's, a sworn affidavit and the accompanying fully completed and signed Standard Bidding Document (SBD 6.1) will result in the bidder not claiming preferential points.
- 6.10 Bids submitted are to hold good for a period of 90 days.
- 6.11 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.
- 6.12 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.
- 6.13 Companies that are in the process of **de-registration in the CIPC** will not be considered.

7 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 **22 January 2018**

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
Umoya House
2-6 New Street
South Marshalltown
Johannesburg CBD- Ghandi Square
Johannesburg
2091**

Submissions can be delivered into the tender box between 08h00 and 16h30 Monday to Friday prior the closing date of **13 February 2018**.

Submissions should be in a sealed envelope marked the name of the Learnerships/Qualifications and Skills Programme, Province and BID NUMBER SCMU: 11 - 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.

8 CLOSING DATE AND TIME

Response for bids/bid must reach the ETDP SETA Offices on or before **11h00 on 13 February 2018**

9 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.