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Education, Training and Development Practices Sector Education and Training Authority

BID NO: RFQ: 02 - 2021/22

REQUEST FOR QUOTATION

TERMS OF REFERENCE TO APPOINT A PANEL OF LEARNING PROGRAMME EVALUATORS FOR THE ETDP SETA

1. INTRODUCTION

ETDP SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. ETDP SETA is one of 21 sector education and training authorities (SETAs) mandated to put the National Skills Development Strategy (NSDS) into practice. ETDP SETA is currently seeking a panel of Learning Programme Evaluators to evaluate learning programmes as and when required.

The ETDP SETA seek to supplement its internal Quality Assurance Unit with Service Providers that will support learning programme evaluation processes. The Service Providers must be based in Gauteng Province and **NOT** accredited by any Quality Assurance Partner (QAP).

The duration of the contract shall be for the period of **Two Years** from the appointment date and the **ETDP SETA reserves the right not to award the RFQ.**

2. PROFILE OF THE SERVICE PROVIDER

- 2.1. The service provider must have relevant experience and expertise in the development of learning materials aligned to qualifications and/ or unit standards registered on the National Qualifications Framework.
- 2.2. The service provide must demonstrate practical experience in the evaluation of the aforementioned learning programmes submitted to a Quality Assurance Body for evaluation and approval.

3. SCOPE OF WORK

- 3.1. The Service Provider is expected to perform the following:
 - 3.1.1. Evaluation of learning programmes using an approved ETDP SETA learning programme evaluation and approval criteria;
 - 3.1.2. Production of Learning Programme Evaluation Reports, which is an integral part of the ETDP SETA's feedback mechanism to Skills Development Providers; and
 - 3.1.3. Capacitation of Skills Development Providers that do not meet the EDTP SETA learning programme evaluation and approval criteria.

4. COSTING MODEL

This costing model must not be modified at all and if retyped all line items must follow the format given in the table below. Any modification to this costing model will lead to disqualification.

DESCRIPTION OF SERVICES REQUIRED: LEARNING PROGRAMME EVALUATION AND APPROVAL			
NAME OF SERVICE TO BE RENDERED: PART QUALIFICATION LEARNING PROGRAMME EVALUATION			
No	DELIVERABLES	YEAR ONE COST ("R")	YEAR TWO COST ("R")
1.	Evaluation of 01 - 08 Unit Standard Based Learning Programme and production of the Report.		
2.	Evaluation of 01 - 08 Unit Standard Based Learning Programme, QMS and production of the Reports.		
3.	Evaluation of above 08 Unit Standard Based Learning Programme and production of the Report.		
4.	Evaluation of above 08 Unit Standard Based Learning Programme, QMS and production of the Reports.		
VALUE ADDED TAX			
TOTAL COST (VAT INCLUSIVE)			
NAME OF SERVICE TO BE RENDERED: FULL QUALIFICATION LEARNING PROGRAMME EVALUATION			
No	DELIVERABLES	YEAR ONE COST ("R")	YEAR TWO COST ("R")
1.	Evaluation of Full Qualification Based Learning Programme and production of the Report.		
2.	Evaluation of Full Qualification Based Learning Programme, QMS and production of the Reports.		
VALUE ADDED TAX			
TOTAL COST (VAT INCLUSIVE)			
ALL COSTS MUST BE INCLUSIVE OF VAT, IF THE BUSINESS IS VAT REGISTERED			
		 Signature of bidder	

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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. The evaluation will be guided by ETDP SETA procurement policy.

5.1. STAGE 1

Bidders will be evaluated on the submission of the **requested mandatory documents**.

5.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION STAGE 1

1. Invitation to Bid – **SBD 1**
2. Declaration of Interest – **SBD 4**
3. Declaration of Bidder's Past Supply Chain Practices – **SBD 8**
4. Certificate of Independent Bid Determination – **SBD 9**
5. Sworn Affidavit **stating that the Bidder is NOT accredited as a Skills Development Provider** by any Quality Assurance Partner (QAP).

NB: Failure to submit any of the above-requested mandatory documents shall lead to disqualification.

5.2. STAGE 2

In this stage, the evaluation of bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid document.

- (a) The minimum qualifying score for functionality will be **80 points** and bids that fail to achieve the minimum qualifying score will be eliminated.
- (b) 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 5 and 6**

The evaluation criteria for functionality will be as below:

NO.	CRITERIA	WEIGHT
1.	Business Experience: Proof of similar services (examples: <i>curriculum design and development/ learning programme design and development/ learning programme evaluation</i>) rendered in a quality assurance environment. Reference Letters must outline the Bidder's experience in rendering similar services with special emphasis on the following key aspects: a) Name of the Project. b) Nature of similar service rendered. c) Date of when the service was rendered. d) Duration of the project. e) Recommendation by the Referee. NB: A Referee's Letter that DOES NOT comply with requirements (a) - (c) above, shall not be considered. 1.1. References: 30 1.1.1. Three (3) or more reference letters submitted. = 30 points 1.1.2. Two (2) references letters submitted. = 20 points 1.1.3. One (1) reference letter submitted. = 10 points 1.2. Experience: 10 1.2.1. The combined number of years must be a minimum of 3 years' experience = 10 points NB: Reference letters must be on a company letter head, signed and dated, otherwise they cannot be considered.	40
2.	Capacity to conduct learning programme evaluation and approval. Copies of Qualification/s, and Curriculum Vitae of the proposed Learning Programme Evaluator must be attached. 2.1. Learning Programme Evaluator's Qualification: 20 Qualification in Education, Training and Development or related field. 2.1.1. Honours Degree = 20 points 2.1.2. Diploma or Degree = 10 points 2.2. Learning Programme Evaluator's Experience: 40 2.2.1. 5 years plus experience in evaluating learning programmes = 40 points 2.2.2. 4-5 years' experience in evaluating learning programmes = 30 points 2.2.3. 2-3 years' experience in evaluating learning programmes = 20 points *Note: The Learning Programme Evaluator submitted for this RFQ must remain the same for the duration of the Project. Should there be any changes, the new Learning Programme Evaluator must have the same qualification/s and experience or even better qualified.	60
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.

Please take note of the value and scoring point system of your bid.

5.3. STAGE 3

PRICING SCHEDULE DOCUMENTS

- a. Price Proposals/ Quotation (***Price must be final, include VAT and signed***)
- b. Valid Tax Clearance Certificate or *Unique security personal identification number (PIN) issued by SARS*
- c. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 -**SBD 6.1**
(If claiming preferential points)
- d. B-BBEE certificate or sworn affidavit (***If claiming preferential points***)

80/20 preference point system shall be applicable as follows:

- | | |
|--------------------------------------|-----------|
| ✓ Price | 80 |
| ✓ 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 that are late, incomplete, unsigned and submitted via facsimile 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. 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. A Qualifying Small Enterprise (QSE) is required to submit a sworn affidavit confirming their **annual total revenue of between R10 Million and R50 Million** and **level of black ownership** or a B-BBEE level verification certificate to claim points as prescribed.
7. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
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.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
10. Bids submitted are to hold good for a period of 60 days.
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.
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 Database.
13. Companies that are in the process of **de-registration in the CIPC** will not be considered.
14. Service Provider must provide proof of Public Liability Insurance.
15. The successful service provider **must** sign the penalty and termination clause as part of the agreement with ETDP SETA.
16. Suppliers must note that the **80/20** preference point system is applicable to price quotations and tenders with a Rand value equal to, or above **R 30 000.00** and up to a Rand value of **R 500 000.00** (*all applicable taxes included*).

7. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Procurement > Request for Quotations as from **16h00** on **29 April 2021**.

All Bids/Proposals (completed in [1x Electronic copy (USB or CD)]) must be courier or hand delivered to:

The ETDP SETA – Head Office
ETDP SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091

OR

Sent via email to TienieJ@etdpseta.org.za or etdpsetarfq@etdpseta.org.za

Submissions can be delivered into the tender box between 08h00 and 16h30 Monday to Friday before the closing date of **14 May 2021** at **11h00**.

Late submissions will not be accepted!

8. CLOSING DATE AND TIME

All Proposals should reach the ETDP SETA Offices on or before 11h00 on **14 May 2021**.

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 Management: Email: TienieJ@etdpseta.org.za or SibusisoK@etdpseta.org.za

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