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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 11 – 2020/21

REQUEST FOR QUOTATIONS

TERMS OF REFERENCES TO CONDUCT RESEARCH IN ADULTS AND COMMUNITY EDUCATION AND TRAINING COLLEGES AS AN ETD SUBSECTOR FOR THE PURPOSE OF 2021-22 SECTOR SKILLS PLAN (SSP) UPDATE

1. INTRODUCTION

- 1.1 In accordance with section 10(a) of the Skills Development Act, 1998 as amended, each Sector Education and Training Authority (SETA) is required to develop the SSP within the framework of the National Skills Development Plan (NSDP). The SETAs are mandated to promote skills development in their designated sectors. This process involves sector planning research to ensure that public investments in the skills development resonate with the needs of the SETA's constituencies and key government economic and social priorities. In this regard, the SETAs are tasked to develop and annually update their respective Sector Skills Plan (SSP) for the purposes of submitting to the Department of Higher Education and Training (DHET). The Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA) to annually update its SSP, it relies on the research done in each of its subsectors. It is the empirical evidence collected from these multiple research projects that feeds into the main SSP of the ETDP sector.
- 1.2 Based on the above, the ETDP SETA would like to contract a research partner to conduct research that will provide empirical data and labour market related information to inform the SSP update for 2021-22. The research partner appointed will be allocated the Adults and Community Education and Training Colleges subsector and will be expected to complete the project within six (6) months from the date of appointment.

2. PROFILE OF THE SERVICE PROVIDER

- 2.1 The service provider should have relevant experience and expertise in conducting research in the labour market related to ETD sector. The service provider must also show experience and expertise working in or with Adults and Community Education and Training Colleges in South Africa and/or elsewhere.

3. SCOPE OF WORK

- 3.1 The scope of work is to conduct research for the Education, Training and Development (ETD) Sector Skills Plan (SSP) with specific focus to Adults and Community Education and Training Colleges in South Africa for the period 2020-2021. The main focus of this project is to gather, analyse and validate short, medium and long-term empirical data relating to the subsector profile, key skills issues, occupational shortages and skills gaps (this should include number of occupations in high demand and workplaces that provide priority occupations in the ETD sector), subsector partnerships, monitoring and evaluation, as well as skills priorities across all Adults and Community Education and Training College. The research

partner will be expected to follow the latest Department of Higher Education and Training SSP Framework and Guidelines in compilation of the report of this project.

- 3.2 The appointed research partner must have in place a capacity building plan to transfer skills to the ETDP SETA staff of the Research and Skills Planning Unit and this must form part of the project plan to be submitted.
- 3.3 The appointed research partner will report to the Senior Research Specialist of the ETDP SETA through the draft project plans by the partner. These project plans will indicate timelines, milestones and deliverables for the project. The project plans will be an annexure of the Service Level Agreement (SLA) and form the basis for monitoring and reporting. The appointed research partner will work closely with the Research and Skills Planning Unit to collectively finalise the methodology, activities, timelines and deliverables. However, these must form part of the bidding by the research partner.
- 3.4 The service provider should have the expertise in conducting research that will provide authentic data and labour market related information to inform the SSP update for 2021-22.
- 3.5 Payment will be made in accordance with agreed payment schedule contained in the SLA and must be denominated in South African Rand value. The research partner should submit a detailed **ALL INCLUSIVE BUDGET** for the project. No additional fees will be entertained thereafter.

4. DELIVERABLES

The key deliverables for this project are as follows:

- I. **Project Execution Plan (or Inception Report)**
 - A detailed work plan outlining the research methodological approach, resource tools and allocation, costs, timelines (realistic and with key milestones) and deliverables including provincial/institutional consultations.
- II. **Documentary and Literature Review Report**
 - Collection of documentation and desktop study
 - Thorough literature and document review of relevant policies, previous SSPs, WSPRs and ETD sector both nationally and internationally.
 - Thorough literature and document review of regulatory frameworks
 - Socio-economic profiling of the subsector which includes key role players and labour market profile.
- III. **Draft Report of the key findings and conclusions**
 - On Adults and Community Education and Training Colleges, this should follow the structure of each of the six (6) chapters as indicated by the SSP framework.
 - Stakeholder Consultations, In-depth interviews and workshops with ETDP SETA stakeholders for the purpose of finalising the report must be conducted.
- IV. **Final Subsector Report on Adults and Community Education and Training Colleges according to the six (6) chapters of the SSP (See Table 1: Chapters of the research project below)**

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 STAGE 1 EVALUATION

1. Invitation to Bid - **SBD1**
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**

NB: Failure to submit any of the above-requested mandatory documents will 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 **70** out of hundred (**100**) **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**.

Table 1: Chapters of the research project

Chapter 1	Economic Sector Profile: Indicating Scope of Coverage, Key Role-Players, Economic Performance, Labour Market Profile of the subsector
Chapter 2	Key Skills Change Drivers: Indicating Factors affecting skills demand and supply, Policy frameworks affecting skills demand and supply of the subsector.
Chapter 3	Occupational Shortages and Skills Gaps: Indicating Sectoral Occupational Demand, Extent and nature of Supply, Sectoral Priority Occupations and Interventions in the subsector (this should include number of occupations in high demand and workplaces that provide priority occupations in the ETD sector).
Chapter 4	Sector Partnerships: An analysis of existing and planned partnerships in the subsector
Chapter 5	Subsector Monitoring and Evaluation: Assessment of skills supply interventions in the subsector, reflection on interventions utilised by the subsector to address skills demands, Skills supply challenges confronting the subsector.

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Chapter 6	Strategic Skills Priority Actions: Indicating Key skills Findings from Previous Chapters, Recommended priority Actions for the subsector.
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The evaluation criteria for functionality will be as below:

NO.	CRITERIA	POINTS
1.	Experience: Proof of conducting similar or related Sector Skills Planning research projects. Reference letters showing history of successful implementation of similar research projects must be submitted in support of this. The following must be indicated by the letter: ➤ Name of the project ➤ Nature of work conducted ➤ Date of when project was undertaken ➤ Duration of the project Contactable reference: ○ Four (4) or more letters submitted = 25 points ○ Three (3) reference letters submitted = 15 points ○ Two (2) references letters submitted = 10 points ○ One (1) reference letters submitted = 5 points NB: Reference letters must be on company letterhead, signed and dated.	25
2.	Proof of capacity to conduct Labour Market Research Project Manager's experience in successfully conducting/managing similar projects (provide a C.V with three contactable references and certified copies of relevant academic qualification(s)): a. CV with 5 or more years' experience with a PhD/Masters plus registration with a professional body = 25 points b. CV with 5 or more years' experience with a Master's Degree = 15 points c. CV with 5 or more years' experience with an Honours Degree = 10 points d. CV with 5 or more years' experience with a Bachelor's Degree or lower = 5 points NB: Experience of the project manager must be relevant to the project. Registration with research professional bodies will be an added advantage.	25
3.	Research Project Plan: The following should be indicated: I. Research methodology indicating the approach for the project (including; literature and documentation review, data collection approaches, data collection tools, sample and sampling approach, examples of questions suggested under each of the six chapters). II. Detailed project plan to include all deliverables indicated (including roles for different researchers and provincial consultations). III. Resource tools and allocation IV. Clear implementation plan with a Gantt chart and timelines (within the prescribed period of 6 months)	50

	V. Detailed activity-based budget (in South African Rand, including VAT). The proposed project costs must be all inclusive (i.e. including incidental costs, travel costs, disbursements, etc.). VI. Skills Transfer Plan a) 6 of the above-mentioned areas are thoroughly addressed = 50 points b. Only 5 of the above-mentioned areas are thoroughly addressed = 40 points c. Only 4 of the above-mentioned are thoroughly addressed = 30 points d. Only 3 of the above-mentioned are thoroughly addressed = 25 points e. 2 or less of the above-mentioned areas are thoroughly addressed = 10 points NB: Research should be guided by <u>Table 1: Chapters of the research project</u>	
TOTAL		100

Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted. 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

- Price Proposal - (**Price must be final, include VAT and signed**)
- Valid Tax Clearance Certificate or *Unique security personal identification number (PIN) issued by SARS*
- Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 -**SBD 6.1 (If claiming preferential points)**
- 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 which are late, incomplete, unsigned or submitted by 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 R 10 million and R 50 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 90 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.
13. Companies that are in the process of **de-registration in the CIPC** will not be considered.
14. The successful service provider **must** sign the penalty and termination clause as part of the agreement with ETDP SETA.
15. The 80/20 preference point system is applicable to price quotations with a Rand value equal to, or above **R30 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 can be downloaded from our website, www.etdpseta.org.za > Supply Chain >> Procurement >>> Request for Quotation as from 12h00 on **08 September 2020**.

All Bids/Proposals must be SUBMITTED via an email to etdpsetarfq@etdpseta.org.za

Submissions can be sent between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 25 September 2020**.

No late submission will be accepted!

7. CLOSING DATE AND TIME

All Proposals should reach the ETDP SETA Offices on or before 11h00 on **25 September 2020**.

8. ENQUIRIES

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 : Email: TienieJ@etdpseta.org.za

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