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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 14 - 2024/25 – RE-ADVERTISEMENT**REQUEST FOR QUOTATIONS**

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP QUALIFICATION ASSESSMENT SPECIFICATION ADDENDA, BANK OF ASSESSMENT TOOLS AND INSTRUMENTS FOR TWO OCCUPATIONAL QUALIFICATIONS

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers, and employees in the ETD sector.

In addition, the ETDP SETA is mandated by the Quality Council for Trades and Occupations (QCTO) to develop Qualification Assessment Specification (QAS) Addenda and a bank of assessment tools and instrument for occupational qualifications it quality assures.

2. PURPOSE & OBJECTIVES**2.1 PURPOSE OF THE PROJECT**

2.1.1 The ETDP SETA seek appoint a Service Provider to develop two sets of Qualification Assessment Specification (QAS) Addenda, and a bank of assessment tools and instrument for the following occupational qualifications:

OCCUPATIONAL QUALIFICATION TITLE	NQF LEVEL	SAQA ID	CREDITS
Advanced Occupational Certificate: Learning and Development	6	121276	280
Occupational Certificate: Learning and development Advisor	7	118774	195

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3. PROJECT SCOPE AND REQUIREMENTS

3.1 The scope of work shall entail the development of the:

3.1.1 **QUALIFICATION ASSESSMENT SPECIFICATION ADDENDA**

3.1.1.1 Using the QCTO approved template, develop the Qualification Assessment Specification (QAS) Addenda; and

3.1.1.2 Moderate the Qualification Assessment Specification Addenda.

3.1.2 **BANK OF ASSESSMENT TOOLS AND INSTRUMENTS**

3.1.2.1 Using the QCTO approved Qualification Assessment Specification (QAS) Addendum, develop a bank of ten (10) integrated summative assessment tools and instruments; and

3.1.2.2 Moderate the bank of ten (10) integrated summative assessment tools and instruments.

3.1.3. **REPORTING**

3.1.3.1. Submit to the ETDP SETA:

3.1.3.1.1. Final draft of the Qualification Assessment Specification (QAS)

Addenda accompanied by a progress report,

3.1.3.1.2. Moderation Report for the bank of ten (10) assessment tools and instruments; and

3.1.3.1.3. Project close-out report.

4. PROFILE OF THE SERVICE PROVIDER

4.1. The service provider must have relevant experience and expertise in the development of an occupational qualification, which must include successful development of Qualification Assessment Specification Documents.

4.2. The Service Providers must be approved by the QCTO as a Qualification Development Facilitator (QDF) and/ or has undergone training by the QCTO on how to develop an occupational qualification as a Subject Matter Expert (SME).

5. PROJECT REQUIREMENTS

5.1 FUNCTIONAL RESOURCES

5.1.1 The Service Provider must:

- 5.1.1.1** Be able to work online or meet physically, in Gauteng Province as and when required.
- 5.1.1.2** Be available to meet with the Subject Matter Experts who developed the occupational qualifications.
- 5.1.1.3** Have the expertise to develop an occupational qualification with an Assessment Specification Document.
- 5.1.1.4** Have expertise in developing Qualifications Assessment Specification (QAS) Addendum and
- 5.1.1.5** Have an understanding of occupational qualifications

6. COSTING MODEL (PRICING SCHEDULE)

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

DESCRIPTION: Qualification Assessment Specification Addenda, Assessment Tools and Instruments Development	
NAME OF SERVICE TO BE RENDERED: Development and Moderation of Qualification Assessment Specification Addenda, Assessment Tools and Instruments	
ITEM DESCRIPTION	COST
Advanced Occupational Certificate: Learning and Development Professional	
Development and moderation of Qualification Assessment Specification (QAS) addendum.	
Development and moderation of ten (10) sets of integrated summative assessment tools and instruments.	
SUB-TOTAL	
Occupational Certificate: Learning and Development Advisor	
Development and moderation of Qualification Assessment Specification (QAS) addendum	
Development and moderation of ten (10) sets of integrated summative assessment tools and instruments.	
SUB-TOTAL	
TOTAL COST	
ALL COSTS MUST BE INCLUSIVE OF VAT, IF THE BUSINESS IS VAT REGISTERED	

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestone with costing should be listed on the pricing schedule.

7. DURATION OF THE PROJECT

It is expected that the ETDP SETA will enter into a service level agreement (SLA) with the successful service provider. The duration of the project will be **three (3)** months. The duration of the project will commence from date of last signature on the SLA.

8. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

Note: Folder A (USB) must have documents for Stage 1 and Stage 2

8.1. STAGE 1 [Folder A (USB)]

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

8.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

- a) Proof of registration with the Quality Council for Trades and Occupations (QCTO) as a Qualifications Development Facilitator (QDF) (**Expired Letter is acceptable**) OR
- b) Proof of training by the QCTO as a Subject Matter Expert (SME)

NB: Failure to submit the above-requested mandatory document will lead to disqualification.

8.2 STAGE 2 [Folder A (USB)]

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 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	QUALIFYING CRITERIA FOR SHORT LISTING	POINTS
1.	Business Experience: Proof of similar services (<i>examples: development of Qualification Assessment Document, Qualification Assessment Specification Addenda, assessment design, development, and implementation/ moderation of assessment results</i>) rendered in a quality assurance environment. Reference letters demonstrating the business experience in rendering similar services must be attached. 1.1. Contactable references: - Three (03) or more reference letters submitted = 20 points - Two (02) reference letters submitted = 15 points - One (01) reference letter submitted = 05 points 1.2. Experience: - Five (05) years or more = 10 points - Less than five (05) years = 0 points *Each reference letter must clearly indicate: Name of the project. Nature of similar service rendered. Date when the service was rendered. Duration of the project. NB: Reference letters must be on a company letter head, signed and dated, otherwise they cannot be considered.	30
2.	Capacity to develop and moderate Qualification Assessment Specification (QAS) Addendum, and integrated summative assessment tools and instruments. 2.1. Examiner's Qualification (Certified copies of qualifications must be attached). <i>Qualification in Education, Training and Development or related field.</i> - Honours Degree = 20 points - Degree = 10 points 2.2. Examiner's Experience (Copy of CV must be attached). - Five (5) years or more experience in the development of assessment tools and instruments = 20 points - Three to Four (3 - 4) years' experience in the development of assessment tools and instruments = 10 points - Less than 3 years' experience in the development of assessment tools and instruments = 0 points 2.3. Moderator's Qualification (Certified copies of qualifications must be attached). <i>Qualification in Education, Training and Development or related field.</i> - Honours Degree = 20 points	70

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	- Degree = 10 points 2.4. Moderator's Experience (Copy of CV must be attached). - Five (5) years or more experience in moderating assessment tools and instruments = 10 points - Three to Four (3 - 4) years' experience in moderating assessment tools and instruments = 05 points - Less than 3 years' experience in moderating assessment tools and instruments = 0 points <i>*Note: The Examiner/s and/ or Moderator/s submitted for this bid must remain the same for the duration of the term. Should there be any changes, the new Examiner/s and/ or Moderator/s must have the same qualification/s and experience or even better qualified.</i>	
TOTAL		100

Bidders must provide documents to justify awarding the above points, and such 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.

8.3. STAGE 3 [Folder B (USB)]

PRICING SCHEDULE DOCUMENTS

- Costing Model (**Price must be final, include VAT and signed**)
- Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award**
- Invitation to Bid - **SBD1**
- Declaration of Interest – **SBD 4 (New)**
- Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2024 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals**
- B-BBEE certificate or affidavit (**If claiming preferential points) – this will be used to verify points to be allocated for specific goals.**

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

- | | |
|--------------------------------|-----------|
| ✓ Price | 80 |
| ✓ Allocation of specific goals | 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.

9. 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 reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. 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** to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
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 shall be awarded to any supplier 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. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

10. 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 > Open RFQs and will be sent to providers obtained from QCTO as from **12h00 on 05 September 2024**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked **“Folder A-Technical Proposal” and “Folder B- Financial Proposal”**.

Folder B - (Financial Proposal) Costing Model (*Price must be final, include VAT and signed*), Submit a *“Unique security personal identification number (PIN) issued by SARS” which the SETA will use to verify the bidder’s tax matters prior to the award*, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (*If claiming preferential points) – this will be used to verify points to be allocated for specific goals*.

All Bids/Proposals (completed in [one (1) USB] must be **courier or hand delivered** to:

The ETDP SETA – Head Office
HOSKEN’S House
45 Mooi Street
Johannesburg South - CBD
2091

OR

Submit via email to etdpsetarfq@etdpseta.org.za

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 12 September 2024**.

No late submission will be accepted!

11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on **12 September 2024**.

12. 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: Email: etdpsetarfq@etdpseta.org.za

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

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ANNEXURE A

Bidders are required to provide references for Examiner and Moderator. Failure to provide references will lead to disqualification:

1. RELEVANT EXPERIENCE FOR EXAMINER

Name of Examiner: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

2. RELEVANT EXPERIENCE FOR MODERATOR

Name of Moderator: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)