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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 15 – 2022/23

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A WORKPLACE LEARNING SITE APPROVAL GUIDELINE DOCUMENT – WORKPLACE LEARNING SITE

1. INTRODUCTION

ETDP SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. EDP SETA is one of twenty one 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 External Moderators to conduct verification of assessment results as and when required.

In executing its delegated quality assurance mandate, the ETDP SETA has developed occupational qualifications and some of them are registered by SAQA. All qualification that were developed by the ETDP SETA address some of the occupation in high demand in the Education Training and Development (ETD) sector.

A number of Skills Development Providers are accredited by the QCTO against occupational qualifications developed by the ETDP SETA. Approval of workplaces as learning sites for the delivery of occupational qualifications is paramount for experiential learning opportunities.

For that reason, the ETDP SETA seeks to enhance its quality assurance capabilities by appointing a suitably qualified Service Provider to support its endeavours to develop a **Workplace Learning Sites Approval Guideline** document. The **Workplace Learning Sites Approval Guideline** document must include tools and instruments for evaluation and approval of workplaces as learning sites for all occupational qualifications that have been developed and are being develop by the ETDP SETA.

ETDP SETA reserves the right not to award the RFQ.

2. PROFILE OF THE SERVICE PROVIDER

- 2.1. The service provider must have:
- 2.1.1. Expertise of quality assurance landscape in the Republic of South Africa;
 - 2.1.2. Expertise of developing quality assurance guideline documents, evaluation tools and instruments; and.
 - 2.1.3. An understanding of occupational qualifications and general workplace requirements for an occupational qualification.

3. SCOPE OF WORK

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

- 3.1.1. Workplace Learning Site Approval Guideline document for occupations in high demand in the Education, Training and Development Sector.
- 3.1.2. Tools and instruments for evaluation and approval of workplaces as learning sites for occupations in high demand listed in **Table 1** below.

Table 1: List of occupations in high demand

No	Occupation	Occupational Qualification Status				SAQA ID Number
		Developed		Being Developed		
		Yes	No	Yes	No	
1.	School Principal (School Manager)	✓		-	-	101258
2.	Adult Literacy Teacher	✓		-	-	101709
3.	Teachers’ Aide	✓		-	-	-
4.	Career Development Practitioner	✓		-	-	96372
5.	Library Assistant	✓		-	-	94598
6.	Business Training Manager (Learning and Development)	✓		-	-	101321
7.	Community development Practitioner	✓		-	-	97708/ 97691
8.	Early Childhood Development	✓		-	-	97542
9.	Trade Union Representative	✓		-	-	-
10.	Orientation and Mobility	-	✓	✓	-	-

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

DESCRIPTION: WORKPLACE LEARNING SITE APPROVAL GUIDELINE		
NAME OF SERVICE TO BE RENDERED: DEVELOPMENT WORKPLACE LEARNING SITE GUIDELINES, TOOLS AND INSTRUMENTS		
No.	ITEM DESCRIPTION	UNIT COST
1.	Development of a Workplace Learning Site Approval Guideline document together with evaluation tools and instrument for Occupations listed in Table 1 of these Terms of Reference.	
SUB-TOTAL		
VAT @ 15%		
TOTAL COST		
ALL COSTS MUST BE INCLUSIVE OF VAT, IF THE BUSINESS IS VAT REGISTERED		
		 <i>Signature of Bidder</i>

5. DURATION OF THE PROJECT

The work is expected to be completed within the period of Twelve **(12) months** after the signing of the Service Level Agreement **(SLA)**.

6. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000, section 2 (1) (b) (ii).

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

6.1. 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. Failure will lead to disqualification and elimination from further evaluation.

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

1. Declaration of Interest – SBD 4 (New)

NB: Failure to fully complete and submit the above-requested mandatory document(s) will lead to disqualification.

6.2. STAGE 2 [(Folder A) USB]

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.

1. The minimum qualifying score for functionality will be **80 points** and bids that fail to achieve the minimum qualifying score will be eliminated.
2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further for the price.

The evaluation criteria for functionality will be as below:

NO.	CRITERIA	WEIGHT
1.	Business Experience: Proof of similar services (development of guideline documents, learning materials, evaluation tools and instruments) 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: *[Each reference must clearly indicate; - the name of the bidder and the project - objectives of the project (nature of the project) - duration of the project - recommendation and contact details of the referee as well as proof of completed project(s) and - must be signed. NB: If any of the above information is omitted/missing, will lead to the reference letter(s) not allocated points. 1.1. References: (10) 1.1.1. Three (3) or more reference letters submitted. = 10 1.1.2. Two (2) references letters submitted. = 5 1.1.3. One (1) reference letter submitted. = 3 1.2. Experience: (20) 1.2.1. The combined number of years must be a minimum of 5 years experience = 20 NB: Reference letters must be on a Referees letter head, signed and dated, otherwise they cannot be considered.	30
2.	Capacity to deliver the project: (Project Structure and profile of key staff supported by CV's). (50) 2.1 Project Team Structure (5) The project team structure should comprise of but not limited to the Project Manager, Quality Assurance Consultants (minimum of two required) and Project Administrator, with names of personnel and clear roles and responsibilities. NB: Project Team structure with no names and roles of personnel will not be considered 2.2. Project Manager Experience (15) Relevant experience of the Project Manager in managing similar projects (Please attach CV, which must clearly indicate the projects, date/period of implementation, names of clients and client contact details). 2.2.1. 5 years and above = 15 2.2.2. 3- 4 years = 7 2.2.3. 1 -2 years = 3 2.2.4. Below 1 = 0 2.3. Quality Assurance Specialist Experience (30) Relevant experience of two Quality Assurance Specialists in developing similar quality assurance guideline documents, learning materials and evaluation tools and instruments (Please attach CVs, which must clearly indicate the projects, date/period of implementation and names of clients). 2.3.1. 5 years and above = 30 2.3.2. 3- 4 years = 15 2.3.3. 1 -2 years = 5 2.3.4. Below 1 = 0	50

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It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

	Note: Project Manager and Quality Assurance Specialists submitted for this RFQ must remain the same for the duration of the Project. Should there be any changes, the replacement/s must have the same qualification/s and experience or even better qualified	
3.	Qualifications of the Quality Assurance Consultants: (20) Please attach relevant academic qualifications of two Quality Assurance Specialists who are part of the Project Team presented under criterion 2.2 above of Stage 2 Functionality Evaluation Criteria . 3.1. Quality Assurance Consultants (20) Qualification in Education, Training and Development or related field. 3.1.1. Honours Degree = 20 3.1.2. Degree = 10 3.1.3. Diploma = 5	20
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.

6.3. STAGE 3 [(Folder B) USB]

PRICING SCHEDULE DOCUMENTS

1. Costing Model (**Price must be final, include VAT and signed**)
2. Valid Tax Clearance Certificate or "Unique security personal identification number (PIN) issued by SARS and must be on the SARS letter head"
3. Invitation to Bid – **SBD 1**

Price point system shall be applicable as follows:

✓ Price **100**

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.

7. 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 or submitted by facsimile will **NOT** be accepted.
5. Bids submitted are to hold good for a period of 90 days.
6. 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.
7. 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.
8. Companies that are in the process of **de-registration in the CIPC** will not be considered.
9. Service Provider must provide proof of Public Liability Insurance.
10. The successful research chair **must** sign the penalty and termination clause as part of the agreement with ETDP SETA.
11. The preference point system is applicable to price quotations with a Rand value equal to, or above **R 30 000.00** and up to a Rand value of **R 1 000 000.00** (*all applicable taxes included*).

8. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation can be downloaded from the ETDP SETA website: www.etdpseta.org.za , Main Menu > Supply Chain Management > Procurement > Request for Quotations as from 12h00 on **27 May 2022**.

All Bids/Proposals (completed in [1x Electronic copy (USB)] **ONLY** 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

NB: PAPER BASED PROPOSALS and CDs WILL NOT BE ACCEPTED AND WILL LEAD TO DISQUALIFICATION AND ELIMINATION OF YOUR BID FROM EVALUATION!

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 13 June 2022**.

No late submission will be accepted!

9. CLOSING DATE AND TIME

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 13 June 2022**.

10. 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: 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.