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2 Old Paarl Road
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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 22 – 2020/21

REQUEST FOR QUOTATIONS

TERMS OF REFERENCES FOR THE APPOINTMENT OF A TRAINING PROVIDER TO OFFER A SKILLS PROGRAMME TO THE ACCOUNTING AUTHORITY AND COMMITTEES ON GOOD GOVERNANCE AS A PUBLIC ENTITY IN THE DIGITAL WORLD

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 Strategy III. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the ETD sector.

The ETDP SETA is looking for a training provider to offer training to the Governance Structure members on a virtual platform, on the following:

The training should deal with:

The Unit has identified a training need around Governance done digitally in the environment we find ourselves.

The training should focus on elements of:

- Governance for public organisations in relation to 4IR
- Fiduciary duties with regard to the PFMA in the digital world
- Communication is Key how to operate on a digital platform.
- How does digital incompetence impact the SETA?
- Cyber Security in a Pandemic
- Powerful Leadership: How do Good Leaders transform organisations to operate efficiently in the digital world?

The workshop should be scheduled over ONE DAY on the 10th December 2020 using the ZOOM platform. ETDP SETA has a total of 36 members to be trained.

The ETDP SETA reserves the right not to award the bid to any training provider.

2. PROFILE OF THE TRAINING PROVIDER

A) FUNCTIONAL RESOURCES

The Training Provider should provide;

- a. Resource packs to be provided to the Governance Structure Members that is Accounting Authority, Audit Committee, Finance Committee, Human Resource Committee, Information Technology Governance Committee, and Quality Assurance Committee

- b. The SETA will arrange for the link to the ZOOM Platform.
- c. Qualified Facilitator(s)
- d. Certificates of attendance to be issued to all attendees

3. COURSE CONTENT/OUTCOMES

Objective

- Governance structure members should leave with an understanding what the effect of moving into the digital divide has on Corporate Governance in the ETDP SETA.

Outcomes:

- Members must have an understanding of their Fiduciary duties in the Public Sector in line with King IV and the Companies Act 2008 as it relates to 4IR.
- Develop a perspective on How to become Powerful Leadership in order to transform the ETDP SETA to operate efficiently in the digital world?
- Formulate linkages between the Constitution and the PFMA and explain the roles and responsibilities of the Governance Structures within the ETDP SETA Constitution
- Demonstrate the connection of good governance and optimal organisational performance in relation to 4IR
- Understand the risks attached to the ETDP SETA Governance Structure members not being digitally competent
- Cyber security and knowing what to look out for as structure that oversee the ETDP SETA

4. COSTING MODEL (PRICE SCHEDULE)

COST COMPARISON FOR THE TRAINING OF GOVERNANCE STRUCTURE MEMBERS

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

Name of Organisation:		
ITEM DESCRIPTION	AMOUNT	COMMENTS
Manuals to be e-mailed to all delegates		Provider to use own learning material.
Facilitation of training		
Issuing of attendance certificates		
SUB-TOTAL		
TOTAL COSTS VAT INCL		
		Signature of Bidder

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The quotation must be signed.

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

Entails the evaluation of **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. Proof of company registration

NB: Failure to submit any of the above 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 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.	Experience & References of a service provider in conducting training of similar nature in an organization 1.1. Experience in conducting similar training on corporate governance and 4IR in a public sector or SETAs; • 5 yrs Plus = 40 • 3 - 4yrs = 20 • 1 – 2yrs = 10 1.2. Contactable reference: Three (3) Reference letters are required. References must be on the referee's company letterhead Contactable reference; • Three (3) references = 10 • Two (2) references = 5 • One (1) reference = 2	50
2.	Project plan for the implementation of the training; • Method and delivery in terms of offering training digitally; ▪ Methodology of the training as it relates to online training= 10 ▪ Content, Modules/ Session duration = 10 ▪ Relevance of the training materials according to: 30 ○ 4IR ○ King IV ○ Companies Act 2008 ○ Public Finance Management Act, 5 of 2000 ○ National Treasury Regulations of 2005 NB: Material submitted must be Valid, Authentic, Current and Specific.	50
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

PRICING SCHEDULE DOCUMENTS

- Price Proposal (**Price must be final, include VAT and signed**)
- Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 - **SBD 6.1 (If claiming preferential points)**
- Valid Tax Clearance Certificate *or Unique security personal identification number (PIN) issued by SARS"*
- B-BBEE Certificate/ Sworn Affidavit (**If claiming preferential points**)

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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 following ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA reserves the right not to appoint a bidder with the highest points.
2. The ETDP SETA reserves the right not to award the bid
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. 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. 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.
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.
8. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
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** 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.
10. 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.
11. Bids submitted are to hold good for a period of 90 days.
12. 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.
13. 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.
14. Companies that are in the process of **de-registration in the CIPC** will not be considered.
15. The successful service provider **must** sign the penalty and termination clause as part of the agreement with ETDP SETA.
16. 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 will be sent to prospective accredited service providers and can be downloaded from the ETDP SETA website: www.etdpseta.org.za , Main Menu > Supply Chain > Procurement > Request for Quotation as from **12h00 on 17 November 2020**.

Bidders must submit both technical and financial proposals to etdpsetarfq@etdpseta.org.za or TienieJ@etdpseta.org.za

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

OR

Hand/ Courier delivered to:

ETDP SETA HOUSE

2-6 NEW STREET

SOUTH MASHALTOWN

GHANDI SQUARE

JOHANNESBURG

2061

Submissions can be delivered between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 01 December 2020**.

No late submission will be accepted!

8. CLOSING DATE

Response for bids/bid must reach the ETDP SETA Offices on or before **11h00 on 01 December 2020**.

9. 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

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

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