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Education, Training and Development Practices Sector Education and Training Authority

BID NO: RFQ: 23 - 2021/22

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE APPOINTMENT OF OCCUPATIONAL QUALIFICATION EXAMINER AND MODERATORS – Training and Development Practitioner

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 External Moderators to conduct verification of assessment results as and when required.

The ETDP SETA seek to supplement its internal Quality Assurance Unit with a Service Provider that will develop a bank of assessment tools and instrument for the Occupational Certificate: Adult Literacy Teacher. The Service Providers must be **approved** by the QCTO as a **Qualification Development Facilitator**.

The duration of the contract shall be up to **31 March 2022** and the **ETDP SETA reserves the right not to award the RFQ**.

2. PROFILE OF THE SERVICE PROVIDER

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. The service provide must have a person who was trained by the QCTO as a **Qualification Development Facilitator (QDF)**.

3. SCOPE OF WORK

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

3.1.1. QUALIFICATION ASSESSMENT SPECIFICATION ADDENDUM

- 3.1.1.1 Using the QCTO approved template, develop the Qualification Assessment Specification (QAS) Addendum; and
- 3.1.1.2 Moderate the Qualification Assessment Specification Addendum.

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.

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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) Addendum 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.

3.1.4. OCCUPATIONAL QUALIFICATION DETAILS

SAQA ID No.	TITLE	NQF LEVEL	CREDIT
101321	Occupational Certificate: Training and Development Practitioner	5	190

4. COSTING MODEL

COSTS FOR THE OCCUPATIONAL QUALIFICATION EXIMINER AND MODERATOR

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: ASSESSMENT TOOLS AND INSTRUMENTS DEVELOPMENT	
NAME OF SERVICE TO BE RENDERED: DEVELOPMENT AND MODERATION OF ASSESSMENT TOOLS AND INSTRUMENTS	
ITEM DESCRIPTION	UNIT COST
a) Development of Qualification Assessment Specification (QAS) Addendum; and	
b) Moderation of Qualification Assessment Specification (QAS) Addendum.	
a) Development of ten (10) sets of integrated summative assessment tools and instruments; and	
b) Moderation of ten (10) sets of integrated summative assessment tools and instruments.	
TOTAL COST	
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.

Note: “Folder A” must have documents from Stage 1 and Stage 2 ONLY.

5.1. STAGE 1 (Folder A)

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

- a) Invitation to Bid – **SBD 1**
- b) Declaration of Interest – **SBD 4**
- c) Declaration of Bidder’s Past Supply Chain Practices – **SBD 8**
- d) 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 (Folder A)

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.	CRITERIA	WEIGHT
1	Business Experience: Proof of similar services (examples: development of Qualification Assessment Document, and/ or Qualification Assessment Specification Addendum, <i>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 indicating the following: 1.1 Name of the Project. 1.2. Nature of similar service rendered. 1.3. Date when the service was rendered. 1.4. Duration of the project.	30

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	Contactable references: 1.5. Three (3) or more reference letters submitted. = 15 points 1.6. Two (2) references letters submitted. = 10 points 1.7. One (1) reference letters submitted. = 05 points QCTO Approval (At least one Person must have been trained by the QCTO as a Qualification Development Facilitator: An expired QCTO registration Certificate is acceptable) 1.8. Proof of training by the QCTO as a Qualification Development Facilitator (QDF) = 10 points Experience: 1.9. The combined number of years should be a minimum of 3 years = 05 points 1.10. Less than three (03) years = 0 points NB: Reference letters must be on a company letter head, signed and dated, otherwise they cannot be considered.	
2	Capacity to develop and moderate Qualification Assessment Specification Addendum, and integrated summative assessment tools and instruments. Examiner's Qualification. Qualification in Education, Training and Development or related field. 2.1. Honours Degree = 15 points 2.2. Diploma or Degree = 10 points Moderator's Qualification. Qualification in Education, Training and Development or related field. 2.3. Honours Degree = 15 points 2.4. Diploma or Degree = 10 points Examiner's Experience. 2.5. 5 years plus experience in the development of assessment tools and instruments = 20 points 2.6. 4-5 years' experience in the development of assessment tools and instruments = 15 points 2.7. 2-3 years' experience in the development of assessment tools and instruments = 10 points 2.8. Less than 2 years' experience in the development of assessment tools and instruments = 00 point Moderator's Experience. 2.9. 5 years plus experience in the moderation of assessment tools and instruments = 20 points 2.10. 4-5 years' experience in the moderation of assessment tools and instruments = 15 points 2.11. 2-3 years' experience in the moderation of assessment tools and instruments = 10 points 2.12. Less than 2 years' experience in the moderation of assessment tools and instruments = 00 point *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.	70
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 (Folder B)

PRICING SCHEDULE DOCUMENTS ("FOLDER B")

- a. Covering letter/ Invitation to Bid - **SBD1 (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.

NB: PLEASE NOTE THAT INCLUSION OF THE FINANCIAL PROPOSAL IN FOLDER A WILL LEAD TO DISQUALIFICATION.

6. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

- 6.1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
- 6.2. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
- 6.3. Bids which are late, incomplete, unsigned will not be accepted.
- 6.4. As a result of the COVID-19, bids submitted through email and in order will be accepted.
- 6.5. 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.
- 6.6. 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.
- 6.7. 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.
- 6.8. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
- 6.9. 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.
- 6.10. 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.
- 6.11. Bids submitted are to hold good for a period of 90 days.
- 6.12. 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.
- 6.13. 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.
- 6.14. Companies that are in the process of **de-registration in the CIPC** will not be considered.
- 6.15. The successful service provider **must** sign the penalty and termination clause as part of the agreement with ETDP SETA.
- 6.16. The 80/20 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 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 >> Procurement >>> Request for Quotations as from **16h00** on **19 August 2021**.

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 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 of 03 September 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 **03 September 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: 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