

HEAD OFFICE

ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Private Bag X105
Melville, 2109
Tel: (011) 372 3300

EASTERN CAPE

Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE

Sanlam Building
163 Nelson Mandela Dr
Bloemfontein, 9300
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG

Braampark Office Park
33 Hoofd Street
Forum 4, 2nd Floor
Braamfontein
Johannesburg, 2091
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL

Durban Bay House
333 Anton Lembede Street
12th Floor, Suite 1203
Durban, 4001
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO

Kwane Chambers
29 Hans van Rensburg Str
Office No: 01
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA

Streak Office Park
6 Streak Street
Block B, 1st Floor
Nelspruit, 1201
Tel: (087) 700 8113
Fax: (013) 752 2917

NORTHERN CAPE

Bobby's Walk Building
6A Long Street
Kimberley, 8300
Tel: (053) 832 0051/ 2
Fax: (053) 832 0047

NORTH WEST

Sparkling Office Park
78 Retief Cnr Peter
Mokaba Street
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE

Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 23 – 2022/23

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE TO APPOINT SERVICE PROVIDER(S) TO CHAIR HEARINGS

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 21 sector education and training authorities (SETAs) mandated to put the National Skills Development Plan (**NSDP**) into practice. ETDP SETA is currently seeking providers to provide technical human resources services and related ancillary services as and when required.

The organisation is seeking to appoint **two (2)** Providers to provide technical Human Resources Services and related Ancillary Services.

The duration of the contract is from **the last signatory on the Service Level Agreement (SLA)** up to **31 December 2023**.

The ETDP SETA reserves the right not to award the RFQ.

2. PROFILE OF THE SERVICE PROVIDER

2.1. OBJECTIVES

- The objective of this bid is to appoint **two (2)** Providers to provide Technical Human Resources Services and related Ancillary Services.

3. SCOPE OF WORK

3.1. The required Technical Human Resources Services from the Provider are as follows:

- Chairing of Internal Disciplinary Hearings;
- Writing Reports of the Disciplinary Hearing;
- Chairing of Internal Appeal Hearings;
- Writing Reports of the Appeal Hearings;
- Appearing as a witness at the CCMA or Labour Court where their Report is a subject of a Dispute.

This costing model must not be modified at all and if retyped all line items in order as stated below to be included.

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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.

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

5.1. 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.

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

1. Declaration of Interest – SBD 4 (New)
2. Company Profile

NB: Failure to fully complete and submit any of the above-requested mandatory documents will lead to disqualification.

5.2. 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.

- (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.	Proof and experience of similar services and references to be provided on the Client's Letterhead. The minimum of three contactable references = 30 1.1. Contactable References: Minimum of 3 Contactable references = 15 - Three (3) reference letters submitted = 15 - Two (2) references letters submitted = 10 - One (1) reference letters submitted = 5 1.2. Experience in the business of providing similar services = 15 10 years plus = 15 5-9 years = 10 3-4 years = 5 *[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 this information is omitted/missing will lead to the reference letter(s) not allocated points.	30
2.	Qualifications, experience of team members and CV; (Attach qualifications and CVs of the Project Team Members) 2.1. EXPERIENCE 50 Admitted Attorneys, Commissioners or HR Practitioners: 35 5 Years or more = 35 3 – 4 years = 20 1 – 2 years = 5 Engagement Manager: 15 5 years plus = 15 3 – 4 years = 10 1 – 2 years = 5 *Note: The project team submitted for this bid will remain the same team for the duration of the term. Should there be any changes, the new team member must have the same qualifications and experience or even better qualified.	50
3.	Success rate of cases handled as Chairperson in the last 2 years, list of 5 matters to be submitted with 100% success rate, meaning not successfully appealed= 20 5 cases submitted = 20 3 or 4 cases submitted = 15 2 cases submitted = 10 1 case submitted = 5 0 case submitted = 0	20
TOTAL		100

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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 (USB)]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (***Price must be final, include VAT and signed***)
- b. Valid Tax Clearance Certificate or "Unique security personal identification number (PIN) issued by SARS and must be on the SARS letter head"
- c. Invitation to Bid - **SBD1**
- d. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 - **SBD 6.1 (If claiming preferential points)**
- e. 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 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. 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. Service Provider must provide proof of Public Liability Insurance.
16. The successful research chair **must** sign the penalty and termination clause as part of the agreement with ETDP SETA.
17. 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).**

7. 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 16h00 on **07 July 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 **11h00am on 21 July 2022.**

No late submission will be accepted!!

8. CLOSING DATE AND TIME

All Proposals should reach the ETDP SETA Offices on or before 11h00 on **21 July 2022.**

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: 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.