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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 28 - 2023/24

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE LABOUR MARKET ANALYST OCCUPATIONAL QUALIFICATION.

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.

The ETDP SETA reserves the right not to award this Request for Quotation (RFQ).

2. Purpose & Objectives

3.1. PURPOSE OF THE PROJECT

The ETDP SETA intends appoint a service provider to develop The Labour Market Analyst Occupational Qualification in the table below:

NO	TITLE	NQF LEVEL	CREDIT
1.	Occupational Certificate: Labour Market Analyst	7	

3. Project scope and requirements

The Service Provider must perform the following:

- 3.1. Occupational qualification scoping: Participate in the occupational qualification scoping meeting,
- 3.2. Occupational profiling development: Facilitate occupational profiling meeting and develop occupational profile document,
- 3.3. Occupational qualification development: Facilitate the development process of an occupational qualification by developing curriculum, qualification, and assessment specification documents:
- 3.4. Qualification assessment specification addendum development: Facilitate the development of the qualification assessment specification addendum.
- 3.5. Stakeholder verification: Facilitate Stakeholder verification meetings and produce reports; and
- 3.6. Reporting and project closure: Produce progress and process reports for occupational qualification development.

The details of the occupational qualification to be developed are outlined hereunder as follows:

OCCUPATIONAL QUALIFICATION TYPE	OCCUPATIONAL QUALIFICATION TITLE	PROPOSED NQF LEVEL
Occupational Certificate	Labour Market Analyst	7

3.7. REPORTING

- 3.7.1. Submit to the ETDP SETA:
 - 3.7.1.1. Final draft of the Qualification Document
 - 3.7.1.2. Final Draft of the Curriculum Document
 - 3.7.1.3. Final Draft Document of the Qualification Assessment Specification:
 - 3.7.1.4. Final Draft Document of the Qualification Assessment Specification (QAS) Addendum accompanied by a process report
 - 3.7.1.5. Project Close Out report.

4. Profile of the service provider

- 4.1. The service provider must have: Expertise of quality assurance landscape in the Republic of South-Africa.
 - 4.1.1. Expertise in facilitating the development of qualifications.
 - 4.1.2. Expertise in developing the QAS Addendum and
 - 4.1.3. An understanding of occupational qualifications

5. Project Requirements

5.1. FUNCTIONAL RESOURCES

5.1.1. The Service Provider must:

- a) Be able to work online or meet physically, in Gauteng Province as and when required.
- b) Be available to meet with the Subject Matter Experts who developed the occupational qualifications.
- c) Have the expertise to develop an occupational qualification with an Assessment Specification Document.

6. Costing Model (Pricing Schedule)

COST COMPARISON

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

DESCRIPTION OF SERVICES REQUIRED: OCCUPATIONAL QUALIFICATION DEVELOPMENT		
NAME OF SERVICE TO BE RENDERED: DEVELOPMENT OF LABOUR MARKET ANALYST OCCUPATIONAL QUALIFICATION		
No	DELIVERABLES	COST ("R")
1.	Development of an Occupational Profile and progress report.	
2.	Development of curriculum, qualification and assessment specification documents and progress reports.	
3.	Development of the qualification assessment specific addendum and progress report.	
4.	Development of process report and submission of stakeholder approved curriculum, qualification, and assessment specification documents and qualification assessment specification addendum to the ETDP SETA.	
VALUE ADDED TAX @ 15% (IF APPLICABLE)		
TOTAL COST (VAT INCLUSIVE)		
ALL COSTS MUST BE INCLUSIVE OF VAT, IF THE BUSINESS IS VAT REGISTERED		
		Signature of bidder:

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

7. Duration of the project

The duration of the project will be six (6) months.

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

1. **Qualification Development Facilitator's Approval Letter (An expired QCTO registration Certificate/ Letter is acceptable) OR Evidence showing that** at least one Person from the bidder **has been trained by the QCTO** to facilitate the development of an occupational qualification.

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

8.2. STAGE 2 [Folder A (USB)]

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
2. Only bids that achieved the minimum qualifying score 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, facilitation of the development of occupational qualifications starting from profiling, development of the curriculum document, Qualification Assessment Specification Document, Qualification Document, Qualification Assessment Specification Addendum as well as progress reports at various stages as well as the developing the process report. Reference Letters must outline the Bidder’s experience in rendering similar services with special emphasis on the following key aspects: 1.1. Experience: (Evidence of similar projects) 1.1.1. The combined number of years must be a minimum of 5 years experience <table><tr><td>5 years or more of developing qualifications</td><td>= 40 points</td></tr><tr><td>4 to 3 years of developing qualifications</td><td>= 30 points</td></tr><tr><td>2 to 1 year of developing qualifications</td><td>= 20 points</td></tr><tr><td>0-1 years of developing qualifications</td><td>= 0 points</td></tr></table> *[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. NB: Reference letters must be on a Referees letter head, signed and dated, otherwise they cannot be considered.	5 years or more of developing qualifications	= 40 points	4 to 3 years of developing qualifications	= 30 points	2 to 1 year of developing qualifications	= 20 points	0-1 years of developing qualifications	= 0 points	40
5 years or more of developing qualifications	= 40 points									
4 to 3 years of developing qualifications	= 30 points									
2 to 1 year of developing qualifications	= 20 points									
0-1 years of developing qualifications	= 0 points									

NO.	CRITERIA	WEIGHT
2	Capacity to develop an Occupational Qualification 2.1. Qualification of the Qualifications Development Facilitator person who has been trained by the QCTO to facilitate the development of an occupational qualification process (Qualification in Education, Training and Development or related field): - Honor/master's degree = 20 points - Bachelor's degree = 10 points - National Diploma = 5 points 2.2. Years of experience of Qualifications Development Facilitator person who has been trained by the QCTO to facilitate the development of an occupational qualification process: 5 -10 years = 20 points 3-5 years = 10 points 0 – 2 years = 5 points 2.3. Qualifications submitted to the QCTO for approval and registration: - More than Five Qualifications = 10 points 5 Qualifications = 5 points - Less than 5 Qualifications = 3 points *Note: Qualification Development Facilitator submitted for this RFQ must remain the same for the duration of the Project. Should there be any changes, the new Qualification Development Facilitator must have the same qualification/s and experience or even better qualified.	50
3	Project implementation plan in accordance with the project duration of six months, must entail the following processes: 3.1. Occupational profiling and progress report development and submission. 3.2. Occupational qualification development and progress report development and submission. 3.3. Stakeholder verification engagement and progress report development and submission. 3.4. Reporting and project closure submission. *Note 1: No points shall be allocated for this evaluation criteria if one of the qualification development processes is NOT mentioned in the Project Implementation Plan.	10
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

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. 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**
- c. Invitation to Bid - **SBD1**
- d. Declaration of Interest – **SBD 4 (New)**
- e. 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**
- f. B-BBEE certificate or sworn 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 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 used to verify eligibility for allocation of points for specific goals.
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 to be used to verify eligibility for allocation of points for specific goals.
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 be used to verify eligibility for allocation of points for specific goals.
8. 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 used to verify eligibility for allocation of points for specific goals. Companies who form part of this joint venture MUST have an accreditation certificate with relevant authority as stated in Mandatory documents.
9. 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 no points will be allocated for specific goals.
10. Bids submitted are to hold good for a period of 90 days.
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 will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. Service Provider must provide proof of Public Liability Insurance.
15. 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 as from **12h00** on **22 June 2023**.

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

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

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday** **BEFORE** the closing date and time of 11h00 on **11 July 2023**.

No late submission will be accepted!

11. Closing Date

All Proposals should reach the ETDP SETA Offices on or before 11h00 on 11 July 2023.

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 Management: Email: Tieniej@etdpseta.org.za or SiphesihleK@etdpseta.org.za

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