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Education, Training and Development Practices Sector Education and Training Authority

BID NO: RFQ: 30 – 2020/21

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE IMPLEMENTATION OF SKILLS PROGRAMMES FOR MPUMALANGA PROVINCE – KISHUGU TVET COLLEGE

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.

2. PURPOSE AND OBJECTIVES

PURPOSE OF THE PROJECT

The ETDP SETA is looking for training providers to facilitate the implementation of skills programme in the ETD sector for the 2019/20 financial year.

The bid covering letter must clearly indicate the **Skills Programmes** you show interest in training in.

End User Computing Skills Programme

US ID NUMBER(S)	SKILLS PROGRAMME NAME	NQF LEVEL	LEARNERS	District
258883 = 4 credits , 116938 = 4 credits , 116937 = 4 credits Total = 12 credits	End User Computing	1 & 2	4	Mbombela (4)

Code 14 Driver Training

US ID NUMBER(S)	SKILLS PROGRAMME NAME	NQF LEVEL	LEARNERS	District
Code 14 Driver	Code 14 Driver Training	n/a	2	Mbombela (2)

Intermediate and Advanced Microsoft Excel Skills Programme

US ID NUMBER(S)	SKILLS PROGRAMME NAME	NQF LEVEL	LEARNERS	District
116940 = 6 credits , 116943 = 3 credits , 258876 = 3 credits Total = 12 credits	Intermediate and Advanced Microsoft Excel	3 & 4	1	Mbombela (1)

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3. PROJECT SCOPE AND REQUIREMENTS

1. The ETDP SETA will evaluate the bids per programme and district.
2. The shortlisted providers may be required to make a presentation of the project to the evaluation committee and site visits may be conducted with the shortlisted providers.
3. Bid documentation that do not comply with bid requirements and conditions will be eliminated.
4. The ETDP SETA reserves the right to adjust the allocation of numbers per programme.

A) ACCREDITATION

1. The Training Provider must be accredited by the relevant quality assurance body to offer the identified learning programmes.

NB: Submit proof of accreditation.

B) FUNCTIONAL RESOURCES

1. The Training Provider must be adequately equipped with necessary physical resources in province:
 - 1.1. Workshop facilitation rooms
 - 1.2. Resource packs to be given to learners
 - 1.3. Resource Centers - Provide capacity for a maximum class size of 25 learners per class
2. Functional Quality Management System
 - 2.1. Administration Policies and Procedures
 - 2.2. HRD Policies
 - 2.3. Assessment and RPL Policies
 - 2.4. Record Keeping
 - 2.5. Reporting, Monitoring and Review Mechanisms.

4. SCOPE OF WORK

A) FACILITATION AND ASSESSMENT

1. Facilitate the structured learning component of the Skills Programme
2. Provide Learner support to ensure learners attain the required number of credits within the expected time frames.
3. Identify learners with special educational and training needs and develop mechanisms to address those.
4. Monitor and Evaluate internal moderation processes.
5. Ensure that external moderation of the assessment results are concluded and forward reports of such to the relevant ETQA.
6. Issue Certificates of the qualification awarded by the relevant ETQA and organise the graduation ceremony.

B) ADMINISTRATION OF THE SKILLS PROGRAMME

The provider must:

1. Be signatory to the Learner Agreement
2. Upload Learners for registration and learner achievements to the ETQA
3. Establish and maintain the learner and employer database.
4. Comply with training provider duties as per the signed agreement.
5. Monitor learner progress, resolve problems related to provisioning.
6. Submit quarterly reports and a final report, including lessons learned and recommendations to the ETDP SETA.
7. Apply for verification on a six [6] monthly basis

C) PLANNING AND SUPPORT

1. Present quarterly progress reports to the ETDP SETA
2. Develop rollout plans with time frames for the skills programme
3. Attend stakeholder meetings.

5. COSTING MODEL (PRICE SCHEDULE)
COST COMPARISON FOR THE SKILLS PROGRAMMES 2019/20

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

COSTING FOR NUMBER OF LEARNERS AS PER PROVINCIAL REQUIREMENTS				
NAME OF BIDDING ORGANISATION:				
PROVINCE :				
NAME OF LEARNING PROGRAMME:				
NUMBER OF CREDITS:		UNIT STANDARDS:		
NUMBER OF TRAINING DAYS:				
ITEM DESCRIPTION	NO: OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Training Costs				
Training Materials				Provider to use own learning material
Venue Hire				
Moderation				25% of Learners
Certification and Graduation				% of Total Costs
Assessments				
Travel related costs				Lead Facilitator
Travel related costs				Workplace visits
SUB-TOTAL				
Admin Expenses				Not exceeding 7.5%
TOTAL COSTS				
				Cost Per Learner
ALL COSTS MUST BE INCLUSIVE OF VAT				
			 Signature of Bidder	

6. DURATION OF THE PROJECT

ETDP SETA will enter into a Service Level Agreement (SLA) with the successful bidders. The duration of the project will be according to the qualification's notional hours.

7. 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.

7.1. STAGE 1

Bidders will be evaluated on the submission of the **requested mandatory documents**.

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

1. Profile of the organization
2. Accreditation or Learning Programme Approval Letter detailing the qualification/s accredited for *if unit standard aligned*
3. Invitation to Bid - **SBD1**
4. Declaration of Interest – **SBD 4**
5. Declaration of Bidder's Past Supply Chain Practices – **SBD 8**
6. Certificate of Independent Bid Determination – **SBD 9**

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

7.2. STAGE 2

- 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.
- The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
- 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	QUALIFYING CRITERIA FOR SHORT LISTING	Points
1	Experience of the company: Reference letters from clients to whom a similar service for Skills programme have been rendered. The letters must be on the referee's letterhead: 25 1.1 Experience: Conducting similar projects (provide signed proof on referee's company letterhead indicating when the project was carried out) i. Five (5) or more years = 15 ii. 3 – 4 years = 10 iii. 1 – 2 years = 5 1.2. Contactable reference (on the referee's company letterhead) i. Three (3) reference letters submitted = 10 ii. Two (2) references letters submitted = 8 iii. One (1) reference letters submitted = 5 NB: Reference letters must be on company letterhead, signed and dated.	25
2	Project plan for the delivery of the full qualification as a Skills programme: 35 1. Method and delivery of Skills programme = 20 2. Method of assessment = 5 3. Learner support plan = 10	35
3	Profile of key staff and CV's to be attached. • Project Management structure = 5 • Relevant experience of Project Manager in managing similar projects +5yrs of experience = 5 • Facilitators (relevant experience facilitating the skills programme) = 10 • Assessors (relevant experience facilitating the skills programme) = 10 • Moderators (relevant experience facilitating the skills programme) = 5	35
4.	Proof of physical training resources available and the infrastructural resources of the organization = 5	5
TOTAL		100

Bidders must provide sufficient proof/documents to justify awarding the above points, and such proof should include details of contactable references to Evaluation Criteria (Stage 1) above.

Points will be awarded on a sliding scale.

7.3. STAGE 3

PRESENTATION

Shortlisted providers will be required to prepare and deliver a presentation of their proposal addressing section 2 of the evaluation criteria. The presentation will be evaluated.

PRICING SCHEDULE DOCUMENTS

- a. Price Proposal - (*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

8. **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 reserve the right to cancel the bid and not award the bid to any of the bidders.
3. Bids which are late, incomplete, unsigned will not be accepted.
4. As a result of the COVID-19, bids submitted through facsimile and/or email and in order will 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 **R 30 000.00** and up to a Rand value of **R 500 000.00 (all applicable taxes included)**.

9. 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 > Procurement > Request for Quotations as from **12h00** on **03 February 2021**.

All Proposals **MUST SUBMITTED** via an email to etdpsetarfq@etdpseta.org.za

Submissions must be made between 08h00 and 16h30 Monday to Friday BEFORE the closing date and time of 11h00 on 18 February 2021.

No late submission will be accepted!

10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **18 February 2021**.

11. 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:

HOD SCM: 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.