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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 32 - 2021/22

REQUEST FOR QUOTATION

TERMS OF REFERENCE FOR THE APPOINTMENT OF A TRAINING PROVIDER TO OFFER TRAINING TO THE ETDP SETA BID STRUCTURES AND SCM PRACTITIONERS ON THE PFMA, NATIONAL TREASURY REGULATIONS FOR PUBLIC ORGANISATIONS AND AN UNDERSTANDING OF SUPPLY CHAIN MANAGEMENT PROCESSES

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. 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 and employees in the ETD sector.

2. PURPOSE & OBJECTIVES

2.1. PURPOSE OF THE PROJECT

The ETDP SETA is looking for a training provider to offer training to the Bid Specification Committee members, Bid Evaluation Committee members, Bid Adjudication Committee members and SCM Practitioners, on the following:

- Public Finance Management Act,
- National Treasury Regulations, and
- Functions and Compositions of the Bid Committees.

ETDP SETA has a total of 32 members to be trained.

The training should be over a period of three (3) days.

The training to be provided virtually.

2.2. OBJECTIVES

Assist Bid Structures Committee members in attaining key knowledge and skills pertaining to:

- Public Financial Management Act,
- National Treasury Regulations, and

- Functions of the Committees and members.

OUTCOMES:

- Formulate linkages between the Constitution and the PFMA and explain the roles and responsibilities of the relevant treasuries.
- Determine the implications of strategic planning, annual performance planning and budgeting in departments, constitutional institutions and public entities.
- Demonstrate an understanding of different arrangements and measurements in terms of the PFMA and National Treasury Regulations.

3. PROJECT SCOPE AND REQUIREMENTS

3.1. OVERVIEW

ETDP SETA seeks to appoint a qualified and experienced training provider to provide training to its Bid Structures and SCM practitioners to assist them with the execution of the procurement services in line with the approved National Treasury Guidelines and Regulations.

In order to achieve the above, ETDP SETA requires services of an experienced service provider to provide training on the following services;

- 3.1.1. Composition of bid structures, i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee
- 3.1.2. All approved legislative provisions
- 3.1.3. Purchase of furniture
- 3.1.4. Purchase of IT goods and services
- 3.1.5. Purchase of assets including building
- 3.1.6. Use of panel of service providers
- 3.1.7. Use of conference finders
- 3.1.8. Deviations and approval on national treasury
- 3.1.9. PAJA and Standard bidding documents completion
- 3.1.10. Price Negotiations Skills
- 3.1.11. Supplier Relationship Management
- 3.1.12. Ethics in Procurement and Supply Chain Management
- 3.1.13. Supervisory Skills for Procurement practitioners
- 3.1.14. Vetting of a Service Level Agreement
- 3.1.15. Evaluation of Requests for Quotations
- 3.1.16. Preparation of Specifications
- 3.1.17. Contract Management / administration of contracts
- 3.1.18. Irregular expenditures
- 3.1.19. Fruitless and wasteful expenditures



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4. COSTING MODEL (PRICING SCHEDULE)

COST COMPARISON FOR THE TRAINING OF BID STRUCTURE MEMBERS AND SCM PRACTITIONERS
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	RATE PER HOUR	RATE PER DAY	AMOUNT
Preparation of manuals		Provider to use own learning material.	
Facilitation of training			
Printing of certificates			
SUB-TOTAL			
VAT @ 15%			
TOTAL COSTS			

.....

Signature of Bidder

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

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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**.

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

1. Invitation to Bid - **SBD1**
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**

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

5.2. 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.

- 5.2.1. The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
- 5.2.2. 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.

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The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	POINTS
1.	Contactable references and Experience (25) 1.1. Contactable references indicating that they have been providing training on SCM legislative provisions - (bidder to provide signed proof on referee's company letterhead) (15) a) 3 references = 15 b) 2 references = 10 c) 1 reference = 5 1.2. Years of experience in doing similar jobs (a detailed company profile must be attached) (10) a) 5 years and above = 10 b) 3-4 years = 9 c) 1-2 years = 8	25
2.	Project plan for the implementation of the training; (45) • Method and delivery; ▪ Methodology of the training = 10 ▪ Content, Modules/ Session duration = 15 ▪ Relevance of the training materials according to: 20 ○ Public Finance Management Act, 5 of 2000 ○ National Treasury Regulations, and ○ Functions of the Committees. NB: Material submitted must be Valid, Authentic, Current and Specific.	45
3.	Project Manager Experience 3.1 Relevant experience of the Project Manager in managing similar training (10) a) 5 years and above = 10 b) 3-4 years = 8 c) 1-2 years = 5 d) Below 1 = 0 3.2 Relevant experience of the Qualified Facilitator(s) - (Attach CV - the CV must clear) (20) a) 5 years and above = 20 b) 3-4 years = 15 c) 1-2 years = 8 d) Below 1 = 0	30
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.

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Points will be awarded on a sliding scale only where indicated.

Please take note of the value and scoring point system of your bid.

5.3. STAGE 3 [Folder B (USB)]

PRICING SCHEDULE DOCUMENTS (Folder B)

1. Price Proposal– *Price must be final and include VAT [(if registered for VAT) and signed.*
2. Valid Tax Clearance Certificate *or Unique security personal identification number (PIN) issued by SARS*
3. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 -**SBD 6.1**
(If claiming preferential points)
4. 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.



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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 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 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 1 000 000.00 (all applicable taxes included)**.

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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 12h00 on the **11 October 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 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 **25 October 2021 at 11h00am**

No late submission will be accepted!

8. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on **25 October 2021**.

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 Management HoD: 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.

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