

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 Pearl 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: 33 - 2021/22

REQUEST FOR QUOTATIONS

TERMS OF REFERENCES FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A WORKPLACE LEARNING SITE APPROVAL GUIDELINE DOCUMENT – Workplace Learning Site

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 twenty one 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.

In executing its delegated quality assurance mandate, the ETDP SETA has developed occupational qualifications and some of them are registered by SAQA. All qualification that were developed by the ETDP SETA address some of the occupation in high demand in the Education Training and Development (ETD) sector.

A number of Skills Development Providers are accredited by the QCTO against occupational qualifications developed by the ETDP SETA. Approval of workplaces as learning sites for the delivery of occupational qualifications is paramount for experiential learning opportunities.

For that reason, the ETDP SETA seeks to enhance its quality assurance capabilities by appointing a suitably qualified Service Provider to support its endeavours to develop a **Workplace Learning Sites Approval Guideline** document. The **Workplace Learning Sites Approval Guideline** document must include tools and instruments for evaluation and approval of workplaces as learning sites for all occupational qualifications that have been developed and are being develop by the ETDP SETA.

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

- 2.1. The service provider must have:
- 2.1.1. Expertise of quality assurance landscape in the Republic of South Africa;
 - 2.1.2. Expertise of developing quality assurance guideline documents, evaluation tools and instruments; and.
 - 2.1.3. An understanding of occupational qualifications and general workplace requirements for an occupational qualification.

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3. SCOPE OF WORK

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

- 3.1.1. Workplace Learning Site Approval Guideline document for occupations in high demand in the Education, Training and Development Sector.
- 3.1.2. Tools and instruments for evaluation and approval of workplaces as learning sites for occupations in high demand listed in **Table 1** below.

Table 1: List of occupations in high demand

No	Occupation	Occupational Qualification Status				SAQA ID Number
		Developed		Being Developed		
		Yes	No	Yes	No	
1.	School Principal (School Manager)	✓		-	-	101258
2.	Adult Literacy Teacher	✓		-	-	101709
3.	Teachers' Aide	✓		-	-	-
4.	Career Development Practitioner	✓		-	-	96372
5.	Library Assistant	✓		-	-	94598
6.	Business Training Manager (Learning and Development)	✓		-	-	101321
7.	Community development Practitioner	✓		-	-	97708/ 97691
8.	Early Childhood Development	✓		-	-	97542
9.	Trade Union Representative	✓		-	-	-
10.	Orientation and Mobility	-	✓	✓	-	-

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4. COSTING MODEL

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: WORKPLACE LEARNING SITE APPROVAL GUIDELINE		
NAME OF SERVICE TO BE RENDERED: DEVELOPMENT WORKPLACE LEARNING SITE GUIDELINES, TOOLS AND INSTRUMENTS		
No.	ITEM DESCRIPTION	UNIT COST
1.	Development of a Workplace Learning Site Approval Guideline document together with evaluation tools and instrument for Occupations listed in Table 1 of these Terms of Reference.	
SUB-TOTAL		
VAT @ 15%		
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.

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 STAGE 1

1. Invitation to Bid – **SBD 1**
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]

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.

1. The minimum qualifying score for functionality will be **80 points** and bids that fail to achieve the minimum qualifying score will be eliminated.
2. 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**



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The evaluation criteria for functionality will be as below:

NO.	CRITERIA	WEIGHT
1.	Business Experience: Proof of similar services (development of guideline documents, learning materials, evaluation tools and instruments) rendered in a quality assurance environment. Reference Letters must outline the Bidder's experience in rendering similar services with special emphasis on the following key aspects: a) Name of the Project. b) Date of when the service was rendered. c) Duration of the project. d) Recommendation by the Referee. NB: A Referee's Letter that DOES NOT comply with requirements (a) - (d) above, shall not be considered. 1.1. References: (10) 1.1.1. Three (3) or more reference letters submitted. = 10 1.1.2. Two (2) references letters submitted. =5 1.1.3. One (1) reference letter submitted. =3 1.2. Experience: (20) 1.2.1. The combined number of years must be a minimum of 5 years experience = 20 NB: Reference letters must be on a Referees letter head, signed and dated, otherwise they cannot be considered.	30
2.	Capacity to deliver the project: (Project Structure and profile of key staff supported by CV's). (50) 2.1 Project Team Structure (5) The project team structure should comprise of but not limited to the Project Manager, Quality Assurance Consultants (minimum of two required) and Project Administrator, with names of personnel and clear roles and responsibilities. NB: Project Team structure with no names and roles of personnel will not be considered 2.2. Project Manager Experience (15) Relevant experience of the Project Manager in managing similar projects (Please attach CV, which must clearly indicate the projects, date/period of implementation, names of clients and client contact details). 2.2.1. 5 years and above = 15 2.2.2. 3- 4 years = 7 2.2.3. 1 -2 years = 3 2.2.4. Below 1 = 0 2.3. Quality Assurance Specialist Experience (30) Relevant experience of two Quality Assurance Specialists in developing similar quality assurance guideline documents, learning materials and evaluation tools and instruments (Please attach CVs, which must clearly indicate the projects, date/period of implementation and names of clients). 2.3.1. 5 years and above = 30 2.3.2. 3- 4 years = 15 2.3.3. 1 -2 years = 5 2.3.4. Below 1 = 0 Note: Project Manager and Quality Assurance Specialists submitted for this RFQ must remain the same for the duration of the Project. Should there be any changes, the replacement/s must	50

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	have the same qualification/s and experience or even better qualified	
3.	Qualifications of the Quality Assurance Consultants: (20) Please attach relevant academic qualifications of two Quality Assurance Specialists who are part of the Project Team presented under criterion 2.2 above of Stage 2 Functionality Evaluation Criteria . 3.1. Quality Assurance Consultants (20) Qualification in Education, Training and Development or related field. 3.1.1. Honours Degree = 20 3.1.2. Degree = 10 3.1.3. Diploma = 5	20
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) USB]

PRICING SCHEDULE DOCUMENTS [(Folder B) USB]

1. Covering letter/ Invitation to Bid - **SBD1 (Price must be final, include 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.

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 AND TIME

All Proposals should reach the ETDP SETA Offices on or before 11h00 on the 25 October 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: 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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