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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 34 - 2021/22

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO REPACKAGE AN OCCUPATIONAL QUALIFICATION – SHOP STEWARD

1. INTRODUCTION

ETDP SETA is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998. ETDP 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 developed an occupational qualification, which comprised of a part qualification. The part qualification needs to be repackaged as a standalone qualification in order to meet the South African Qualifications Authority (SAQA) registration requirements.

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 repackage a draft occupational qualification to meet the SAQA registration requirements. The Service Providers must be knowledgeable about the QCTO qualification development requirements and processes.

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

The service provider must have relevant experience and expertise in the development of an occupational qualification, which include Qualification Assessment Specification Document. The service provide must have a person trained by the QCTO as a **Qualification Development Facilitator (QDF)**.

3. SCOPE OF WORK

3.1. The scope of work shall entail repackaging of a draft occupational qualification focusing on the:

- 3.1.1. Occupational qualification development:** Repackage draft curriculum and qualification documents to meet SAQA registration requirements for a full qualification;
- 3.1.2. Assessment specification development:** Repackage draft assessment specification document and aligned it to the revised curriculum and qualification documents; and
- 3.1.3. Reporting and project closure:** Produce progress and process reports for the repackaged occupational qualification.

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Website: www.etdpseta.org.za - e-mail: info@etdpseta.org.za - Anti Corruption Hotline: 0800 204 937

E-mail: etdpseta@tip-offs.com

(Handwritten signature)

3.2. DRAFT OCCUPATIONAL QUALIFICATION DETAILS

SAQA ID No.	TITLE	PROPOSED NQF LEVEL	PROPOSED CREDIT
Not Yet Registered	Occupational Certificate: Shop Steward	4	122

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: OCCUPATIONAL QUALIFICATION DEVELOPMENT	
NAME OF SERVICE TO BE RENDERED: REPACKAGING AN OCCUPATIONAL QUALIFICATION	
ITEM DESCRIPTION	UNIT COST
Repackaging curriculum, qualification and assessment specification documents of a draft occupational qualification.	
SUB-TOTAL	
VAT @ 15	
TOTAL COST	
ALL COSTS MUST BE INCLUSIVE OF VAT, IF THE BUSINESS IS VAT REGISTERED	
..... Signature of Bidder	

5. EVALUATION CRITERIA

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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**
5. QCTO issued Qualification Development Facilitator's Approval Letter, Report or Certificate. Expired QCTO issued Certificate or Letter would be accepted.

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.

- (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**



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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 occupational qualifications) rendered for a Development Quality Partner 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. A Referee's Letter that DOES NOT comply with requirements (a) - (d) above, shall not be considered. 1.1. References: 30 1.1.1. Three (3) or more reference letters submitted. = 20 1.1.2. Two (2) references letters submitted. = 10 1.1.3. One (1) reference letter submitted = 5 1.2. Experience: 10 1.2.1. The combined number of years must be a minimum of 3 years' experience = 10 points NB: Reference letters must be on a Referees letter head, signed and dated, otherwise they cannot be considered.	30
2.	Profile of the Qualification Development Facilitator: 60 2.1. Proof of occupational qualification/s developed by the Qualification Development Facilitator: (Documentary evidence must be the signed cover pages of the Curriculum and Assessment Specification Documents of the same occupational qualification/s signed by the DQP): 2.1.1. Five (5) or more curricula and assessment specification documents signed by the Development Quality Partner Representative = 60 2.1.2. Three – Four (3 – 4) curricula and assessment specification documents signed by the Development Quality Partner Representative = 50 2.1.3. One – Two (1 - 2) curricula and assessment specification documents approved by the Development Quality Partner Representative = 40 *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	60
3.	Project Implementation Plan in accordance with the project duration of three months, must entail the following processes: 10 3.1. Curriculum and qualification repackaging; 3.2. Assessment specification repackaging; 3.3. Stakeholder verification; and 3.4. Reporting and project closure. *Note: No points shall be allocated if any of the aforementioned repackaging processes is NOT mentioned in the Project Implementation Plan.	10
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 [(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.

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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 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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