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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 43 – 2022/23 – RE-ADVERTISEMENT

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE TO APPOINT A SERVICE PROVIDER TO DEVELOP AN OCCUPATIONAL QUALIFICATION – Career Couch

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 21 sector education and training authorities (SETAs) mandated to put the National Skills Development Strategy (NSDS) into practice. ETDP SETA is currently seeking a Qualifications Development Facilitators for the five (5) occupational qualifications for the 2022-2023 financial year.

The ETDP SETA seeks to appoint a Service Provider to develop an occupational qualification, which will be submitted to the Quality Council for Trades and Occupations (QCTO) for evaluation and approval before registration on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA).

The ETDP Sector has several historically registered qualifications that will expire soon. There is still a need for those qualifications as per the Sector Skills Plan as well as other research conducted to find out and fill skills in high demand. The various research also highlighted skills in high demand where there have never been qualifications.

For that reason, the ETDP SETA as a Quality Development Partner to the QCTO seeks to facilitate the development of Occupational Qualifications for the sector by appointing suitably qualified people to do the work. **The Occupational Qualifications process** will follow the Qualifications Development Process as prescribed by the QCTO.

The ETDP SETA reserves the right not to award the RFQ.

2. PROFILE OF THE SERVICE PROVIDER

The service provider must:

2.1 Have experience in the development of occupational qualifications, which were approved by the Development Quality Partner (DQP).

3. SCOPE OF WORK

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
Advanced Occupational Certificate	Career Coach	6

4. COSTING MODEL

NB: This costing model must not be modified at all and if retyped all line items must follow the format given in the table below. Any modification to this costing model will lead to disqualification.

DESCRIPTION OF SERVICES REQUIRED: OCCUPATIONAL QUALIFICATION DEVELOPMENT		
NAME OF SERVICE TO BE RENDERED: DEVELOPMENT OF LEARNING AND DEVELOPMENT PROFESSIONAL OCCUPATIONAL QUALIFICATION – Career Couch		
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		
		 <i>Signature of bidder</i>

5. DURATION OF THE PROJECT

The duration of the project will be **six (6) months** from the appointment date.

6. 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

6.1. 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.

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

1. Declaration of Interest – **SBD 4**

NB: Documents must be fully completed, signed and submitted for consideration.

6.2. 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.**

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: *[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. 1.1. References: (25) 1.1.1. Three (3) or more reference letters submitted = 25 1.1.2. Two (2) references letters submitted = 18 1.1.3. One (1) reference letter submitted = 10 1.2. Experience: (15) 1.2.1. 5 years or more experience conducting similar projects = 15 1.2.2. Three – Four (3 – 4) years experience conducting similar projects = 10 1.2.3 One – Two (1 -2) years experience conducting similar projects = 5 NB: Reference letters must be on a Referees letter head, signed and dated, otherwise they cannot be considered.	40
2.	Profile of the Qualification Development Facilitator: 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) years or more curricula and assessment specification documents signed by the Development Quality Partner Representative = 50 2.1.2. Three – Four (3 – 4) years curricula and assessment specification documents signed by the Development Quality Partner Representative = 40 2.1.3. One – Two (1 -2) years curricula and assessment specification documents approved by the Development Quality Partner Representative = 30 *Note: Qualification Development Facilitator submitted for this RFQ must remain the	50

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	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.	
3.	Project implementation plan in accordance with the project duration of six months, must entail the following processes: 10 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: No points shall be allocated for this evaluation criteria if <i>one</i> of the qualification development processes is <i>NOT</i> mentioned in the <i>Project Implementation Plan</i>.	10
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.

6.3 STAGE 3 [(Folder B) USB]

PRICING SCHEDULE DOCUMENTS

1. Costing Model (**Price must be final, include VAT and signed**)
2. Submit a "Unique security personal identification number (PIN) issued by SARS"
3. Invitation to Bid - **SBD1**
4. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 - **SBD 6.1 (If claiming preferential points)**
5. 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.

7. 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 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. Service Provider must provide proof of Public Liability Insurance.
16. The successful research chair **must** sign the penalty and termination clause as part of the agreement with ETDP SETA.
17. The 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)**.

8. 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 **10 October 2022.**

All Bids/Proposals (completed in [1x Electronic copy (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 **11h00am on 21 October 2022.**

No late submission will be accepted!

9. CLOSING DATE AND TIME

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 21 October 2022.**

10. 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.