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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 53 - 2024/25

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAINING FOR THE ACCOUNTING AUTHORITY AND ITS COMMITTEES

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 (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector.

2. PURPOSE & OBJECTIVES

2.1 PURPOSE OF THE PROJECT

ETDP SETA seeks to appoint a suitably qualified and experienced Training Provider within the Corporate Governance arena to train members of the Accounting Authority and its Committees on topics identified following the Evaluation that was conducted during the 2023/2024 financial year.

3. PROJECT SCOPE AND REQUIREMENTS

3.1. The service provider/ consultant will be required to do the following services:

3.1.1. Provide Training to forty (40) Members of the ETDP SETA Governance Structures.

3.1.2. Provide Certificates of attendance to all forty (40) Members upon completion of the training

3.2. Topic for Training identified through the evaluation process:

3.2.1. Effective Board oversight with respect to their fiduciary duties with an emphasis on Environmental, Social and Governance ESG (ESG refers to ETDP SETA's 360-degree response to risk which involves the environmental, social and governance) and how it affects their role as a Board AND Committee member.

3.2.2. Explaining what ESG is and its relevance to making decisions (Strategic and Financial)

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- 3.2.3. Describing key environmental, social, and governance issues within the ETDP Landscape
- 3.2.4. Explaining why ESG is more important now than ever for the ETDP SETA
- 3.2.5. Knowing where to begin when working on the ETDP SETAs ESG policies and strategies
- 3.2.6. How to analyze ESG risks and opportunities
- 3.2.7. Realizing the Government's role to help fast track ESG in Africa
- 3.2.8. Understanding how the Education, Training and Development Practices contexts are changing in response to environmental and societal imperatives
- 3.2.9. Selecting sustainable development initiatives that effectively respond to ESG Imperatives
- 3.2.10. Developing deeper knowledge and understanding of the key ESG factors pertinent to the public sector.
- 3.2.11. Gearing up to meet international ESG Regulations

4. PROFILE OF THE SERVICE PROVIDER

4.1. TRACK RECORD OF PROVIDING TRAINING TO SETA BOARDS

- 4.1.1. The Service Provider must display experience in Training Boards over the past 5 years with evidence.
- 4.1.2. Training Course must take cognizance of the following:
 - a. In-depth understanding of the SETA environment and the Constitutional/fiduciary requirements of Board and Committee Members
 - b. Understanding of Corporate Governance Principles and King IV as it relates to the current environment of Governance within SETAs.

5. PROJECT REQUIREMENTS

- 5.1. The Training Provider should provide;
 - a) Resource packs in both hard and soft copy to be provided to the Governance Structure members,
 - b) The training will be provided on a virtual platform on the identified days as indicated by the secretariat,
 - c) A qualified facilitator with a background in Governance and the topic of Environmental, Social and Governance ESG,
 - d) Certificates of attendance to be issued to all attendees so that Members can accumulate CPD points with organizations they are associated to.

5.2. Your proposal should contain:

- a) List of organisations where training on Environmental, Social and Governance for Boards and Committee's had been conducted in the past five years,
- b) Reference Letters from the organisations
- c) CV of key individuals, tailored to the assignment (facilitator)
- d) Outline of the roles and responsibilities of the facilitator
- e) A short description of your understanding of the role of the Training Provider and the approach to be used as outlined in these Terms of Reference
- f) A budget for the training per Governance Structure Member all costs to be included into the fee per member.

5.3. Mandatory requirements

- a) At least 5 years' experience and expertise in training on Environmental, Social and Governance
- b) Strong interpersonal skills; results-oriented and -focused; ability to interact with senior executives; can engage on Corporate Governance, Environmental, Social and Governance as it relates to Public Sector of SA especially SETAs
- c) Ability to communicate well in written and oral form in English.

6. COSTING MODEL (PRICING SCHEDULE)

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

ITEM DESCRIPTION	COST
Training Material: - Manuals (<i>soft Copy</i>) - Provider to use their own learning material that is interactive and not just PowerPoint presentations	
Facilitation of course	
Printing of certificates	
SUB-TOTAL	
VAT @15% (If VAT registered)	
TOTAL COSTS	
ALL COSTS MUST BE VAT INCLUSIVE	

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

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

7. DURATION OF THE PROJECT

It is expected that the project will be a once off assignment and should not take longer than **two (2) days** to complete. The ETDP SETA will enter the necessary contractual arrangements via a purchase order to formalise the arrangements. The dates for the training will be provided by the Board Secretary.

8. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

Note: Folder A (USB) must have documents for Stage 1

8.1. STAGE 1 [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.

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

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	POINTS
1.	Relevant, demonstrated experience and capacity of firm in this area; bidders should provide at least three references. (bidder to provide signed proof on referee's company letterhead) 1.1. Reference letters signed and in the clients' letterheads: 20 - three (3) or more references = 20 points - two (2) references = 12 points - One (1) reference = 7 points 1.2. The cumulative experience (from the above letters): 20 5 years and above = 20 3- 4 years = 12 1 -2 years = 7 - Below 1 = 0 *[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.	40
2.	Experience: demonstrated expertise of key individuals to be involved in this project (Attached CVs) 2.1. Relevant experience of the Facilitator in training on similar topics (30) 5 Years Plus = 30 3– 4 Years = 20 1– 2 Years = 10 - Below 1 = 0	30
3.	Content, quality and completeness of the learning programme; method of delivery of the Training programme (30) 3.1. Delivery requirements 3.1.1. Summary of the Training Course addressing the topic highlighted = 30 - All of the areas in Section 5 are thoroughly addressed in more than one mode over and above PowerPoint = 30 points - No outline of delivery of programme = 0 points	30
TOTAL		100

Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale

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

8.2. STAGE 2 [Folder B (USB)]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award**
- c. Invitation to Bid - **SBD1**
- d. Declaration of Interest – **SBD 4 (New)**
- e. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - **SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals**
- f. B-BBEE certificate or sworn affidavit (**If claiming preferential points**) – **this will be used to verify points to be allocated for specific goals.**

80/20 preference point system shall be applicable as follows:

✓ Price	80
✓ Allocation of specific goals	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.

9. 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 **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
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** provide 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 points for specific goals for B-BBEE status level of contribution are not claimed.
11. 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.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

10. 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 > Open RFQs and on National Treasury E-portal as from **12h00** on **12 September 2024**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked **“Folder A-Technical Proposal”** and **“Folder B- Financial Proposal”**.

Folder B - (Financial Proposal) Costing Model (*Price must be final, include VAT and signed*), Submit a *“Unique security personal identification number (PIN) issued by SARS” which the SETA will use to verify the bidder’s tax matters prior to the award*, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) – *this will be used to verify points to be allocated for specific goals*.

All Bids/Proposals (completed in [one (1) USB] must be courier or hand delivered to:

The ETDP SETA – Head Office
HOSKEN’S House
45 Mooi Street
Johannesburg South - CBD
2091

OR

Sent via email to: 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 **11h00** on **20 September 2024**.

No late submission will be accepted!

11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on **20 September 2024**.

12. 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: Email: etdpsetarfq@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.

ANNEXURE A

Bidders are required to provide references for the Facilitator. Failure to provide references will lead to points not being allocated:

1. RELEVANT EXPERIENCE FOR THE FACILITATOR

Name of the Facilitator: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

E