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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 57 – 2023/24

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ADVANCED REPORT WRITING TRAINING FOR THE ETDP SETA (30) ADMINISTRATORS, PERSONAL ASSISTANTS, and COORDINATORS

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 ETDP sector.

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

2. PURPOSE AND OBJECTIVES

2.1. Overview and Background

The training's purpose is to ensure that The ETDP SETA provides training for **thirty (30) staff members** comprised of Administrators, Personal Assistants, and Coordinators on Advance Report Writing so that they are well-equipped to carry out their duties of writing well-structured reports.

3. PROFILE OF THE SERVICE PROVIDER AND REQUIREMENTS

3.1. TRACK RECORD OF TRAINING IN ADVANCE REPORT WRITING

The Training Provider must have training experience on the topic of Advanced Report Writing.

3.2. Your proposal should contain the following:

- 3.2.1. List of organisations where training on Advanced Report Writing had been conducted.
- 3.2.2. Reference Letters from the organisation's clients where you have conducted Advanced Report Writing training,
- 3.2.3. CV of key individuals, tailored to the assignment (Facilitator),
- 3.2.4. Outline the roles and responsibilities of the Facilitator, and
- 3.2.5. 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.

3.3. Requirements

- 3.3.1. At least five years of experience and expertise in training on Advanced Report Writing topics as a facilitator.
- 3.3.2. Strong interpersonal skills; results-oriented and focused; ability to interact with attendees.
- 3.3.3. Ability to communicate well in written and oral form in English.

4. SCOPE OF WORK AND DELIVERABLES

- 4.1. The service provider will provide training to the Administrators, PAs, and Coordinators in the following area:

- Advance Report Writing

- 4.2. **Training/projects requirements:**

- 4.2.1. Qualified Training Facilitator
 - 4.2.1 The training duration must be a minimum of two (2) days and a maximum of three (3) days.
 - 4.2.2 Resource packs in both hard and soft copy to be provided to the thirty (30) attendees on the day of training.
 - 4.2.4 The service provider must issue an attendance certificate to the ETDP SETA officials who attended the training no later than 30 days after the completion of the training session.

- 4.3. **The training must include but not be limited to the following contents:**

- 4.3.1 Writing and improving the quality of business and technical reports.
 - 4.3.2 Compile technical reports ensuring content and format are appropriate.
 - 4.3.3 Meeting Reporting Deadlines.
 - 4.3.4 How to select, format, structure, and layout reports: including headings, bullets and numbering.
 - 4.3.5 Ensure the document sequence is logical and meaningful in terms of the Topic/subject matter, the purpose of the report, the scope of the report, section identification systems, Referencing, Table of contents
 - 4.3.6 How to present information differently: text, graphs, tables, flow charts and diagrams.
 - 4.3.7 Organising and structuring a technical text appropriately.
 - 4.3.8 Compile Technical and General reports as well as Report checklists

- 4.4. **Objectives:**

- 4.4.1. The objective of the training is to ensure that the Administrators, PAs, and Coordinators, after completing this course, will be able to define the key concepts associated with Advanced Report Writing and will be able to: Identify the main obstacles to effective Report Writing and how to avoid them; Understand the nature of a Technical Report and Project Report; Write from the perspective of the writer and the reader.
 - 4.4.2. Write clear, concise, complete, and correct reports.

4.5 Outcomes: Upon completion of this course, the participants should be able to:

- 4.5.1 To learn the value of good written communication.
- 4.5.2 To prepare reports and proposals that inform, persuade, and provide information.
- 4.5.3 To learn how to proofread work so that they are confident it is clear, concise, complete and correct.
- 4.5.4 Understand a range of tools and techniques for Advanced Report Writing
- 4.5.5 Use these techniques to build an effective process that can be used to deliver professional results consistently from the Report Writing activity.
- 4.5.6 Produce Reports that are of value Based on facts, Accessible, Accurate and Complete.

4.6 Deliverables:

- 4.6.1. Advance Report Writing Certificate of Attendance.

5. COSTING MODEL (PRICE SCHEDULE)

COST COMPARISON FOR THE EVALUATION OF THE ETDP SETA TRAINING OF (30) ADMINISTRATORS, PAs, and COORDINATORS

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	Hourly Rate Inc VAT	Total Fee per day, incl. VAT	Total Cost (Inc VAT)
Facilitation of the course, for 2-3 days			
Admin Costs:			
•Training Material: Manuals soft copy and hard copy. •Provider to use their own learning material that is interactive and not just PowerPoint presentation.			
Advanced Report Writing Certificate of Attendance			
SUB-TOTAL			
VAT @ 15% (If applicable)			
TOTAL COSTS VAT INCL			

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

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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6. DURATION OF THE PROJECT

The training duration must be at least **two (2) days** and a maximum of **three (3) days**.

The dates/days to conduct the training will be agreed upon once an appointment has been successfully made.

7. 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.

Folder A (USB) must have documents for Stage 1 and Stage 2.

7.1. 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.

7.1.1.1. The minimum qualifying score for functionality will be **80 points**, and bids that fail to achieve the minimum qualifying score will be disqualified.

7.1.1.2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 (as stated in Evaluation Criteria on page 6) preference point systems prescribed in Preferential Procurement Regulations **5 and 6**.

The evaluation criteria for functionality will be as below:

NO	CRITERIA	POINTS
1.	Relevant, demonstrated experience and capacity of the firm; bidders should provide a minimum of three (3) references. (Reference letters in relation to training facilitation experience in Advance Report Writing) The reference letter must be on the customer's letterhead with contactable references. 1.1. Reference letters signed on the clients' letterheads: 20 - Three (3) or more references = 20 points 1 to 2 references = 15 points - Less than 1 reference = 0 points 1.2. Business Experience: The cumulative experience of the company in conducting advanced report writing training (from the above letters). Letters of Reference detailing experience and the ability to deliver on time on the referee's company letterhead. - At least a minimum of 3 years or more = 20 points 1 to 2 years = 15 points - Less than 1 = 5 points *[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. NB: Reference letters must be on a referee's letterhead, signed and dated, otherwise they cannot be considered.	40
2.	Team composition and experience; demonstrated expertise of key individuals to be involved in this project (Attached CVs) 2.1 Full details of Facilitator (relevant experience facilitating the learning programme) = 30 5 years plus = 30 3 - 4 years = 20 - Below = 0 *Note: The project team submitted for this bid will remain the same team for the duration of the term. Should there be any changes, the new team member must have the same qualifications and experience or even better qualified.	30
3.	Project plan for the delivery of the full qualification as a training programme, as listed in Section 4.3; - Project plan to cover all the eight (8) areas, as listed over 2-3 days = 30 - Project plan not covering all the eight (8) areas = 0	30
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 validate the information submitted.

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

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

7.2. STAGE 3 [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.

8. 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. 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.
6. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
7. Bids submitted are to hold good for a period of **90 days**.
8. 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.
9. 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.
10. 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.
11. Companies that are in the process of de-registration in the CIPC will not be considered.
12. 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.

9. 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 as from **16h00** on **10 November 2023**.

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
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 **11h00** on **27 November 2023**.

No late submission will be accepted!

10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **27 November 2023**.

11. 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: 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.

ANNEXURE A

Bidders are required to provide references for the Project Manager. Failure to provide references will lead to disqualification:

1. RELEVANT EXPERIENCE OF THE FACILITATOR

Name of Facilitator: _____

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