

HEAD OFFICE
Hosken's House
45 Mooi Street
Johannesburg
2091
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
Motheo TVET College
National Artisan Academy
R657+P3, Ehrlich Park
Bloemfontein, 9312
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG
112 Main Street
9th Floor
Marshalltown
Johannesburg CBD
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL
Kent House
1 Neptune Road
Westville
Durban, 3629
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO
89B Biccard Street
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) 352 7108
Fax: (013) 752 2917

NORTHERN CAPE
Montrio Corporate Park
Monument Heights
10 Oliver Road
Kimberly
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 Paarl 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

BID NO: SCMU NO: 05 - 2024/25

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE IMPLEMENTATION OF SKILLS DEVELOPMENT PROGRAMMES FOR GAUTENG PROVINCE ON BEHALF OF DEPARTMENT OF EDUCATION: TECHNICAL SKILLS TRAINING

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.

The ETDP SETA will host a **Compulsory** virtual briefing session for **BID NO: SCMU: 05 - 2024/25 – Appointment of a service provider for the implementation of skills development programmes: Technical Skills** on **27 September 2024 at 11h00 – 13h00**. Access details will be available on www.etdpseta.org.za as from **26 September 2024**. Kindly note that interested service providers may submit their questions until **30 September 2024 at 16h30**. **No further questions will be accepted after this date.** We thank you for your cooperation.

2. PURPOSE & OBJECTIVES

2.1. PURPOSE OF THE PROJECT

The ETDP SETA is looking for training providers to facilitate the implementation of Skills Development Programmes in the ETD sector for Gauteng provinces on behalf of the Departments of Education. *Please clearly indicate the programmes that you are bidding for.*



The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful.

PROVINCE: GAUTENG PROVINCE: SUBJECT CONTENT TRAINING – TECHNICAL SKILLS TRAINING

Skills Programme	Number of Learners	PROPOSED TRAINING DAYS	District of implementation
Electronics - Provider to have workshop for practical training - 5 Site visits to be conducted <u>Simulations</u> - Electronic instruments - Electronic components - Circuit diagrams - Software simulations <u>Designing</u> - Soldering - PCB design - House Alarm Wiring <u>Programming</u> - Pickaxe Programming - Arduino - Micro controllers	15	31 Days Training	<u>GAUTENG: PROVINCE</u> Central Venue
Automotive - Provider to have workshop for practical training <u>Transmission Systems</u> - Safety - Workshop management - Understand operating principles of the clutch - Remove, inspect and service clutch master and slave cylinders - Diagnose manual gearbox problems - Remove, dismantle, inspect and assemble a manual gearbox	20	31 Days Training	<u>GAUTENG: PROVINCE</u> Central Venue

The information in this communication is confidential and may be legally privileged.
It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

<u>Drive Train</u> - Remove, inspect and replace drive train components - Remove and replace universal joints - Diagnose final drive problems - Remove, inspect and replace side shaft bearings <u>Steering and Wheel Alignment</u> - Understand steering system theory - Understand the Ackerman angle - Remove, inspect and replace steering components - Understand tyre construction and markings - Remove, inspect and replace tyres and wheels - Carry out front wheel alignment <u>Hydraulic Brake Systems</u> - Understand the operating principles of a hydraulic brake system- Pascal's law - Diagnose faults and repair a hydraulic brake system disc brake, drum brake and handbrake <u>Pneumatic Brake Systems</u> - Understand operation of basic airbrake systems - Identify, test and repair airbrake components			
Welding and Metalwork <u>Basic Hand Tools</u> - Safety - Measuring and clamping tools. - Power tools - Hand tools - Workshop machines, eg. Electric guillotine	15	31 Days Training	<u>GAUTENG PROVINCE</u> Central Venue

- Practical assessments <u>Welding</u> - Safety - Welding processes - Methods - Welding positions - Welding symbols - Practical demonstration (stick/arc, Co2/MiG, Oxyacetylene) - Practical assessment <u>Surface developments</u> - Surface developments - Parallel line method, Radial method and triangulation method - Configurations - Space diagrams-Calculations - Provider to have workshop for practical - Practical assessment - Provider to have workshop for practical training - 5 Site visits to be conducted METHODOLOGY AND SKILLS: - Practical skills training in all 8 areas - 31 Days contact training (3 weeks per annum of 5 days per week and 16 Saturdays per annum) - Training Venue (Content and printing) - PPE and Medical - Machinery and training equipment - Facilitator - Health and Safety (Medical entry, SHE Rep, First Aid Kit) - Competence Assessments (Printing and Marking) Pre-Assessment during training			
---	--	--	--

Post-Assessments - Toolboxes: Basic Tools per Modules of the trade to perform the agreed modules - Project Management and Training Administrator - Time and Attendance Reporting - Course Administration (Tracking and Reporting of teacher's progress)			
Fitting and Turning - Provider to have workshop for practical Training. - 5 Site visits to be conducted <u>Fitting</u> - Safety - Hand tools - Measuring instruments - Hydraulics - Pumps <u>Turning</u> - Safety - Centre Lathe - Grinding lathe cutting tools - Screw cutting - Internal tapers and External tapers (Tailstock set over method) - Internal Boring - CNC (basic machining and programming) <u>Milling</u> - Safety - Vertical milling - Milling processes - Indexing (Square, hexagon) - Key-ways - Gear cutting	14	31 Training Days	<u>GAUTENG: PROVINCE</u> Central Venue

- Dovetail calculations and practical cutting)			
--	--	--	--

3. PROJECT SCOPE AND REQUIREMENTS

- 3.1. The ETDP SETA will evaluate the bid per skills programme. Please submit separate bids per Skills programme.
- 3.2. The shortlisted providers may be required to make a presentation of the project to the evaluation committee and site visits will be conducted with the shortlisted providers.
- 3.3. Bid documentation that do not comply, will be eliminated from the evaluation process.
- 3.4. The ETDP SETA reserves the right to adjust the allocation of numbers per programme.
- 3.5. The training of technical skills programmes for the GDE Educators in Gauteng as per the TOR.
- 3.6. The Provider to have a functional training workshop.
- 3.7. The provider to provide PPE and safety equipment with a toolbox.
- 3.8. All training material for the practical component to be provided by the training provider.

4. PROFILE OF THE SERVICE PROVIDER

- 4.1. The service provider must be an accredited organization for the respective trade they are bidding for.

5. PROJECT REQUIREMENTS

The ETDP SETA is looking for training providers to facilitate the implementation of Skills Development Programmes for educators in the ETD sector.

A) ACCREDITATION

1. The required training is accredited training
2. Develop rollout plans with time frames for the structured learning

B) FUNCTIONAL RESOURCES

1. The Training Provider must be adequately equipped with necessary physical resources in province:
 - 1.1. Workshop facilitation rooms
 - 1.2. Resource packs to be given to learners, including a toolbox with tools, please provide a list of tools. Also the training material needed at the training, PPE Equipment and safety gear.

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

1.3. Resource Centers at the offices of the training provider

2. The training provider must have the required Human Resource Capacity in the following areas:

2.1. Qualified Facilitators in terms of the programmes that you want to train.

2.2. Project Management Skills. No changes will be accepted without the prior written consent of the ETDP SETA.

2.3. Curriculum Vitae of staff that will be involved on the projects

3. Functional Quality Management System

C) PROOF OF SIMILAR PROJECTS

1. Must provide the SETA with proof of similar Skills programmes projects undertaken in the past.

D) ADMINISTRATION OF THE SKILLS PROGRAMME

The provider must:

1. Establish and maintain the learner database.

2. Comply with training provider duties as per the signed SLA.

3. Monitor learner progress, resolve problems related to provisioning.

4. Submit reports as per the SLA.

5. Assist the ETDP SETA in conducting induction programmes for learners.

E) PLANNING AND SUPPORT

1. Develop rollout plans with time frames for the structured learning.

6. COSTING MODEL (PRICE SCHEDULE)

COST COMPARISON FOR THE SKILLS PROGRAMMES

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

COSTING FOR NUMBER OF LEARNERS AS PER PROVINCIAL REQUIREMENTS				
NAME OF BIDDING ORGANISATION:				
NAME OF SKILLS PROGRAMME:				
NUMBER OF TRAINING DAYS:				
ITEM DESCRIPTION	NO: OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Training Costs				
Training Materials: learners including a toolbox and tools, please provide a list of tools. Also the training material need at the training and safety gear				Provider to use own learning material
Venue Hire				
Catering				
Issuing of Competency Certificates				% of Total Costs
Travel related costs				Lead Facilitator
SUB-TOTAL				
Admin Expenses				Not exceeding 7.5%
TOTAL COSTS				
				Cost Per Learner
ALL COSTS MUST BE INCLUSIVE OF VAT				

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.

PROPOSED STANDARD MENU FOR LEARNERS:

Breakfast: 2 slices of bread / sandwiches with tea/coffee/juice

Lunch: 1 meat dish, 1 starch, 1 salad, 1 vegetable dish, 1 soft drink

7. DURATION OF THE PROJECT

It is expected that the ETDP SETA will enter into a service level agreement (SLA) with the successful bidder(s). The duration of the project will be for **six (6) months** and commence after the signing of the SLA.

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 and Stage 2

8.1. 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.

8.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION
--

1. Proof of Organization accreditation with Sector Education and Training Authority (SETA)/ Quality Council for Trade and Occupations (QCTO)/ UMALUSI/ Council for Higher Education (CHE)

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

8.2. STAGE 2 [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.	Experience & References: of similar services and references to be provided on the Client's letterhead. 1.1. Experience and contactable references: (25) • 3 projects and above = 25 • 2 projects = 15 • 1 project = 10 *[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 indication on the successful completed of the project(s) and • must be signed the referee NB: If any of the above information is omitted, the bidder will not be allocated points.	25
2.	Project plan for the delivery of Skills programme; • Structure of the Skills programme in terms of the outcomes to be achieved (Refer to the Scope of work under each programme) = 15 • Method and delivery of Skills program = 10 • Learning support plan= 10	35
3.	Profile of key staff (Please attached CVs and proof of qualified Facilitator) 1.1. Project Management structure = 5 1.2. Relevant experience of Project Manager in managing similar projects = 15 • 5 years plus = 15 • 3-4 years = 10 • 1-2 years= 5	35

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

	1.3. Relevant experience of the Facilitator in facilitating similar projects = 15 • 5 years plus = 15 • 3-4 years = 10 • 1-2 years = 5 NB: Bidders are to complete Annexure A for Project Manager and Facilitator experience, failure of which will result to no points being awarded. NB: The initial resources need not change during the course of the project without prior approval of the ETDP SETA.	
4.	Proof of physical training resources available and the infrastructural resources of the organization (attach a lease agreement and/or a partnership letter showing that you access to training venues in that province. The training venue must be equipped with functional resources such as sufficient training spaces, lockers, rest area and compliance with OHSA) = 5	5
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.

8.3. STAGE 3: SITE INSPECTION

Areas of inspection	Compliant/ not compliant	Comments
Fully equipped training venues (with reference to the trade applied for)		
Secured Parking available		
Locker rooms		
Site equipment (fire equipment, medical boxes, safety equipment)		
Rest area or kitchen		
Disability access		

Representatives from BEC, GDE and the end user will form part of the site inspection delegation.

The information in this communication is confidential and may be legally privileged. It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

8.4. STAGE 4 [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 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 used to verify eligibility for allocation of points for specific goals.
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 to be used to verify eligibility for allocation of points for specific goals.
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 be used to verify eligibility for allocation of points for specific goals.
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 used to verify eligibility for allocation of points for specific goals. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
9. 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 no points will be allocated for specific goals.
10. Bids submitted are to hold good for a period of 90 days.
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 will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
13. Companies that are in the process of **de-registration in the CIPC** will not be considered.
14. Service Provider must provide proof of Public Liability Insurance.
15. 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 Tenders as from **12h00** on **13 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*.

The financial proposal will only be opened when the tender is responsive in Stage 2 or at the discretion of the ETDP SETA.

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

The ETDP SETA – Head Office

ETDP SETA House

45 Mooi Street

Johannesburg South - CBD

2091

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00** on **07 October 2024**.

No late submission will be accepted!

11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices **on or before 11h00** on **07 October 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: Tenderers@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 Project Manager and Facilitator. Failure to provide references will lead to points not being allocated.

1. RELEVANT EXPERIENCE FOR THE PROJECT MANAGER

Name of Project Manager: _____

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

2. RELEVANT EXPERIENCE FOR THE PROJECT MANAGER

Name of Facilitator: _____

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