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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU: 07 - 2024/25

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO CONDUCT END-TERM REVIEW OF THE ETDP SETA FIVE-YEAR STRATEGIC PLAN 2020 - 2025

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.

While the strategic planning period is for five years (2020/21 - 2024/25), the national skills development plan (NSDP) projects a ten-year planning horizon, aligned to the national development plan (NDP) - vision 2030. The NSDP outlines eight (8) outcomes that inform this strategic plan's five-year targets, which are outlined below:

- Outcome 1: identify and increase production of occupations in high demand.
- Outcome 2: linking education and the workplace.
- Outcome 3: improving the level of skills in the South African workforce.
- Outcome 4: increase access to occupationally directed programmes.
- Outcome 5: support the growth of the public college system.
- Outcome 6: skills development support for entrepreneurship and cooperative development.
- Outcome 7: encourage and support worker-initiated training.
- Outcome 8: support career development services.

Additional organisational outcomes:

- Capable human capital for improved service delivery
- Digitalized business environment for improved performance.

In response to above NSDP outcomes, the ETDP SETA identified the following key focus areas of the ETDP SETA over a five-year period, (i.e. 2020/21 – 2024/25):

- Ensuring quality teaching and learning in schools, TVET colleges, ECD centres, CETCS and public HEIs.
- ensuring effective and efficient service delivery in public and private educational institutions.
- Supporting the transformation of the post schooling and education and training.
- Provide support to ETD organisations in dealing with implications of the 4th industrial revolution and implement measures to support SMMES and entrepreneurship.

Emerging trends

- Partnerships
- Continual identification of skills demand
- Expanded opportunities for access
- Green economy

The table presents outcome indicators, baseline, and five-year targets:

PROGRAMME 1:

MTSF priority: a capable, ethical, and developmental state			
Outcome	Outcome indicator	Baseline	Five-year target
Capable human capital for improved service delivery	Number of employees and governance structure members trained and professionally capacitated for improved service delivery	-	All staff and governance structure members trained on relevant competencies and capabilities
Digitalised business environment for improved performance	Number of automated business processes implemented for improved organisational efficacy by year end	-	15

PROGRAMME 2:

MTSF priority: education, skills, and health			
NSDP outcome 1	Outcome indicator	Baseline	Five-year target
Identify and increase production of occupations in high demand	Number of occupations in high demand identified and reported through sector skills plans process	20	30
	Number of research studies conducted to inform skills planning	-	15
	Percentage of WSPS and ATRS evaluated, and feedback provided to employers	1 000	100%
Effectiveness of implementation of skills programmes and projects	Number of evaluation studies conducted	6	5

PROGRAMME 3:

MTSF priority: education, skills, and health			
NSDP outcome 2	Outcome indicator(s)	Baseline	Five-year target
Linking education and the workplace	Number of youths accessing work-based learning opportunities to enhance employability	15 566	20 205
	Increased number of students receiving financial assistance from the ETDP SETA bursary scheme and/or ETDP SETA funded skills development initiatives	13 837	20 105

MTSF priority: education, skills, and health			
NSDP outcome 3	Outcome indicator(s)	Baseline	Five-year target
Improving the level of skills in the South African workforce	Increased number of teachers and government officials who are competent in digital skills to facilitate digital learning, e-learning, blended learning, and other new digital skills transfer to learners	48 700	51 844
	Constituent organisations supported,	-	14

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	through skills development, to enhance employees' capabilities on digital skills		
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MTSF priority: education, skills, and health			
NSDP outcome 5	Outcome indicator	Baseline	Five-year target
Support the growth of the public college system	CET colleges funded to implement digital learning platforms	-	9
	Increased number of TVET and CET college lecturers, managers, practitioners, and council members trained in specialised fields and lecturers exposed to relevant industries	4 039	5 000

MTSF priority: education, skills, and health			
NSDP outcome 6	Outcome indicator	Baseline	Five-year target
Skills development support for entrepreneurship and cooperative development	Increased number of emerging cooperatives especially in rural areas to acquire the new skills required in the 4IR	42	100 cooperatives

MTSF priority: education, skills, and health			
NSDP outcome 7	Outcome indicator	Baseline	Five-year target
Encourage and support worker-initiated training	Increased number of worker-initiated training supported	-	10

MTSF priority: education, skills, and health			
NSDP outcome 8	Outcome indicator(s)	Baseline	Five-year target
Support career development services	Career development services: Increase in the career development opportunities for previously disadvantaged individuals in accessing post-school education and training as a result of career guidance events organised	260	400

PROGRAMME 4:

MTSF priority: education, skills, and health			
NSDP Outcome 4	Outcome Indicator	Baseline	Five Year Target
Increase access to occupationally directed programs	Occupational qualifications that promote occupations in high demands to increase employability are developed	08	17
	Accredited quality learning programmes for priority skills in the sector are offered through various modes of learning programme delivery	2 301	1 549

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	Increased in the number of work-integrated learning sites approved and supported for occupations in high demand to increase employability	10	300
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In line with the DPME' revised framework for strategic plans and annual performance plans, as part of strengthening monitoring, reporting and evaluations, regular assessments of the strategic plans including end-term must be conducted. End-term reviews indicate the extent of progress and achievement in implementing strategic plans. This is geared towards promoting performance improvement, accountability, learning and evidence-based decision making and management. In particular, the reviews will assess results achieved to date in comparison with the performance indicators outlined in the strategic plan.

It is against the background that the ETDP SETA wishes to appoint a competent independent service provider/s to work with the seta' performance monitoring and evaluation specialist in conducting an end-term review of the strategic key priority areas, outcome indicators and targets.

The ETDP SETA will host a **Compulsory** virtual briefing session for **BID NO: SCMU: 07 - 2024/25 – Appointment of a suitably qualified service provider to conduct End-Term Review of the ETDP SETA Five-Year strategic plan, 2020 - 2025 on 01 October 2024 at 11h00 – 13h00**. Access details will be available on www.etdpseta.org.za as from **30 September 2024**. Kindly note that interested service providers may submit their questions until **02 October 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 study seeks to assess the extent of the progress and achievement in the implementation of the ETDP SETA five-year strategic plan, with reference to the delivery of outcomes and impacts after the five-year period.

2.2 OBJECTIVES OF THE STUDY

The study should therefore address the following related objectives:

- To gather data about the relevance, effectiveness, efficiency, sustainability and impacts of each of the programmes outlined in the five-year strategic plan.
- To generate evidence-based data on key achievements and challenges on the ETDP SETA strategic planning processes and delivery mechanisms to ensure programmes' relevance, effectiveness efficiency and sustainability.

2.3 SPECIFIC EVALUATION QUESTIONS

The study seeks to answer the following specific questions:

- To what extent the ten (10) strategic outcome goals in the ETDP SETA five-year strategic plan have been achieved?
- How well have the strategic plan programme actions transformed the available resources into intended results in terms of quantity, quality, and timelines?
- How effectively have the stakeholders both internal and external been engaged in the implementation of the plan?
- What is the likelihood that the achievements in the programmes' outcomes are being sustained beyond the period under review?
- What lessons have been learnt that can be replicated or scaled-up in the future?

3. PROJECT SCOPE AND REQUIREMENTS

3.1 PROJECT SCOPE

The scope of the study focuses on the five-year strategic plan implementation from 2020 to date.

3.2 REQUIREMENT OF THE SERVICE PROVIDER(S)

The evaluation team should be comprised of the following:

- a) Project manager/s – 5 years’ relevant experience in project management, 3 years of which are in evaluations, **plus** a post graduate degree preferably a master’s degree.
- b) Evaluation specialist/s - 3 years’ experience in evaluations, **plus** a postgraduate degree, preferably master’s degree.
- c) Sector specialist/s – an honours degree **plus** 3 years’ experience in skills development within the education, training, and development sector.
- d) Two suitably unemployed youth interns, with post graduate qualifications to acquire workplace experience for the duration of the contract. **NB:** The two interns should not have benefitted from a previous internship program therefore must submit a signed affidavit confirming unemployment status.

The team should possess the following core competencies:

- a) Contextual knowledge and understanding of the SETA programmes, strategic planning and implementation.
- b) Project management
- c) Evaluation discipline and practice
- d) Research practice.
- e) Report writing and communication.
- f) Excellent communicating skills.

NB: CVs of the above team members must be submitted with proof of appropriate qualifications and will form part of the bid evaluation criteria.

3.3 METHODOLOGY

The study will apply a mixed methods approach which will include:

- a) Desktop literature review and in-depth comparative analysis of the ETDP SETA documentation and data including sector skills plan, strategic plan, annual performance reports, programme documents, programme data, implementation agreements, learner assessment reports, quarterly and annual performance reports, and programme monitoring reports which will build good understanding of information available.
- b) Analysis of case studies of employers in the skills sector who have successfully implemented their strategic plans.
- c) Field visits throughout the nine provinces where these programmes were rolled out using surveys, focus groups and one-on-one interviews.
- d) Interview key stakeholders/key informants such as the officials from department of higher education and training, ETDP SETA programme managers, provincial managers, employers in the sector, training providers and others.
- e) Financial analysis to assess the viability of the programmes and whether value for money has been obtained for the delivery of the interventions.
- f) Based on the desk top review, the evaluators will choose examples of outcomes and case studies for a more in-depth analysis, which will involve the application of the theories of change approach.

- g) A two-day reflection meeting will be held on a quarterly basis. The outcome harvesting methodology will be applied during these meetings. The evaluation team will then be expected to validate a sample of harvested outcomes and proceed into substantiation, analysis, and interpretation phase. The meetings will be coordinated by the evaluators in consultation with ETDP SETA projects team.

3.4 PROJECT DELIVERABLES

As part of the project deliverables, the successful evaluator(s) will be required to produce and submit the following:

- a) Before drafting the inception report, the evaluator(s) is obliged to conduct a brief (no longer than 5 working days) scoping exercise to review the state of the seta's programme data and data systems, as well as identification of key stakeholders to both the evaluation and the underlying programmes. This scoping exercise will ensure that at the end of the evaluation, at least 20% of programme participants have been contacted or interviewed.
- b) The evaluator(s) will be expected to compile an inception report with a detailed evaluation plan, which is to be presented to and approved by the evaluation task team and seta management.
- c) The evaluator (s) will also be expected to construct an implied/implicit theory of change (ToC) integrating each of the programmes outlining how the programme is supposed to achieve intended results.
- d) The evaluator(s) will subsequently be expected to convene a workshop with key programme stakeholders (to be identified by the seta's evaluation specialist) for validation of the ToC.
- e) Based on the implicit ToC, the successful evaluator (s) should develop result chain framework for the programs; this should be used to guide the evaluation. The evaluator(s) will be expected to submit the resulting logic framework for approval by the seta evaluation task team and management.
- f) Also guided by the ToC, the evaluator(s) should formulate hypotheses to be tested by the evaluation study.
- g) Prior to fieldwork (data collection), the evaluator(s) will submit appropriately designed and test data collection instruments for approval by the evaluation task team.
- h) Throughout the evaluation, the evaluator(s) will be expected to meet monthly with the evaluation specialist and the evaluation task team for regular progress reports (the details will be discussed during the inception meeting). The minutes of these meeting shall be submitted with each invoice.
- i) The evaluator (s) shall be expected to submit both the draft (preliminary) and final evaluation reports for approval by the task team and seta management. The format of the report will be provided by the seta. The final report shall be accompanied by all necessary annexures including approved instruments, identity protected raw data etc.
- j) Finally, present preliminary and final presentations of the evaluation reports to fora as shall be dictated and negotiated between the ETDP SETA evaluation task team and the evaluator(s). This remains an option for the SETA for as long as the evaluation contract is still open.
- k) A metadata should accompany any datasets produced including clarification on the following: format of the data, description of the data, data structure, variables, data quality issues, non-responses, coding issues, and derived variable.

3.5 PROPOSAL REQUIREMENT

The prospective service provider must submit proposal that entails the following:

- a) Understanding of the interventions to be evaluated, the ToRs and the socio-economic context within which the interventions are implemented.
- b) Evaluation approach, design and methodology for the evaluation including literature and documentation review research strategy, design, procedures/methods, data collection, storage, processing and analysis procedures, tools, sampling, suggestions for elaboration or changes to scope & methodology as outlined in the tors and examples of evaluation questions etc.
- c) Activity based evaluation plan with clear timelines and responsibilities.
- d) Activity based budget in South African rand; including vat as per the costing model indicated below.
- e) Proof of competence in a form of qualifications and a list of related projects undertaken in the past with contact people with contact details as references.
- f) Evaluation team structure: outlining clear roles and responsibilities.
- g) Capacity development elements.

- h) Quality assurance plan that will ensure that the process and the product will be of good quality.
- i) Project management measures.
- j) Risks and mitigation measures.
- k) CVs and qualifications of all team members.

3.6 PROJECT MILESTONES AND PAYMENT SCHEDULE

The bidder must outline the milestones/deliverables and payment schedules in their proposal.

3.7 BUDGET

The bid proposal should clearly indicate the total price in South Africa rand, inclusive of VAT. The payment of the appointed service provider will be according to the proposed payment schedule and will be based on the actual quoted price.

3.8 REQUIREMENTS FOR PERSONNEL

The key evaluation team should comprise:

Role	Qualification	Experience
Project manager	Post-graduate, preferably a master's degree	5 years' relevant experience in project management and at 3 years in evaluations
Evaluation specialist	Post-graduate, preferably a master's degree	3 years' experience in evaluations,
Sector specialist	Postgraduate, preferably an honour' degree	3 years' experience in skills development within the education, training, and development sector.
2 x interns	Postgraduate qualification preferably an honours or master's degree	None
The project team should possess the following core competencies		
• Contextual knowledge and understanding • People skills • Project management skills • Evaluation discipline and practice • Research practice • Report writing and communication. • excellent communicating skills		

NB: The two (2) interns will be contracted by the service provider for the duration of the contract 12 months. CVs and certified qualifications of the key team members must be attached.

4. COSTING MODEL (PRICE SCHEDULE)

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

NB: The service provider must submit an itemised budget proposal, clearly indicating the cost per unit. The budget should include a R7 500 monthly stipends for the two interns for the duration of the project (12 months).

COSTING REQUIREMENTS			
NAME OF BIDDING ORGANISATION:			
ITEM DESCRIPTION	UNIT COST	AMOUNT	COMMENTS
Labour costs inclusive of the two (2) interns appointed for the duration of the contract (as per below) *			
Subsistence and communication related costs			
Project management and overheads (25%)			
Transportation costs			
TOTAL PROJECT BUDGET			
Detailed activity-based labour budget e.g.			
Inception and scoping Meeting			
Monthly meetings and working sessions			
Document analysis and literature review			
Inception report writing			
Sampling strategy and instrument design			
Data collection and analysis			
Interpretation of the results			
Quality assurance and risk mitigation			
Report writing			
Presentation of study results			
Other			
*TOTAL LABOUR COSTS			
VAT @15% on TOTAL PROJECT BUDGET			
TOTAL COSTS			
ALL COSTS MUST BE INCLUSIVE OF VAT			

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.

5. DURATION OF THE PROJECT

The successful service provider will be required to enter a formal contract with the ETDP SETA by signing a Service Level Agreement (**SLA**). The contract will become effective on the date of last signature and will be initiated through a commencement meeting between the two parties. The contract period shall not exceed **12 months** from the date of project commencement.

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, 2022. The evaluation will be guided by ETDP SETA procurement policy.

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

6.1. STAGE 1 [Folder A (USB)]

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	QUALIFYING CRITERIA FOR SHORT LISTING	POINTS
1.	Organisational Experience & Expertise: Proof of project management and evaluations experience with contactable references attached. 1.1. Contactable references*: - Three (03) or more reference letters submitted = 12 points - Two (02) reference letters submitted = 7 points - One (01) reference letter submitted = 3 points 1.2. Experience in project management and conducting evaluations: - Five (05) years or more = 12 points - Three (03) – Four (04) years = 7 points - One (01) – Two (2) years = 3 points *Each reference letter must clearly indicate: - Be on the client's letterhead, - Name of the project, - Nature of similar service rendered, - Confirm the status of project (s) [Current or Completed], - Have recommendations and contact details, and - Be signed. NB: Reference letters must be on a company letter head, signed and dated, otherwise they cannot be considered.	24
2.	Capacity of the project team and experience: 2.1. Project manager – Years of experience - Five (5) yrs in project management and Three (3) yrs in conducting evaluations = 4.5 points - Three (3) yrs in project management and Four (4) yrs in conducting evaluations = 3 points - One (1) yr in project management and Two (2) yrs in conducting evaluations = 2 points 2.2. Qualifications of a Project Manager - Master's Degree or equivalent = 4.5 points - Honour's Degree or equivalent = 3 points 2.3 Experience of Evaluation Specialist in conducting similar projects - Three (3) years or more = 4.5 points - Two (2) years = 3 points - One (1) year = 2 points 2.4 Qualifications of an Evaluation Specialist - Master's Degree or equivalent = 4.5 points - Honour's Degree or equivalent = 3 points 2.5 Experience of Sector Specialist in skills development in the ETD sector - Three (3) years or more = 4.5 points	36

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	- Two (2) years = 3 points - One (1) year = 2 points 2.6 Qualifications of a Sector Specialist - Honours Degree or equivalent = 4.5 points - Batchelor's Degree or equivalent = 3 points 2.7 Qualifications of two (2) Research Interns - Master' Degree or equivalent = 9 points - Honours Degree or equivalent = 6 points NB: Bidders are to complete Annexure A for team experience, failure of which will result to a disqualification. *Note: No changes should be made to the team without prior consultation and approval from the ETDP SETA.	
3.	Technical proposal of the project: 3.1. Understanding the task and responsiveness to the ToRs 3.2. Demonstration of broader understanding of the ETD within context of the study 3.3. Research methodology: full description of the study design (including project plan data collection and data analysis approach, 3.4. Indication of resources and allocation 3.5. Deliverables with realistic milestones and timeframes. 3.6. Risks and mitigation strategies 3.7. Capacity development plan Points allocation: ▪ 7 criteria met = 40 points ▪ 6 or less criteria met = 0 points	40
TOTAL		100

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

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

6.2. STAGE 2 [Folder B (USB)]

PRICING SCHEDULE DOCUMENTS

- 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**
- B-BBEE certificate or sworn affidavit (**If claiming preferential points) – this will be used to verify points to be allocated for specific goals.**

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

✓ Price	80
✓ Allocation of specific goals	20

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 **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** 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, 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.

8. 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
Hosken’s 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 **11 October 2024**.

No late submission will be accepted!

9. CLOSING DATE

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

10. 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, Evaluation Specialist and Sector Specialist. Failure to provide references will lead to no points 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 EVALUATION SPECIALIST

Name of Evaluation Specialist: _____

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

3. RELEVANT EXPERIENCE FOR THE SECTOR SPECIALIST

Name of Sector Specialist: _____

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