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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU NO: 14 - 2025/26

REQUEST FOR BIDS

**TERMS OF REFERENCE FOR THE IMPLEMENTATION OF SKILLS DEVELOPMENT PROGRAMMES FOR THE
GAUTENG PROVINCE ON BEHALF OF THE GAUTENG DEPARTMENT OF EDUCATION: SHORT LEARNING
SKILLS PROGRAMMES: THERAPISTS**

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 **Non-Compulsory** virtual briefing session for **BID NO: SCMU: 14 - 2025/26** – *Appointment of a suitably qualified service provider for the implementation of skills development programmes on behalf of the ETDP SETA: THERAPIST TRAINING* on **06 March 2026** at **11h00 – 13h00**. Access details will be available on www.etdpseta.org.za as from **04 March 2026** at **12h00**. Kindly note that interested service providers may submit their questions until **09 March 2026** 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 Short Learning skills Development Programmes in the ETD sector for all provinces on behalf of the ETDP SETA for the 2025/26 financial year.

Please clearly indicate the programmes that you are bidding for.

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TABLE 2: DETAILS- PROVINCIAL: THERAPISTS SKILLS PROGRAMME

Skills Programme	Number of Learners	Proposed minimum number of Training Days	District of implementation
TRAINING OF THERAPISTS: Occupational therapists and speech therapists in Neurodevelopmental Therapy Foundation Pediatric Course The service provider will be expected to manage and deliver the following: • The 15-Day theoretical training of 150 Therapists from the special schools on neurodevelopmental training providing practical skills on the application of NDT for children with neurological conditions • The Facilitator must be registered with HPCSA and complete advanced courses on NDT and with proven track record on facilitating in this field • The programme should be HPCSA accredited to ensure attendees receive Continuous Professional Development points. • Manage the administration of the training. • Provide venues and catering for the training • Provide a report on the complete training • Provide GDE with a set of documents of the participants such as the skills programme form, copies of participants certified IDs, etc • The Service Provider must provide GDE with a close out report after training. • The identified service provider will be responsible for the provisioning of needed resource material for attendees The identified service provider will need to source a venue for the training programme	150	Module 1 - Online (6 weeks, 35 hours) Module 2 - Online (6 weeks, 35 hours) Module 3 - 3 day in person workshop Module 4 - Practical	GAUTENG PROVINCE: Central Venue Groups of 50 per class

3. PROJECT REQUIREMENTS

ETDP SETA is looking for training providers to facilitate the implementation of Short Learning Skills Development Programmes for the GDE employees in 2025/26 financial year.

A) ACCREDITATION

1. The training required is subject content 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 the province:

1.1. Workshop facilitation rooms

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

4. ETDP SETA reserves the right to conduct site inspection at the training site before facilitation of training. The training facilities must meet, at minimum, the following requirements:

- Fully equipped training venues (explain)
- Site equipment (fire equipment, medical boxes, safety equipment)
- Rest area or kitchen
- Disability access

C) PROOF OF SIMILAR PROJECTS

1. Must provide the SETA with proof of similar Skills programmes projects undertaken in the past five years indicating the success rates per project.

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.

3.1. PROFILE OF THE SERVICE PROVIDER

The service provider must:

- be an accredited organization.
- have resources (personnel with experience and accreditations) to undertake the training.
- Be able to provide all training material for the practical component tendered for.

4. COSTING MODEL (PRICE SCHEDULE)

COST COMPARISON FOR THE SKILLS PROGRAMMES 2025/26

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 SKILL PROGRAMME REQUIREMENTS				
NAME OF BIDDING ORGANISATION:				
NAME OF SKILLS PROGRAMME:				
NUMBER OF TRAINING DAYS:				
ITEM DESCRIPTION	NO: OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Training Costs (including training material, assessment, moderation, certification and any other related training costs)				
SUB-TOTAL				
Admin Expenses (includes travel, venue hire and catering) excludes travelling for trainees				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

5. DURATION OF THE PROJECT

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

6. METHOD OF SUBMISSION

Bidders must submit bid proposal in a USB stick in a clearly marked envelope with bidder's details and bid reference number. **All Documents for Stage 1 [Folder A] (Administrative requirements), Stage 2: Phase A [Folder B] (Mandatory Requirements), Stage 2: Phase B [Folder B] (Functionality Evaluation), and Stage 3 [Folder C] (Pricing & Specific Goals) must be submitted in electronic format, USB.**

There must be three folders in the USB cover the following stages.

Folder A: Stage 1: Administrative Requirements

Folder B: Stage 2: Phase A: Mandatory Requirements

Phase B: Functionality Evaluation Requirements

Folder C: Stage 3: Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included in the USB to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submissions.

7. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

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.

7.1. STAGE 1: Administrative Compliance [Folder A (USB)]

Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

Description	Comply/Submitted
Completion of all SBD Forms: SBD 1 - Invitation to Bid SBD 4 - Declaration of Interest	
Completion in full of the General Conditions of Contract (GCC)	
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	

7.2. STAGE 2 – PHASE A_MANDATORY REQUIREMENTS [Folder B (USB)]

Mandatory Requirement	Method of Evaluation
a) Accreditation with the CHE with programme details that are relevant to Programme.	Proof of Organisation accreditation with the Council for Higher Education (CHE), indicating Details of the skills programmes that are required by the TOR.

NB: The service provider must be an accredited organisation for the respective programme they are bidding for.

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

7.3. STAGE 2 - PHASE B_FUNCTIONALITY EVALUATION [Folder B (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.

- The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
- 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	Method of evaluation	POINTS
1.	Bidder Experience: (30) Relevant reference numbers of similar services. Submit contactable reference letters on the letterhead of the referee and it must be signed by the referee. *[Each reference must clearly indicate. - the name of the bidder and the project - objectives of the project (nature of the project) - recommendation and contact details of the referee as well as proof of completed project(s) and must be signed.	3 reference letters and above = 30 2 reference letters= 20 1 reference letter = 10 0 reference letter = 0	30 20 10 0
2.	Roll out plan for the delivery of Short Learning programmes; (10 Points) – refer to table 2 Sliding scale Submit a roll out plan, addressing: - Detailed plan explaining how the programmes will be implemented as per the TOR (10) - No clear roll out plan that meets the deliverables in terms of the TOR (0)	Roll out Plan: - Detailed Roll out plan - No clear roll out plan	10 0
3.	Experience/Profile of key staff (60 points) 3.1 Project Management structure = 10 Submit the project management structure indicating roles/titles of each personnel 3.2 Relevant experience of Project Manager in managing similar projects = 15 Submit CV of the project manager with contactable references and Qualifications 3.3 Two Facilitators (relevant experience facilitating the selected Skills programme) = 15	- Project management structure - No project management structure 5 years and above 3 - 5 years 1 - 3 years - Less than 1 year - years and above - Above 3- 4 years 1 - 2 years - Less than 1 year	10 0 15 10 5 0 15 10 5 0

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	3.4 Qualifications of the Facilitators (Minimum of honours and relevance to the skills programme) = 20 Submit CV of the lead facilitator and one other facilitator with contactable references and a copy of their qualifications (Min of Hons in that Subject)	- Master in the field of the skills programme = 20 - Honours in the field of the skills programme = 15 - Undergrad Qualification = 10	20 15 10
TOTAL			100

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

7.4. STAGE 3: PRICING & SPECIFIC GOALS

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (*Price must be final, include VAT and signed*)
- b. **SBD 6.1** - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022
- (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 reserves 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. ETDP SETA 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.
8. Bids submitted are to hold good for a period of **90 days**.
9. No sub-contracting will be allowed for this bid.
10. 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.
11. 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.
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 shall be awarded to any supplier that is not registered on the Central Supplier Database.
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 prior to the signing of a Service Level Agreement.
16. 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.
17. The ETDP SETA will visit the short-listed training providers for verification of the premises (building), resources and equipment for final approval as part of the process of appointment of the training provider.

9. DISCLAIMER

Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer

1. By submitting your proposal, you grant the necessary consent as you acknowledge that:
 - ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.
2. Therefore:

Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.
3. We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.
4. For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za "ETDP SETA PAIA Manual and POPIA Manual".

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 20 February 2026**.

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

All Bids/Proposals (completed in [one (1) USB] – No hard copies will be accepted and must be couriered or hand delivered to:

**The ETDP SETA – Gauteng Provincial office
112 Main Street, 9th Floor
Johannesburg 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 18 March 2026**.

No late submission will be accepted!

11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on 18 March 2026.

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 Manager: 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.

1. PROJECT MANAGER EXPERIENCE

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 OF FACILITATORS

Name of Facilitators: _____

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