



Education, Training and Development Practices Sector Education and Training Authority

# Call for Expressions of Interest (Eoi) 2024

Call for Expression of Interest to train 500  
people with disabilities in Skills  
Programmes

DATE PUBLISHED: 24 OCTOBER 2024

AT THE CUTTING EDGE OF SKILLS DEVELOPMENT

## 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 (as amended) to promote and facilitate the development and improvement of the skills profile of the ETD sector's workforce in accordance with the National Skills Development Plan (NSDP).

## 2. Purpose

One of the ETDP SETA's goals in advancing employment opportunities to South Africans is to enroll people living with disability skills programmes.

The ETDP SETA is looking for suitably qualified Skills Development Providers to train and skill 500 people with disabilities in the following Learning Programmes,

- Health and Safety
- Cellphone repair
- Office administration
- Financial Accounting
- Property Maintenance
- Financial Accounting
- Receptionist
- Call center

## 3. Duration

The duration of the programme is 6 months.

## 4. Recruitment

The ETDP SETA will be responsible for the recruitment of learners. The Skills Development Provider will not be responsible for the recruitment.

The Skills Development Providers will not be responsible for the recruitment of the beneficiaries but ensure compliance with the above requirements.

## 5. Designated Provinces and districts

The training will take place in the following provinces:

<b>Gauteng:</b> <b>200</b>	<b>Eastern Cape:</b> <b>150</b>	<b>Northern Cape:</b> <b>150</b>
-------------------------------	------------------------------------	-------------------------------------

## 6. Project proposal and plan:

- 6.1. The Skills Development Providers must clearly indicate how each outcome will be achieved out and assessed;
- 6.2. The Skills Development Providers must indicate which provinces they intend to train in;
- 6.3. The Skills Development Providers must have capacity to deliver in the Province listed herein and in the specified districts;
- 6.4. The Skills Development Providers must complete the SBD4 form attached on Annexure 1.

## 7. Pre-qualifying Criteria:

The following documents must be submitted with the expression of interest. Skills Development Providers who do not submit one or any of the following documents will not be evaluated:

- 7.1. Any institutional accreditation or learning programme approval by the respective Quality Assurance body; and
- 7.2. Submission of SBD4 form (i.e. Annexure 1).
- 7.3. Original proposal from the Skills Development Provider (SDP). The proposal must be presented on the company letterhead and must cover the following:
  - 7.3.1. Executive Summary
  - 7.3.2. Business Problem

### 7.3.3. Business Solution

### 7.3.4. Project Implementation Plan

### 7.3.5. Project Cost

## 7.4. Compulsory Documents (TAX Compliance Certificate)

The ETDP SETA is a Schedule 3a entity which requires organisations, entities, and businesses entering agreements with the ETDP SETA to furnish the SETA with their tax compliance status or exemption thereof. You can request your Tax Compliance Status on:

- SARS Online Query Service or the
- SARS Online via eFiling.
- A unique PIN will be issued for each request that you make.

The PIN will enable the ETDP SETA to view your current tax compliance status online. It will present ETDP SETA with your overall compliance status as at the date and time they check it instead of your status as it was at the date that the PIN was issued to you. To protect the confidentiality of taxpayer information, no other information will be accessible.

## 8. Capacity to Deliver:

- 8.1. Facilitator(s) must have a minimum National Diploma in the field they want to train in;
- 8.2. Facilitators must have three (3) years facilitation experience (CVs, certified ID and qualifications of the facilitators to be submitted with the proposals).
- 8.3. Facilitator-Learner ratio is 1: 25.
- 8.4. Applicant must have appropriate facilities and equipment that can be evaluated to assess capacity to deliver.

## 9. Costing

- 9.1. Proposals must include costing for training including training venue and all admin expenses per provincial cluster, administration costs must not exceed 7,5% of the training budget.
- 9.2. The learner stipends must be excluded, as this will be paid directly to the learners by the ETDP SETA.

9.3. The financial proposal must indicate the training provider fee per learner, using the format below:

<b>Costing Requirements</b>			
<b>Name of organisation submitting proposal</b>			
<b>Item</b>	<b>Unit Cost</b>	<b>Number of Learners</b>	<b>Total Cost</b>
Training Provider Fee (inclusive of materials, training venue and facilitators and internal assessments costs)			
External Integrated Summative Assessment (EISA) cost			
Laptop cost per learner (if the programme requires a laptop)			
Administration Cost (This should not exceed 7.5% of the Training Provider Fee)			
<b>Total Project Budget</b>			
<b>ALL COSTS MUST BE INCLUSIVE OF VAT</b>			

Proposals will be evaluated based on Supply Chain Management processes.

## 10. Submissions

All submissions must be sent to the following email address:

[eo-disability@etdpseta.org.za](mailto:eo-disability@etdpseta.org.za)

**Applications received outside of this email address and later than the stipulated time will not be considered.**

**The ETDP SETA reserves the right to make / not to make an appointment for this Expression of Interest.**

All enquiries must be directed to [KgomotsoT@etdpseta.org.za](mailto:KgomotsoT@etdpseta.org.za)

## 11. Closing date and time

08 November 2024 at 16:00.