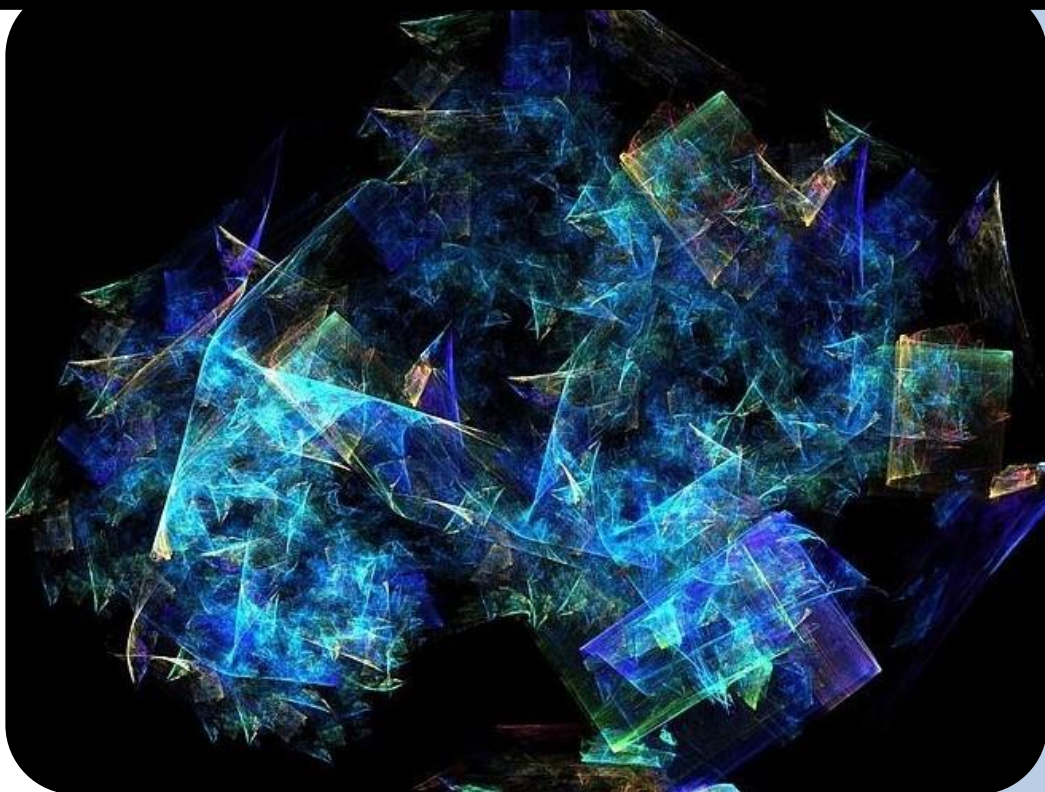




2022

**TERMS OF REFERENCE  
ETDP SETA FUNDED SKILLS TRAINING  
*ETD Administration Skills Programme***



## Background

Over the last several years, successive NSDP and NSDS mandates have been released, including the recent NSDP 2030 document. The Department of Higher Education and Training is dependent on the various stakeholders in skills development for the successful implementation of these desired imperatives and outcomes.

APPETD, through its activities in promoting unity, excellence and diversity within the private provider sector to the benefit of its members and its constituents, have been granted funding by ETDP SETA to manage the sourcing and implementation of training for relevant skills programme(s) by accredited private provider(s).

It is envisaged that the project deliverables will be addressed through the utilisation of existing APPETD member provider(s) having been an APPETD member in good standing for a minimum of two successive years.

### 1. Introduction

APPETD is seeking an ETDP SETA accredited training provider to implement the ETDP SETA-funded Skills Programme as follows:

#### ***A) ETD Administration Skills Development Programme***

<b>UNIT STANDARD</b>	<b>NAME</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
123396	Define target audience profiles and skills gaps	4	6
117871	Facilitate learning using a variety of given methodologies.	5	10
15227	Conduct skills development administration in an organisation.	4	4
15232	Coordinate planned skills development interventions in an organisation.	5	6
123398	Facilitate the transfer and application of learning in the workplace.	5	5
123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use.	6	5
		<b>TOTAL</b>	<b>36</b>

## **2. Profile of the training provider**

### **A) ACCREDITATION**

1. The Training Provider must provide confirmation of full accreditation with ETDP SETA to offer the skills programme(s) for which a bid is submitted.
2. The Training Provider must have successfully submitted its WSP to the ETDP SETA.
3. The Training Provider must provide confirmation of valid facilitator, assessor and moderator certifications as may apply.

### **B) PROOF OF SIMILAR PROJECTS**

1. The Training Provider must provide an indication of similar projects undertaken in the past three years, indicating the scope, completion and success rates per project.
2. The Training Provider must provide a minimum three (3) contactable references regarding prior training programmes conducted.

## **3. Learner Entry requirements/ Pre-requisites**

**The Training Provider must confirm awareness of and adherence to the following:**

- Learners must be employed within the ETD sector
- Learners must be proficient in English at NQF level 4 (Grade 12)

## **4. Scope of Work**

### **A) FACILITATION AND ASSESSMENT**

1. Facilitate the skills programme(s) utilising a hybrid platform and manage submission of POE requirements
2. Provide learners with appropriate learning and reference materials adapted to a hybrid platform format
3. Provide learner support to ensure learners achieve competency in the programme
4. Identify and assist learners with special educational and training needs
5. Monitor and evaluate internal moderation processes
6. Issue certificates and/or Statements of Results of the skills programmes
7. Arrange all logistical needs i.e., venue, catering etc.

### **B) PLANNING AND SUPPORT**

1. Prepare training reports for ETDP SETA
2. Prepare an implementation plan for the skills programmes indicating time frames, project staff, budget, hybrid platform to be used and contingency plans
3. Attend stakeholder meetings as required

## 5. Costing Model

A) SKILLS PROGRAMME(s) 2022: THIS COSTING MODEL MUST BE COMPLETED IN THIS FORMAT.

<b>NUMBER OF LEARNERS INDICATED:</b>				<b>76</b>
<b>PROVINCE(s):</b>				<b>Gauteng (Hybrid)</b>
<b>NUMBER OF CREDITS:</b>				<b>Total 36 credits</b>
<b>UNIT STANDARDS:</b>				<b>123396</b>
				<b>117871</b>
				<b>15227</b>
				<b>15232</b>
				<b>123398</b>
				<b>123400</b>
<b>NUMBER OF TRAINING DAYS:</b>				<b>5</b>
<b>ITEM DESCRIPTION</b>	<b>NO. OF LEARNERS</b>	<b>UNIT COST</b>	<b>AMOUNT</b>	<b>COMMENTS</b>
Tuition/Training Fee				
• Facilitation	76			
• Training Material	76			
• Assessment	76			
• Moderation	76			
<b>SUB- TOTAL (zero rated)</b>				
Hybrid				
Data usage				
Certification				
Travel-related costs				Indicate breakdown
<b>SUB-TOTAL</b>				
Admin Internal Expenses				Not exceeding 7.5% of total project value
<b>TOTAL COSTS</b>				
			<b>R13 000,00</b>	<b>Max. cost Per Learner</b>
<b>ALL COSTS MUST BE LISTED INCLUSIVE OF VAT AND INCLUSIVE OF APPETD PROJECT MANAGEMENT FEE AT 30% OF CONTRACT VALUE = R 988 000,00</b>				

An Expression of Interest covering letter is required, along with the items listed below.

## 6. Evaluation Criteria

**THE APPETD applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017.**

### 6.1 STAGE 1

Entails the submission of **mandatory documents required in order to be eligible for evaluation.**

1. Covering Letter and description/profile of the organisation
2. Accreditation Certificate
3. Original valid Tax Clearance Certificate or Unique security personal identification number (PIN) issued by SARS" – SBD 2
4. Declaration of Interest – SBD 4
5. Declaration of Bidder's Past Supply Chain Practices – SBD 8
6. Certificate of Independent Bid Determination – SBD 9
7. CIPC registration documents
8. Certified copies of ID's of shareholders/directors
9. Central Supplier Database Registration Report
10. Proof of APPETD Membership for 2 successive years.
11. APPETD Members that received APPETD/ETDP SETA Funding in the past 12 months does not qualify.
12. The Training Provider **must complete the training component by latest 18 March 2022.**

**Note:** Documents are to be certified with an original stamp, which has a date of certification on it. *Certification dates should not be older than three (3) months as at date of submission*

**NB: Failure to submit any of the above documents will lead to disqualification.**

### 6.2 STAGE 2

The evaluation of each bid shall be based on criteria as specified. The minimum qualifying score for acceptable functionality will be **70 points** and bids that fail to achieve this minimum qualifying score will be eliminated. Points will be awarded on a sliding scale.

Please see evaluation table below.

<b>ITEM</b>	<b>QUALIFYING CRITERIA FOR SHORT LISTING</b>	<b>MAX. POINTS</b>
1.	Proof of similar projects and references to be provided. <ul style="list-style-type: none"> <li>a. Contactable references x 3 = 15</li> <li>b. Experience in successful running similar projects               <ul style="list-style-type: none"> <li>o 5 years or more = 10</li> <li>o 3 - 4 years = 6</li> <li>o 1 - 2 years = 3</li> </ul> </li> </ul>	25
2.	Project plan for the delivery of the skills programme. <ul style="list-style-type: none"> <li>a. Structure of the programme in terms of the outcomes to be achieved (70/30) = 5</li> <li>b. Method and delivery of skills program = 20</li> <li>c. Method of assessment = 5</li> <li>d. Learner support plan = 5</li> </ul>	35
3.	Profiles/CVs of key staff to be attached. <ul style="list-style-type: none"> <li>a. Project Management structure indicated = 5</li> <li>b. Relevant experience managing similar projects (+5yrs preferred) of experience = 5</li> <li>c. Facilitators (relevant experience facilitating the learning programme) = 10</li> <li>d. Registered Assessors (relevant experience facilitating the learning programme) = 10</li> <li>e. Registered Moderators (relevant experience facilitating the learning programme) = 5</li> </ul>	35
4.	Proof of training resources available and the infrastructural resources of the organization	5
<b>TOTAL</b>		<b>100</b>

### 6.3 STAGE 3

The APPETD Social and Ethics Committee will evaluate the shortlisted bids. Please take note of the value and scoring point system of your proposed bid.

80/20 preference point system shall be applicable in the following bids:

- Price 80
- Preferential points 20
- Completed and Signed Covering letter/ Invitation to Bid - **SBD1**
- Signed budget/pricing schedule. Failure to submit a signed budget/pricing schedule will result in the committee accepting the submitted price as the final bid(s).

### 7. Bid Conditions

The APPETD Supply Chain Management Policy will apply:

1. APPETD does not bind itself to appoint a bidder with the highest points.

2. APPETD reserve the right to cancel the bid and not award the bid to any of the bidders.
3. Bids which are late, incomplete, unsigned or submitted by facsimile and/or email will not be accepted.
4. 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 eligible for empowerment points.
5. B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.
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 annual turnover of R 10 million or less and level of black ownership to claim points.
7. 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** have an accreditation certificate with relevant authority as stated in Mandatory documents.
8. Failure to submit a valid certified B-BBEE Certificate or, in the case of EMEs, a sworn affidavit and the accompanying fully completed and signed Standard Bidding Document (SBD 6.1) will result in the bidder not qualifying for claiming preferential points.
9. Bids submitted are to hold good for a period of 90 days.
10. 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.
11. 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.
12. All bids must first meet the pre-qualification criteria to be considered for evaluation
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.

## 7 Submission of bids

Bid documents must be emailed to [projects@appetd.org.za](mailto:projects@appetd.org.za) by **13H00, Wednesday, 09 February 2022. Late submissions will not be considered.**

Approved by:

Witness:



**Cynthia Reynders: CEO**



**Nombulelo Mabanga: Project Administrator**