



TERMS OF REFERENCE 2018
ETDP SETA CONSTITUENCY CAPACITY
BUILDING PROJECT



Background

Human Capital Development plays an important role in the continuous professional development of the Education Training and Development Practitioner. The purpose of this project is to capacitate employed practitioners to enhance their skills sets in the design and development of learning programmes and to develop them in the Recognition of Prior Learning practice. These skills sets were also highlighted in the public domain by the Honourable Minister of Higher Education and Training, Mrs Naledi Pandor as important for practitioners.

APPETD and its activities in promoting unity, excellence and diversity within the private provider sector, was granted funding from the ETDP SETA Discretionary Funds to recommend ETDP SETA accredited private providers to conduct the training of said skills programmes.

It is envisaged that a great number of APPETD members and their staff will benefit from this training and development programme.

1. Introduction

APPETD is looking for accredited ETDP SETA training providers to implement the ETDP SETA funded Professional RPL Advisor Skills Programme and Professional Learning Programme Designer Skills Programme.

Expression of Interest covering letter must clearly indicate competence to deliver these **Programmes** in **Provinces** which includes Gauteng, Cape Town, Northern Cape and KwaZulu Natal.

ID NUMBER	SKILLS PROGRAMME NAME	NQF LEVEL	MIN CREDIT	Min Duration

2. Profile of the training provider

A) ACCREDITATION

1. The Training Provider must be fully accredited by the ETDP SETA for all the skills programmes for which a bid is submitted.
2. Further to the above the training provider must have successfully submitted their WSP to the ETDP SETA as per the list provided from said Seta
3. Submit proof of accreditation and programme approval.

B) PROOF OF SIMILAR PROJECTS

1. Must provide APPETD with an indication of similar projects undertaken in the past three years indicating the completion and success rates per project.
2. A list of minimum three (3) contactable references.

3. Learner Entry requirements/ Pre-requisite

- Applicants must be employed.
- Competence in Unit Standard 115753 (previously US 7978), Conduct outcomes-based assessment, Pre-2009 was L5, credits 15.

4. Scope of Work

A) FACILITATION AND ASSESSMENT

1. Facilitate the skills programmes.
2. Provide Learner support to ensure learners are competent and achieve the required credits.
3. Identify learners with special educational and training needs and develop mechanisms to address those.
4. Monitor and Evaluate internal moderation processes.
5. Issue certificates of the skills programmes and organise a graduation ceremony if desired.

B) PLANNING AND SUPPORT

1. Present reports to the ETDP SETA
2. Develop roll out plans with time frames for the skills programmes
3. Attend stakeholder meetings

5. Costing Model

COST FOR SKILLS PROGRAMMES 2018/2019

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 INDICATED	
PROVINCE:	
NAME OF LEARNING PROGRAMME:	
NUMBER OF CREDITS:	UNIT STANDARDS:

NUMBER OF TRAINING DAYS:				
ITEM DESCRIPTION	NO: OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Tuition Fee/Training Fee				
• Facilitation				
• Training Material				
• Assessment				
• Moderation				
SUB- TOTAL (zero rated)				
Venue Hire				
Catering				
Certification and Graduation				% 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				

PROPOSED MINIMUM STANDARD MENU FOR LEARNERS:

Breakfast- Sandwiches with tea/ coffee/juice

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

6. Evaluation Criteria

THE ETDPA SETA will apply the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017.

5.1 STAGE 1

Entails the evaluation of **mandatory documents**

5.1.1 Mandatory documents to be submitted in order to be eligible for evaluation.

1. Covering Letter / A description / Profile of the organization
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

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 on the date of submission

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

6.2 STAGE 2

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 eliminated

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Points
1	Proof of similar projects and references to be provided. The success rate and a maximum of three contactable references. a. Contactable reference = 15 b. Experience in business doing similar projects <ul style="list-style-type: none">o 5 years Plus = 10o 3 - 4years = 6o 1- 2 years = 3	25

2	Project plan for the delivery of the skills programme. a. Structure of the programme in terms of the outcomes to be achieved (70/30) = 5 b. Method and delivery of skills program = 20 c. Method of assessment = 5 d. Learner support plan = 5	35
3	Profile of key staff and CV's to be attached. a. Project Management structure = 5 b. Relevant experience managing similar projects +5yrs of experience = 5 c. Facilitators (relevant experience facilitating the learning programme) = 10 d. Registered Assessors (relevant experience facilitating the learning programme) = 10 e. Registered Moderators (relevant experience facilitating the learning programme) = 5	35
4	Proof of physical training resources available and the infrastructural resources of the organization	5
TOTAL		100

Bidders must provide sufficient proof/documents to justify awarding the above points, and such proof should include details of contactable references to Evaluation Criteria.

Points will be awarded on a sliding scale.

5.3 STAGE 3

The ETDP SETA will evaluate the bid per province. 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 bids

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 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 their 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 of a bidder to submit a valid certified B-BBEE Certificate or, in a 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 for participation **must** be emailed to gm@appetd.org.za on or before 31st August.
