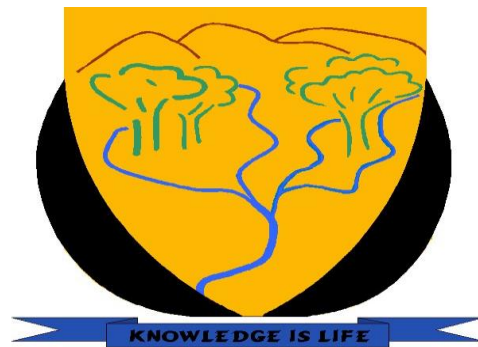


Letaba TVET College



REQUEST FOR QOUTE (Re- Advertisement)

Bid Notice: LET-2018 - 002
LEARNERSHIP PROGRAMME ON NATIONAL
CERTIFICATE: WHOLESALE AND RETAIL OPERATIONS
L2 SAQA ID 58206: 79 PARTICIPANTS

Closing date: 20 February 2018
Time: 11:00 a.m.

TERMS OF REFERENCE FOR A TRAINING PROVIDER TO OFFER LEARNERSHIP PROGRAMME ON NATIONAL CERTIFICATE: WHOLESALE AND RETAIL OPERATIONS NQF LEVEL 2 SAQA ID 58206: SEVENTY-NINE (79) PARTICIPANTS.

INTRODUCTION

Letaba TVET College is looking for an accredited training provider to coordinate the implementation of a learnership funded by the Department of Rural Development and Land Reform, Narysec programme for the unemployed youth of **seventy-nine** (79) participants in Limpopo province.

All learners will be trained in the National Certificate: Wholesale and Retail Operations L2 SAQA ID 58206: 79 Participants

PROFILE OF THE TRAINING PROVIDER

1. ACCREDITATION AND REGISTRATION

- 1.1 The Training Provider must be accredited by the W&R SETA to offer the aforementioned learnership qualification.
- 1.2 If accredited by another SETA Quality Assurance Unit, the Training Provider shall have materials evaluated and approved by the W&R SETA for the delivery of the full qualifications or vice versa.
- 1.3 The Training provider must have relevant workplaces where participants will be placed for practical component.

NB: Submit proof of accreditation and/or programme approval.

2. FUNCTIONAL RESOURCES

2.1 The Training Provider must be adequately equipped with the necessary physical resources in the province to deliver the programme, this include but not limited to:

- 2.2.1 Workshops facilitation rooms.
- 2.2.2 Resource packs (stationery) to be given to learners.
- 2.2.3 Classrooms – Provide capacity for a minimum class size of 20 learners per class.
- 2.2.4 Office Space with filing facilities.

3. The Training Provider must have the required Human Resources Capacity in the following areas:

- 3.1 Qualified Facilitators.
- 3.2 Registered Assessors and Moderators.
- 3.3 Competent Administrative personnel and Financial Officers.
- 3.4 Staff with Project Management Skills – Provide a list of staff that will be involved with this project.
- 3.5 No changes will be accepted without the prior written consent of the college, W&R SETA and Department of Land Reform and Rural Development
- 3.6 Excellent functioning management and governance structures should be in place.

4. Excellent functioning Quality Management System comprising the following, this is not limited to:

- 4.1 Latest audited financial statement.
- 4.2 Administration Policies and Procedures.
- 4.3 HRD Policies.
- 4.4 Assessment and moderation Policies.
- 4.5 Record keeping.
- 4.6 Reporting, Monitoring and Review Mechanisms

5. PROOF OF SIMILAR PROJECTS

- 5.1 Must provide the college with proof of similar projects undertaken in the previous year's indicating the success rates per project and a list of contactable references, a minimum of three references.
- 5.2 Proof of relevant and approved/ accredited workplaces by the relevant quality assurance body.
- 5.3 Detailed Curriculum Vitae of all the staff members that will be working on this project (Attached certified copies of certificates).
- 5.4 Registered Assessor- submit proof of registration and CV.
- 5.5 Registered moderator- submit proof of registration and CV.

SCOPE OF WORK

A) FACILITATION AND ASSESSMENT

- 1. Coordinate the induction selected learners before commencement of the training.

2. Ensure that College facilitate institutional training in line with SETA standards.
3. Guide the College to facilitate the structured learning component of the programme both theory and practical component in line with the processes and guidelines of W&R SETA.
4. Provide learner support to ensure learners attain the required number of credit within the expected time frames.
5. Identify learners with special education and training needs and develop mechanisms to address those.
6. Conduct learner assessments and moderation in line with the SETA requirements.
7. Ensure the external moderation of the assessment results is concluded and forward reports of such to the ETQA.
8. Issue certificate of the qualification awarded by the W&R SETA.

B) ADMINISTRATION OF THE PROGRAMME

The provider must:

1. Upload learners for registration and learner achievements to the W&R SETA.
2. Establish and maintain the learner and workplace database, preferably around Limpopo province, Mopani district and Greater Giyani Municipality in particular.
3. Comply with training provider duties as per service legal agreement.
4. Monitor learner progress, deal with problems related to provisioning, and refer all programme related matters to the Letaba TVET College.
5. Assist the Letaba TVET College in obtaining accreditation for other qualifications with other SETA's that the Training provider is accredited with.

C) PLANNING AND SUPPORT

1. Present monthly and quarterly progress reports to the Management of Letaba TVET College.
2. Develop project implementation plan(s) with time frames for the structured learning and workplaces in line with W&R SETA requirements.
3. Secure approved/accredited workplaces for all the learners before commencement of the learnership.
4. Provide coaching and mentoring to Letaba TVET College project management team members.
5. Facilitate feedback meetings with Letaba TVET College
6. Attend stakeholder meetings.
7. Arrange and manage the task team meeting for the project.

8. Comply with health and safety standards.
9. Ensure that tripartite contracts are signed by relevant stakeholders.

EVALUATION CRITERIA

LETABA TVET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 AND PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

The following evaluation criteria will be utilized to determine a suitable Training provider.

All bids will be evaluated in terms of Preferential Procurement Policy Framework.

There will be a three stage evaluation process comprising of:

Stage 1) Prequalification evaluation, Stage 2) Risk assessment and Stage 3) 80/20 Preference Point Scoring System where 80 points out of 100 allocated for price and 20 points out of 100 will be for B-BEEE.

The purpose of this prequalification evaluation is to determine which bid responses are compliant and noncompliant with the ToR issued. The following criteria shall apply:

Stage 1: Prequalification

- Bidding documents must be fully completed and signed; and
- Valid Tax clearance certificate.
- SBD 1, 4,8 & 9 fully completed and signed
- Pricing Schedule/Quotation
- CIPC: Company registration documents
- Company profile
- Certified ID Copies of Directors
- Proof of accreditation or programme approval
- Letter of Good standing from the Bank

Stage 2: Risk Assessment:

The risk assessment is to identify the capabilities, performance and functionality of bidders in order to obtain the best quality services.

In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the Letaba TVET College will adhere to its policy on the appointment of services provider. Functionality Proposals will be evaluated in terms of the following criteria:

- Experience on similar projects.
- Attractiveness of Methodology. (*Learnership implementation plan*)
- Resources of the company.
- Location of the company.

The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than **60 points** on functionality will not be further evaluated beyond functionality.

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	POINTS										
1	<p>Proof of similar projects (minimum of three testimonial or appointment letters for implementation of any learnership)</p> <p>Ten (10) points per each testimonial/ Appointment letter (proof must be attached)</p>	30										
2	<p>Detailed project implementation plan for the delivery of the learnership programme (70% workplace skills, 30% theory)</p> <p>Sub-criteria</p> <p>Structure of the programme in terms of the</p> <table border="0" data-bbox="256 750 1222 1050"> <tr> <td>Outcome to be achieved</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Delivery of learning programme</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Method of delivery</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Method of assessment</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Preference to the mechanisms available to support learners where not coping with programme demands</td> <td style="text-align: right;">5</td> </tr> </table>	Outcome to be achieved	5	Delivery of learning programme	10	Method of delivery	5	Method of assessment	5	Preference to the mechanisms available to support learners where not coping with programme demands	5	30
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Preference to the mechanisms available to support learners where not coping with programme demands	5											
3	<p>Proof of physical and human resources of the Training provider</p> <p>Profile of key staff and CV's to be attached with certify copies of qualifications</p> <p>Sub-criteria:</p> <table border="0" data-bbox="256 1256 1222 1554"> <tr> <td>Assessors (registered with W&R SETA for assessing the learning programme)</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Moderators (registered with W&R SETA for moderating the learning programme)</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Project Manager</td> <td style="text-align: right;">5</td> </tr> </table>	Assessors (registered with W&R SETA for assessing the learning programme)	10	Moderators (registered with W&R SETA for moderating the learning programme)	10	Project Manager	5	25				
Assessors (registered with W&R SETA for assessing the learning programme)	10											
Moderators (registered with W&R SETA for moderating the learning programme)	10											
Project Manager	5											
4	<p>Locality (Proof of physical address must be attached)</p> <p>Training providers operating in Mopani District will get fifteen (15) points.</p> <p>Training providers operating outside Mopani district but in Limpopo province will get ten (10) points.</p> <p>Training providers operating outside Limpopo province will get five (05) points</p>	15										
	TOTAL	100										

Bidders must provide sufficient proof / documents to justify the awarding of the points above for functionality and such proof should include details of contactable references. Points will be awarded on a sliding scale.

Stage 3

80/20 Preference point system

- Price 80
- B-BBEE status level of contributor 20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, Letaba TVET College will adhere to its policy on the appointment of service providers.

BID CONDITIONS

1. Letaba TVET College (DHET) Supply Chain Management Policy will apply.
2. Letaba TVET College reserves the right in its sole discretion to re-advertise or not to award any service provider.
3. Letaba TVET College does not bind itself to accept the highest scoring quote or the lowest quote price and reserves the right to accept the whole part of the quote.
4. Quotes which are late, incomplete, unsigned, and submitted by facsimile or electronically will not be accepted.
5. Bidders who qualify as EME in terms of the Amended B-BBEE codes, are only required to obtain a sworn affidavit or a certificate issued by companies and intellectual property commission (CIPC) confirming their annual turnover of R10 million or less and level of black ownership to claim points. Bidders other than EME's must submit their original and valid B-BBEE status level Verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approval by IRBA or a Verification Agency Accredited by SANAS.
6. Joint ventures will not be allowed to participate in this bid and therefore will be automatically disqualified.
7. **Failure of a bidder to submit a B-BBEE** certificate or letter from an accountant and the accompanying fully completed and signed Standards Bidding Document (SBD 6:1) will result in the bidder not qualifying for claiming preferential points.

8. Quotations submitted should be valid for ninety (90) days from the closing date.
9. Letaba TVET College is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of a bid.

MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Covering letter/ Invitation to Bid-SBD 1.
2. Valid Tax Clearance Certificate.
3. CIPC Registration documentation
4. Certified ID copies of all directors/shareholders.
5. Quotation/Pricing schedule.
6. Company profile
7. Proof of accreditation or programme approval
8. Letter of Good standing from the Bank
9. Declaration of Interest - SBD 4
10. Declaration of bidders past SCM Practices - SBD 8.
11. Certificate of Independent Bid Determination - SBD 9

SUBMISSION OF BIDS AND ENQUIRIES

All bids must be completed and should be hand delivered to:

The tender box (Situating at reception in the Central Office Building)

Letaba TVET College

1 Claude Wheatley Street

Tzaneen

0850

Submissions can be delivered into the tender box between 07:00 and 16:00 Monday to Friday. The closing date is **20 February 2018 at 11: 00 am. No late submissions will be accepted!**

Submissions should be in a sealed envelope marked the **Name of the Bid and Bid number.**

Technical Enquiries: Mabale MB at Tel No: (015) 307 5440 and or mabalemb@letcol.co.za

PRICING SCHEDULE

THIS PRICING SCHEDULE MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL
LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.

COSTING FOR 79 LEARNERS:				
PROVINCE : LIMPOPO				
NAME OF LEARNING PROGRAMME: WHOLESALE AND RETAIL OPERATIONS				
NUMBER OF CREDITS: 120 MINIMUM : QUALIFICATION ID NO: 58206				
NUMBER OF TRAINING DAYS: 12 MONTHS				
ITEM DESCRIPTION	NO OF LEARNERS	UNIT COSTS	AMOUNT	COMMENTS
Learning Material	79			(including Stationery and learner support material)
Moderation	79			10% of total learners
Assessments	79			100% of the total learners.
Certification	79			
Monitoring & Support (Coaching & Mentoring)	79			
TOTAL COSTS	UNIT COST PER LEARNER R _____			
ALL COSTS MUST BE INCLUSIVE OF VAT (IF APPLICABLE)				