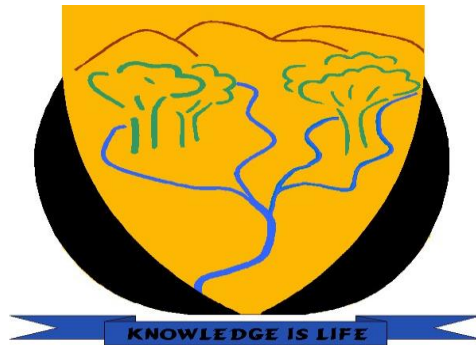


# Letaba TVET College



## **BID**

**Bid Notice: LET-2018 - 017  
LEARNERSHIP PROGRAMME ON NATIONAL  
CERTIFICATE: WHOLESALE AND RETAIL OPERATIONS  
CHAINSTORE OPERATIONS L2 SAQA ID 58206: 80  
PARTICIPANTS**

**Closing date: 03 August 2018  
Time: 11:00 a.m.**

**TERMS OF REFERENCE FOR A TRAINING PROVIDER BASED FACILITATORS X 2 TO FACILITATE THE 30% THEORY OF A STRUCTURED LEARNERSHIP PROGRAMME ON NATIONAL CERTIFICATE: WHOLESALE AND RETAIL OPERATIONS CHAINSTORE OPERATIONS NQF LEVEL 2 SAQA ID 58206: EIGHTY (80) LEARNERS.**

## **INTRODUCTION**

Letaba TVET College is looking for an accredited training provider to facilitate the implementation of a learnership funded by the Department of Rural Development and Land Reform for the unemployed youth of **EIGHTY (80)** learners around Mopani District in Limpopo province.

**All learners will be trained in the National Certificate: Wholesale and Retail Operations Chainstore operations L2 SAQA ID 58206: 80 Learners**

## **PROFILE OF THE TRAINING PROVIDER (Facilitator)**

### **1. ACCREDITATION AND REGISTRATION**

1.1 The Training Provider must be accredited by the Wholesale & Retail 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.

**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:**

- Audio visual Aids
- Transport

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 and W&R SETA.
- 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 Detailed Curriculum Vitae of all the staff members that will be working on this project (Attached certified copies of certificates).
- 5.3 Registered Assessor- submit proof of registration and CV.
- 5.4 Registered moderator- submit proof of registration and CV.

<b>SCOPE OF WORK</b>
----------------------

**IN SCOPE:**

**A) FACILITATION**

- 1. Facilitate the 30% (theory) of the structured learning component of the programme for eighty (80) learners distributed among three training venues viz. Letaba TVET College Tzaneen Campus 60-learners, Hoedspruit 10-learners and Sewatumong in Sekgosesa 10-learners. Provide learner support to ensure learners attain the required number of credits within the expected time frames.
- 2. Identify learners with special education and training needs and develop remedial action.
- 3. Uploading of learners results on W&R SETA Indicum.

4. Facilitators x 2 should provide own audio-visuals viz. laptop, projector, flipcharts and pens.

## **B) ADMINISTRATION OF THE PROGRAMME**

The provider must:

1. Comply with training provider duties as per service level agreement.
2. Control class attendance register, monitor learner progress, deal with problems related to provisioning, and refer all programme related matters to the Letaba TVET College.

## **C) PLANNING AND SUPPORT**

1. Present monthly and quarterly progress reports to the Management of Letaba TVET College.
2. Facilitate feedback meetings with Letaba TVET College.
3. Attend stakeholder meetings.
4. Comply with health and safety standards.

### **OUT OF SCOPE: (do not consider the following when costing)**

- Learning material and stationery – to be provided by college
- Training facilities- training venue to be provided by college

## **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 non-compliant 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*)
- Physical resources of the company.
- Financial 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	Proof of similar projects (minimum of three testimonial or appointment letters for implementation of any learnership)  Ten (10) points per each testimonial/ Appointment letter (proof must be attached)	30
2	Detailed project implementation plan for the facilitation of the learnership programme (30% theory). Sub-criteria Structure of the programme in terms of the Outcome to be achieved 5 Delivery of learning programme 5 Method of delivery 3 Method of assessment 3 Preference to the mechanisms available to support learners where not coping with programme demands 4	20
3	Proof of physical and human resources of the Training provider Profile of key staff and CV's to be attached with certify copies of	20

	qualifications and proof of ownership/lease of classrooms and offices <p style="text-align: right;">5</p> Facilitators with relevant experience within the W&R environment <p style="text-align: right;">15</p>	
4	<b>Financial Capacity of the Company</b> <ul style="list-style-type: none"> <li>• Latest Audited Annual Financial Statements <span style="float: right;">5</span></li> <li>• Submission of Bank credit rating letter (We reserve the right to verify). <span style="float: right;"><b>10</b></span></li> <li>Bank rating A or higher <span style="float: right;">10</span></li> <li>Bank rating B <span style="float: right;">5</span></li> <li>Bank rating C or lower <span style="float: right;">3</span></li> </ul>	15
5	<b>Locality (Proof of physical address must be attached)</b> Training providers operating in Mopani District will get fifteen (15) points. Training providers operating outside Mopani district but in Limpopo province will get ten (10) points. Training providers operating outside Limpopo province will get five (05) points	15
	<b>TOTAL</b>	<b>100</b>

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 the tender.
3. Letaba TVET College does not bind itself to accept the highest scoring bid or the lowest bid price and reserves the right to accept the whole part of the bid.
4. Bids 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. Bids 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

<b>SUBMISSION OF BIDS AND ENQUIRIES</b>
---

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 **03 August 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: Manamela MP at Tel No: (015) 307 5440 and or [manamelamp@letcol.co.za](mailto:manamelamp@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 80 LEARNERS:				
PROVINCE : LIMPOPO				
NAME OF LEARNING PROGRAMME: WHOLESALE AND RETAIL OPERATIONS CHAINSTORE OPERATIONS NQF LEVEL 2				
NUMBER OF CREDITS: 120 MINIMUM : QUALIFICATION ID NO: <b>58206</b>				
NUMBER OF TRAINING DAYS: 12 MONTHS				
ITEM DESCRIPTION	NO OF LEARNERS	UNIT COSTS	AMOUNT	COMMENTS
Facilitation costs	80			Four Training sites, i.e. Tzaneen Campus, Hoedspruit and Sekgosese.
Monitoring & Support	80			Training provider will be expected to monitor students' progress at different workplaces.
<b>TOTAL COSTS</b>	Total Costs per learner			
	R _____			
<b>ALL COSTS MUST BE INCLUSIVE OF VAT (IF APPLICABLE)</b>				