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SERVICES REQUISITION FORM

YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE ARTS, TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY (CATHSSETA)

Date issued:	22 February 2024	RFQ number	RFQ/LAI/078/2024
Closing Date:	07 March 2024	Closing Time:	11H00
Non-Compulsory Briefing Session Date	27 February 2024 @ 10H30	Non-Compulsory Briefing Session Instruction	Bidders who are interested in attending the virtual briefing session must register on the CATHSSETA website.
DESCRIPTION:	ADMINISTRATION AND MANAGEMENT OF SETA-FUNDED PROJECTS FOR A PERIOD OF SIX (6) MONTHS		

1. BACKGROUND

- 1.1. The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998 as amended (SDA). Its headquarters are situated at 270 George Road, Noordwyk in Midrand and the regional offices are in Cape Town and Durban.
- 1.2. CATHSSETA's mandate is to promote and facilitate skills development within our six (6) subsectors, namely, Arts, Culture and Heritage, Conservation, Gaming and Lotteries, Hospitality, Sport, Recreation and Fitness, and Tourism and Travel Services. CATHSSETA is one of the 21 Sector Education and Training Authorities (SETAs) across the economy mandated to deliver on the National Skills Development Plan (NSDP) outcomes.

1.3. CATHSSETA's critical success factors are described as the Key processes that deliver services to the CATHSSETA beneficiaries, i.e., learners and employers. The process is based on the three critical components of the CATHSSETA service delivery Value Chain:

1.3.1. Facilitation of Learning Interventions. Involves facilitation of all skills development initiatives;

1.3.2. Quality Assurance of Skills Development. Involves accreditation of skills development facilitators, verification of learners, and development of occupational qualifications; and

1.3.3. Employer engagements which involve the receipt of levies and payments of grants.

2. PURPOSE

2.1. CATHSSETA is seeking the services of an external service provider to assist with the administration and management of the SETA-Funded projects for a period of six (6) months.

3. SCOPE OF WORK

3.1. The appointed service provider will be required to provide ten (10) personnel and tools of trade (e.g. laptops, internet connection, stationery etc) for the personnel. The ten (10) personnel will be stationed at the CATHSSETA Head Office.

3.2. The service provider is also required to provide a Project Manager who will be responsible for managing the project.

3.3. The ten (10) personnel will be placed in three (3) departments within the CATHSSETA as per the table below:

Department	Number of personnel	Titles
Learning Programmes	8	Administration Assistants
Finance	1	Administration Assistants
Research, Monitoring and Evaluation	1	Administration Assistants

3.4. Below are the duties that are expected to be performed by the personnel placed in different departments:

3.4.1. Learning Programmes Department:

Title: Administration Assistant

Duties:

- validate learner agreements and supporting documents in line with the Workplace Based Learning Programme Agreement Regulations, 2018;
- liaise with stakeholders on the successful or unsuccessful outcome of learner registrations on entries and completions;
- maintain efficient and effective administration of unemployed and employed learners in line with all the policies, guidelines, and Standard Operating Procedures (SOP);
- assist with the administration of learner records for learning programmes;
- maintain that all signed contracts are sorted per interventions, filed manually and electronically;
- prepare, review, proof-read and edit related documentation requiring sign-off by the specialist;
- validate the allocation letters and contracts in line with the DG report before submission to the Specialist.

3.4.2. Research, Monitoring and Evaluation Department:

Title: Administration Assistant

Duties:

- Validate and verify performance information for reporting purposes in line with the Department of Higher Education and Training (DHET) Validation Guidelines
- General administrative duties including efficient record keeping

- Assist with quarterly performance information reporting;
- Assist with the consolidation of Quarterly Monitoring Report (QMR) data;
- Assist with the preparation of information requested by internal and external auditors;
- Assist with coordination and analyses of quarterly performance information reports; and
- Attend meeting and take minutes as and when required;

3.4.3. Finance Department:

Title: Administration Assistant

Duties:

- Assist in preparing monthly and year-end Discretionary Grants (DG) accruals and provision journals;
- Prepare monthly reconciliations – DG accruals, provision and contingent and schedules;
- Prepare interim/annual financial statement schedules;
- Perform quarterly report between commitment register and Trial Balance expenditure;
- Perform monthly reconciliation between the commitments register and the bank statement;
- Perform Monthly Commitments DHET Report;
- Prepare related parties schedule for interim/annual financial statement;
- Commit new DG Contracts and Amendments contracts on the commitments register;
- Manage and maintain CATHSSETA's commitments register;
- Monitor and track contract's expiry dates and timely notify relevant parties;
- Signoff tranche forms for invoices recommended for payment;
- Review payment schedules of discretionary projects, and recommend invoices for payment;
- Efficiently manage commitments and engage with internal stakeholders when required;
- Maintain that project and contract details on the register are accurate and complete;
- Provide information on the status of payments and specific procedural applications for DG contracts;

- Coordinate and report on monthly activities on commitments register;
- Follow up on rejected payments and unpaid invoices monthly;
- Monitor slow moving contracts;
- Prepare monthly attrition and additions report; and
- Coordinate the audit process and respond to queries on time.

4. DELIVERABLES

- 4.1. The Service Provider will be responsible for delivering the following:
- 4.1.1. Comprehensive monthly progress reports on the work done in terms of managing the projects;
 - 4.1.2. Validated and verified supporting documents that meet the compliance requirements for reporting purpose;
 - 4.1.3. Report on learners entered and completed the learning programmes;
 - 4.1.4. Report on validated and registered learner agreements;
 - 4.1.5. Quarterly Monitoring Report;
 - 4.1.6. Report on contracts committed and handed over to the Regional Offices; and
 - 4.1.7. Report on invoices captured, validated and recommended for payment.

5. SERVICE PROVIDER REQUIREMENTS/COMPETENCIES

- 5.1. The service provider should also meet the following requirements:
- 5.1.1. A detailed project proposal and implementation plan;
 - 5.1.2. Proposed methodology for implementation of the project, including all activities and show all work breakdown, costing and timelines;
 - 5.1.3. Provide project team comprising of a Project Manager and ten (10) Administration Assistants with the relevant qualifications (provide CVs and relevant certified qualifications);
 - 5.1.4. Capability to service multiple stakeholders in all CATHSSETA sub-sectors;

- 5.1.5. Outline project risks and constraints with mitigation strategies.
- 5.1.6. Provide details of track record of three (3) similar projects and three (3) references should be presented in a form of a written letter on an official letterhead from clients where similar services have been provided and may not be older than five (5) years. Provide the project name, organisation, and a contactable reference; and
- 5.1.7. A sound understanding of the legislative and regulatory frameworks governing the SETA. The service provider must recognise and embrace the principles of transparency, openness, equity, access and fairness in the allocation and disbursement of Grants and learning programmes administration without prejudice to any stakeholder.

6. REPORTING

- 6.1. The service provider will report to CATHSSETA managers in three departments mentioned in paragraph 3.3.

7. COSTING

- 7.1. The appointed service provider will enter into a contractual agreement with CATHSSETA for a period of six (6) months.
- 7.2. All the project and implementation costs must be provided as per specified requirements.
- 7.3. The price quoted by the prospective service provider must include Value Added Tax (VAT).

8. CONDITIONS OF CONTRACT

- 8.1. A non-compulsory briefing session will be conducted on 27 February at 10H30 on a virtual platform, to allow questions regarding technical requirements. Bidders who are interested in attending the virtual briefing session must register on the CATHSSETA website.

- 8.2. All quoted prices accepted from the successful service provider will remain fixed and firm from date of acceptance until the end of the signed contract period, the service provider must take this into consideration.
- 8.3. The proposal should be submitted with a detailed proposal of service.
- 8.4. Proposal must be submitted with a detailed cost breakdown and total amounts offered must be inclusive of all applicable taxes.
- 8.5. Joint Venture Agreements must be submitted where applicable.
- 8.6. A Service Level Agreement shall be signed with the preferred service provider.

9. EVALUATION CRITERIA

9.1. Stage 1: Mandatory Requirements

Compliance evaluation – service provider will first be evaluated in terms of compliance that is meeting minimum requirements. Service provider who does not fulfil all the requirements or do not submit required documents using the required format, will be disqualified and not move onto the next stage of evaluation.

Stage 2: Functionality Evaluation

A Service provider is required to achieve a minimum point of **75**, failure to achieve the minimum points will lead to disqualification.

Stage 3: Price and Specific Goals Evaluation

The quote will be evaluated in accordance with the 80/10 preference point system, minimum of 75 points must be achieved to qualify for evaluation on **Price and Specific Goals**.

The contract will be awarded to the bidder that scores the highest total number of points.

FUNCTIONALITY EVALUATION

EVALUATION CRITERIA	SUB-EVALUATION CRITERION	WEIGHT
1. A detailed project implementation plan in line with the Scope of Work. Clearly define: <ul style="list-style-type: none"> • Cost breakdown; and • Delivery timelines. 	Detailed methodology and implementation plan that is fully responsive to all requirements outlined in the detailed scope of work	30
	Detailed methodology and implementation plan that is partially responsive to the requirements outlined in the detailed scope of work	15
	Methodology and implementation plan provided is not responsive to the requirements outlined in the detailed scope of work	0
2. Knowledge and Expertise Provide details of similar projects accomplished with the minimum of three (3) contactable references within the past (five) 5 years. Letters must be on the letterhead of the service provider and must be relevant to this project and specify year/month of service.	3 and more reference letters	30
	2 reference letters	10
	1 or 0 reference letter	0
3. Expertise and knowledge of the team.	A team consisting of:	40

EVALUATION CRITERIA	SUB-EVALUATION CRITERION	WEIGHT
Please provide CVs and certified qualifications of the human resources; indicating knowledge, capability to deliver on the scope of work to organisations.	<ul style="list-style-type: none"> Project Manager that has at least five (5) years' experience in implementing projects Ten (10) Administration Assistants with relevant qualifications <p>Nine (9) Administration Assistants must have administration related qualification, and one (1) must have finance or accounting related qualification.</p>	
	<p>A team consisting of:</p> <ul style="list-style-type: none"> Project Manager with relevant qualification and at least three (3) years' experience in implementing projects. Ten (10) Administration Assistants with relevant qualifications <p>Nine (9) Administration Assistants must have administration related qualification, and one (1) must have finance or accounting related qualification</p>	15

EVALUATION CRITERIA	SUB-EVALUATION CRITERION	WEIGHT
	<p>A team consisting of:</p> <ul style="list-style-type: none"> Project Manager with no relevant qualification or less than three (3) years' experience in implementing projects Ten (10) Administration Assistants with relevant qualifications <p>Nine (9) Administration Assistants must have administration related qualification, and one (1) must have finance or accounting related qualification.</p>	0

Bids that do not meet the minimum qualifying score for functionality will be eliminated from further evaluation.

10. CONTRACT PERIOD

10.1. The period of the project shall be six (6) months.

11. ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- Completed and signed SBD4, SBD 6.1
- Valid Tax Compliance Pin issued by SARS.
- Valid B-BBEE Certificate or Sworn Affidavit.
- All RFQ related responses must include the RFQ number as the subject matter.
- Central Supplier Database (CSD) Supplier Number.

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.