

## 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)**

<b>Date issued</b>	<b>20 February 2024</b>	<b>RFQ number</b>	<b>RFQ/RME/076/2024</b>
<b>Closing Date:</b>	<b>29 February 2024</b>	<b>Closing Time:</b>	<b>11h00am</b>
<b>DESCRIPTION:</b>	<b>FACILITATION SERVICES - CATHSSETA SECTOR SKILLS CONFERENCES</b>		

### 1. BACKGROUND

- 1.1. The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a statutory body that is established under the Skills Development Act No. 97 of 1998 (SDA) as amended;
- 1.2. The SDA makes provision for the establishment of Sector Education and Training Authorities (SETAs) for each national economic sector, thereby facilitating the development of the skills of the South African workforce by increasing the investment in education and training in the labour market;
- 1.3. The National Skills Development Plan, 2030 (NSDP), as derived from the National Development Plan, 2030 (NDP), aims to ensure that South Africa has adequate, appropriate, and high-quality skills that contribute towards economic growth, employment creation and social development;
- 1.4. The underlying aim of the SDA and NSDP is that through the facilitation of relevant skills development, a well-capacitated workforce can contribute towards accelerating economic growth, which in turn will improve employment rates and living standards;
- 1.5. As we approach the next Medium Term Strategic Framework (MTSF) period 2025 – 2030, it is important to reflect on what is working well with respect to the skills development landscape as well as assess any bottlenecks within the skills development ecosystem, which may impede the SETA from realising its vision; and

- 1.6. It is against this background, that the SETA must reflect on the way it has been executing skills development generally. CATHSSETA aims to determine this through the envisaged sector skills conferences.

## 2. PURPOSE

- 2.1. The purpose of this request is to invite suitably qualified and experienced service providers to submit proposals to facilitate the **CATHSSETA Sector Skills Conferences over two (2) days**. The conferences are planned for April 2024 and will be held physically. Stakeholders who cannot attend physically will be provided with an opportunity to join virtually either on Microsoft Teams or Zoom, depending on the most efficient platform.

## 3. SCOPE OF WORK

- 3.1. The scope of service for the appointed service provider is to facilitate the CATHSSETA Sector Skills Conferences. The services will include:
  - 3.1.1. Facilitating **two (2) conferences** split between the six (6) CATHSSETA sub-sectors. **Each conference will be held for one (1) day**, the first of which will be a conference for the Tourism and Travel Services, Hospitality and Conservation sub-sectors. The second conference will be for the Arts, Culture and Heritage; Gaming and Lotteries, as well as Sports, Recreation and Fitness sub-sectors;
  - 3.1.2. Facilitating participatory and engaged sessions wherein all participants can reflect on the performance of the Post School Education and Training (PSET) system in addressing skills development generally; and
  - 3.1.3. Facilitating discussions on themes such as:
    - 3.1.3.1. Policy and legislation governing the SETA space;
    - 3.1.3.2. The SETA operating and funding model as well as institutional arrangements;
    - 3.1.3.3. Collaboration across government, industry and training institutions; and
    - 3.1.3.4. Technological advancement within the SETA space.

- 3.1.4. Notwithstanding the above mentioned, the specific themes for the conferences will be finalised/agreed upon the appointment of the successful service provider;
- 3.1.5. Preparatory work for the sessions will include:
  - 3.1.5.1. Assisting the SETA in conceptualising and compiling the programme and content related to skills development in preparation for the conferences;
  - 3.1.5.2. Skills development document review, including the NDP, the NSDP, the White Paper for Post-School Education and Training (WPPSET) 2013, the Department of Higher Education and Training (DHET) and CATHSSETA Strategic Plans (SPs) the PSET Mid-term review documentation, the approved CATHSSETA Sector Skills Plans (SSPs), the Economic Reconstruction and Recovery Plan (ERRP), the Economic Reconstruction and Recovery Plan Skills Strategy (ERRP SS) and the National Plan on the PSET. The service provider will also need to assess other relevant documentation from elsewhere, such as the Statistics South Africa reports;
  - 3.1.5.3. Establish a planning committee made of stakeholders from the various sub-sectors, to work together with them on the themes for the panel discussions as well as the commissions;
  - 3.1.5.4. Baseline consultation with relevant CATHSSETA Board and Management; and
  - 3.1.5.5. Development and preparation of facilitation material to be submitted to the CATHSSETA Board and Management before the conferences.
- 3.1.6. The facilitator should be accompanied by their own secretariat who will:
  - 3.1.6.1. Support the facilitator and event presenters/panellists; and
  - 3.1.6.2. Prepare a report to be presented as the last item in the conference programme, outlining key highlights, outcomes, and resolutions or decisions made.
- 3.1.7. Post-session report outlining:

- 3.1.7.1. Discussions, key highlights, and outcomes of the conferences; and
- 3.1.7.2. A set of recommendations or guidelines on things to consider during the next MTSF period 2025 – 2030.

#### 4. SERVICE PROVIDER MANDATORY REQUIREMENTS

- 4.1. The facilitator should demonstrate the following competencies:
  - 4.1.1. Expert knowledge in the PSET sector with a key focus on SETAs;
  - 4.1.2. Demonstrate understanding of the NDP, WPPSET, and the NSDP and their accompanying outcomes;
  - 4.1.3. At least ten (10) years of knowledge and experience in policy analysis and strategy development;
  - 4.1.4. Extensive professional knowledge and at least ten (10) years of experience working in skills development;
  - 4.1.5. Ability to convey complex information concisely, clearly and in plain language; and
  - 4.1.6. Experience in facilitating conferences at a national level.

#### 5. EVALUATION CRITERIA

- 5.1. The quote will be evaluated in accordance with the 80/10 preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000 as amended) - Price and Specific Goals.
- 5.2. The contract will be awarded to the bidder that scores the highest total number of points.
- 5.3. Responses will be evaluated in accordance with the following functionality criteria:

Functionality Criteria		Weight
1.	General approach and methodology	30
2.	Experience/proven track record in Facilitator Services	20
3.	Policy analysis and strategy development	20

**Postal Address**  
P.O. Box 1329, Rivonia  
2128, South Africa

**Physical Address**  
270 George Road,  
Noordwyk, Midrand, 1687

**Contact**  
**Call Centre:** 0860 100 221  
**Telephone:** 011 217 0600  
**Fax:** 011 783 7745



Functionality Criteria		Weight
	knowledge and experience	
4.	Reference letters	<b>15</b>
5.	Experience in the PSET sector and SETA environment	<b>15</b>
<b>Total</b>		<b>100</b>

Criteria	Weight
<b>General approach and methodology</b>	
Full responsiveness to RFQ requirements	<b>30</b>
Partial responsiveness to RFQ requirements	25
Not responsive to RFQ requirements	0
<b>Experience/proven track record in Facilitator Services</b>	
More than 10 years of experience	<b>20</b>
8 years' <b>experience</b>	15
Less than 8 years of experience	5
<b>Policy Analysis and strategy development knowledge and experience</b>	
More than 10 years of experience	<b>20</b>
7 years' experience	15
Less than 7 years of experience	5
Reference letters	
3 or more reference letters	<b>15</b>
2 reference letters	5
1 reference letter	2
no reference letter	0
<b>Experience in the PSET sector and SETA environment</b>	
Previous experience in the PSET sector and SETA environment	<b>15</b>
No previous experience in the PSET sector and SETA environment	0
<b>TOTAL</b>	<b>100</b>

The reference letters must be on the referee's company letterhead indicating work done, the

duration of engagement in such work and must have contactable previous client details.

Certified copies to be valid within six (6) months of the date of submission.

Service provider must score a minimum qualifying score for functionality

**70 points out of 100**

## 6. CONTRACT PERIOD

- 6.1. The service provider will be required to submit a report within a week after the completion strategic planning session. Should the estimated time of delivery exceed the prescribed period, this must be indicated in the proposal.
- 6.2. Delivery date: April 2024

## 7. ADMINISTRATIVE REQUIREMENTS

- 7.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 7.2. Completed and signed SBD4, SBD 6.1
- 7.3. Valid Tax Compliance Pin issued by SARS.
- 7.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 7.5. All RFQ-related responses must include the RFQ number as the subject.
- 7.6. Valid Central Supplier Database (CSD) Supplier Report.
- 7.7. Prospective service providers must ensure compliance with their tax obligations.

E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above.