

Postal Address
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GOODS/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	15 JULY 2024	RFQ number	RFQ/RME/029/2024
Closing Date:	19 JULY 2024	Closing Time:	14h00
DESCRIPTION:	SERVICE PROVIDER TO FACILITATE THE CATHSSETA BOARD STRATEGIC PLANNING SESSION		

1. SCOPE OF WORK

- 1.1. The scope of service for the appointed service provider is to facilitate the CATHSSETA's Board Strategic Planning session in line with the CATHSSETA's planning process and the Department of Planning, Monitoring and Evaluation's (DPME's) Framework for Strategic and Annual Performance Plans. Services will include:
- 1.1.1. Facilitating a two (2) day strategic planning session planned for the 14 and 15 of August 2024 in Gauteng;
 - 1.1.2. Facilitating a participative and engaged session in which all participants can reflect on the previous performance of the SETA and propose a strategic direction for the 2025/26 to 2029/30 performance period;
 - 1.1.3. Facilitating discussions on the SETA's internal and external performance environments and CATHSSETA's strategy, i.e. matching the external environment with internal measures to be responsive to sectoral needs, and strategies that the SETA could employ to adapt to the external environment;
 - 1.1.4. Facilitate discussion on the SETA's theory of change, impact statement and envisioned outcomes, as set out in the CATHSSETA's Strategic Plan (SP) and Annual Performance Plan (APP).
 - 1.1.5. Preparatory work for the session will include:

Board Chairperson Mr David Themba Ndhlovu

Board Members Ms Margareth Edith Tukagomo • Mr Moses Motha • Mr Kennilworth Itumeleng Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Brett Tungay • Ms Lesiroha Matshediso Lesutu • Ms Rachel Phiri • Mr Tabane Manene

- 1.1.5.1. CATHSSETA document review, including CATHSSETA 's approved Sector Skills Plan (SSP), SP, APP, and DPME Framework for Strategic and Annual Performance Plans. Other national strategies and plans including the National Development Plan (NDP) 2030, the National Skills Development Plan (NSDP) 2030, the National Plan for Post-School Education and Training (NPSSET), the Economic Reconstruction and Recovery Plan (ERRP), and the Economic Reconstruction and Recovery Plan Skills Strategy (ERRP SS), as well as the outcomes and recommended actions of the SETA Skills Summit.
- 1.1.5.2. Baseline consultation with relevant CATHSSETA Management; and
- 1.1.5.3. Development and preparation of facilitation material to be submitted to CATHSSETA Management before the session as follows;
 - Presentation on the high-level approach to the Board Strategic Session;
 - Summarise and synthesise points of interest from relevant national plans and strategies, as well as CATHSSETA strategic documents; and
 - Provide direction on the agenda/programme for the session.
- 1.1.6. The facilitator should be accompanied by their secretariat:
 - 1.1.6.1. Support the facilitator and CATHSSETA's Board during the session; and
 - 1.1.6.2. Prepare a report to be presented as a last item in the agenda - outlining key highlights, outcomes, and resolutions or decisions made.
- 1.1.7. Post-session report outlining:
 - 1.1.7.1. Discussions, key highlights, and outcomes of the strategic planning session;
 - 1.1.7.2. Organisational strategies to improve performance in line with outcomes of strategic planning session;
 - 1.1.7.3. Situational analysis;

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| 1.1.7.4. Internal and external environment analysis (SWOT and PESTEL); |
| 1.1.7.5. Explicit Theory of Change; and |
| 1.1.7.6. Recommendations |

2. SERVICE PROVIDER COMPETENCIES AND QUALIFICATIONS REQUIREMENT

2.1 The service provider would be expected to have the following:

- 2.1.1 Expert skills in organisational strategy with a key focus on facilitating and implementing strategic sessions;
- 2.1.2 Expert skills in monitoring and evaluation;
- 2.1.3 Demonstrate understanding of the DPME's Framework for Strategic and Annual Performance Plans;
- 2.1.4 Demonstrate understanding of the NDP, NSDP and NPSSET and their accompanying outcomes;
- 2.1.5 Demonstrate experience and knowledge of the skills development landscape;
- 2.1.6 Thorough knowledge and understanding of corporate governance principles and King IV principles;
- 2.1.7 Governance knowledge and experience in a SETA context or environment including having actively been involved in the sector at a strategic level;
- 2.1.8 Strong understanding and knowledge of the post-school education and training sector;
- 2.1.9 Experience in strategy development and policy analysis;
- 2.1.10 A good understanding of the CATHSSETA's operating environment and the six (6) sub-sectors; and
- 2.1.11 Experience in facilitating strategic planning sessions at the Board level.

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3. ADMINISTRATIVE REQUIREMENTS

- 3.1 Pricing proposal with a clear breakdown of scope of work with total inclusive of VAT.
- 3.2 Completed and signed SBD4, SBD 6.1.
- 3.3 Valid Tax Compliance Pin issued by SARS.
- 3.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 3.5 All RFQ related responses must include the RFQ number as the subject matter.
- 3.6 Central Supplier Database (CSD) Summary Report.
- 3.7 Company Registration Document (CIPC).

4. PRICING AND SPECIFIC GOALS EVALUATION

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents will result in zero points allocated to the bidding company.

5. EVALUATION CRITERIA

- 5.1 Responses will be evaluated in accordance with the following functionality criteria and a minimum score of 70 points is required to qualify for **Price and Specific goals** evaluation. The appointment and contract will be awarded to the panel would on the highest points scored.

Functionality Evaluation		
Evaluation Criteria	Sub-Evaluation Criteria	Weight
General approach and methodology	Full responsiveness to RFQ requirements	40
	Partial responsiveness to RFQ requirements	25

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Functionality Evaluation		
Evaluation Criteria	Sub-Evaluation Criteria	Weight
	Not responsive to RFQ requirements	0
Experience/proven track record in facilitator services Certified copies are to be valid within six (6) months of the date of this request.	More than 8 years of experience	20
	5 years' experience	10
	Less than 5 years of experience	0
Reference letters The reference letters must be on the referee's company letterhead indicating work done, and for how long and must have contactable previous client details.	More than 3 reference letters	25
	3 reference letters	15
	2 reference letters	10
	Less than 2 reference letters	0
Experience in the skills development landscape.	5 to 10 years of experience in the skills development landscape	15
	Less than 5 years in the skills development landscape	0

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

4. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on the 19 July 2024 at 14h00 and no late responses will be accepted.

RFQ/RME/029/2024

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