

## 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)**

<b>Date Issued</b>	<b>20 August 2024</b>	<b>RFQ Number</b>	<b>RFQ/FIN/036/2024</b>
<b>Closing Date:</b>	<b>02 September 2024</b>	<b>Closing Time:</b>	<b>11H00</b>
<b>DESCRIPTION:</b>		<b>REVENUE ENHANCEMENT STRATEGY</b>	

### 1. PURPOSE

- 1.1. The purpose of this Terms of Reference (TOR) is to solicit proposals from potential service provider(s) for the implementation of the CATHSSETA's Revenue Enhancement Strategy. The main objective of the Strategy is to identify all potential levy payers and where applicable demand their payment of levies in terms of the Skills Development Levies Act (Act No. 9 of 1999) (SDLA).
- 1.2. A secondary objective is the sustainable capacitation of CATHSSETA to drive revenue enhancement in the future. To this end the service provider will be expected to analyse CATHSSETA capacity and make recommendations by means of a report including processes and/or strategies.

### 2. SCOPE OF WORK

#### 2.1 Area 1: Mapping and database development

- 2.1.1 Analyse the CATHSSETA constituent members/employers and mechanisms for levy payment.
  - 2.1.1.1 Isolate the current levy payers; and
  - 2.1.1.2 Identify all potential levy payers.
- 2.1.2 Prepare a list of qualifying levy payers who shall be notified to pay their levies in terms of the SDLA.
- 2.1.3 Contact the qualifying levy payers on behalf of CATHSSETA to demand the payment of levies in terms of the SDLA.
- 2.1.4 Where it is warranted, assist CATHSSETA to implement the provisions of section 14 of the SDLA to enforce the collection of levies from qualifying levy payers.
- 2.1.5 Consider the Sector Industry Classification (SIC) Codes and how CATHSSETA can

improve its levy base where necessary.

2.1.6 Clean up CATHSSETA's employer levy database, including company contact details, scope of their work and make recommendations for inter-SETA transfers (in and out of CATHSSETA if required).

2.1.7 Build a comprehensive database of various stakeholders. The most updated database must be handed over to CATHSSETA at the end of the project.

## **2.2 Area 2: Capacitation and management**

2.2.1 Capacitate CATHSSETA staff through measurable skills transfer initiatives and relevant policies, processes, or strategies throughout the project.

2.2.2 Detailed report of CATHSSETA's capacity with recommendations of processes and/or strategies for a sustainable execution of this function.

2.2.3 Alignment to CATHSSETA's processes and templates and handover of all reports.

## **3. METHODOLOGY**

The service provider should provide a detailed overview of how each area of work outlined in the scope of work will be undertaken and outline clear timelines for implementation.

### **3.1 Area 1: Mapping and database development**

This can include but is not limited to surveys; structured and semi-structured interviews; systematic internet searches; literature reviews; client relationship management systems; fieldtrips; network analysis software.

### **3.2 Area 2: Capacitation and management**

The main tools required to enhance levy collection; this may include meetings, workshops, executive breakfasts, drafting proposals, drafting motivations, compiling compliance documents. CATHSSETA is committed to increasing its own capacity, therefore, continuous staff capacity building and onboarding must form part of the methodology (e.g. training on the necessary skills to enhance CATHSSETA revenue enhancement, with due consideration for applicable laws and regulations).

## **4. EXPECTED OUTPUTS/DELIVERABLES**

All deliverables must be submitted via email. CATHSSETA understands that some of the reporting might be in other software programmes; in such cases, usernames and passwords must be made available so CATHSSETA may access the reports and databases

independent of the service provider. All deliverables must adhere to all POPIA Compliance requirements.

- 4.1 Detailed Implementation Plan:** The plan must include project approach, timelines, milestones, team structure (including roles and responsibilities), reporting protocols, communication protocols, risk management plan, and other areas of the project plan as deemed necessary by the CATHSSETA over the project duration.
- 4.2 Detailed Progress Reports:** The service provider must provide monthly updates on the project progress with dashboards, narratives, and levies successfully sourced on behalf of CATHSSETA. CATHSSETA must have an up-to-date overview of processes and engagement on its behalf by the service provider. This must be supported by documented evidence (such as attendance registers, receipts, etc.).
- 4.3 Plan of activities:** The provider must provide detailed plans on activities to ensure a positive response to the revenue enhancement and what support is required from CATHSSETA to achieve the said objective. This must be coordinated with CATHSSETA to ensure constant alignment.

## **5. SERVICE PROVIDER COMPETENCIES AND QUALIFICATIONS**

- 5.1** Company profile comprising a description of the bidding institution's primary business activities, clients, experience, management, and sub-contractor profiles.
- 5.2** Based on the project scope and CATHSSETA's mandate, the bidder must demonstrate adequate experience in revenue enhancement projects.
- 5.3** Reference letters (preferably government/ NPO clients) as proof of having successfully implemented revenue enhancement projects or similar. The Reference Letter(s) must be signed on the letterhead of the clients, should reflect the name of the client, nature of the work conducted and level of satisfaction, when the work was concluded, contactable reference name and contact details.
- 5.4** The team leader must have at least 5 years in equivalent projects in terms of length, size of team, and budget) who can confidently liaise and manage the project and serve as a contact person for CATHSSETA. They must possess a minimum NQF level 8 qualification.
- 5.5** Skills Transfer: Indicate how the service provider will transfer skills to CATHSSETA staff.

## 6. EVALUATION CRITERIA

6.1 Responses will be evaluated in accordance with the following functionality criteria and the tenderer requires a minimum score of 70 points to qualify for **price and specific goals** evaluation and the appointment to the panel would be based on the highest points scored.

Evaluation Criteria for Functionality		Weight/ Points
1.	Experience in revenue enhancement projects	50
2.	Proof of successful revenue enhancement projects	30
3.	Team Leader's experience and qualifications	10
4.	Skills Transfer	10
<b>Total</b>		<b>100</b>

FUNCTIONALITY EVALUATION		
EVALUATION CRITERIA	SUB EVALUATION CRITERIA	WEIGHT
<p><b>Experience in revenue enhancement projects</b></p> <p>Based on the project scope and CATHSSETA's mandate, the bidder must demonstrate in their proposal adequate experience in revenue enhancement projects.</p> <p>The Proposal must exhibit a sound understanding of CATHSSETA's financial environment and its sub-sectors.</p> <p>The Proposal must be in line with the scope and methodology of this RFQ.</p>	<p>Deliberate, realistic and outcome-oriented revenue enhancement strategy = <b>25 points</b></p> <p>Understanding of CATHSSETA's financial and sector environment = <b>10 points</b></p> <p>Appropriate team size and composition = <b>10 points</b></p> <p>Strategy is creative, shows innovation, and shows the bidder has applied their mind beyond minimum requirements = <b>5 points</b></p>	50

<b>FUNCTIONALITY EVALUATION</b>		
<b>EVALUATION CRITERIA</b>	<b>SUB EVALUATION CRITERIA</b>	<b>WEIGHT</b>
<p><b>Proof of successful revenue enhancement projects</b></p> <p>Reference letters (preferably government/ NPO clients) as proof of successful execution of revenue enhancements projects or similar.</p> <p>The Reference Letter(s) must be <u>signed</u>, on the letterhead of the clients, should reflect the name of the client, nature of the work conducted and level of satisfaction, when the work was concluded, contactable reference name and contact details.</p> <p>The content of the letter will be verified.</p> <p>The letter may not be older than 5 (five) years and the work may not have been concluded more than 5 (five) years ago.</p>	<p>3 relevant letters attached = <b>30 points</b></p> <p>2 relevant letters attached = <b>20points</b></p> <p>1 relevant letter attached = <b>10 points</b></p> <p>No/invalid/irrelevant reference letter(s) attached = <b>0 points</b></p>	30
<p><b>Team Leader's experience and qualifications</b></p> <p>At least 5 years in equivalent projects in terms of length, size of team and budget. A Team leader who can confidently liaise and manage the project and serve as a contact person for CATHSSETA.</p> <p>Provide a CV which outlines size of the teams led, exact job titles in the team, the projects' duration, and size of the project (total budget). Please only</p>	<p>Over 5 years' relevant experience coupled with a relevant qualification = <b>10 pts</b></p> <p>Over 5 years' experience with no or irrelevant qualification = <b>5points</b></p> <p>Less than 5 years' relevant experience = <b>0 points</b></p>	10

<b>FUNCTIONALITY EVALUATION</b>		
<b>EVALUATION CRITERIA</b>	<b>SUB EVALUATION CRITERIA</b>	<b>WEIGHT</b>
<p>provide relevant information and limit to 2 (two) pages.</p> <p>An NQF level 8 qualification (certified proof not older than (three) 3 months must be supplied).</p>		
<p><b>Skills transfer</b></p> <p>Indicate how the service provider will transfer skills to CATHSSETA staff</p>	<p>Proposed skills transfer plan is adequate = <b>10 points</b></p> <p>Proposed skills transfer plan is partially adequate = <b>5points</b></p> <p>No proposed skills transfer plan included.</p>	10

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

## **7. CONTRACT PERIOD**

- 7.1** The appointed service provider/firm(s) will enter into a contractual agreement with CATHSSETA for a period of six (6) months commencing from the appointment date.
- 7.2** A Service Level Agreement shall be signed with the preferred service provider, upon appointment and acceptance thereof.

## **8. PRICING AND SPECIFIC GOALS EVALUATION**

- 8.1** 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.
- 8.2** 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.

## **9. ADMINISTRATIVE REQUIREMENTS**

- 9.1** Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 9.2** Completed and signed SBD4, SBD 6.1.
- 9.3** Valid Tax Compliance Pin issued by SARS.

- 9.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 9.5 All RFQ related responses must include the RFQ number as the subject matter.
- 9.6 Central Supplier Database (CSD) Summary Report.
- 9.7 Company Registration Document (CIPC).

**10. RESPONSES/SUBMISSIONS**

E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above and no late responses will be accepted.