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REQUEST FOR QUOTATION

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

Date issued	20 JULY 2022	RFQ number	ETQA/ROQ/001/2022
Closing Date:	29 JULY 2022	Closing Time:	11h00am
DESCRIPTION OF SERVICES:	APPOINTMENT OF AN INDEPENDENT SERVICE PROVIDER(S) TO REMEDIATE CATHSSETA's OCCUPATIONAL QUALIFICATIONS.		

ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with clear breakdown and RFQ total inclusive of VAT
- Completed and signed Bidder's Disclosure **SBD4** and **SBD 6.1**
- Valid Tax Compliance Pin issued by SARS
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Summary Report

Technical enquiries must be sent via e-mail before 26th July 2022. Proposals must be forwarded to this email address supplychain@CATHSSETA.org.za on or before the closing date (**29 July 2022 @ 11h00**) as indicated for consideration.

1. BACKGROUND TO CATHSSETA

- 1.1. The Skills Development Act (No 97 of 1998) (SDA) makes provision for the establishment of Sector Education and Training Authorities (SETAs) for each national economic sector and thereby aims to develop the skills of the South African workforce by increasing the investment in education and training in the labour market; and encouraging employers to play a meaningful role in developing employees, particularly the previously disadvantaged.
- 1.2. The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) was established through the SDA, to research and establish a nationally recognised Sector Skills Plan (SSP) supported by skills development programmes serving the interest of the following sectors:
 - 1.2.1. Culture, Arts and Heritage
 - 1.2.2. Tourism and Travel Services
 - 1.2.3. Hospitality
 - 1.2.4. Gaming and Lotteries
 - 1.2.5. Conservation; and
 - 1.2.6. Sport, Recreation and Fitness
- 1.3. These sectors are diverse and unique and they play a significant role not only in the economy but also in the broader quest for social cohesion and formulation of a unique South African national identity.
- 1.4. 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:
 - 1.4.1 Facilitation of Learning Interventions. Involves facilitation of all skills development initiatives
 - 1.4.2 Quality Assurance of Skills Development. Involves accreditation of skills development facilitators, verification of learners, and development of occupational qualifications
 - 1.4.3 Employer engagements. Involves the receipt of levies and payments of grants. The importance of the three areas are the points of integration between them.
- 1.5. CATHSSETA is the Development Quality Partner (DQP) and Assessment Quality Partner (AQP) for most of the sector's Occupational Qualifications. The SETA is expected to,

fund and facilitate the development of the sector's occupational qualifications and skills programmes, register learnerships, and create the necessary capacity to conduct quality assurance activities against these qualifications, including conducting the External Integrated Summative Assessments (EISA).

2. OBJECTIVES

- 2.1. Facilitate the remediation of occupational qualifications that have not yet been registered to comply with the requirements of Government Gazette No 44031 of 24 December 2020.
- 2.2. Facilitate the design/development of the Qualifications Assessment blueprint (QAS addenda) for the occupational qualifications being remediated including five (5) assessment tools and the memoranda.

3. DETAILED SCOPE OF WORK

- 3.1. CATHSSETA invites independent service providers to submit proposals to be appointed to remediate occupational qualifications that were developed prior to the publication of the Government Gazette No. 44031 of 24 December 2020.
- 3.2. The changes brought about by the Government Gazette 44031 include:
 - 3.2.1. Prescribed minimum credits for an occupational qualification to be 120 and 30 credits for part qualifications.
 - 3.2.2. The percentage of credits at the level of a qualification to a minimum of 60%.
 - 3.2.3. An occupational part qualification must have between 5% and 10% of soft skills.
 - 3.2.4. The naming convention for occupational qualifications to reflect the following:

Qualification Name	NQF Level
General Occupational Certificate	1
Elementary Occupational Certificate	2

Intermediate Occupational Certificate	3
National Occupational Certificate	4
Higher Occupational Certificate	5
Advanced Occupational Certificate	6
Advanced Occupational Diploma	6
Specialised Occupational Diploma	7

3.3. The changes require that the occupational qualifications developed prior to the publication of Government Gazette 44031 be remediated to comply with its provision with regards to nomenclature, minimum number of credits, percentage of credits per qualification level as well as the provision of 5% – 10% of credits being constituted by soft skills.

3.4. Scope of services

3.4.1. During the 2016/2017 financial year, CATHSSETA was appointed as the Development Quality Partner (DQP) to re-align qualifications. Subsequent to that, five (5) occupational qualifications and 23-part qualifications, embedded into the qualifications, were developed. These were submitted to the Quality Council for Trades and Occupations (QCTO) in 2017 and have since been returned to be remediated.

The table below gives a synopsis of the qualifications and part qualification that require remediation:

Current Qualification Title	New Qualification Title	Part Qualifications
National Certificate: Food and Beverage Management	Occupational Certificate: Food and Beverage – Level 4, 187 Credits	<ul style="list-style-type: none"> Bar and Table Assistant – Level 3, 64 Credits
National Certificate: Fast Food Services	Occupational Certificate: Fast Food Cook – Level 4, 205 Credits	<ul style="list-style-type: none"> Food Services Assistant – Level 4, 51 credits Kitchenhand – Level 3, 48 Credits Food Handler – Level 2, 28 Credits

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Current Qualification Title	New Qualification Title	Part Qualifications
National Certificate: Gaming Operations	Occupational Certificate: Gaming Worker - Level 4, 636 Credits	<ul style="list-style-type: none"> • Tote Operator - Level 4, 131 Credits • Fixed Odds Clerk - Level 4, 141 Credits • Tele-bet Operator - Level 4, 126 Credits • Casino Cashier - Level 4, 182 Credits • Casino Dealer - Level 4, 246 Credits • Casino Slot Attendant - Level 4, 142 Credits • Gaming Service Technician - Level 4, 241 Credits • Surveillance Operator - Level 4, 167 Credits • Gaming Security Officer - Level 4, 169 Credits
National Certificate: Nature Conservation Resource Guardianship	Occupational Certificate: Conservation Practitioner - Level 4, 150 Credits	<ul style="list-style-type: none"> • Infrastructure Maintenance Worker - Level 3, 58 Credits • Erosion Controller - Level 3, 26 Credits • Alien and Invasive Plant Controller - Level 4, 65 Credits • Veld Fire Fighter - Level 4, 51 Credits • Waste Recycler - Level 2, 25 Credits • Environmental Monitor- Level 3, 43 Credit • Community Conservationist - Level 4, 83 Credits
National Certificate: Nature Resource Management: Terrestrial	Occupational Certificate: Wildlife Practitioner – Level 5, 186 Credits	<ul style="list-style-type: none"> • Indigenous Plant Manager - Level 5, 46 Credits • Wild Animal Caregiver - Level 5, 59 Credits • Game Capturer - Level 6, 93 Credits

3.5. Expected outputs/deliverables

The deliverable from the remediation of these qualifications will be occupational qualifications and part qualifications that comply with the provisions of Government Gazette 44031 in respect of:

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Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe
Mr Solomon Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Khan • Ms Karen Borain • Mr Vincent Maumela
Ms Lesiroha Lesutu • Ms Maureen Nzuza

- 3.5.1. The minimum number of credits (120 for a full qualification and 30 for a part-qualification).
- 3.5.2. In case of a qualifications classified as an Occupational Diploma it must carry not less 360 credits.
- 3.5.3. The minimum number of credits at the level of qualification that is not less than 60%.
- 3.5.4. 5-10% of credits in a qualification being constituted by soft skills.
- 3.5.5. An occupational qualification with an appropriate name for its NQF Level and Number of Credits

3.6. **Service provider requirements/competencies**

As part of the proposal to be submitted to CATHSSETA, the service provider must provide:

- 3.6.1. Proof of subject matter expertise with development experience would be an added advantage (qualified against the same/related qualifications with a minimum of 3 years working experience in the field/environment in which the occupation is practiced).
- 3.6.2. Subject matter experts are invited from industry bodies affected by the occupational qualifications (i.e. professional bodies, industry associations)
- 3.6.3. Proof of the occupational qualifications design and development requirements aligned to QCTO requirements.
- 3.6.4. Methodology to be followed in delivering the assignment / project plan.
- 3.6.5. A budget/breakdown of costs.
- 3.6.6. Timelines for delivering the assignment.
- 3.6.7. Company profile outlining previous experience in qualification development and 3 references.

3.7. **Period of performance**

The appointed service provider will enter into a contractual agreement with CATHSSETA for a period of six (6) months. The specific deliverables and milestones are outlined below:

Date	Activity
29 July 2022	Appointment of preferred provider
01 August 2022	Inception meeting between CATHSSETA and provider
15 December 2022	Provider to submit first draft of remediated qualifications to CATHSSETA
31 January 2023	Provider to submit final draft of remediated qualifications to CATHSSETA

3.8. Conditions of contract

3.8.1. 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.

3.8.2. The RFQ should be submitted with a detailed proposal of service.

3.8.3. Proposal must be submitted with a detailed cost breakdown and total amounts offered must be inclusive of all applicable taxes.

3.8.4. A Service Level Agreement shall be signed with the preferred service provider.

4. Evaluation criteria

Responses will be evaluated in accordance with the following functionality criteria:

1. Evaluation Criteria for Functionality		Weight/ Points
1.	Content of the Proposal and Proposed Methodology	30
2.	Content of the Project plan/ Implementation Plan	25
3.	Track Record and Experience of the Bidding Institution	25
4.	Human Resources Capacity	20
	Total	100

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Functionality Evaluation		
Criteria	Sub-evaluation criteria	Weight
<p>The bidder must provide a detailed response to the following 3 elements</p> <ol style="list-style-type: none"> Response outlines the development of qualifications and QAS addenda including five assessment tools and the memoranda. Response outlines the development of qualifications only Response outlines the development of QAS addenda only including five (5) assessment tools and the memoranda. 	Proposal provides a detailed approach and methodology that will be used in the remediation of the occupational and part qualifications as well as the development of the QAS addenda including five (5) assessment tools and the memoranda.	30
	Proposal provides a detailed approach and methodology that will be used in the remediation of the occupational and part qualifications only.	25
	Proposal provides a detailed approach and methodology that will be used in the development of the QAS addenda including five (5) assessment tools and the memoranda only.	20
<p>Detailed project plan for the service to be provided according to the following five elements:</p> <ol style="list-style-type: none"> Scope of work; Project objectives; Activity-based plan (including number of person days per activity and time frame linked to activities); Budget allocation (in South African Rand, including VAT); Outcomes, milestones and deliverable; 	The project plan provides all five elements covering services to be provided as outlined in ToRs;	25
	The project plan provides three to four elements covering services to be provided as outlined in ToRs;	20
	The project plan provides two elements covering services to be provided as outlined in ToRs	15
	The project plan provides less than two elements covering services to be provided as outlined in ToRs;	0
<p>The experience of the bidder/bidding institution is illustrated in the areas listed under the detailed scope of services.</p> <p>Illustrated instances of comparative or similar projects in terms of the scope of service and ToRs by submitting contactable</p>	Submitted five or more contactable reference letters and three research reports relating to similar work / project done in the last 5 years	25
	Submitted three to four contactable reference letters and two research reports relating to similar work / project done in the last 5 years	20

reference letters and research reports related to similar work/project.	Submitted two contactable reference letters and one research report relating to similar work / project done in the last 5 years	15
	Submitted less than two contactable reference letters and no research report relating to similar work / project done in the last 5 years	0
The implementing team of the bidding institution must have experience in qualification development.	Submitted CVs show 5 years' experience in the field of qualification development.	20
	Submitted CVs show 3 years' experience in the field of qualification development.	15
	Non submission of CVs and years 'of experience in the field of qualification development.	0

Proposals must score a minimum of 70 points as a qualifying score for functionality

- Proposals must score a minimum of 75 points to proceed to evaluation on Price and BBBEE
- Proposals that do not meet the minimum qualifying score for functionality will be eliminated from further evaluation.

The responsive proposal will then be evaluated further based on the 80/20 preference point system in terms of the PPPFA Act and its regulations 2017.
