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## TERMS OF REFERENCE

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

<b>Date issued:</b>	<b>07 August 2023</b>	<b>RFQ number:</b>	<b>RFQ/FIN/037/2023</b>
<b>Closing Date:</b>	<b>16 August 2023</b>	<b>Closing Time:</b>	<b>14h00pm</b>
<b>DESCRIPTION OF SERVICES</b>		<b>Appointment of service provider(s) for concept, design &amp; development of CATHSSETA's multi-year projects across six (6) sub-sectors.</b>	

### 1. BACKGROUND AND CONTEXT

South Africa known for its rich cultural heritage, diverse landscapes, and unique wildlife, faces various economic challenges which include high unemployment rates, economic inequality, and the need for sustainable development. Leveraging the potential of sectors like Culture, Arts, Tourism, Hospitality, Sports can not only contribute to economic growth but also foster social inclusivity and environmental stewardship. The primary objectives of this project are to stimulate economic development, create job opportunities, promote cultural exchange, boost tourism, and enhance conservation efforts through the design and development of high-impact initiatives within these sub-sectors.

### 2. PURPOSE

The purpose of this request is to appoint suitably qualified and experienced experts for the design or development and packaging of multi-year impactful projects. These projects will align to the SETAs strategic objectives and mandate of the CATHSSETA across the six (6) sub-sectors, namely:

- 2.1. Arts, Culture and Heritage;
- 2.2. Conservation.

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- 2.3. Gaming and Lotteries.
- 2.4. Hospitality.
- 2.5. Sport, Recreation and Fitness; and
- 2.6. Tourism and Travel Services.

By addressing economic challenges through the arts, culture, hospitality, tourism, and conservation sectors, this project has the potential to create a positive and sustainable impact on South Africa's economy, society, and environment.

### **3. SCOPE OF WORK**

#### **3.1. The service provider will be responsible for the following:**

- 3.1.1. Conceptualise, design/develop and package impactful projects that will have long-term economic and social spinoffs for the CATHSSETA sub-sectors.
- 3.1.2. Propose projects that will create sustainable employment and long-term outcomes.
- 3.1.3. Propose and Design relevant infrastructure and capacity development project in line with sectoral/industry demand.
- 3.1.4. Develop programme(s) that would create and/or enhance entrepreneurship, co-operatives, and Small Micro, and Medium Enterprises (SMMEs) in the sector.
- 3.1.5. Facilitate stakeholder engagements with key industry informants, other organs of state or government institutions, universities and TVET colleges to achieve a mutually beneficial programmes for the sector.
- 3.1.6. Identify key partners and stakeholders in the various sub-sectors the SETA should partner with for each of the proposed partnership projects.
- 3.1.7. Identify and address any curriculum / qualification shortcomings within the CATHSSETA sub-sectors; and
- 3.1.8. Ensure that the outcome of the project(s) is representative of the overall footprint of CATHSSETA's sub-sector spread across all provinces.

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3.1.9. Create a rollout and implementation plan for each of the proposed impactful projects with clear project objectives and activity-based plan.

#### **4. Key Components:**

- 4.1. Hospitality Training Programs;
- 4.2. Tourism Infrastructure Development;
- 4.3. Public-Private Partnerships;
- 4.4. Heritage Site Rehabilitation;
- 4.5. Ecotourism and Conservation Initiatives;
- 4.6. Cultural Festivals and Events;
- 4.7. Marketing and Promotion; and
- 4.8. Community Involvement.

#### **5. SERVICE PROVIDER MANDATORY REQUIREMENTS**

- 5.1. The service provider should demonstrate the following competencies:
  - 5.1.1. Expert skills in concept, design and development of impactful projects with a key focus on creating long-term economic and social spinoffs.
  - 5.1.2. Expert skills in developing impactful projects that create sustainable employment.
  - 5.1.3. Demonstrate understanding of the Sector Education and Training Authority's landscape, in particular the CATHSSETA's sub-sectors.
  - 5.1.4. Demonstrate understanding of the Small, Medium and Micro Enterprise (SMME) space and the challenges thereof, and ability to promote the entrepreneurial culture.
  - 5.1.5. Demonstrate ability of collaboration and partnership with all relevant SETA's stakeholders.

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- 5.1.6. Curriculum and qualification knowledge and experience in a SETA context or environment including having actively been involved resolving shortcoming in the curriculum and qualification space.
- 5.1.7. Experience in strategy development; and
- 5.1.8. A good understanding of the CATHSSETA's operating environment and the six sub-sectors.

## 6. EVALUATION CRITERIA

- 6.1. The Request for Quotation (RFQ) will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Preferential Procurement Regulations of 2022, Price, and Specific Goals Evaluation.
- 6.2. The contract will be awarded to the service provider that scores the highest total number of points.
- 6.3. Responses will be evaluated in accordance with the following functionality criteria:

### Functionality

Proposals must score a minimum of **70 points** to qualify for further evaluation.

Criteria	Weight
1. <b>General approach and methodology</b> – Submit Proposal including an implementation plan, timelines & cost breakdown.	
Full responsiveness to <b>Scope of Work</b> requirements	40
Partially responsiveness <b>Scope of Work</b> requirements	20
Not responsive to <b>Scope of Work</b> requirements	0
2. <b>Experience/proven track record</b> in concept, design & development, and project impactful projects. Submit Proven Credentials and Team Expertise CVs and certified qualifications.	

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More than 8 years of experience	<b>40</b>
5 years' experience	30
Less than 5 years of experience	15
<b>3. Reference letters</b> 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.	
4 or more reference letters of similar projects	<b>20</b>
3 reference letters	15
2 reference letters	10
1 reference letter	5
no reference letter	0
<b>TOTAL</b>	<b>100</b>

**5. Technical Specification(s)/ Technical proposal based on scope of service:**

5.1. The technical proposal should address the following content: **Refer to Evaluation Criteria above:**

1. Background information of service provider.
  - Service provider Profile / Management structure.
2. Proposal regarding the scope of services to be rendered.
  - Approach, Plan and Timelines;
  - Project Organisation and logistical arrangements;
  - Methodology to ensure successful completion of the project;
  - Business arrangement approach;
  - An overview of the proposed business arrangement;
  - How CATHSSETA and the service provider will manage risks and realise benefits;

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3. Information and evidence to address the evaluation criteria set in the particular bid documents:
- Proven Credentials and Team Expertise.
  - Details of any professional associations the respondents belong to and indicate the length of membership.
  - Performance capabilities.
  - Performance abilities relevant to the scope of services to be rendered.
  - Senior Management Experience;
  - Reference sites and contact details where a project of this nature was conducted;
  - Major client profile / including government;
  - Required details regarding references; and
  - CVs of key project personnel

#### **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.
- Central Supplier Database (CSD) Supplier Number and report.
- All RFQ related responses must include the RFQ number as the subject matter.
- A valid CIPC document.

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