

Postal Address
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SERVICES REQUISITION FORM

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

Date issued	06 September 2023	RFQ number	RFQ/LPU/045/2023
Closing Date:	13 September 2023	Closing Time:	11H00am
DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF MEMORANDA, EXEMPLARS AND THE EISA FOR OCCUPATIONAL QUALIFICATIONS: OC COOK, OC: KITCHEN HAND AND OC: FOOD HANDLER		

1. SCOPE OF WORK

The Learning Programmes would like to procure the service of the company that will work with the CATHSSETA in the development of memoranda exemplars and EISA (External Integrated Summative Assessments).

2. BACKGROUND:

2.1. CATHSSETA is a statutory body, established through the Skills Development Act of 1998. It is a Schedule 3(a)-listed public entity, in terms of the Public Finance Management Act (PFMA) (Act No. 1 of 1999, as amended), and it is accountable to the National Department of Higher Education and Training (DHET). CATHSSETA conducts its activities in the following six sub-sectors:

- Hospitality
- Conservation
- Sport, Recreation and Fitness
- Travel & Tourism
- Gaming & Lotteries
- Arts, Culture & Heritage

2.2. 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).

2.3. 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:

2.3.1. Facilitation of Learning Interventions - Involves facilitation of all skill development initiatives.

2.3.2. Quality Assurance of Skills Development - Involves accreditation of skills development facilitators, verification of learners, and development of occupational qualifications.

2.3.3. Employer engagements - Involves the receipt of levies and payments of grants.

2.4. The importance of the three areas are the points of integration between them.

3. OBJECTIVE

3.1. Facilitate the development of the EISA, for 3 occupational qualifications.

2.1.1 (EISA) Assessment tools,

2.1.2 Exemplars

2.1.3 Memoranda.

4. SCOPE OF WORK

- 4.1. CATHSSETA invites independent service providers, who have subject matter expertise in the Culinary Arts, Food preparation and Cooking and Professional Cookery sub-sectors, to submit proposals to be appointed to develop the QAS Addenda EISA (Assessment Tools), Exemplars and the Memoranda for occupational qualifications.
- 4.2. The table below gives a synopsis of the 3 occupational qualifications that require the development of the EISA, Exemplars and Memoranda.

No.	Qualification Title	Credits	SAQA ID
1.	Occupational Certificate: Cook	184	101697
2.	Occupational Certificate: Kitchen Hand	52	110354
3.	Occupational Certificate: Food Handler	32	110644

5. SCOPE OF WORK AND TECHNICAL REQUIREMENTS

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

- 5.1. Proof of subject matter expertise with occupational qualification development experience (qualified against the same/related qualifications with 5 - 8 years of working experience in the field/environment in which the occupation is practiced).
- 5.2. Subject matter experts are invited from industry bodies affected by the occupational qualifications (i.e., professional bodies, industry associations).

- 5.3. Proof of the occupational qualifications, QAS Addenda, EISA (Assessment Tools), Memoranda and Exemplars development, aligned to QCTO requirements.
- 5.4. Methodology to be followed in delivering the assignment/project plan.
- 5.5. A budget/breakdown of costs.

- 5.6. Timelines for delivering the assignment.
- 5.7. Company profile outlining previous experience in development and five (5) references.

6. COMPETENCE AND EXPERTISE REQUIREMENTS

The bidder must meet the following for eligibility:

- 6.1. The applicants must meet the occupational qualifications, QAS Addenda, EISA (Assessment Tools), Memoranda and Exemplar design and development QCTO requirements.
- 6.2. Subject matter experts with development experience would be an added advantage (qualified against the same/related qualifications with a minimum of 5 years of working experience in the field/environment in which the occupation is practiced).
- 6.3. Written referrals on previous QAS Addenda EISA (Assessment Tools), Memoranda and Exemplars development for occupational qualifications

7. MONITORING PROGRESS OF WORK

CATHSSETA will monitor and evaluate the progress of the delivered work as per the deliverables outlined in the contract.

8. REPORTING

The Service Provider will report to the ETQA Manager of CATHSSETA.

9. QUALITY ASSURANCE REVIEWS OF THE WORK

The quality of the work will be managed via weekly reports submitted in the CATHSSETA prescribed format to the ETQA Manager by the Service Provider. Contracted providers and individuals will be required to sign the CATHSSETA Code of Conduct as well as a Confidentiality Agreement (In line with the Protection of Personal Information Act 4 of 2013 (POPIA)).

10. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the work, the service provider must ensure that they or any of their staff members remain objective in the execution of their duties.

11. COSTING

11.1. Prices must be quoted in South African currency and must be inclusive of VAT.

11.2. A firm fixed price (rates) is required for the duration period of the contract.

11.3. The Bidder is required to specify the rates to be charged per position (Pricing Schedule) which will also be used for pricing evaluation purposes. The rates indicated should be inclusive of VAT, where applicable.

11.4. In the event that personnel hold a position different to the stipulated ones under the Pricing Schedule, the Bidder is required to allocate that personnel to an existing position and indicate the actual position in brackets next to their name.

Contract Period

To run for one month from the award date.

Estimated Budget

Assessment Tools: R 200 000.00

12. EVALUATION CRITERIA

The evaluation process will be done in accordance with the following criteria:

- 12.1. Bids will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000)/ Preferential Procurement Regulation 2017.
- 12.2. This bid will be evaluated in two (2) stages as follows:
 - 12.2.1. **Stage 1** – Functionality Evaluation
 - 12.2.2. **Stage 2** – Price and Specific Goals Evaluation
- 12.3. The contract will be awarded to the bidder that scores the highest total number of points.

13. FUNCTIONALITY EVALUATION

Bidders must score a minimum of 70 points to qualify for evaluation on Price and Specific Goals.

Functionality Evaluation		
Evaluation Criteria	Sub-evaluation Criterion	Weighting
The bidder must provide a detailed response to the following three (3) elements:	The proposal provides a detailed approach and methodology that will be used in the development of the QAS addenda, EISA (five (5) assessment tools), Exemplars and memoranda.	35

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Functionality Evaluation		
Evaluation Criteria	Sub-evaluation Criterion	Weighting
A detailed approach and methodology that will be used in the development of the QAS addenda, EISA (five (5) assessment tools), Exemplars and memoranda.	The proposal provides a detailed approach and methodology that will be used in the development of the QAS Addenda only.	15
Detailed project plan for the service to be provided according to the following five elements: 1. Scope of work; 2. Project objectives; 3. Activity-based plan (including number of person-days per activity and time frame linked to activities); 4. Budget allocation (in South African Rand, including VAT); 5. Outcomes, milestones and deliverables.	The detailed project plan provides all five elements covering services to be provided as outlined in the RFQ;	25
	The project plan provides three to four elements covering services to be provided as outlined in the RFQ;	20
	The project plan provides two elements covering services to be provided as outlined in the RFQ	15
	The project plan provides less than two elements covering services to be provided as outlined in the RFQ;	0
The experience of the bidder/bidding institution is illustrated in the areas listed under the detailed scope of services. Demonstrate the company experience in Qualification, QAS Addenda,	Submitted five or more contactable reference letters relating to similar work / project done in the last 5 years	25
	Submitted three to four contactable reference letters relating to similar work / project done in the last 5 years	20

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Functionality Evaluation		
Evaluation Criteria	Sub-evaluation Criterion	Weighting
Memoranda, Exemplars and EISA development by submitting contactable reference letters related to similar work/project.	Submitted two contactable reference letters relating to similar work / project done in the last 5 years	15
	Submitted less than two contactable reference letters relating to similar work / project done in the last 5 years	0
The implementing team of the bidding institution must have experience in Qualification, QAS Addenda, Memoranda, Exemplars, and EISA development as well as subject matter expertise in the Culinary arts, Food preparation and Cooking and Professional Cookery.	Submitted CVs of subject matter experts from each of the two (2) sub-sectors have 8 years' experience in the field of qualification development.	15
	Submitted CVs of subject matter experts from each of the two (2) sub-sectors have five to seven years' experience in the field of qualification development.	10
	Submitted CVs of subject matter experts from each of the two (2) sub-sectors have less than five years' experience in the field of qualification development.	0
Bidders must score a minimum qualifying score for functionality		
70 points out of 100		

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

14. ADMINISTRATIVE REQUIREMENTS

14.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.

EISA Development RFQ

Page 8 of 9

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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- 14.2. Completed and signed SBD4, SBD 6.1
- 14.3. Valid Tax Compliance Pin issued by SARS.
- 14.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 14.5. All RFQ-related responses must include the RFQ number as the subject matter.
- 14.6. Central Supplier Database (CSD) Summary Report.
- 14.7. The Companies and Intellectual Property Commission (CIPC) should also be attached.

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.