

**Postal Address**  
P.O. Box 1329, Rivonia  
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270 George Road,  
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**Call Centre:** 0860 100 221  
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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)**

<b>Date issued:</b>	<b>05 Sept 2023</b>	<b>RFQ number:</b>	<b>RFQ/FIN/037/2023/1</b>
<b>Closing Date:</b>	<b>12 Sept 2023</b>	<b>Closing Time:</b>	<b>11h00 am</b>
<b>DESCRIPTION OF SERVICES</b>	<b>THE CONCEPTUALISING AND DESIGN OF THE CATHSSETA'S HIGH IMPACT PROJECTS</b>		

### 1. PURPOSE

The purpose of this request is to invite a firm of suitably qualified and experienced experts to design or packaging of high-impact projects that have been identified across the 6 (six) sub-sectors of the CATHSSETA.

### 2. SCOPE OF WORK

**2.1.1. The service provider would be responsible for the following for the sub-sector(s):**

- 2.1.1.1. Prepare concept for each of the projects that have been identified by the CATHSSETA Board in various subsectors;
- 2.1.1.2. Interact with specific Executives, Board members and selected constituent members from various subsectors to gain an understanding of the identified projects;
- 2.1.1.3. Develop criteria to be followed in assessing proposals for partnership with potential stakeholders. The approach to be followed will be informed by the Policies on Discretionary Grant, and Strategic Projects and Partnership; and

**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 Gaosubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso  
Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuzo • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

2.1.1.4. Present a report containing the final comprehensive concept for each project to enable Management to call for proposals.

**NB: The service provider will not be involved in the evaluation of the proposals as well as the management of the projects as this will be a separate phase.**

### **3. SERVICE PROVIDER MANDATORY REQUIREMENTS**

3.1. The service provider should demonstrate the following competencies:

- 3.1.1. Expert skills in conceptualising, designing/developing and packaging impactful projects with a key focus on creating long-term economic and social spinoffs;
- 3.1.2. Demonstrate understanding of the Sector Education and Training Authority's landscape, in particular the CATHSSETA's sub-sectors;
- 3.1.3. Demonstrate understanding of the Government-wide Strategy on Small, Medium and Micro Enterprise (SMME)
- 3.1.4. Demonstrate understanding of the Post School Education and Training sector policy framework; and
- 3.1.5. Experience in strategy development, monitoring and evaluation within the PSET environment; and

### **4. EVALUATION CRITERIA**

- 4.1. The quote 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.
- 4.2. The contract will be awarded to the bidder that scores the highest total number of points.
- 4.3. Responses will be evaluated in accordance with the following functionality criteria:

Evaluation Criteria for Functionality		Weight/ Points
1.	General approach and methodology	40
2.	Experience/proven track record in developing impactful projects.	40
3.	Reference letters	20
	<b>Total</b>	<b>100</b>

Technical Evaluation Criteria Item	Weight
<b>1. General approach and methodology</b> Full responsiveness to RFQ requirements Partial responsiveness to RFQ requirements Not responsive to RFQ requirements	40 20 0
<b>2. Experience/proven track record</b> in conceptualizing, designing/developing, and packaging impactful projects. More than 8 years of experience 5 years' experience Less than 5 years of experience	40 30 15
<b>3. Reference letters</b> More than 3 reference letters of similar projects 3 reference letters 2 reference letters 1 reference letter no reference letter	20 15 10 5 0
<b>TOTAL</b>	<b>100</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.	
Certified copies to be valid within six (6) months of the date of this request.	
Bidders must score a minimum qualifying score for functionality	
<b>70 points out of 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;
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

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## **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 Report.
- All RFQ related responses must include the RFQ number as the subject matter.

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

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