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**Contact**  
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## 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>10 October 2023</b>	<b>RFQ number</b>	<b>RFQ/RME/051/2023</b>
<b>Closing Date:</b>	<b>16 October 2023</b>	<b>Closing Time:</b>	<b>11H00am</b>
<b>DESCRIPTION:</b>	<b>SERVICE PROVIDER TO PLAN AND COORDINATE A CATHSSETA SKILLS WEBINAR EVENT.</b>		

### 1. PURPOSE

- 1.1. The purpose of this request is to invite suitably qualified and experienced service providers to submit proposals to plan, coordinate and facilitate a CATHSSETA webinar event.

### 2. SCOPE OF WORK

- 2.1. The appointed service provider is to provide project management services and facilitation for the CATHSSETA webinar, as follows:
- 2.1.1. Plan, coordinate or facilitate and project manage the CATHSSETA's webinar event for one (1) month scheduled to take place either towards the end of October 2023 or in November 2023;
  - 2.1.2. Assist the SETA in conceptualising and compiling content related to the skills development landscape in preparation for the webinar;
  - 2.1.3. Identify and appoint a suitably qualified facilitator with experience in facilitating participatory and engaged sessions to guide and manage webinar group discussions and activities;
  - 2.1.4. Host a one (1) day webinar both virtually and physically in Gauteng Province;
  - 2.1.5. Liaise with CATHSSETA's Board members, Executives and stakeholders throughout the project management period;

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- 2.1.6. Coordinate logistics relating to the webinar, that is, invitation of panellists, presenters and attendees as well as sound and connectivity
  - 2.1.7. Provide, a collaboration platform for presenters/panellists to provide event information such as pre-work items, presenter names and profiles/bios, learning outcomes, participant polls, event reminders, and post-event surveys;
  - 2.1.8. Provide the CATHSSETA's leadership, presenters and panellists with best practices for the hybrid model webinar;
  - 2.1.9. Quality check the event materials inclusive of presentations, speaking notes or any other event-related documents before dissemination;
  - 2.1.10. Manage the facilitation of the webinar, panellists, and attendees in the days leading to the event and during the event;
  - 2.1.11. Coordinate the webinar's dry run before the actual event date such as setting up and testing the virtual event platform and event equipment;
  - 2.1.12. Inform the CATHSSETA of any outcomes, issues, concerns, challenges, highlights, questions, etc. that arose during the event; and
  - 2.1.13. Provide a close-out report at the end of the webinar.

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

- 3.1. The service provider should also meet the following requirements:
  - 3.1.1. A detailed project proposal and implementation plan;
  - 3.1.2. Proposed methodology for implementation of the project, including all activities and showing all work breakdown, costing and timelines;
  - 3.1.3. Have an experienced project team comprising a Project Manager with five (5) years of webinar and/or hybrid model conference project management experience; a Facilitator with a minimum of three (3) in running webinars or similar events; and one (1) Project Administrator with at least three (3) years of webinar and/or hybrid model

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conference project coordination and administration experience (provide CVs and relevant certified qualifications);

- 3.1.4. Provide details of the track record of three (3) similar projects and the three (3) references should be presented in the form of a written letter on official letterhead from clients where similar services have been provided. Reference letter/s may not be older than five (5) years and should provide the project name, organisation, and a contactable reference;
  - 3.1.5. A sound understanding of the legislative and policy frameworks governing the SETA and Post School Education and Training (PSET) environment;
  - 3.1.6. Be able to work within a short turnaround time; and
  - 3.1.7. Knowledgeable about current best practices and innovations to share and stream content considering the audio and visual limitations of Zoom or MS Teams.
- 3.2. Have an experienced Facilitator with the following demonstratable competencies:
- 3.2.1. Expertise skills in organisational strategy with a key focus on facilitating and implementing strategic sessions/conferences;
  - 3.2.2. Demonstrate understanding of the National Development Plan (NDP) 2030; National Skills Development Plan (NSDP), 2030 and their accompanying outcomes; the Skills Development Act No. 97 of 1998 as amended (SDA); and the National Qualifications Framework Act No. 67 of 2008 as amended (NQFA);
  - 3.2.3. Knowledge and understanding of corporate governance principles, especially King IV principles; and
  - 3.2.4. Knowledge and experience in a SETA context or environment including having actively been involved in the PSET system at a strategic level.

#### 4. EVALUATION CRITERIA

- 4.1. The quote will be evaluated in accordance with the 80/10 preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000);
- 4.2. The contract will be awarded to the bidder that scores the highest total number of points; and
- 4.3. Responses will be evaluated in accordance with the following functionality criteria:

1. Evaluation Criteria for Functionality		Weight/ Points
1.	Detailed methodology and project implementation plan	30
2.	Human Resources Capacity	40
3.	Track Record and Experience of the Bidding Institution	30
Total		100

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

Functionality evaluation		
Evaluation criteria	Sub evaluation criteria	Weight
Detailed methodology and project implementation plan in response to the scope of work as outlined in Section 2.	<ul style="list-style-type: none"> <li>The detailed methodology, approach and implementation plan provided are fully responsive to all 16 elements outlined in the detailed scope of work.</li> </ul>	30
	<ul style="list-style-type: none"> <li>Detailed methodology, approach and implementation plan provided are responsive to between 10 and 15 elements outlined in the detailed scope of work.</li> </ul>	20
	<ul style="list-style-type: none"> <li>Detailed methodology, approach and implementation plan provided are responsive to between 9 and 7 elements outlined in the detailed scope of work.</li> </ul>	5
Experience and qualification requirements: Have an	<ul style="list-style-type: none"> <li>Have an experienced project team comprising a Project Manager with five (5)</li> </ul>	

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<b>Functionality evaluation</b>		
<b>Evaluation criteria</b>	<b>Sub evaluation criteria</b>	<b>Weight</b>
<p>experienced project team comprising of a Project Manager with five (5) years of webinar and or hybrid model conference project management experience, one Project Administrator with at least three (3) years of webinar and or hybrid model conference project coordination and administration experience.</p> <p>Experienced Facilitator with a proven track record and more than eight (8) years of experience in line with the service provider's mandatory requirements.</p> <p>(Provide CVs and relevant certified qualifications)</p>	<p>years of webinar and or hybrid model conference project management experience, and one (1) Project Administrator with at least three (3) years of webinar and or hybrid model conference project coordination and administration experience.</p> <ul style="list-style-type: none"> <li>Experienced Facilitator with a proven track record and more than eight (8) years of experience in line with the service provider's mandatory requirements.</li> <li>Have an experienced project team comprising a Project Manager with four (4) years or below of webinar and or hybrid model conference project management experience, and one (1) Project Administrator with at least two (2) or below years of webinar and or hybrid model conference project coordination and administration experience.</li> <li>Facilitator with less than 8 (eight) years of experience in line with the service provider's mandatory requirements.</li> </ul>	<p><b>40</b></p> <p>0</p>
<p>Experience in Comparative Projects: Provide details of the track record of three (3) similar projects and the three (3) references should be presented in the form of a written letter on official letterhead from clients where similar services have been provided.</p> <p>Reference letter/s may not be older than five (5) years and should provide the project</p>	<ul style="list-style-type: none"> <li>Provide details of the track record of three (3) similar projects and the three (3) references should be presented in the form of a written letter on official letterhead from clients where similar services have been provided and may not be older than five (5) years. Provide the project name, organisation, and a contactable reference.</li> <li>Provide details of the track record of two (2) similar projects and the two (2) references should be presented in the form of a written letter on official letterhead from clients where similar</li> </ul>	<p><b>30</b></p> <p>15</p>



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Functionality evaluation		
Evaluation criteria	Sub evaluation criteria	Weight
name, organisation, and a contactable reference.	services have been provided and may not be older than five (5) years. Provide the project name, organisation, and a contactable reference.	
<b>TOTAL</b>		<b>100</b>

## 5. CONTRACT PERIOD

- 5.1. The service provider will be required to submit a report within a week after completing the webinar event. Should the estimated time of delivery exceed the prescribed period, this must be indicated in the proposal; and
- 5.2. Delivery date: October/November 2023.

## 6. ADMINISTRATIVE REQUIREMENTS

- 6.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT;
- 6.2. Documentary evidence must be submitted for functionality evaluation
- 6.3. Completed and signed SBD4, SBD 6.1;
- 6.4. Valid Tax Compliance Pin issued by SARS;
- 6.5. Valid B-BBEE Certificate or Sworn Affidavit;
- 6.6. All RFQ-related responses must include the RFQ number as the subject; and
- 6.7. Central Supplier Database (CSD) Supplier Report.

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