

GOODS/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)**

Date Issued	11 November 2024	RFQ Number	RFQ/LPO/062/2024 (RE- ISSUE)
Closing Date:	18 November 2024	Closing Time:	11H00
DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER FOR HIGH IMPACT PROJECTS (HIPs)		

1. OVERALL OBJECTIVE

- 1.1. The High Impact Projects (HIPs) are the subsector priority programmes that have been designed to address key challenges, capitalize on opportunities, and drive sustainable growth and development emanating from the CATHSSETA Sector Skills Conference. A report has been produced on the main findings and outcomes from the inputs and deliberations of the conference.

The purpose of this Terms of Reference (ToR) is intended to guide the selection and engagement of a service provider to support the improvement of CATHSSETA's high-impact projects, ensuring effective project planning and implementation. The CATHSSETA is dedicated to enhancing the skills and capacity of its sectors through High Impact Projects (HIPs). To achieve this, there is a need for a service provider to assist in refining current HIP documents, developing concepts, converting proposals into ToR, coordinating calls for proposals, and developing clear project plans for implementation across six subsectors over a five-month period.

2. DETAILED SCOPE OF WORK

The scope of this project will include the following:

- 2.1. There should be consensus and clarity on what success looks like, with relevant outcomes and outcome indicators the service provider will identify and address the gaps in the HIP concepts and drafted proposals. Therefore, concept document development and/or refinement where applicable.
 - 2.1.1. Review existing HIP documents.
 - 2.1.2. Identify gaps and areas for improvement.
 - 2.1.3. Provide recommendations and support for document enhancement.
- 2.2. The need for innovative, sustainable, relevant, and impactful programmes, HIPs should be measured based on what delivers real results therefore the service provider will be required to examine and elaborate on the already existing concepts and drafted proposals.
 - 2.2.1. Assist in the development and refinement of project concepts.
- 2.3. As communication and collaboration between CATHSSETA and stakeholders will be crucial to ensure the success of HIPs. The service provider will conduct further consultations where required for any of the six (6) CATHSSETA subsectors that have not yet identified strategic partners to ensure impactful implementation.
 - 2.3.1. liaise with stakeholders to ensure successful project execution.
- 2.4. Identify and maximise collaboration with interested parties such as government departments and agencies within the six subsectors.
- 2.5. Prepare concepts and convert proposals into Terms of Reference (ToR).
 - 2.5.1. Analyze approved and refined project proposals.

- 2.5.2. Develop clear and detailed ToR for each project, ensuring alignment with CATHSSETA's strategic goals.
- 2.6. Coordinate the Expression of Interest or Call for proposals upon approved ToR.
 - 2.6.1. Design and execute a strategy for calling for project proposals.
 - 2.6.2. Ensure the process is transparent, inclusive, and aligns with best practices.
- 2.7. Coordinate briefing session invitation with attendance register to ensure inclusion of all relevant stakeholders upon Expression of Interest or Call for proposals.
- 2.8. Project-specific timelines should be developed for the HIPs therefore, the service provider will provide a clear project plan towards implementation for each CATHSSETA subsector from 01 November 2024 – March 2025.
 - 2.8.1. Develop comprehensive project plans for each of the six subsectors.
 - 2.8.2. Establish timelines, milestones, and deliverables.

3. EXPECTED OUTPUTS/DELIVERABLES

- 3.1. The Service Provider(s) expected outputs are as follows:
 - 3.1.1. Revised HIP concept documents and proposals.
 - 3.1.2. Developed project concepts with stakeholder input.
 - 3.1.3. Completed ToR for each approved HIP proposal.
 - 3.1.4. A detailed strategy and timeline for the call for proposals.
 - 3.1.5. Comprehensive project plans for implementation across the six subsectors.
- 3.2. The service provider must :
 - 3.2.1. Submit an updated implementation plan and schedule for the project;
 - 3.2.2. Monthly progress report;

3.2.3. A close-out report in the last month of the contract:

3.2.3.1. Final Closeout report. The close-out report should highlight both the provider's and participants' overall perspective, challenges, and recommendations for improving similar HIP in the future.

3.2.4. Any other reports that CATHSSETA may deem necessary from time to time.

4. SERVICE PROVIDER COMPETENCIES AND QUALIFICATIONS REQUIREMENT

4.1. The service provider would be expected to have the following:

4.1.1. The service provider must have an in-depth understanding of project management, skills development and training and relevant funding legislative and regulatory framework.

4.1.2. Extensive expertise in CATHSSETA subsectors analysis and ToR development

4.1.3. The project proposal should demonstrate the bidder's understanding of the SETA landscape, the CATHSSETA subsectors and outline the following:

4.1.3.1. A detailed implementation plan and schedule based on the required activities inclusive of costing and timeframes, and project risks and constraints with mitigation strategies;

4.1.3.2. Extensive knowledge of the SETA environment of 5-10 years and experience in managing skills development projects;

4.1.3.3. A cross-functional team of with a minimum of (5) years of experience; (6) Project Managers (one (1) per subsector) with a minimum of ten (10) years of experience (provide certified qualifications and personnel curriculum vitae).

- 4.1.3.4. The project managers should have a project management qualification and relevant qualifications specialising in at least one (1) of the six (6) subsectors of CATHSSETA;
- 4.1.3.5. Company profile with detailed organogram illustrating areas of expertise of the team allocated to this project.
- 4.1.3.6. Submit five (5) references to demonstrate previous experience in similar or related projects. This must be presented in a form of a written letter on official letterhead from clients where similar services have been rendered not be older than five (5) years. Provide the project name, organisation and the contactable reference name and details;
- 4.1.3.7. Demonstrate understanding of applicable SETA legislation and regulatory framework.
- 4.1.4. The independent service provider must recognise and embrace the principles of transparency, openness, equity, access and fairness in the allocation and disbursement of Grants and learning programmes administration without prejudice to any stakeholder.

5. PERIOD OF PERFORMANCE (CONTRACT PERIOD)

- 5.1 The appointed service provider/firm(s) will enter into a contractual agreement with CATHSSETA for a period of five (5) months commencing from the appointment date.
- 5.2 A Service Level Agreement shall be signed with the preferred service provider, upon appointment and acceptance thereof.

6. PRICING SCHEDULE

- 6.1. The bidder must provide a signed costing proposal on the company letterhead and all prices must be inclusive of all applicable taxes.
- 6.2. A firm fixed price (rates) is required for the duration period of the contract.

7. EVALUATION CRITERIA

- 7.1. Responses will be evaluated in accordance with the following functionality criteria and the tenderer requires a minimum score of 70 points to qualify for **price and specific goals** evaluation and the appointment to the panel would be based on the highest points scored.

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

Functionality		Weight/ Points
1.	Content of the project plan and implementation plan	30
2.	Human resources capacity	30
3.	Track record and experience of the bidding institution	25
4.	Submit a company profile illustrating knowledge of the SETA environment and experience in managing skills development projects	15
	Total	100

Evaluation criteria	Sub evaluation criterion	Weighting
<p>Plan and methodology to render services.</p> <p>Detailed project plan and implementation plan containing:</p> <ul style="list-style-type: none"> ▪ Costing. ▪ Timeframes. ▪ Project risks and constraints; with ▪ Mitigation strategies. 	<ul style="list-style-type: none"> • The project and Implementation plan provided is fully completed and addresses all four aspects (displays detailed costing, clear timeframe, project risks and constraints; with mitigation strategies. • The project and implementation plan provided is partially completed and contains only three aspects • The project and implementation plan provided is incomplete and contains less than three aspects 	<p style="text-align: center;">30</p> <p style="text-align: center;">20</p> <p style="text-align: center;">0</p>
<p>Demonstrate the experience and qualifications of the proposed project team.</p> <p>(Provide certified qualifications and personnel curriculum vitae)</p>	<ul style="list-style-type: none"> • A cross-functional team with a minimum of five (5) years' experience per team member; six (6) Project Managers (one (1) per subsector) with a minimum of ten (10) years' experience per project manager • A cross-functional team does not meet the minimum required number of managers. 	<p style="text-align: center;">30</p> <p style="text-align: center;">0</p>
<p>Track Record and Experience of the Bidding Institution</p> <p>This must be presented in a form of a written letter on official letterhead from clients where similar services have been rendered not be older than five (5) years. The letters must be signed by the client.</p>	<ul style="list-style-type: none"> • Submitted five (5) or more reference letters relating to similar work or projects done in the past five (5) years. • Submitted three (3) to four (4) reference letters relating to similar work or projects done in the past five (5) years. 	<p style="text-align: center;">25</p> <p style="text-align: center;">10</p>

Evaluation criteria	Sub evaluation criterion	Weighting
	<ul style="list-style-type: none"> Submitted less than three (3) reference letters relating to similar work or projects done in the past five (5) years 	0
Submit a company profile illustrating knowledge of the SETA environment and experience in managing skills development projects	<ul style="list-style-type: none"> The bidding institution has 5 to 10 years of experience in managing skills development projects in a SETA environment. 	15
	<ul style="list-style-type: none"> The bidding institution has less than five (5) years of experience in managing skills development projects in a SETA environment 	0
Bidders must score a minimum qualifying score for functionality 70/100		

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

8. ADMINISTRATIVE REQUIREMENTS

- 8.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 8.2. Completed and signed SBD4, SBD 6.1.
- 8.3. Valid Tax Compliance Pin issued by SARS.
- 8.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 8.5. All RFQ related responses must include the RFQ number as the subject matter.
- 8.6. Central Supplier Database (CSD) Summary Report.
- 8.7. Company Registration Document (CIPC).

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



9. PRICING AND SPECIFIC GOALS EVALUATION

- 9.1 For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 9.2 To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

10. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.