



Tender Briefing Session

REG/LPP/049/01

Outsourcing of all functions relating
to the management and delivery of
the
LEARNING PROGRAMMES 2010/2011
(LP10/11)
Project



Agenda

	Item	Speaker
1	Opening and Welcome	Mr. Jonathan Brauns
2	Scope of Work	Dr. Hennie Zwarts (COO)
3	Tender Detail	Ms. Tertia van der Merwe
4	Evaluation process and Criteria	Mr. Mushtaq Wajoodeen
5	Closing	Mr. Mushtaq Wajoodeen

Opening and Welcome

Objective

OBJECTIVE

The appointment of a service provider to manage all aspects relating to the implementation of learning programmes for 5500 learners as set out in the table hereunder and as per the scope of work below:

Category	Number	Programme
18.2 (Unemployed)	1000	Learnerships
	1000	Skills Programmes
18.1 (Employed)	1000	Learnerships
	1000	Skills Programmes
Employees retrenched from the W&R Sector (18.2)	1000	Learnerships
	500	Skills Programmes

Scope of Work

- Development and implementation of a project plan, including a detailed work breakdown structure for the planning, execution and closure of this project
- Recruitment of constituent Wholesale & Retail employers to participate in the project
- Receive and evaluate stakeholder applications, and submit a final recommendation for allocations to the W&RSETA
- Conduct workplace readiness assessments

Scope of Work

- Manage the registration of learning programme agreements for all enrolled learners
- Conduct monitoring and verification of the learning programme agreements
- Communicate with successful applicants and ensure all required documentation is received
- Administration of the disbursement of grants to qualifying employers

Scope of Work

- Develop and maintain a filing system as per the agreed requirements
- Implement capacity building of employers and training providers to ensure their full understanding of the requirements and procedures
- Preparation and submission of reports as required by the W&RSETA
- Management of all the learning programme agreements until completion of the interventions, including certification
- Ensure that all providers and employers meet all their contractual obligations, and take the appropriate corrective action in the event of breach

Tender Detail

Bid detail:	
Tender Name	Learning Programmes 2010/2011 Project (LP10/11)
Tender Reference Number	REG/LPP/049/01
Description	Outsourcing of all functions relating to the management and delivery of the LP10/11 project
Closing Date	3 March 2010
Closing Time	11:00
Briefing Session	17 February 2010 at 10:00 at the Birchwood Hotel and OR Tambo Conference Centre

Standard Documentation

Document	Description
SBD01	Invitation to Tender
SBD02	Special conditions of bid and contract
WBD01	Terms of Reference
WBD02	Evaluation process and criteria
SBD04	Declaration of interest
SBD05	Tax clearance requirements
SBD06	Preference points claim form
SBD08	Declaration of bidders past Supply Chain Management Practices
SBD09 (SBD08 &1)	General Conditions of Contract (including Vendor Information Form)

Completion of Standard Documentation

Description	Note
Invitation to Tender	Complete in full
Special conditions of bid and contract	Indicate compliance in the checkboxes
Terms of Reference	Read
Evaluation process and criteria	Indicate compliance in the checkboxes
Tax clearance requirements	Only valid original tax clearance certificate acceptable
Declaration of interest	Complete in full
Preference points claim form	Complete in full
Declaration of bidders past Supply Chain Management Practices	Complete in full
General Conditions of Contract (including Vendor Information Form)	Initial and complete in full

Important Submission Requirements

- All bids must be submitted on the official forms (not to be re-typed).
- This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract. A copy is attached and must be initialled.
- Bids submitted that do not comply with the following **will not be considered for evaluation**:
 - A bid that is not in the format prescribed.
 - A bid without some or all of the required documents e.g tax clearance certificate.
 - Pricing schedules not in the required format.
- Bids without the required number of copies
- **Bids without the technical proposal separately submitted from the pricing and tender information**

Important Submission Requirements

Compliance Documentation (separately marked envelopes)		
1	Invitation to Bid	Must be completed in full and signed
2	Tax clearance certificate	Valid Original tax clearance certificate must be submitted
3	Declaration of interest	Must be completed in full and signed
4	Preference Point Claim Form	Must be completed in full and signed
5	Contract Form (GCC, SCC and Vendor Information)	Must be completed in full, each page initialled and signed
6	Declaration of Past SCM practises	Must be completed in full
Technical Documentation (Separately marked envelopes)		
1	Technical Proposal	Must contain full details as per the Terms of reference
Budget (Separately marked envelopes)		
1	Budget	Must contain full details as per the Terms of reference

Important Submission Requirements

The Technical submission (2) must include the following subcategories:

- Organisational Structure
- IT infrastructure
- Project Management
- Financial Infrastructure
- Management of contracts
- Experience in Implementation of Learning Programmes

Important Submission Requirements (continued)

CRITICAL CRITERIA (to be evaluated first)

The following is deemed as critical criteria

- An original Valid Tax clearance certificate or proof of application of a tax clearance certificate.
- Bids submitted in the format as prescribed in the submission guidelines

Proposals that do not comply to critical criteria will be eliminated from further evaluation.

Important Submission Requirements

The Technical submission (2) must include the following subcategories:

- **Organisational Structure**
- **IT infrastructure**
- **Project Management**
- **Financial Infrastructure**
- **Contract Management**
- **Experience in Implementation of Learning Programmes**

Important Submission Requirements (continued)

CRITICAL CRITERIA (to be evaluated first)

The following is deemed as critical criteria

- An original Valid Tax clearance certificate or proof of application of a tax clearance certificate.
- Bids submitted in the format as prescribed in the submission guidelines

Proposals that do not comply to critical criteria will be eliminated from further evaluation.

Evaluation Process and Criteria

Preference points	
Equity ownership by HDIs as per the preference form	10
Price	
Relative competitiveness of tender submitted	30
Technical	
Functionality as per submission of technical proposal	60

Evaluation Process and Criteria

- Technical Evaluation of the proposal will be based on specific criterion
- The same criterion and weightings will be used for both the Technical Evaluation as well as the Presentation Evaluation
- Technical threshold of 70%
- Bidders need to ensure that there is sufficient evidence in the Technical Proposal to serve as proof of these criteria

Evaluation Process and Criteria

Evaluation Criteria (Technical)	Submission Requirements (Technical Proposal)	Weight
<ul style="list-style-type: none"> Human Resources (including outsourcing) proving a national presence 	<ul style="list-style-type: none"> Organisational structure, human resource capacity, office space, outsourcing strategy 	10
<ul style="list-style-type: none"> IT resources (including systems, software, hardware and expertise). 	<ul style="list-style-type: none"> Proof of IT infrastructure and systems environment 	5
<ul style="list-style-type: none"> Project management and reporting on projects and the experience in a similar intervention as well as the methodology and software used and the marketing thereof 	<ul style="list-style-type: none"> Proof of experience (including project values and scope, marketing strategies), methodology, software and contactable references 	15

Evaluation Process and Criteria

Evaluation Criteria (Technical)	Submission Requirements (Technical Proposal)	Weight
<ul style="list-style-type: none"> Financial infrastructure (including human resources and systems) proving the capacity to manage and disburse grant funding 	<ul style="list-style-type: none"> Proof of financial infrastructure including human resources and systems 	10
<ul style="list-style-type: none"> Contract management experience and expertise 	<ul style="list-style-type: none"> Proof of management of contracts on a National scale 	5
<ul style="list-style-type: none"> Experience in learning programme implementation and reporting thereof 	<ul style="list-style-type: none"> Proof of previous experience in the implementation of learning programmes under the Skills Development Act 	15

Pricing

- The scope of work should be used when compiling a budget
- All costing must be shown inclusive of any applicable VAT.
- Costing must be done inclusive of any applicable travel or disbursements
- **Fixed cost** associated with the budget and which must be included in the submitted budget :

Item	Unit cost	Duration
18.2 Grant (learner stipend)	R 1500 p/m	All unemployed learners for the duration of their programmes
Management and delivery grant (All learners on learnerships)	R 1250 p/m	All learners for the duration of their programmes, assuming a learnership has a 12 month duration
Management and delivery grant (All learners on Skills Programmes)	R 1200 per unit standard to a maximum of 4 unit standards per learner	All learners for the duration of their programmes, assuming a skills programme has a 4 month duration

Presentations

- 3 organisations with the highest scores, who comply with the technical threshold of 70% will be invited to make a presentation to the full Tender Evaluation Committee (TEC) in Centurion.
- The criteria for scoring is the same as the technical criteria as per the previous slide and is captured as such in the bid documents and will contribute towards 50% of the technical scoring

Notification of outcome

All bidders will be notified of the outcome of this tender

Q&A

All queries **must be in writing** and directed to:

tenders@wrseta.org.za

Fax: 086 506 7017