**ONLINE CAREER GUIDANCE TOOLKIT FUNDING WINDOW APPLICATION FORM**

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) invites suitably qualified and experienced Providers to apply for the Non-PIVOTAL DG 22/23 Funding Window for the development of the Online Career Guidance Toolkit.

**SECTION A: TERMS AND CONDITIONS**

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| --- |
| * Applicants must complete the Non-PIVOTAL DG22/23 Funding Application Form.
* Sections B and D in this application form are compulsory and must be completed in full.
* The completed application form must be accompanied by a detailed proposal, costing, reference letters and proof of previous work conducted in similar or related work.
* The applicant must be in good standing with SARS and must submit Valid Tax Clearance.
* Only applications submitted to the indicated e-mail will be considered.
* Completed application forms and supporting documents must be submitted to the Specialist: Career Guidance, Mr Thozamile Thusani at**tthusani@wrseta.org.za**by no later than **07 October 2022**. Applications submitted after the closing date will not be considered. Large documents unable to be sent may be sent via drop box or WeTransfer to be downloadable by the closing date.
* W&RSETA reserves a right not to make or to withdraw the allocation.
* Annexures …….
 |

**SECTION B: PROVIDER DETAILS**

| Funded Project: | **Online Career Guidance Platform Funding Window**  |
| --- | --- |
| Levy Number (*where applicable*): |  |
| Registered Name: |  |
| Trading Name: |  |
| Name of Contact Person: |  |
| Position / Designation of contact person: |  |
| E-mail Address: |  |
| Contact Number (Landline): |  |
| Cell Number: |  |

**SECTION C: INTERVENTIONS TO BE FUNDED**

|  |  |
| --- | --- |
| **Targeted Intervention** | **Reference Number** |
| Development of the Online Career Guidance Toolkit | CG/CGIP/0002 |

**SECTION D: DECLARATION BY CONTRACTED PARTY**

|  |
| --- |
| **Declaration** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Full Names) in my capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Job Title) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Provider) hereby declare that the above information is correct and valid. I understand that a misrepresentation on this form or non-compliance with SETA policies and procedures could lead to the rejection of this application. I further understand that I am responsible for ensuring that the allocated funding be utilized for its intended purpose and that such proof must be submitted to W&RSETA upon request. Furthermore, I am authorised to sign this application on behalf of the employer whose information is as stated in Section A above.**Signed at** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **on this** \_\_\_\_\_\_ **day of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **20**\_\_\_\_\_**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***\*\*The application form is to be returned to the email.*** ***tthusani@wrseta.org.za*** ***with all supporting documents listed on the Terms of Reference available on*** [***www.wrseta.org.za***](http://www.wrseta.org.za) ***.***

**ANNEXURE A: TEMPLATE FOR PRICING SCHEDULE**

**A.1 Fixed pricing**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year 1** |  | **Year 2** |
| **Item** | **Comment** | **Monthly Cost** | **Once of Cost** | **Comment** | **Monthly Cost** | **Once of Cost** |
| **Fixed Pricing** |  |  |  |  |  |  |
| Project Management |  |   |   |  |   |   |
| Online Career Guidance Portal |  |   |   |  |   |   |
| Support and Maintenance |  |   |   |  |   |   |
| **Other** |  |   |   |  |   |   |
| **Other** |  |   |   |  |   |   |
| **Other** |  |   |   |  |   |   |
| **Other** |  |   |   |  |   |   |
| **Other** |  |   |   |  |   |   |
|  |  |   |   |  |   |   |
|  |  |   |   |  |   |   |
|  | **Subtotal (monthly)** |   |   |  |   |   |
|  | **Subtotal (once off)** |   |   |  |   |   |
|  | **Yearly Cost** |   |  |   |
|  |  |  |  |  |  |  |
|  | **Total Cost for 2 years** |   |
|  |  |  |  |  |  |  |
| Notes: |  |  |  |  |  |  |
| * This pricing schedule is a summary sheet for pricing for the different categories based on the specifications contained in the TOR. (To be populated by provider)
 |  |  |
| * Increases/Decreases in pricing year on year must worked into the schedule.
 |  |  |  |  |
| * Adhoc pricing must be included in the pricing schedule as we need to get a as detailed pricing schedule over the term of the contract.
 |  |
| * Pricing schedules used for determining the Fixed pricing must be included with the proposal (where applicable)
 |  |  |
|  |  |  |  |  |  |  |

**A.2: Variable pricing**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Line Item** | **Description** | **Comment** | **Unit** | **No of Units** | **Unit Price** | **Billing Period** | **Price** |
| **Senior Developer** |  |  | Rate per hour |  |  R  | monthly |  R  |
| **Junior Developer** |  |  | Rate per hour |  |  R  | monthly |  R  |
| **Project administrator** |  |  | Rate per hour |  |  R  | monthly |  R  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| This refers to the Category in the Pricing schedule which is linked to the TOR and evaluation requirements |
| Item shows the items for a specific category for example Hardware, Software, Services or licenses. |
| * A description of the item
 |
| * A field to provide comments
 |  |
| * The unit of measurement for a specific line item.
 |
| * Refers to the number of units of the line item.
 |
| * The price per unit per period
 |
| * This indicates the period of measurement for billing eg. per month.
 |
| * The price per line item is calculated by (No of Units \* Unit Price) = Price per period
 |  |  |  |  |

**ANNEXURE B: CONTACT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Head Office** | **Contact Person** | **Contact Number** | **E-mail** |
| W&RSETA, Centurion | Thozamile Thusani | 012 622 9586 | tthusani@wrseta.org.za |