
TERMS OF REFERENCE



**APPOINTMENT OF TRAINING PROVIDERS TO TRAIN SKILLS DEVELOPMENT TRAINING PROVIDERS
(SDPs) FOR ACCREDITATION PURPOSES**

WRSCM-2021/2022-0029

1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) established as a legal entity on 20 March 2000 in terms of the Skills Development Act no. 97 of 1998. As guided by its mandate, the W&RSETA is required to develop and implement the Sector Skills Plan (SSP) and Strategic Plan (SP) within the framework of the National Skills Development Plan (NSDP), Department of Higher Education & Training (DHET) and National Treasury in promoting and facilitating the skills development in the wholesale and retail sector

2. OBJECTIVE OF THE BID

The objective of this bid is to outline the requirements for the appointment of Training Provider(s) who will roll out three (3) W&RSETA HDI capacitation programmes as categorized below:

Category A: OD-ETDP (Accredited Training Provider)

Category B: Small Business Manager/Owner NQF Level 3 (Accredited Training Provider)

Category C: Disability Sensitization and Awareness

Categories	Unit Standard ID	Registered Unit Standard	Unit Standard Title
A	115753	ETDPSETA	Conduct outcomes-based assessment
	117870	ETDPSETA	Conduct targeted training and development using given methodologies
	115759	ETDPSETA	Conduct moderation of outcomes-based assessments
B	27/SP-134903/Sma3/00263	W&RSETA	Small Business Manager/Owner (Operations) Level 3
C	Sensitization and Awareness		Disability Sensitization (non-credit bearing programme)

Note:

Bidders may apply for one, two or all three programmes. Bidders must clearly indicate upon submission of the bid which programme(s) they are applying for. It should however be noted that the W&RSETA will award Category C to a Training Provider from the Disability sector.

The W&RSETA reserves to right to contract with one training provider, if one Training Provider is accredited or has the scope to deliver all of the abovementioned unit standards (Category A and B)

3. SCOPE OF SERVICES FOR THE TRAINING PROVIDERS

- Training will be for 45 beneficiaries for national implementation

Region	All interventions
Gauteng North	4
Gauteng South	4
Eastern Cape	4
Free State	5
KwaZulu Natal	3
Limpopo	5
Northern Cape	5
Northwest	5
Mpumalanga	5
Western Cape	3
Disability	2

- Training per programme (module) to take place in one central venue (venue will be provided by the W&RSETA to accommodate two (2) separate groups, each group consisting of 22/23 beneficiaries), in line with the COVID-19 protocols.
- Providers will sign a Service Level Agreement / Contract with the W&RSETA
- Provide a Roll-out Plan for the training to be conducted – face and/ or virtual subject to approval
- Conduct Induction with W&RSETA Representative prior to training
- Conduct training as per the approved roll-out plan
- Submit signed learner attendance registers
- Submit facilitation session reports
- Detailed Budget / Cost proposal -
- Disburse allowances to the trainees (and proof of all payments made)
- Submit learner feedback forms
- Record achievements
- Submit endorsed External Moderation report from relevant Quality Assurance Body for the Accredited programmes
- Successful completion of the intervention until certification
- Submit issued learner Certificates in conjunction with the relevant SETA Adhere to QCTO Administrative paperwork requirements and
- Submit closure report

Note:

- If the training is face-to face, the Training Provider must ensure COVID-19 protocols are adhered to
- In the event that the country undergoes COVID19 lockdown restrictions (i.e., no interprovincial travelling) the programme may be rolled out virtually

- All Travel and Logistical arrangements for the 45 beneficiaries will be arranged by the W&RSETA (Training Providers therefore need to cater for their own travel and logistic requirements and quote for this component).

4. EXPECTED PROJECT OUTCOMES AND DELIVERABLES

The Training Providers are expected to deliver the following:

- Train the 45 registered SDPs on the selected interventions
- Pay Grants and allowances to trainees monthly
- Submit all schedules and proof of grants paid

5. ELIGIBILITY

- The Training Provider must be a legally registered entity with CIPC Records
- The Training Provider must be accredited in the area of submission (where applicable)
- The Disability Training must be delivered by training providers from the Disability sector

6. DURATION OF SERVICES

The duration of the project will be for a period of 12 months from successful contracting with Training Providers per training intervention. The delivery of training programmes will be per module. This must be outlined in the project implementation plan.

6. MONITORING PROGRESS OF SERVICE

The W&RSETA shall monitor and evaluate the progress of the service delivery as outlined in the contract and approved Implementation Plan

7. QUALITY ASSURANCE REVIEWS OF THE SERVICE

The quality of the services will be managed via the approved schedules and the contract. The W&RSETA will be responsible for the following:

- Approve the training plan from the Training Providers
- Assist beneficiaries to register Businesses at CIPC and at SARS
- Disbursement of tranche payments to the Training Providers

8. INDEPENDENCE AND OBJECTIVITY OF STAFF

In partnering with the W&RSETA, the SDPs and their staff must act ethically and maintain high moral standards as reflected in their policies.

10. PRICING

All pricing provided must be inclusive of any applicable VAT.

11. TECHNICAL EVALUATION

Evaluation Criteria		Weighting																		
1. References and Experience and Expertise		30 points																		
2. Capacity to deliver		30 points																		
3. Project Methodology and Implementation Plan		40 points																		
Total		100 points																		
Submission Evaluation Requirements:																				
Compliance Documentation	Submission Requirements	YES NO																		
	Bidder must be registered on Central Supplier Database (CSD) and must submit proof of registration	<input type="checkbox"/>	<input type="checkbox"/>																	
	Bidder must submit one (1) hard copy of the Compliant, Technical and Price Proposal. If bidders are bidding for multiple programmes, the bids must be clearly marked	<input type="checkbox"/>	<input type="checkbox"/>																	
	Bidder must fully complete the Prescribed Standard Bidding Documentation (SBD)	<input type="checkbox"/>	<input type="checkbox"/>																	
	Bidder must provide proof of valid Accreditation and scope from the relevant SETA to deliver the programme (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>																	
Note: Failure to complete the SBD documentation and non-adherence to the Mandatory requirements will render your bid as non-responsive.		<input type="checkbox"/>	<input type="checkbox"/>																	
Evaluation Criteria	Submission Requirements: Technical evaluation threshold of 70% for the overall evaluation outcome. Bidders who do not meet the 70% technical threshold will not be evaluated on Price.	Weighting																		
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Note:

1. Bidders must achieve a functionality of 70% out of a 100 in order to proceed to the next phase of evaluation. Bidders who receive less than 70% will not be evaluated further
2. The appointed bidder must be willing to deliver training in all the appointed areas.
3. The shortlisted Service Providers may be invited to present the implementation approach and online training capability to the W&RSETA.
4. The decision whether training will be physical contact or online will depend on the W&RSETA and the COVID 19 Regulations
5. Due Diligence will be conducted on the shortlisted service providers on the premises to determine capacity to deliver
6. The W&RSETA reserves the right to award or not award this tender to the successful bidder.

11. APPROVALS

Compiled By:			
Name	Ms. Pearl Makhudu		
Position	Project Manager		
Signature		Date	10 January 2022
Reviewed By:			
Name	Ms. Bridgette Zwane		
Position	BSC Chairperson		
Signature		Date	10 January 2022
Recommendation:			
Recommended:	<input type="checkbox"/>	Not Recommended:	<input checked="" type="checkbox"/>
Manager's Full Name	Ms. Lindiwe Nhlapo		
Position	Chief Financial Officer		
Notes			
CFO's Signature		Date	11/01/2022
Approval:			
Approved:	<input checked="" type="checkbox"/>	Not Approved:	<input type="checkbox"/>
Manager's Full Name	Mr. Tom Mkhwanazi		
Position (Executive)	Chief Executive Officer		
Notes	Acting CEO: 03/01/2022 - 13/01/2022		
CEO's Signature		Date	11/01/2022