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TERMS OF REFERENCES

FOR

EXPRESSION OF INTEREST (TRAINING PROVIDERS)

1. PURPOSE

The purpose of these terms of references is to contract accredited panel of potential service providers for a period of three (3) years to provide training of the Entity when need arises. The relevant training providers should assist in various skills needed such as Learnerships, Skills Programs and Short Courses. These service providers should be accredited and can be individual companies or institutions of higher learning.

2. BACKGROUND

The Entity last advertised for the panel of Accredited Skills Development Professionals (SDPs) in September 2022. We were able to contract four (4) SDPs. However, with the limited contracted SDPs, the Entity is unable to cater for all its training needs.

Therefore, Ntinga seeks to contract reputable and technically qualified service providers to undertake the Entity's trainings. The Entity, therefore, hereby solicits proposals from interested SDPs for the aforementioned reasons.

3. SCOPE OF WORK

- ✓ Ntinga O.R Tambo Development Agency is establishing a panel of accredited service providers to render accredited training services within the District to Youth, Woman, Unemployed, SMME's, Co-Ops etc., which will run for a period of three (3) years.
- ✓ Service providers must indicate the relevant Sector Education and Training Authority (SETA) and /or Quality Council for Trades & Occupation (QCTO) which reflect the course for which they are accredited to provide.
- ✓ Unit Standard number and the National Qualification Framework (NQF) level for each short course provided must be indicated.
- ✓ The scope of work for the service providers in the panel will include material development and facilitation of the module / Programmes they are accredited for.
- ✓ Service providers may be required to partner with the Ntinga O.R. Tambo Development Agency in order to secure funding during the term of contract, should the need arise.

4. SPECIFIC DELIVERABLES AND MILESTONES

The appointed service providers must comply with following requirements in order to be considered:

- ✓ Must be accredited for the qualification the entity is applying for.
- ✓ Must have capacity to train, assess and upload learner achievements.
- ✓ Assist on the development of portfolio of evidence where necessary.
- ✓ Assume full responsibility and accountability for the implementation and success of the leaning intervention.
- ✓ Must build partnership and provide support to relevant employers and ensure that learners receive appropriate workplace experience and relevant evidence is collected throughout the duration of the learning intervention.

5. PROJECT TIMELINES

- ✓ The service providers will be appointed by Ntinga O.R Tambo Development Agency Panel for a period of three (3) years, subject to the performance of the services provider(s). The performance of appointed service provider(s) will be monitored on a monthly basis to ensure quality and to identify and mitigate risks as soon as possible. Appointed service providers must develop an implementation plan where its progress will be closely monitored by the project manager.
- ✓ Training program needs to be completed with the agreed timeframes.

6. EXPERTISE REQUIREMENTS

- ✓ The Facilitator, Assessor and Moderator to be utilized by the Service providers must possess relevant qualifications and at least two (2) years' practical experience in line with course/programs to be offered.
- ✓ As and when training is required, training providers will be required to provide CVs of their facilitators, Assessors, and Moderators with their relevant qualifications as well as track record of a minimum of two relevant facilitation/assessment and moderation rendered successfully.

7. PROJECT MANAGEMENT, COMMUNICATION AND REPORTING

- ✓ The training provider will work closely with Ntinga O.R Tambo Development Agency employee during the course of the training.
- ✓ After completion of the raining, the training provider should complete a close out report.
- ✓ All contracted training providers will be evaluated after each training they rendered.

8. DELIVERABLES

- ✓ Funding is made available by Ntinga O.R. Tambo Development Agency for the project. Service Providers in their proposals are to set out their approach, methodology.
- ✓ Payments will be made on invoices submitted for work completed. On receipt of invoice for rendered services the service provider should allow at least four (4) weeks for the payment to be processed.

9. EVALUATION CRITERIA

The proposals will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2022), as well as the Ntinga OR Tambo Development Agency SOC Ltd Supply Chain Management policy 80/20 preference point system will be used as per the NORTDA SCM policy.

The bids will be evaluated in two stages in:

1. Functionality (Quality Based Method will be used)
2. Price and Preference (80/20) - (will apply at the stage of request for quotation)

Only Bidders who score 70% or more on functionality will be considered for participation in the pane

10. PANEL PARTICIPATION GUIDELINES

- 1) The panel will consist of service providers that have qualified by obtaining the minimum score of 70%.
- 2) The selection of service providers from the panel for any procurement request will be on a quotation basis for all active members of the panel, with the lowest priced quotation in respect of price and preference points scored selected for the supply of goods and services.
- 3) The Agency will maintain a contract performance file for all panel members with specific scores at each event of contracting.
- 4) There is no guarantee that a service provider on the panel will be contracted for work during the duration of the panel period.

- 5) Every procurement request will clearly define the required goods and services in line with the scope of work and specifications as per the submitted bid document relating to the specific panel.
- 6) Service providers will be appointed on a purchase order basis which will be expected to be delivered to specification and service/goods requirements.
- 7) The Agency reserves the right to allocate work to more than one service provider at a time depending on the nature of the work, and volumes required taking into account the capacity of the panel.
- 8) All purchase orders will be managed by the Supply Chain Management Department together with the end-user.
- 9) All procurement requests will be expected to be delivered in 7 days from issuing of a purchase order.

11. FUNCTIONALITY EVALUATION

The functionality evaluation points will be applied as per the table below:

| CRITERIA | SUBMISSION REQUIREMENTS | WEIGHT |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. Accreditation | <ul style="list-style-type: none"> • Proof of Accreditation, certificate by relevant SETA's and listed SAQA of the training provider for all unit standards. • The Accreditation certificate must be current and valid | 40 |
| 2. Registered Facilitator, Assessors, Moderators | <ul style="list-style-type: none"> • Provide a list of registered Facilitators, Assessors and Moderators linked to their respective organisation, certificates relevant to their offer as well as their CVs. | 40 |
| 3. Reference | <ul style="list-style-type: none"> • Must provide two (2) SETA / Client reference letters for training program provided on a similar unit standard. • Reference letters should not be older than five (5) years. | 20 |