

RFI NUMBER	RFI/MICT/01/2022
RFI DESCRIPTION	MICT SETA IS SEEKING A SERVICE PROVIDER FOR THE DEVELOPMENT OF THE DIGITAL AND HANDBOOK LEARNING MATERIALS
RFI ISSUE DATE	07 APRIL 2022
BRIEFING SESSION	N/A
CLOSING DATE & TIME	20 APRIL 2022 @ 16:00PM- LATE SUBMISSIONS WILL NOT BE CONSIDERED.
EMAIL FOR SUBMISSIONS	bidqueries@mict.org.za

Submissions must be emailed to bidqueries@mict.org.za **before closing date of this RFQ.**

The MICT SETA requests your information on the services listed above. Please furnish us with all the information as requested and return your submission on the date and time stipulated above.

Late and incomplete submissions will invalidate the information submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE : _____

REQUEST FOR INFORMATION

Statement of needs

MICT SETA is seeking a service provider for the development of the digital and handbook Learning Materials for the following 4IR qualifications:

1. Occupational Certificate: Artificial Software Developer.
2. Occupational Certificate: Cloud Administrator.
3. Occupational Certificate: Cybersecurity Analyst.
4. Occupational Certificate: Design Thinking Innovation Lead.
5. Occupational Certificate: Design Thinking Practitioner.
6. Occupational Certificate: Quality Test Automator.
7. Occupational Certificate: Software Developer.
8. Occupational Certificate: Data Science Practitioner.
9. Occupational Certificate: E-waste Operator Controller.
10. Occupational Certificate: Internet of Things.
11. Occupational Certificate: RPA Developer
12. Occupational Certificate: Computing Technician Devices
13. Occupational Certificate: Drone Technician
14. Occupational Certificate: Remote Piloting Aircraft
15. Occupational Certificate: Remote Piloting Technician

MICT SETA Background

The Media, Information and Communication Technologies Sector Education and Training Authority, the "MICT SETA", was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

Requirements

Service provider will be required to provide MICT SETA with a high level project plan or delivery strategy for the learning material development.

Project Scope

It is expected that the selected service provider will adhere with all skills development legislations and the following learning material framework.

1. Knowledge Modules:
 - 1.1. Learner Guide (content related to the curriculum)
 - 1.2. Learner Activity Guide (which may be included in the learner guide)
 - 1.3. Facilitator Guide (focusing on time allocation and resources)
 - 1.4. Assessor Guide (including activities and model answers for formative assessment)
2. Practical Skills Modules:
 - 2.1. Learner Activity Guide
 - 2.2. Facilitator Guide (focusing on preparation of aids for the demonstration)

2.3. Assessor Guide (checklist for formative assessment)

3. Work Experience Modules:

- 3.1. Workplace Logbook
- 3.2. Mentor Guide

4. Learning matrix

- 4.1. As per QCTO format

5. Submission: Electronic copy

- 5.1. All material must be submitted in a MS Word.
- 5.2. All material must be submitted in a PDF format.

Vendor Questionnaire

Question	Response
Vendor name	
Parent company	
Vendor address	
Name of person responsible for the information contained in this RFI	
Telephone number	
Email address	
Web page	
Years in operations	
How long has your company been engaged in developing learning material	
What industry certifications and/or designations does your organization pose and maintain?	
How much lead time does your organization require to mobilize an experienced team for this type of project?	

RFI Response Process and Deliverables

The four primary goals of this RFI include receipt of the following:

1. Overview of service provider product relative to MICT SETA's requirements and project scope
2. Budgetary cost estimates*

*MICT SETA acknowledges that any initial high level budgetary estimates provided cannot be guaranteed and are subject to fluctuations as scope and specific deliverables are refined, and in that spirit, MICT SETA understands that any ballpark estimates provided are subject to change.

3. Personal information protection (adherence with the POPI Act).
4. Service Level Agreements
 - a. Provide details related to percentage of uptime
 - b. Support response times
 - c. Define any tiered support offerings and provide details

MICT SETA is encouraging a competitive response process amongst all potential suppliers. After reviewing information from a completed RFI, if MICT SETA determines to move forward with the proposed project, suppliers may be chosen to proceed to the next step in the process which is a formal invitation to submit a competitive Request for Proposal/Request for Quotation.

RFI Response Participation

Service provider interested in participating in this RFI are asked to please confirm their intent within three (3) business day of receiving this RFI. An email expressing your intent to participate is sufficient and should be addressed to the attention to bidqueries@mict.org.za. Please include "Intent to Respond for the development of 4IR learning material RFI" in the subject line of your email, or if you received this RFI via email, you may simply reply to that email directly.

RFI Schedule

RFI responses are due no later than 20 April 2022 @ 16: 00.

RFI RELATED questions / clarifications / submission

All questions, notices, or other communications related to this RFI, as well as the final response, should be directed via email to bidqueries@mict.org.za.

RFI terms & conditions

This RFI is only a request for information about potential products/services and no contractual obligation on behalf of MICT SETA whatsoever shall arise from the RFI process.

Liabilities of MICT SETA

This RFI does not commit MICT SETA to pay any costs incurred in the preparation or submission of any response to the RFI.

Confidentiality & RFI Ownership

Information contained within this document is confidential and is provided only to give service provider a sufficient understanding of MICT SETA's requirements. Under no circumstances should information be disclosed to any third party.

This RFI is both confidential and proprietary to MICT SETA, and MICT SETA reserves the right to recall the RFI in its entirety or in part. Service provider cannot and agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of MICT SETA.