



**YOU ARE HEREBY INVITED TO BID FOR REQUIRMENTS OF THE MEDIA INFORMATION  
AND COMMUNICATIONS TECHNOLOGIES SECTOR EDUCATION AND TRAINING  
AUTHORITY**

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**REQUEST FOR BIDS REF: MICT/SETA/OCC.QUAL/03/2023**

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**REQUIREMENT DESCRIPTION:**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR DEVELOPING LEARNING MATERIALS  
FOR MICT SETA OCCUPATIONAL QUALIFICATIONS, PART QUALIFICATIONS AND SKILLS  
PROGRAMMES FOR A PERIOD OF FIVE (05) YEARS**

**BID CLOSING DATE: 25 JULY 2023 at 11:00 AM**



**REQUIREMENT DESCRIPTION:**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR DEVELOPING LEARNING MATERIALS FOR MICT SETA OCCUPATIONAL QUALIFICATIONS, PART QUALIFICATIONS AND SKILLS PROGRAMMES FOR A PERIOD OF FIVE (05) YEARS**

<b>Bid Reference Number</b>	<b>MICT /SETA/OCC.QUAL/03/2023</b>
<b>Supplier Briefing Session</b>	<p><b>Compulsory Supplier Briefing Session 17 July 2023 @ 11:00 am South African Time</b></p> <p>Due to the covid-19 pandemic, we opt to have the compulsory briefing session virtually through Microsoft Teams. Service providers who wish to attend the compulsory briefing session must send an e-mail with the subject line "<b>MICT/SETA/OCC.QUAL/03/2023</b>" to <a href="mailto:bidqueries@mict.org.za">bidqueries@mict.org.za</a> before end of business <b>day 14 July 2023 @ 16:00pm</b>. Bidders take note that <u>No late request will be attended to.</u></p> <p><b>NB: Non –attendance of the compulsory bidders conference by the bidder will lead to the disqualification of bidder's proposal.</b></p>
<b>Bid Closing date &amp; time</b>	<p><b>25 July 2023 @ 11:00 am South African Time.</b></p> <p><i>*Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</i></p>
<b>Instruction for submission of Bid</b>	<p><b>Bid must be received in a sealed envelope (1 hard copy and USB) marked with this RFB reference number deposited in a tender box at the location indicated hereunder.</b></p> <p>Bidders are requested to submit well-articulated and structured bids with clear section referencing.</p>
<b>Location for Bid submissions</b>	<p><b>MICT SETA Head Office: Reception</b>  <b>19 Richards Drive, Gallagher Convention Centre</b>  <b>West Wing, level 3</b>  <b>Midrand</b></p>
<b>Bid Validity Period</b>	<p><b>Bids received shall remain valid for acceptance for a period of 120 counted from the closing date of the bid.</b></p>

**CLARIFICATION AND COMMUNICATION**

- All enquiries relating to this bid must be addressed in writing to [bidqueries@mict.org.za](mailto:bidqueries@mict.org.za) three (03) days **before the closing date and time**. Queries received after this period will not be entertained.
- The bid reference number must be mentioned in all correspondences.

**Note:** Bidders are advised that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT SETA in respect of the RFB, between the closing and award date of the business.

### **SUPPLIER REGISTRATION ON CSD**

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

Description	Number of pages
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## RETURNABLE DOCUMENTS CHECKLIST

**Bid invitation document must be completed, signed, and submitted as a whole** by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
<b>SBD 1</b> - Fully completed with required proof (Where applicable)		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by <b>SARS</b> and/or <b>SARS</b> issued verification PIN		
CIPC Company Registration Documents		
Certified ID copies of the Director(s)		
<b>Designated Sectors:</b> Local production and content ( <b>Where applicable</b> )		
<b>SBD 4 – Bidders’ Disclosure</b>		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. ( <b>Where applicable</b> )		

**Note: This BID must be completed and signed by the authorised company representative.**



**SBD 1: PART A: INVITATION TO BID**

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
COMPANY REGISTRATION NUMBER			
DATE OF REGISTRATION			
VAT REGISTRATION NUMBER			
	TCS PIN:		OR CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
	NAME:		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs&amp; OSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES ENCLOSE PROOF]</b>	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES ANSWER PART B:3 BELOW]</b>
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.			
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing	TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing



**PART B: TERMS AND CONDITIONS FOR BIDDING**

**BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**TAX COMPLIANCE REQUIREMENTS:**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



**BIDDING STRUCTURE**

**Bidding structure**

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

If the bid is submitted as a Consortium or Joint Venture or Subcontracting Arrangement list the members of such Consortium or Joint Venture and Sub Contractors below:

**Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)**

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

**Entity ownership**

Ownership category	% of ownership
Black or historically disadvantage individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
<b>Total (100%)</b>	



## MICT SETA -BID CONDITIONS

### 1. BID CONDITIONS

NOTE: Bids for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFB, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFB.
- b. No RFB shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

#### 1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFB at any stage.
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs.

### 2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

### 3. NOTE: HOW THE PANEL WILL OPERATE

Services providers who qualify to be in the panel may be invited to submit quotations for available projects as and when required. The MICT SETA will invite the services providers qualified for this panel to compete for allocated projects during these five (05) years.

Appointments for the required projects will be as and when required and will be dependent on project and budget availability. Services providers who qualify to be in the panel will be invited to respond to projects, specifically bidding for price and B-BBEE in line with project scope, complexity, and value.





## TERMS OF REFERENCE

### **APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR DEVELOPING LEARNING MATERIALS FOR MICT SETA OCCUPATIONAL QUALIFICATIONS, PART QUALIFICATIONS AND SKILLS PROGRAMMES FOR A PERIOD OF FIVE (05) YEARS**

#### **1. INTRODUCTION**

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in; i.e. Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

#### **2. PURPOSE AND OBJECTIVES**

##### **2.1 BACKGROUND**

The MICT SETA 4IR Division is mandated to develop 4IR/future skills occupational qualifications while the ETQA Division is tasked with the realignment of existing qualifications and develop new qualifications as identified by the sub-sectors. In order to achieve this, the MICT SETA intends to develop learning materials for the recently developed and realigned qualifications.

The development of the learning materials will ensure that standardised learning materials will be readily available to skills development providers (SDPs) when applying for accreditation on the MICT SETA occupational qualifications.

##### **2.2 PURPOSE AND OBJECTIVES**

The primary purpose of the bid is to appoint panel of a service providers to develop learning materials of the newly developed and re-aligned occupational qualifications for a period of five (05) years. The comprehensive list of learning materials is listed in clause three (03) of this Terms of Reference.

### 3. PROJECT SCOPE AND REQUIREMENTS

#### Overview

For each module in the respective curriculum components, the following deliverables must be developed and submitted:

#### 3.1 Supporting Documentation

- 3.1.1 Alignment Matrix (QCTO format)
- 3.1.2 Curriculum Strategy and Alignment document
- 3.1.3 Presentation per Knowledge Module, Practical Skills Module and Workplace Module

#### 3.2 Knowledge Modules:

- 3.2.1 Learner Guide (content related to the curriculum document per qualification)
- 3.2.2 Facilitator Guide (focusing on time allocation and resources)
- 3.2.3 Portfolio of Evidence/Learner Activity Guide (which may be included in the learner guide)
- 3.2.4 Assessment Guide (including activities and model answers for formative assessment)
- 3.2.5 Final Integrated Summative Assessment (assessment of combined competence against the full outcomes of the qualification) and EISA

#### 3.3 Practical Skills Modules:

- 3.3.1 POE/Learner Activity Guide
- 3.3.2 Facilitator Guide (focusing on preparation of aids for the demonstration)
- 3.3.3 Assessment Guide (checklist for formative and simulated assessment)

#### 3.4 Work Experience Modules:

- 3.4.1 Workplace Logbook
- 3.4.2 Workplace Mentor Guide

#### Submission: Electronic copy

1. All material must be submitted in a MS Word and MS Excel format (as applicable)
2. All material must be submitted in a PDF format.

#### 4. LIST OF QUALIFICATIONS

The following full occupational qualifications, part qualifications and skills programmes have been developed by the MICT SETA. The list is not exhaustive as the MICT SETA is still undertaking development and realignment thus the scope of development **is not limited to** what has been listed.

##### 4.1 NEWLY DEVELOPED AND RE-ALIGNED OCCUPATIONAL QUALIFICATIONS

The MICT SETA has developed numerous occupational qualifications, part qualifications and skills programmes thus the focus will be on all newly developed and re-aligned occupational qualifications as outlined below:

###### 4.1.1 FULL OCCUPATIONAL QUALIFICATIONS

Fully developed learning material for the following occupational qualifications

- 4.1.1.1 Occupational Certificate: Artificial Software Developer
- 4.1.1.2 Occupational Certificate: Cloud Administrator
- 4.1.1.3 Occupational Certificate: Cybersecurity Analyst.
- 4.1.1.4 Occupational Certificate: Design Thinking Innovation Lead.
- 4.1.1.5 Occupational Certificate: Design Thinking Practitioner.
- 4.1.1.6 Occupational Certificate: Quality Test Automator.
- 4.1.1.7 Occupational Certificate: Software Developer.
- 4.1.1.8 Occupational Certificate: Data Science Practitioner.
- 4.1.1.9 Occupational Certificate: E-waste Operator Controller.
- 4.1.1.10 Occupational Certificate: Internet of Things.
- 4.1.1.11 Occupational Certificate: Robotic Processing Automation Developer
- 4.1.1.12 Occupational Certificate: Mobile Computing Technician Devices
- 4.1.1.13 Occupational Certificate: Drone Technician
- 4.1.1.14 Occupational Certificate: Remote Piloting Aircraft
- 4.1.1.15 Occupational Certificate: Remote Piloting Technician
- 4.1.1.16 Occupational Certificate: Blockchain
- 4.1.1.17 Occupational Certificate: 3D Printing
- 4.1.1.18 Occupational Certificate: Extended Reality
- 4.1.1.19 Occupational Certificate: Optical Fibre
- 4.1.1.20 Occupational Certificate: Quantum Computing
- 4.1.1.21 Occupational Certificate: Embedded Chip



- 4.1.1.22 Occupational Certificate: Substation Automation
- 4.1.1.23 Occupational Certificate: PCB Fabrication
- 4.1.1.24 Occupational Certificate: Automotive Ethernet
- 4.1.1.25 Occupational Certificate: Digital and Analog Electronics
- 4.1.1.26 Occupational Certificate: Data Science Engineering
- 4.1.1.27 Occupational Certificate: Encryption
- 4.1.1.28 Occupational Certificate: Smart Grids Communications

#### **4.1.2 PART QUALIFICATIONS**

- 4.1.2.1 Mobile Device Repairer (Part qualification)
- 4.1.2.2 Laptop Repairer (Part qualification)
- 4.1.2.3 Wearable Repairer (Part qualification)
- 4.1.2.4 Accessories Repairer (Part qualification)
- 4.1.3 SKILLS PROGRAMMES
  - 4.1.3.1 Cybersecurity Defender (Skills Programme)
  - 4.1.3.2 Python (Skills Programme)
  - 4.1.3.3 HTML (Skills Programme)
  - 4.1.3.4 Java (Skills Programme)
  - 4.1.3.5 Java script (Skills Programme)
  - 4.1.3.6 5G Cellular Network Administrator (Skills Programme)
  - 4.1.3.7 Technopreneur (Skills Programme)
  - 4.1.3.8 Java Programmer (Skills Programme)
  - 4.1.3.9 Scrum (Skills Programme)
  - 4.1.3.10 Agile (Skills Programme)
  - 4.1.3.11 UI/UX (Skills Programme)
  - 4.1.3.12 React Native (Skills Programme)
  - 4.1.3.13 Go Groovy (Skills Programme)
  - 4.1.3.14 Ruby (Skills Programme)
  - 4.1.3.15 Domain Name System (Skills Programme)
  - 4.1.3.16 Digital Terrestrial TV Decoder Installer (Skills Programme)
  - 4.1.3.17 Digital Literacy (Skills Programme)
  - 4.1.3.18 Information Technology Trainers Skills (Skills Programme)

#### **4.1.4 RE-ALIGNED FULL OCCUPATIONAL QUALIFICATIONS**

- 4.1.4.1 Occupational Certificate: Telecommunications Specialist
- 4.1.4.2 Occupational Certificate: Software Engineer
- 4.1.4.3 Higher Occupational Certificate: Sound Operator
- 4.1.4.4 Occupational Certificate: ICT Business Development and Sales Consultant
- 4.1.4.5 Higher Occupational Certificate: Advertiser
- 4.1.4.6 Advanced Occupational Certificate: Media and Programme Content Production Manager
- 4.1.4.7 National Occupational Certificate: Computer Network Operator
- 4.1.4.8 Higher Occupational Certificate: Computer Systems Administrator
- 4.1.4.9 Higher Occupational Certificate: Computer Quality Assurance Practitioner
- 4.1.4.10 Occupational Certificate: Radio Station Operator
- 4.1.4.11 Occupational Certificate: Electronics Engineer Mechanician
- 4.1.4.12 Occupational Certificate: Programmer Analyst
- 4.1.4.13 Occupational Certificate: ICT Systems Analyst
- 4.1.4.14 Occupational Certificate: Database Designer and Administrator
- 4.1.4.15 Occupational Certificate: Website Developer
- 4.1.4.16 Occupational Certificate: Photographer
- 4.1.4.17 Occupational Certificate: Graphics & Multimedia Specialist
- 4.1.4.18 Occupational Certificate: Multimedia Specialist
- 4.1.4.19 Occupational Certificate: Multimedia Designer
- 4.1.4.20 Occupational Certificate: Camera Operator (Film, Television or Video)
- 4.1.4.21 Occupational Certificate: Film and Television Production Manager
- 4.1.4.22 Occupational Certificate: Author
- 4.1.4.23 Occupational Certificate: Copywriter
- 4.1.4.24 Occupational Certificate: Broadcast Transmitter Operator
- 4.1.4.25 Occupational Certificate: Computer Engineering Mechanic
- 4.1.4.26 Occupational Certificate: Information Technology Operations Lead
- 4.1.4.27 Occupational Certificate: Advanced Occupational Diploma in Film and Television Production
- 4.1.4.28 Occupational Certificate: Specialised Occupational Diploma in Film and Television Production



#### **4.1.5 SKILLS PROGRAMMES EMANATING FROM LEGACY QUALIFICATIONS**

4.1.5.1 Basic Digital Literacy

4.1.5.2 Basic End user Computing

4.1.5.3 Intermediate End user Computing

4.1.5.4 Advanced End user Computing

4.1.5.5 Specialised End User Computing

#### **5. DURATION OF THE PROJECT**

Appointment duration of the panel shall be for a period of five (05) years.

## 6. BID EVALUATION CRITERIA

The MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 *as amended*; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

**Bids received will be evaluated against the following set evaluation criteria.**

Bids submitted will be evaluated on technical functionality out of a maximum of 100 points.

Bids submitted must achieve the minimum threshold of **80** out of the **100** points.

Only bidders that have met or exceeded the qualification threshold on technical functionality of 80 points will qualify to be appointed on the Panel of Service Providers for to develop learning materials and associated tools of the newly developed occupational qualifications for a period of five (05) years.

#	Functional Evaluation Criteria	Weight Score
1.	<p><b>References letters:</b></p> <p>Reference letters required with contactable references for similar projects on development of learning material. The reference letters must be for the bidder's clients from within the Republic of South Africa (RSA). Contactable references must include name of company, contact details, and project description. Reference letters must be on company letterhead signed by company representative of the bidder's client. Bidders must provide proof of referee's company letterhead indicating the type of project and period it was carried out. <b>[10 points]</b></p> <p><b>Points on reference letters will be allocates as follows:</b></p> <ul style="list-style-type: none"> <li>• Five (05) or more signed reference letters from different clients submitted = <b>10 points</b></li> <li>• Four (04) signed reference letters from different clients submitted = <b>08 points</b></li> <li>• Three (03) signed reference letters from different clients submitted = <b>06 points</b></li> <li>• Two (02) signed reference letters from different clients submitted = <b>04 points</b></li> <li>• One (01) signed reference letter submitted = <b>02 points</b></li> <li>• No reference letters submitted = <b>0 points</b></li> </ul> <p><b>Important: In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder.</b></p> <p><b>MICT SETA reserves the right to contact references prior to award.</b></p>	10

<p>2.</p>	<p><b>Project Methodology and Approach:</b></p> <p>The bidder/s must provide a detailed project implementation methodology and approach in executing the project and support services. The methodology and approach should include all the following <b>[50 points]</b>:</p> <p><input type="checkbox"/> <b>Testing:</b></p> <ul style="list-style-type: none"> <li>- Upload of programmes onto the MICT SETA LMS.</li> <li>- Pilot with five (05) learners.</li> </ul> <p><input type="checkbox"/> <b>Implementation and training:</b></p> <ul style="list-style-type: none"> <li>- Upload final modules.</li> <li>- Train the trainer.</li> <li>- Identify possible change management needs.</li> </ul> <p><input type="checkbox"/> <b>Support:</b></p> <ul style="list-style-type: none"> <li>- Six (06) months of support.</li> </ul> <p><input type="checkbox"/> Design.</p> <p><input type="checkbox"/> Development.</p> <p><input type="checkbox"/> Project team and resource allocation.</p> <p><input type="checkbox"/> Timelines.</p> <p><b>Points on project methodology and approach will be allocates as follows:</b></p> <ul style="list-style-type: none"> <li>• Methodology and approach that meets all the ten (10) requirements = <b>50 points</b></li> <li>• Methodology and approach that meets only nine (09) requirements = <b>45 points</b></li> <li>• Methodology and approach that meets only eight (08) requirements = <b>40 points</b></li> <li>• Methodology and approach that meets only seven (07) requirements = <b>35 points</b></li> <li>• Methodology and approach that meets only six (06) requirements = <b>30 points</b></li> <li>• Methodology and approach that meets only five (05) requirements = <b>25 points</b></li> <li>• Methodology and approach that meets only four (04) requirements = <b>20 points</b></li> <li>• Methodology and approach that meets only three (03) requirements = <b>15 points</b></li> <li>• Methodology and approach that meets only two (02) requirements = <b>10 points</b></li> <li>• Methodology and approach that meets only one (01) requirement = <b>05 points</b></li> <li>• Methodology and approach that meets none of the ten (10) requirements = <b>0 points</b></li> </ul> <p><b>NB: Bidder/s must provide a detailed project implementation methodology and approach (not a brief/summary).</b></p>	<p>50</p>
<p>3.</p>	<p><b>Project Lead Team</b></p> <p>Certified copies of Qualifications and CVs of key project team members to be attached, Project Manager and Project Lead Consultant. CVs should clearly indicate the projects, project duration, and names of clients <b>[40 points]</b>:</p>	<p>40</p>



### 3.1 Qualifications of the Project Manager:

Bidders are required to provide **certified copies** of qualifications.

- NQF Level 8 and above in HRM/HRD/ BEd/Instructional Design or any related qualification = **10 points**
- NQF Level 7 in HRM/HRD/ ODETDP/ BEd/Instructional Design or any related qualification = **08 points**
- NQF Level 6 in HRM/HRD/ ODETDP/ BEd/Instructional Design or any related qualification = **06 points**
- NQF Level 5 in HRM/HRD/ ODETDP/ BEd/Instructional Design or any related qualification = **04 points**
- Certificate in any of the above qualifications = **02 points**
- Modules or Statement of Results (SoR) in any of the above qualifications = **01 point**
- No qualifications provided = **0 points**

### 3.2 Experience of the Project Manager in managing similar projects:

CVs should clearly indicate the projects, project duration, and names of clients.

- 10 years' experience in project management = **10 points**
- 06 to 08 years' experience in project management = **08 points**
- 04 to 06 years' experience in project management = **06 points**
- 02 to 04 years' experience in project management = **04 points**
- Less than 02 years' experience in project management = **02 points**
- No experience in project management = **0 points**

### 3.3 Qualifications of the Project Lead Consultant:

Project Lead Consultant must have a qualification in HRM/HRD/ ODETDP/ BEd/Instructional Design, Modules in Learning Material Development, Assessor, Moderator, and/or any other related qualification. Bidders are required to provide **certified copies** of qualifications.

- NQF Level 8 and above in any of the above qualifications = **10 points**
- NQF Level 7 in any of the above qualifications = **08 points**
- NQF Level 6 in any of the above qualifications = **06 points**
- NQF Level 5 in any of the above qualifications = **04 points**
- Certificate in any of the above qualifications = **02 points**
- Modules or Statement of Results (SoR) in any of the above qualifications = **01 point**
- No qualifications provided = **0 points**

**3.4 Experience of the Project Lead Consultant in delivering similar projects:**

CVs should clearly indicate the projects, project duration, and names of clients.

- 10 years' experience in delivering similar projects = **10 points**
- 06 to 08 years' experience in delivering similar projects = **08 points**
- 04 to 06 years' experience in delivering similar projects = **06 points**
- 02 to 04 years' experience in delivering similar projects = **04 points**
- Less than 02 years' experience in delivering similar projects = **02 points**
- No experience in delivering similar projects = **0 points**

**Note: The projects in this factor refer to those delivered by the project team in any past company, not limited to the bidding company, i.e. linked to the individual.**

<b>MINIMUM THRESHOLD</b>	<b>80</b>
<b>TOTAL</b>	<b>100</b>

**Note:** All bidders achieving less than the set threshold 80 points will be declared non-responsive.

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder