

TENDER FOR THE APPOINTMENT OF A PANEL OF VARIOUS ACCREDITED TRAINING PROVIDERS TO NYDA MPUMALANGA COMMUNITY WORKS PROGRAMME (CWP) BENEFICIARIES FOR A PERIOD OF TWELVE (12) MONTHS



TENDER NUMBER: RFP2021/08/NYDA



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1. TERMS OF REFERENCE

The purpose of this document is to request for tender for appointment of a panel of various accredited training service providers for NYDA Mpumalanga CWP beneficiaries to provide training for a period of 12 months and NYDA will appoint six(6) training providers per program to form part of the panel.

The required accredited training are in following fields as per the terms of reference:

1. Health Services and Community development
2. Information Technology and Computer Sciences
3. Business Management
4. Construction
5. Transport, Operations and Logistics
6. Manufacturing and Assembly
7. Agriculture and Forestry
8. Hospitality and Tourism
9. Manufacturing, Engineering



1. TERMS OF REFERENCE CONTINUES...

An outline of the training strategy

- Implementation plan
- Learner attendance management methods, reporting methods to the seta NYDA and the SETA;
- Learner exit strategy which shows available opportunities that can be accessed by young people after training. This could be:
 - Employment opportunities,
 - Further education opportunities
 - How they will be assisted to start own business/cooperatives.

SPECIFIC DELIVERABLES

The potential training provider must comply with the following requirements to be considered;

- Must be accredited for the qualification, the company is applying for.
- Must have capacity to train, assess, internally moderate and upload learner achievements.
- Must have adequate staff compliments to ensure skills transfer.
- Assume full responsibility and accountability for the implementation and success of this learning intervention.



1. TERMS OF REFERENCE CONTINUES...

SPECIFIC DELIVERABLES

- Must build partnerships 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
- Having training facilities that caters for individuals living with disability

As per 3.6 of the ToR, The bidder must indicate the training programmes they are bidding for on page 14 to 19 by marking Yes or No and must attach a proof of accreditation for each training program marked YES. Should bidders fail to indicate Yes/No or otherwise, NYDA will assume that the bidder is not bidding for the relevant training programme.



2. CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE

- All participating bidders must indicate their company name and company representative in Teams chat
- Bidders are reminded: Telephonic request for clarification will not be accepted. Any clarification required by a bidder regarding the meaning and interpretation of the Terms of Reference or any aspect concerning the bid must be requested in writing via email from SCM (tenders@nyda.gov.za).
- Written questions of clarification must be sent on or before 09 December 2021 at 16h00
- A reply to all questions and answers is intended to be sent by email to all prospective bidders as follows:
 - Tuesday, 14 December 2021.
 - The bid number (**RFP2021/08/NYDA**) should always be quoted in all correspondence.



CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE CONTINUES...

- A submission of one hard copy of the original submission, clearly marked “Original” and three (3) copied versions of the original, i.e. four (4) documents in total. All submissions must be delivered in individual envelopes.
- The original and a copy must contain the same information and must be clearly marked and professionally presented.
- Bidders must indicate on the cover of each document whether it is the original or a copy.
- Bids should be submitted in a sealed envelopes, marked with:
 - ✓ Bid number: **RFP2021/08/NYDA**
 - ✓ Bid Description
 - ✓ The name and address of the bidder
- Bids must be submitted on or before 11h00, on Tuesday 11 January 2022 at Reception Areas of Mpumalanga NYDA Branches as follows:
 - ✓ Emalehleni, Erf 173 24 Smuts Avenue, 1035
 - ✓ Office No 7 Imbizo Place, Samora Machel Drive, Mbombela Nelspruit, 1200
 - ✓ Kiwiet Office Park, Block D (Third Floor), Secunda, 2302.



CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE CONTINUES...

- Bids which are submitted after the closing date and time will not be accepted.
- Bidder's representative are encouraged to share the information with the person who will be compiling the bid document to ensure that the requirements of the tender are understood.



3. TWO (2) STAGE EVALUATION PROCESS

- **Administration Compliance (Stage one)**

- ✓ During the administrative/eligibility assessment, failure to provide any mandatory information as requested on page 21 will result in the proposal being deemed non-responsive

- **Functionality criteria (Stage two)**

- ✓ Provision of at least four (4) signed positive testimonial letters from existing/previous clients (within past 5 years) where the relevant training was provided which NYDA may contact for references **(Max 30 points)**
 - Positive testimonial letters from current or previous clients (4 letters to obtain full points)
 - The signed letters on the client's letterhead must include: a brief description of the services that you provided, client name, contact details, value of the project and the level of satisfaction.



3. TWO (2) STAGE EVALUATION PROCESS CONTINUES...

✓ Capacity to implement the project (Max 60 points)

- ✓ Facilitator with more than five years as the facilitator (Max 20 points)
 - Detailed CV of the facilitator and proof of relevant post matric qualification must be submitted for each training program

- ✓ Assessor with more than 7 years experience (Max 20 points)
 - Detailed CV and proof of valid Assessor registration with relevant SETA must be submitted for each training program

- ✓ Moderator with more than 7 years experience as a Moderator (Max 20 points)
 - Detailed CV and proof of valid Moderator registration with relevant SETA for each training program

NB: if the bidder is bidding for various training programmes, they must submit a CV and relevant supporting documents of a Facilitator, Assessor and Moderator for each training programme they are bidding for in line with the published tender.

✓ Preferential points for youth owned companies (Max 10 Points)

- 100% youth owned company (10 points)
- At least 51% youth owned company (5 points)
- At least 30% youth owned company (3 Points)

Bidders who fail to obtain a minimum threshold on functionality of 60% will be disqualified from Further Evaluation



3. TWO (2) STAGE EVALUATION PROCESS CONTINUES...

NB: The rates on the price schedule are indicative based on the market analysis. NYDA intend to negotiate the rates and fix the pricing for the duration of the contract to all the panel members who met the threshold



4. QUESTIONS / CLARITY / COMMENTS

