
TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LEARNERSHIP PROGRAMME IN PUBLIC ADMINISTRATION (NQF LEVEL 5) FOR 20 LEARNERS FOR THE DEPARTMENT OF ENERGY FOR A PERIOD OF 12 MONTHS

1 BACKGROUND

1.1 The Skill Development Act (1998) and the Skill levies Act (1999) mandate both the public and the private sectors to implement Learnerships and Experiential programs to improve on the literacy and quality of life for South African Citizens. Learnership is a structured learning programme that combines theory and practice, culminating in a qualification that is registered on the National Qualifications Framework (NQF). A person who successfully completes a Learnership will have a qualification that is recognised throughout the country. The Department of Energy seeks to implement Learnership for employed and unemployed learners.

2 OBJECTIVES

2.1 **At the end of the programme under Public Administration learners should be able to:**

2.1.1 To manage service delivery improvement and employ client service delivery techniques

2.1.2 To manage and lead human resources in the workplace

2.1.3 To apply the principles of knowledge management to public sector administration

2.1.4 Apply South African legislation and policy affecting public administration.

2.1.5 To apply principles of risk management to manage risk situation in the public sector

2.1.6 Plan strategically to improve business performance, and

Design, formulate public sector policies and regulations and work together and communicate effectively

3 SCOPE OF WORK

3.1 The successful service provider is expected to perform the following functions:

3.1.1 Render a service to Department of Energy for twelve months

3.1.2 Provide classroom, furniture and equipment for training at Pretoria city centre.

3.1.3 Provide an implementation plan within a week after the bid has been awarded.

3.1.4 Provide refreshments and catering for learners for training sessions

3.1.5 Provide the course material to all learners on the commencement date of the project

3.1.6 Register learners as per South African Qualification Authority (SAQA) requirements

3.1.7 Register learners on National Learner Registered Database (NLRD)

3.1.8 Appoint assessors and moderators as per quantity of learners

3.1.9 Appoint suitable qualified facilitators with relevant experience, qualifications and skills.

3.1.10 Build the capacity of mentors and have monthly or quarterly meetings with mentors

3.1.11 Provide all assessment and moderation services

3.1.12 Provide certificate of completion and competence

3.1.13 Provide the Department of Energy with monthly and quarterly reports

3.1.14 Provide a final consolidated report after the completion of the programme

4 PAYMENTS

- 4.1 The Department will not make an upfront payment to a successful service provider. Payment will only be made in accordance to the delivery of service that will be agreed upon by both parties and upon receipt of an original invoice.

5 REPORTING REQUIREMENT AND PROGRESS MEETINGS

- 5.1 It is envisaged that the Department of Energy will require an initial meeting with the successful bidder(s) to agree on the project process and options to be investigated.
- 5.2 Progress meeting feedback shall be held as when necessary, but at least twice a month. The venue for these meetings will be a selected venue in Pretoria. Representatives from the advisors' organisation shall be obliged to attend. Where applicable, conference calls shall be held to facilitate such meetings.

6 COMPLETION DATE

- 6.1 The duration of the project is 12 months after signing of the contract with the successful service provider.

7 COMPULSORY INFORMATION SESSION

None

8 TAX CLEARANCE CERTIFICATE

- 8.1 The potential service provider/s must ensure compliance with their tax obligations.
- 8.2 The potential service provider/s 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.
- 8.3 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.

8.4 The potential service provider may also submit a printed TCS together with the proposal.

In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.

8.5 Where no TCS is available but the potential service provider/s is registered on the central supplier database (CSD), a CSD number must be provided

9. EVALUATION METHODOLOGY

9.1. COST

9.1.1 The service provider will be requested to provide a quote regarding the work to be undertaken for this project.

9.1.2 The total cost must be VAT inclusive and should be quoted in South African currency (i.e. rands).

9.1.3 The service provider should provide hourly rates as prescribed by Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.

9.1.4 The service Provider should provide (S&T) rates that are aligned to the National Treasury instruction note as follows:

- (i) Hotel Accommodation – R1400.00 per night per person, including breakfast, dinner and parking
- (ii) Air travel must be restricted to economy class
- (iii) Claims for kilometres may not exceed the rates approved by the Automobile Association of SA

9.2. BROAD-BASED BLACK ECONOMIC EMPOWERMENT

9.2.1 Provisions of the Preferential Procurement Regulations (PPR) of 2017 will apply in terms of awarding points .

9.2.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.

9.2.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

9.2.4 A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid.

9.2.5 Accounting Officers must ensure that the B-BBEE Status level Verification Certificates submitted are issued by the following agencies:

9.2.5.1 Bidders other than EMEs

- (a) Verification agencies accredited by SANAS
- (b) Registered auditors approved by IRBA

9.2.5.2 Bidders who qualify as EMEs

- (a) Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths.

9.2.6 The table below depicts the B-BBEE status level of contribution:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

9.3 COMPANY EXPERIENCE

- 9.3.1 Service providers should at least have five (5) years experience in implementing and facilitating Public Administration Learnership
- 9.3.2 Proof from three (3) contactable referees indicating that similar project/s was/were executed should be attached to the proposal.

9.4 EXPERIENCE OF TEAM MEMBERS AND TEAM LEADERS

- 9.4.1 Team Leader must have at least three (3) years experience in training and facilitation of Public Administration Learnership programme.
- 9.4.2 Team members must have two (2) years experience in training and facilitation of Public Administration Learnership programme.
- 9.4.3 CV's with three (3) contactable references must be attached as proof.

9.5. QUALIFICATION

- 9.5.1 Team leader must possess a minimum of a National Diploma or Bachelor's degree in Public Administration or Public management and must have registered Assessor and Moderator certificate.
- 9.5.2 Team members must possess a minimum of a National Diploma or Bachelor's degree in Public Administration or Public management and have a registered Assessor and Moderator certificate.
- 9.5.3 Copies of certified certificates must be attached to the proposal as proof; failure to attach certified copies will make bidders to forfeit points.

9.6 ACCREDITATION

- 9.6.1 Team leader and team members must attach certificates indicating that they are registered with Public Service Sector Education and Training (PSETA) for Public Administration.

9.7 PROJECT PLAN

9.7.1 Project plan with intermediate and final outputs and identified timeframes/ milestones.

9.7.2 Proposed Methodology.

9.7.3 Management of the project.

9.7.4 The successful service provider will be required to present their Project Execution Plan.

10. EVALUATION CRITERIA

10.1. Bids will be evaluated on the 80/20 preference point system as outlined in the PPR of 2017.

The proposals will be evaluated in two phases:

Phase 1: Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price points.

No	Criteria	Weights
1.	Company Experience: <ul style="list-style-type: none">❖ Service providers should at least have five (5) years experience implementing and facilitating of Public Administration Learnership programme on NQF Level 5.❖ Proof from 3 contactable referees indicating that similar project was/were successfully executed should be attached to the proposal.	15 10 5
2.	Team leader and team members experience: <ul style="list-style-type: none">❖ Team Leader must have at least three (3) years experience in training and facilitation of Public Administration Learnership programme.❖ Team members must have at least two (2) experience in training and facilitation of Public Administration Learnership programme.❖ CV's of the team leader and team members must be attached to the technical proposal as proof.	20 10 5 5

3.	Qualifications: <ul style="list-style-type: none"> ❖ Team leader must possess a minimum of a National Diploma or Bachelor's degree in Public Administration or Public Management and must have registered Assessor and Moderator certificate. 10 ❖ Team members must possess a minimum of a National Diploma or Bachelor's degree in Public Administration or Public Management and have a registered Assessor and Moderator certificate. 5 ❖ Copies of certified certificates must be attached to the proposal as proof; failure to attach certified copies will make bidders to forfeit points. 5 	20
4.	Project Plan: <ul style="list-style-type: none"> ❖ Project plan with intermediate and final outputs and identified timeframes/milestones. 20 ❖ Proposed Methodology. 15 ❖ Management of the project. 10 	45
Total		100

For purpose of evaluating functionality, the following values will be applicable:

1	Very Poor	Will not be able to fulfil the requirements
2	Poor	Will partially fulfil the requirements
3	Average	Will be able to fulfil the requirements
4	Good	Will be able to fulfil better in terms of the requirements adequately
5	Excellent	Will fulfil the requirements exceptionally

Phase 2: Bidders will be evaluated on Price and B-BBEE

Price	80
B-BBEE compliance	20

11. FORMAT AND SUBMISSION OF THE PROPOSAL

- 11.1 All the standard bidding documents (SBD) must be completed in all respects by bidders. Failure to comply will invalidate a bid.
- 11.2 Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

12. CLOSING DATE

- 12.1 Proposals must be submitted on or before **07 September 2018** at Department of Energy, 192 Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Energy .**No late bids will be accepted.**

13. ENQUIRIES

- 13.1 All technical enquiries to be directed in writing to:

Ms Lydia Modiba

Tel: 012- 406 7607

Email: Lydia.Modiba@energy.gov.za

- 13.2 All bid enquiries to be directed to:

Ms Rachel Moerane/Mmaleema Shirindi

Tel: 012- 406 7747/7642

Email: Rachel.Moerane@energy.gov.za/Mmaleema.Shirindi@energy.gov.za