



REQUEST FOR BID PROFESSIONAL SERVICES

BID NUMBER: BS/2018/RFB414

CLOSE Date: 15 October 2018

Time: 11h00

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO DELIVER A
YOUTH EMPOWERMENT PROGRAMME

BRIEFING SESSION:

Yes

☐

No

☒

Respondent details

(Use this as a cover page for response document and envelope)

Company Name:				
Completed by:				
Company Postal address				
Email:				
Telephone:				
Mobile number:				
Date:				
Original copy of documents or copy - Mark with X	ORIGINAL	<input type="checkbox"/>	COPY	<input type="checkbox"/>

1. BANKSETA BACKGROUND

The Banking Sector Education and Training Authority (BANKSETA) is a statutory body established through the Skills Development Act of 1998 as amended by the Skills Development Act, 26 of 2011 to enable its stakeholders to advance the national and global position of the banking and alternative banking sector. As guided by its mandate, the BANKSETA is as such an agent of transformation and seeks to promote employment equity and broad-based BEE through skills development.

For further details on the BANKSETA , visit www.bankseta.org.za .

2. PURPOSE AND OBJECTIVES OF THE TENDER

The BANKSETA seeks to appoint a suitably qualified and experienced service provider to deliver a Youth Empowerment Programme (World-of-Learning; World-of-Work and World-of-Entrepreneurship) for the Unemployed Youth funded by BANKSETA. The programme is targeting BANKSETA funded students based at Universities, Universities of Technology as well as Technical Vocational Education and Training Colleges (TVET) that are currently in partnerships with the BANKSETA.

The purpose is to enable the learner to effectively plan their professional development and implement their personal career plans to improve their functioning in the broader learning, work and business environment.

3. SCOPE OF WORK

The BANKSETA has developed the relevant learning material and aims to roll-it out to unemployed bursary beneficiaries.

The aim is to roll-out facilitated training sessions on the developed material targeted at a maximum of 2500 BANKSETA funded beneficiaries per year, based at public institutions of higher learning (Universities, Universities of Technology as well as TVET Colleges).

- 3.1 **Overall Objective(s) for the Project**
- 3.2 Deliver the Youth Empowerment Programme (World-of-Learning; World-of-Work and World-of-Entrepreneurship) to a maximum of 2500 BANKSETA funded students currently enrolled at various Institutions of Higher Learning (Universities, Universities of Technology and TVET Colleges);
- 3.3 The training should be a minimum of three days' contact sessions (training venues will be arranged by BANKSETA);
- 3.4 The programme will cover the topics provided in the Youth Empowerment Programme (World-of-Learning; World-of-Work and World-of-Entrepreneurship) learning material (to be provided by BANKSETA to the appointed provider appointed);
- 3.5 The provider must print, package and deliver material to all participants;
- 3.6 The provider must conduct pre and post evaluations measuring the transfer of knowledge to the learners these forms must be approved by BANKSETA;
- 3.7 Issue an attendance Certificate of participants to learners upon successful completion of the programme;
- 3.8 Provide meals and beverages to BANKSETA beneficiaries on the days of trainings.

IN SCOPE	OUT OF SCOPE
<ul style="list-style-type: none"> - Candidates will be drawn from the following sources: - Database/list of BANKSETA funded beneficiaries. This database/list of beneficiaries will come from the list of Universities, - Universities of Technology and TVET colleges that received funding from the BANKSETA; - Programme will be presented in English unless otherwise arranged with the BANKSETA/institutions or beneficiaries; - Printing, packaging of learning material cost must be included in the bid; 	<p>Any financial support to beneficiaries</p> <p>Mentoring beyond the agreed period</p> <p>The development of Youth Empowerment Programme (World-of-Learning; World-of-Work and World-of-Entrepreneurship) learning material</p> <p>Travel and accommodation costs for students</p>

<ul style="list-style-type: none"> - Training venues will be arranged by BANKSETA Travel and accommodation costs of the service provider should be included in the bid costing - Provision of meals and beverage costs for delegates should also include in the bid 	
--	--

4. Service provider must:

- 4.1 Service provider must be able to deliver lessons in all nine provinces. Training will be limited to institutions pre-determined by BANKSETA upon contracting time.
- 4.2 Deliver learning programme to a maximum of 2500 BANKSETA funded beneficiaries in pre-determined institutions per year.
- 4.3 Draft and submit a detailed delivery programme plan.
- 4.4 Submit interim and full reports including but not limited to attendance registers, evaluation results, and evaluation feedback reports.
- 4.5 Provide support to beneficiaries if any and ensure that all learning material/tools and supporting documents developed complies with BANKSETA corporate and branding requirements.
- 4.6 The start date of the programme will be agreed with BANKSETA but it is envisaged to commence January/February 2019.
- 4.7 It is anticipated that the training venues will be the premises of the public institutions.

4.8 Other project administration

- Monthly /quarterly meetings dependant on a programme requirement;
- Meeting minutes and other documentation;
- Ad hoc administration;
- Submit a close out report including lessons learnt at the end of the project.

5. COMPETENCY AND EXPERTISE REQUIREMENTS

5.1 Technical Requirements from the Service Provider

- 5.1.1 A knowledgeable and experienced provider to coordinate the facilitation and other administrative functions;
- 5.1.2 Proven experience of working with youth and delivery of work readiness programmes;
- 5.1.3 Demonstrate the ability to deliver this programme nationally with no added cost to the delegate.
- 5.1.4 Meet the BANKSETA's deadlines;
- 5.1.5 Show proven track record of working with Unemployed Youth across all nine provinces
- 5.1.6 Demonstrate good understanding of the aims and objectives of BANKSETA and of SETA's in general.
- 5.1.7 Proven track record of conducting work readiness programme or similar work.

5.1.8 Staff requirement

- Project management skills;
- Project administration;
- Presentation and facilitation skills;

5.1.9 Other BANKSETA requirements

- Adhere to the BANKSETA Project Management Methodology as we subscribe to the PRINCE 2 project management processes.

5.1.10 Duration of the Contract

- The contract is only valid from the date of signatures for a period of three years' subject to renewal of BANKSETA's licence.

6. PRICING STRUCTURE

The Pricing Schedule must be completed as per the attached annexure A.

- 6.1 The quoted prices will remain fixed for the duration of the contract.
- 6.2 The attached pricing sheets (*Appendix A*) must be completed in full. The BANKSETA will not entertain pricing adjustments after the signing of contract, and it is therefore important that all pricing elements are disclosed.
- 6.3 The pricing sheet all pricing should show VAT separately.

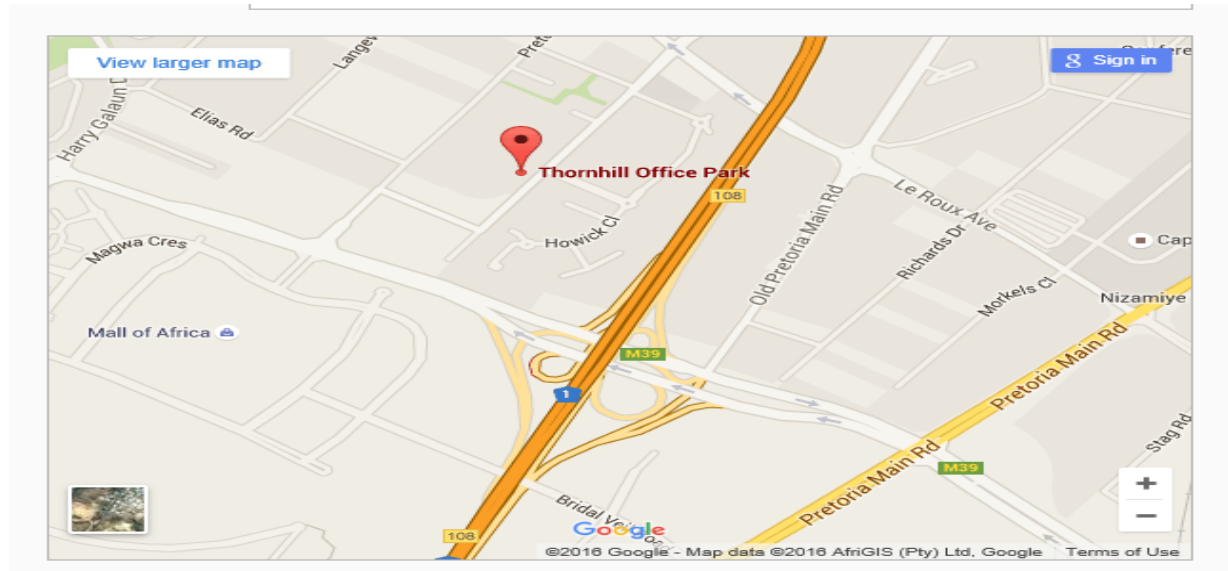
- 6.4 Sufficient detail should be included to enable the BANKSETA to fully understand the make-up of the overall pricing.
- 6.5 All pricing assumptions, excluded costs and estimated costs must be clearly documented. The BANKSETA assumes that the pricing document as supplied is complete and covers all costs associated with this project.
- 6.6 Whilst complying with normal commercial confidentiality requirements, the BANKSETA reserves the right to discuss aspects of the pricing with other SETAs to satisfy itself that the pricing as contained in any received proposal avoids fruitless and wasteful expenditure and is regarded as fair and equitable for the services offered.
- 6.7 The BANKSETA requires transparency concerning the financial aspects and will work closely with the prospective service provider to ensure a fair and equitable pricing regime for the required services.

7. SUBMISSION REQUIREMENTS

- 7.1 All submissions must be delivered in individual envelopes.
- 7.2 Respondents should take particular care to ensure that there are no discrepancies between all submissions to the BANKSETA.
- 7.3 The BANKSETA reserves the right to reject any submissions if there are discrepancies.
- 7.4 Document must be submitted as follows:
 - 7.4.1 One hardcopy must be the original submission, clearly marked "Original" and one (1) copied version of the original and a soft copy.
 - 7.4.2 A Envelope 1 – Original
 - 7.4.3 B Envelope 2 – Hard Copy of the original document and 1 Soft copy
 - 7.4.4 C Envelope 3 – **Pricing include SBD1** – (invitation to bid)
 - 7.4.5 Each individual envelope must be clearly marked with the following information:
- 7.5 Description of the Submission: **APPOINTMENT OF A SERVICE PROVIDER TO DELIVER A YOUTH EMPOWERMENT PROGRAMME**
 - 7.5.1 Submission Bid Number: **BS/2018/RFB414**

- 7.6 Submissions that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted.
- 7.7 All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the respondent.
- 7.8 The submissions must be inserted into the SUBMISSION BOX available at the Reception Area of BANKSETA Offices at the following address: -
- Thornhill Office Park
Building 22
94 Bekker Road
MIDRAND

NB: Service provider to ensure to sign a register on their submission



- 7.9 Unsuccessful bidders will be informed in writing when the process is concluded.
- 7.10 A tender will be considered late if received after the specified date and time. Service providers are therefore strongly advised to ensure that Tenders be despatched allowing enough time for any unforeseen events that delay the delivery of the Tender.

8. ENQUIRIES/COMMUNICATION

8.1 Contact person for enquiries regarding the tender document:

Mr Jack Serite

Title: Specialist: Supply Chain Management Unit

Email: tenders@bankseta.org.za

All clarifications or enquiries must be made in writing and received by the BANKSETA at least A week before closing date of the Tender. Telephonic requests for clarification will not be accepted.

8.2 RFB TIMELINES

Activity	Time	Date
No Briefing		
Closing date	11h00	15 October 2018
Tender evaluation, Bidder Verification and Due Diligence	T.B.A	29 October 2018
Clarification presentations by Service Providers if required/ Due Diligence	T.B.A.	09 November 2018
Provisional Contract Award	T.B.A	16 November 2018
Contract Signatures	T.B.A	30 November 2018

9. TENDER EVALUATION/ADJUDICATION

Bids will be evaluated in two phases:

- 6.1 Compliance/eligibility
- 6.2 Technical/Functionality
- 6.3 Price and BBBEE Evaluation

10. Compliance/Eligibility

Respondents who do not meet the requirements below **will be** immediately disqualified.

NB: (For Joint Venture (JV) submissions each partner to the JV must submit all documents listed below).

N.B All relevant forms/documents as prescribed by the PFMA Regulation: Framework for Supply Chain Management accompanying this document must be completed in full and signed where applicable by a duly authorized official of the primary contractor / bidder.

Item	Description
1	Submission of proposal (response document)
2	Submission of the following fully completed and signed returnable documents: <ul style="list-style-type: none"> - SBD 1 Invitation to submission - SBD 4 Declaration of interest - SBD 6.1 preference point claim form - SBD 7.2 Contract Form: Rendering of Services - SBD 8 Declaration of respondents' past supply chain management - SBD 9 Certificate of independent bid determination
3	Portion 2 (Special Conditions that the bidder needs to accept by signing on the last page
4	Submission of company registration documents
5	Submission of Central Supplier Database report (CSD)

11. TAX COMPLIANCE

Submission of copy of TAX clearance certificate or SARS pin number in order to verify Training provider's TAX compliance status, or submission of written proof from SARS that supplier either has no tax obligation or has made arrangements to meet outstanding tax obligation.

12. Technical/ Functionality Evaluation

The evaluation of the functionality of the Request for Proposal will be evaluated as per the criteria contained in the table below;

CRITERIA	WEIGHTS	VALUE	SCORE
1. Practical Experience of the bidder The bidder must provide a project close-out report from previous work done on youth empowerment and demonstrate the following. <ul style="list-style-type: none"> • Development ,customisation and packaging of learning materials (2) • Implementation of youth empowerment/skills 	40		

<ul style="list-style-type: none"> or Learnership programme (2) • Provision of learner and admin support (1) <p>NB: Please note that the above sub-headings must be demonstrated in the report.</p>			
<p>2. Service provider must be able to deliver training in all nine provinces</p> <p>Provider to demonstrate the ability to implement training in all nine provinces supported by signed written references not older than 3 years.</p> <ul style="list-style-type: none"> • Less than 4 letter confirming work done = 0 • A letter confirming work done in 5 provinces= 1 • A letter confirming work done in 6 provinces = 2 • A letter confirming work done in 7 provinces = 3 • A letter confirming work done in 8 provinces = 4 • A letter confirming work done in all 9 provinces -5 	10		
<p>3. Experience of facilitators</p> <p>Detailed CVs for sufficient facilitators indicating experience relevant to the programme (Contact Session Facilitation)</p> <p>< 1-year experience = 0</p> <p>>1 < 2 years' experience = 1</p> <p>>2 < 3 years' experience = 2</p> <p>>3 < 4 years' experience = 3</p> <p>>4 < 5 years' experience = 4</p> <p>>5 years' experience = 5</p> <p><i>In reference to the criteria the bidder must demonstrate the methodology to be applied in facilitating the contact sessions.</i></p>	25		
<p>5. Detailed project plan</p> <p>The service provider should submit a detailed project implementation plan and demonstrate methodology.</p> <ul style="list-style-type: none"> • Initiation = 1 	20		

<ul style="list-style-type: none"> • Planning = 1 • Execution = 1 • Monitoring = 1 • Closure = 1 <p>The project plan must indicate functions, time lines, personnel responsibility thus inclusive stages.</p>			
6. Learner Support during and post training <p>The Service Provider must demonstrate in their proposal how learner support will be conducted provided during and post training:</p> <ul style="list-style-type: none"> • During the implementation of the training sessions. = 3 • Post implementation of the training sessions. = 2 	05		
TOTAL	100 Points		
MINIMUM THRESHOLD	70 Points		

SCORE	DISCRIPTION
0	NON RESPONSIVE
1	POOR
2	FAIR
3	AVERAGE
4	GOOD
5	EXCELLENT

13. Functionality will be evaluated using the following formula:

$$Pf = (So/Ms) \times Ap$$

Where:

- Pf – is the percentage scored for functionality by Request for Proposal under consideration.
- So – is the total score of the Request for Proposal in question.
- Ap – is the percentage allocated for functionality.
- Ms – is the maximum score possible.

$$Pf = (So/Ms) \times Ap$$

Where:

- Pf – is the percentage scored for functionality by proposal under consideration.
- So – is the total score of the proposal in question.
- Ap – is the percentage allocated for functionality.
- Ms – is the maximum score possible.

Any proposals not meeting a minimum threshold of **70 points** on functionality will be disqualified.

14. Pricing will be evaluated using the following formula:

80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration.

Pt = Price of bid under consideration.

Pmin = Price of lowest acceptable bid.

15. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

The points scored by a bidder in respect of the B-BBEE contribution will be added to the points scored for price in order to arrive at the overall score.

Points will be rounded off to the nearest 2 decimals.

In the event that two or more tenders have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals or B-BBEE contribution.

16. SPECIAL CONDITIONS

- 16.1 BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the tender was originally advertised prior to the closing date.
- 16.2 BANKSETA reserves the right not to award this tender.
- 16.3 The cost of preparing the applications will not be reimbursed.
- 16.4 The BANKSETA reserves the right to conduct a due diligence (including site visits, capacity assessment and financial capability assessment) on short listed tenderers before contracting.
- 16.5 BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.
- 16.6 BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use

of information supplied in response to this tender or as a result of the tender process contemplated in this tender document.

16.7 BANKSETA makes no representations, undertakings or warranties whatsoever to any person in respect of the tender or any information contained in the tender.

16.8 This tender is confidential and proprietary to BANKSETA and may not be used, reused, copied or distributed for any purpose, other than in relation to the tender process, without BANKSETA's prior written consent.

16.9 The appointed service provider(s) will be from the contract signing and ending 31 March 2020.

17. REVIEW PROCESS

17.1 In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.

17.2 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.

17.3 All proposals will go through Bid Evaluation Committee (BEC) for evaluation on functionality

17.4 The proposals from BEC will be tabled before the Bid Adjudication Committee (BAC).

17.5 The validity period of proposals is 90 days after closing.

18. REASONS FOR REJECTION

18.1 Applicants shall not contact BANKSETA on any matter pertaining to the application from the time the application is closed to the time the application has been adjudicated. The results of the Tender will be published by the BANKSETA on portal any other platform which was advertised. Any effort by an applicant to influence the evaluation, application comparisons or application award decisions in any matter, may result in rejection of the applicant concerned.

18.2 BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

19 JOINT VENTURE

19.1 In the case of a Joint Venture, the following will be Applicable:

19.2 Each JV Member must have a valid Tax Clearance Certificate issued by SARS;

19.3 Submission of a signed Joint Venture Agreement by the JV Partners and attached to this tender document;

- and
- 19.4 Submission of a Joint Venture BBBEE Rating Certificate.