

**Physical Address**  
Umzimvubu Goats  
Complex  
Hospital Road  
4735

Private Bag X 511  
Mount Ayliff  
South Africa  
4735

**Tel Number**  
+27 394 920 011  
**Fax Number**  
+27 866 833 718

*Better District, Better Life and Growth for all.*

[www.anda.org.za](http://www.anda.org.za)



Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2008/009093/30

## **TERMS OF REFERENCE**

**FOR**

**THE APPOINTMENT OF SERVICE PROVIDER FOR THE  
PROVISION OF CLOTHING MANUFACTURING LEVEL 2**

**BUSINESS DEVELOPMENT SUPPORT PROGRAMME:  
SKILLS DEVELOPMENT 2019/20 FINANCIAL YEAR**

**Issued and Prepared by:**

**Alfred Nzo Development Agency**

**Chief Executive Officer: Ms. Mandy Bambeni**

**Contact Person: Ms. N Maloi**

*MNB*

## TABLE OF CONTENTS

1. BACKGROUND AND OVERVIEW OF THE PROJECT .....	2
1.1. INTRODUCTION .....	2
1.2. PURPOSE .....	3
1.3. OVERALL OBJECTIVE .....	3
1.4. PROGRAMME OUTCOME and IMPACT .....	4
2. SCOPE & EXTENT OF WORK.....	5
3. DELIVERABLES.....	7
4. GENERAL CONDITIONS OF THE CONTRACT .....	9
5. PROJECT TIME FRAME.....	11
6. STAKEHOLDERS CONSULTATION.....	11
7. PROJECT MANAGEMENT .....	11
8. REPORTING MECHANISM .....	12
9. SUBMISSION REQUIREMENTS .....	12
10. EVALUATION CRITERIA.....	12

# **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

## **1.1. INTRODUCTION**

The Alfred Nzo Development Agency (ANDA) is an institution of the Alfred Nzo District Municipality (ANDM); it is established in terms of the Municipal Systems Act No. 32 of 2000 and regulated in terms of the Municipal Finance Management Act No 56 of 2003. ANDA is registered in terms of the Companies Act No 71 of 2008. ANDA is governed by a plethora of legislation and regulations that intend to support and strengthen its role in transforming society and the developmental state. ANDA is governed by a Board of Directors who serve as non-executive directors responsible for organizational oversight.

Enterprise Development and Support Services is a programme of ANDA, as approved by the Board of Directors. This programme is further unpacked by the ANDA Multiyear Business Plan; where the Skills Development and Capacity building programme compels the Agency to concentrate on improving the skills base of the population of the Alfred Nzo Region, and also provide skills that respond to the economy of the region.

The strategic objective of the Skills Development is:

- To increase the contribution of small enterprises to the growth of the ANDM economy and transfer skills to the unemployed.

In order to ensure the above and other objectives of the Agency are achieved, ANDA responded to the pronouncement by the Minister of Higher Education and Training, who committed to provide support to ANDM SMMEs operating at the Emfundisweni Skills Centre. ANDA therefore forwarded a proposal to the FP&M Seta, requesting skills support for SMMEs and individuals who wish to further their skills in garment manufacturing. The FP&M Seta approved the proposal and have entered into a partnership with ANDA for the furtherance of the objectives of this programme.

As the ANDM is also implementing a similar programme, ANDA wishes to implement this programme in partnership with ANDM in order to increase project scope,

maximize use of financial resources and realise more impact. ANDA in partnership with the ANDM will therefore be implementing the level 2 technical training programme in clothing manufacturing.

## **1.2. PURPOSE OF THE PROJECT**

The purpose of this project is to identify and enter into a contract with a competent service provider to implement the NQF Level 2 Technical Training in Clothing Manufacturing for 50 recruited learners. The successful service provider must be accredited with the FP&M SETA to render this qualification.

The qualification is aimed at providing the aspiring SMMEs with the skills, knowledge and values to participate effectively in workplace activities within the Clothing, Textile, Footwear and Leather (CTFL) manufacturing industries. The qualification is part of the National Qualification Framework and is available to individuals who do not have formal training and are working in or wish to work in or manage a SMME business.

## **1.3. OVERALL OBJECTIVE**

The overall objective of the programme is to enhance the skills levels of ANDM SMMEs in textile and clothing industries in order to increase the earnings potential of ANDM communities through the capacitation of garment manufacturers within ANDM.

Specific Objectives of the programme include the following:

- Undertaking of theoretical and technical training aimed at equipping learners with an NQF Level 2 qualification in Clothing Manufacturing
- Provide training which cover theoretical knowledge and practical training on:
  - Generation of Patterns and Pattern Grading
  - Operation/Operating of sewing machinery (making use of machinery available for the programme)
  - Fabric Cutting
  - Understanding fabric types and the importance of providing care labels
  - Quality assurance, Garment Finishing, Quality Assessment
  - Basic Garment Making

- Monitoring the manufacturing/production process and the quality of production.
- Perform simple to complex manufacturing / production operations as stipulated in CTFL manufacturing industries.

The Clothing Manufacturing level 2 training is a short skills Programme for six (06) months practical and theoretical training programme that allows the learner to access to and mobility within the SMME sector. The qualification meets the need of the society by providing the entrepreneur with the skills to improve personal circumstances thereby contributing to the upliftment of the community.

#### **1.4. PROGRAMME OUTCOME and IMPACT**

This qualification will equip the learner with the skills, knowledge and values to participate effectively in workplace activities within the Clothing, Textile, Footwear and Leather (CTFL) manufacturing industries. Learners achieving this qualification will be able to contribute to CTFL manufacturing processes by:

- Identifying and inspecting the materials against specifications and procedures
- Cleaning machinery and equipment according to maintenance plans and procedures
- Sorting and fusing cut work according to specifications
- Monitoring the manufacturing/production process and the quality of production.
- Generation of Patterns and Pattern Grading.
- Operation/Operating of sewing machinery.
- Efficient Fabric Cutting.
- Understand fabric types and the importance of providing care labels on garments manufactured.
- Quality assurance, Garment Finishing, Quality Assessment undertaken; where manufactured garments are ready for market trade.
- Basic Garment Making.
- Perform simple to complex manufacturing / production operations as stipulated in CTFL manufacturing industries.

Learners will also be equipped with the necessary skills for operating various forms of small businesses, understand legislative compliance requirements, financial management, business planning and how to market their enterprises to the correct audience.

## **2. SCOPE & EXTENT OF WORK**

Developing and implementing a training Programme that is a Short Skills Programme Certificate: Clothing Manufacturing NQF Level 2 inclusive of a structured theoretical and practical training such as facilitation, assessments, moderations and mentorship phase. The Programme will capacitate the learners who are in the garment manufacturing business within the Alfred Nzo District.

Tenders are invited from suitably qualified professional service providers to prepare and submit proposals on the implementation of the Clothing Manufacturing Technical Training Programme.

The project proposal must contain the following:

- Clear planning process and methodology to be employed in implementing the programme
  - A clear indication of time lines for completion, budget and indication of the project team.
- Composition of a technical Project Steering Committee (PSC) to provide an indication of recommended expertise to participate in PSC meetings.
- Clear project budget aligned to tasks or activities and deliverables of the project.
- Comprehensive company profile coupled with an indication of the proposed project team in terms of the activities to be undertaken by each project team member. Furthermore, the proposal must indicate the contact person to be responsible for the project. In instance where a consortium will be established, the proposal must specify the name of other professionals who will form part of the consortium.
- Clear time frame for completion of the project, include breakdown indication of submission times for deliverables, duration of the deliverable review process and schedule of PSC meetings and other activities anticipated to

take place during the duration of the project. It is recommended that the project process plan allows for a period of 2 weeks for the review of deliverable (final deadlines will be further discussed and agreed upon with the successful bidder).

**The Training must adhere to these conditions:**

- Learners' pre – assessment methods to be used to select learners to be enrolled onto the Programme.
- Skill Development Provider to buy 50 domestic machines for the beneficiaries.
- Company Registration and legal issues.
- Learners' attendance management methods, reporting methods to ANDA, ANDM and FP&M SETA, project management and learners exit strategy.
- The Theory phase must be conducted at Emfundisweni Skills Development and Resources Centre and Mbizana Cultural village.
- The Service Provider will pay for the use of the facilities at Emfundisweni Skills Development and Resources Centre, e.g. training venues' and accommodation for the facilitators.
- The service provider must provide lunch for the learners.
- ANDM will provide accommodation (Bed and Breakfast) for the first 30 days of the programme. Learners will bear the cost of accommodation, and meals thereafter – only lunch will be provided.
- The training programme will be conducted at the Emfundisweni Skills Centre, Mbizana Cultural Village and at any other appropriate venue. The service provider is therefore expected to craft a schedule indicating how the time will be shared among the two centres.
- Valid FP&M SETA accreditation in the relevant trade/ qualification.

**NB: A compulsory briefing session will be held to clarify the scope of work with prospective bidders on the 26th February 2020 at Alfred Nzo Development Agency Boardroom at 10H00 AM.**

### 3. DELIVERABLES OF THE PROGRAMME

By the end of this programme, it is expected that the Service Provider will have undertaken the following:

- Introductory pattern making training
- Advanced pattern making training
- Quality Assurance Technical Training in the following methods:
  - Tensile strength
  - Seam slippage
  - Light fastness
  - Tear strength
  - Colour Fastness (perspiration, rubbing, washing etc.)
  - Fabric properties of knitted and woven
- Basic Patternmaking
- Pattern grading
- Basic garment making
- Enhance existing skills by demonstrating the required technique and skill to draft, cut, make and trim basic garment & manufacturing processes to produce quality products that are marketable to retail business.
- Apply production standards, receiving, recording and completing work in clothing manufacture.
- Compare specifications to products and report on defects.
- Handle, select and store materials used in clothing manufacturing processes.
- Take care of self and others and report on risks and incidents in clothing manufacturing.
- Learn specific techniques in fabric colouring and addition of special effects on fabric to produce a unique product in terms of the production.
- Learn how to minimize waste and use off cuts to produce marketable accessories and dolls.
- Run viable and sustainable small business that address the demands and needs of the fashion and clothing industry.
- Compete on a national and international level opening up avenues to export goods or products manufactured by entrepreneurs.



- Participants will be assisted with packaging of their products, accessing local markets, develop their business for sustainability, as well as creating new products.
- 50 Learners to be trained in Certificate: Clothing Manufacturing Level 2
- 2 Months Theory phase to be conducted at Emfundisweni Skills Development Centre, Bizana Cultural Village and at any other appropriate venue.
- Mentorship and coaching programme for 4 Months: learners to be at their businesses or community related projects placed by the service provider.
- The appointed Service Provider must offer the full qualification and ensure certification of the qualifying learners at the end of the programme.
- The Service Provider is required to submit the implementation plan before the training commence.

**UNIT STANDARDS AND LEARNING OUTCOMES: FOR CLOTHING MANUFACTURING -  
Level 2 FOR 6 MONTHS: 117 CREDITS**

	ID	UNIT STANDARD TITLE	LEVEL	NQF LEVEL	CREDITS
Core	243700	Demonstrate an understanding of materials used	Level 2	NQF level 02	10
Core	10909	Apply production standards, receiving, recording and completing work in clothing manufacture	Level 2	NQF level 02	14
Core	243705	Demonstrate an understanding of quality procedures and practices	Level 2	NQF level 02	10
Core	10912	Compare specifications to products and record and report on defects	Level 2	NQF level 02	11
Elective	243692	Assemble and join component parts Level	Level 2	NQF level 02	36
Elective	243685	Design and make patterns for sewn products	Level 2	NQF level 02	36
Fundamental	9007	Work with a range of patterns and functions and solve problems	Level 2	NQF Level	5

- The appointed Service Provider must offer the full qualification and ensure certification of the qualifying learners at the end of the programme.

**Learners accredited with this Qualification must be able to:**

- Monitor the manufacturing/production process and the quality of production.
- Understand their role in the business, i.e. in production and related activities.
- Understand how they are affected by legislation, regulations, agreements and policies related to their particular work environment.
- Perform simple to complex manufacturing/production operations as stipulated.

Alfred Nzo Development Agency will not be able to release the last payment to the service provider without proof that the learners have been uploaded on the Department of Higher Education Database as well as the FP&M Seta database. The service provider is also expected to submit the statement of results as proof that the learners are evaluated and issue a certificate of completion.

#### **4. GENERAL CONDITIONS OF THE CONTRACT**

- **Bidder to check the completeness of the document**

Bidder to check the completeness of the document. The bidder is required to check the number of consecutively numbered pages and should any found to be missing or in duplicate, or the text of figures indistinct, or should there be any doubt or obscurity as to the meaning of any part of these documents, the bidder must ascertain the true meaning or intent of the same prior to the submission of his/her bid, as no claims arising from any incorrect interpretation will be admitted. It should be noted that it is the responsibility of the service provider to ensure that upon submission of proposals, a valid entity registration document, Tax Clearance Certificate/pin and BBBEE Certificate/affidavit is included.

#### **Validity period for bid/quote**

All prices must be valid for a period of three months (90 days) from the closing date of the bid.

#### **Pricing**

All items as described in the project specification are to be priced in full. If a bidder does not bid all items, his/her bid may be rejected. Per item prices to exclude VAT. Transport/Delivery costs must be included in the pricing. It must not be a separate item. The bid price page must be signed by an authorised person. The pricing of the service provider must be per learner as the payment will be done as per learners trained and mentored.

#### **Service Level Agreement.**

The successful bidder and the Alfred Nzo Development Agency will sign a Service Level Agreement prior to commencement of works.

**Project site handover to Service Provider**

The Service Provider will be introduced to the project participants following the Bid award. The sites will be handed over to the service provider who will control the sites for the duration of contract. Only the service provider's own employees, FP&M SETA, ANDM and Alfred Nzo Development Agency Representatives will be allowed on site. The Service provider is responsible for the administration, training and control of the attendance of the learners as that will affect his claim. The claim of the service provider depends on the number of learners trained and monitored.

**Housing of Service Provider Employees.**

No free housing is available for the Service Provider employees and the Service Provider shall make his own arrangement with the inside B&B for housing his employees and transporting them to and from the site. However, it may be possible to arrange temporary local accommodation for the Service Provider staff with the project members. The Service Provider is in all respects responsible for the housing and transporting of his employees, and for the arrangement thereof, and no extension of time due to any delays resulting from this, will be granted.

**'As Built' Details.**

As the work progresses, the Service Provider shall keep full records of all amendments to and deviations from the specifications as issued to the Service Provider at the start of the contract. These details will, where appropriate, be noted on the supplied drawing. No alterations may be made without the approval of SMME Coordinator.

**Project duration**

The work is to be completed within 6 months of the award of the bid. The Service Provider is required to submit the implementation plan with the proposed times of completion of each phase.

## **5. PROJECT TIME FRAME**

The above deliverable must be completed within 120 working days from the start date, with the following timeline (based on one consultant): the clothing manufacturing level 2 (SMME) is 6 months short skills programme with practical and theoretical training programme. 70% of the training programme is based on the practical component and 30% on theoretical component.

## **6. STAKEHOLDERS CONSULTATION**

Where necessary, the successful service provider will be required to undertake stakeholder consultations and engagements as it is a vital and an ongoing requirement to ensure support and buy-in towards the successful completion of the project. The Service Provide before starting the training is required to submit the implementation plan that will guide the ANDA and ANDM including the learners on the programme.

## **7. PROJECT MANAGEMENT**

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo Development Agency, ANDM and FP&M SETA.

Where necessary, a Project Steering Committee (PSC) made of ANDA officials, ANDM, FP&M SETA and other key stakeholders will oversee project implementation and facilitate inter – governmental coordination. The ongoing plans and progress reports from the service provider will have to be submitted to the Project Steering Committee where a process of verification will take place prior to the approval of invoices submitted by the service provider. Prior to the sitting of a PSC meeting, a technical verification of work claimed by the service provider, must be undertaken by ANDA, ANDM officials and some members of the PSC to ensure that ANDA is able to approve claims made by the service provider.

## 8. REPORTING MECHANISM

It is expected that regular progress reports will be submitted to ANDA and further presented to the PSC on a monthly basis. The Project Manager has the right to change the frequency of reporting as and when necessary.

## 9. SUBMISSION REQUIREMENTS

Technical proposals shall be submitted in the following format. Failure to adhere to this format requirement will lead to the bid being regarded as non-compliant.

- Formal proposal from the service development provider with contactable references, similar interventions, linkages between well-defined businesses, learning programme and mentorship model.
- Clear Methodology and Project approach
- Submission of Clear financial breakdown with the proposal.
- Signed Implementation plan with relevant time frames.
- Detailed information for the business owners such as their CVs certified, ID copies and their positions in the business also the CV's for their facilitators, assessors and moderators such as qualifications, accreditation documents (attachments must be enclosed.)
- The Service Provider must be accredited FP&M SETA on Clothing Manufacturing Level 2 and must submit proof thereof (**ACCREDITATION CERTIFICATE**)
- Proposals must be placed in a sealed envelope and clearly marked: "Training proposal – CLOTHING MANUFACTURING LEVEL 2" and placed in the tender box at the Alfred Nzo Development Agency not later than 10H00 on the **09 March 2020**. Bidders are requested to ensure that their proposals include; Company Registration, a Tax Clearance Certificate/pin BBBEE Certificate/affidavit and **FP&M SETA ACCREDITED CERTIFICATE ON CLOTHING MANUFACTURING LEVEL -2**

## 10. EVALUATION CRITERIA

### Functionality Evaluation:

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Bids will be evaluated in terms of the Procurement Policy of Alfred Nzo Development Agency and shall be applied as follows: -

All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA No.5 of 2000 read together with the 2017 PPPFA Regulations and the B-BBEE Regulations.

Any bid that fails to achieve a minimum of 70 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.

**The functionality evaluation points will be applied as per the table below; -**

**NB:** Bidders must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key: The successful bidders or consortium **must demonstrate the following key competencies** for the functionality evaluation as per the table that follows:

ITEM	Weight
<b>STAGE 1 OF EVALUATION – FUNCTIONALITY</b>	<b>100</b>
• Previous Experience	30
• Capacity and Expertise	70
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	<b>100</b>
<b>BBBEE POINTS</b>	<b>20</b>
<b>Price</b>	<b>80</b>

<b>Criteria description</b>	<b>Weight (100)</b>
<b>Bidder's relevant experience and track record</b>	<b>Weight</b>
<b>References</b>	

<ul style="list-style-type: none"> <li>Traceable record for successful completion of a minimum of 04 or more Training of Clothing Manufacturing level 2 for Municipality, Development Agency and for private organisation (Training school/academy)</li> </ul> <p><b>(Submit at least Four (4) letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attached 2x SOR as proof that the learners were evaluated and certificate issued</b></p>	<b>30</b>
<ul style="list-style-type: none"> <li>Traceable record for successful completion of a minimum of 03 but not more than 4 of Training of Clothing Manufacturing level 2 for Municipality, Development agency and for private organisation (Training school/academy)</li> </ul> <p><b>(Submit at least Three (3) letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attached 2x SOR as proof that the learners were evaluated and certificate issued)</b></p>	<b>20</b>
<ul style="list-style-type: none"> <li>Traceable record for successful completion of a minimum of 02 or more Training of Clothing Manufacturing level 2 for Municipality, Development Agency and for private organisation (Training school/academy)</li> </ul> <p><b>(Submit at least Two (2) letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attached 2x SOR as proof that the learners were evaluated and certificate issued)</b></p>	<b>10</b>
<ul style="list-style-type: none"> <li>Traceable record for successful completion of a minimum of 01 but no more than 2 Training of Clothing Manufacturing level 2 for Municipality, Development agency and for private organisation (Training school/academy)</li> </ul> <p><b>(Submit at least One (1) letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how</b></p>	<b>5</b>

many learners were trained and the budget. Attached 2x SOR as proof that the learners were evaluated and certificate issued)	
<b>Total Maximum Weighting</b>	<b>30</b>
<b>CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT (50)</b>	<b>Weighting</b>
<p><b>Management:</b></p> <p><b>Project Leader with NQF Level 6/ Degree / Diploma Qualification in Fashion Designer/ Clothing Manufacturing</b></p> <p>At least a 5-years working experience in training, Programme/project development, (Clothing Manufacturing).</p> <ul style="list-style-type: none"> <li>• A solid knowledge in entrepreneurship/ SMME sector and work experience in clothing Manufacturing.</li> <li>• A good knowledge of and familiarity with national and regional strategies, policies and priorities for SMME development in Alfred Nzo Region.</li> <li>• Language capabilities to function in both English and Xhosa</li> </ul> <p><b>(Attach CVs and certified copies not older 3 months for all qualifications for project team. The bidders must clearly index and label the Management CV's of not more five pages.)</b></p>	<b>20</b>
<b>Experience and Qualification of facilitators responsible for the project</b>	<b>Weight</b>



<b>Team members to be accredited with (ETDP SETA)</b> <ul style="list-style-type: none"> <li>• 2 x Accredited <b>Facilitators</b></li> </ul> <b>Attach CV's and copies of facilitators certified accreditation certificate, ID and qualifications with experience in the field. The bidders must clearly index and label the Facilitators CV's of not more three pages.)</b>	<b>10</b>
<ul style="list-style-type: none"> <li>• 2x Accredited <b>Assessors</b> (internal and external)</li> </ul> <b>(Attach CV's and copies of assessors certified accreditation certificate, ID and qualifications with experience in the field. The bidders must clearly index and label the Assessors CV's of not more three pages.)</b>	<b>10</b>
<ul style="list-style-type: none"> <li>• 2 x Accredited <b>Moderators</b> (Internal and external)</li> </ul> <b>(Attach CV's and copies of Moderators certified accreditation certificate, ID and qualifications with experience in the field. The bidders must clearly index and label the Moderators CV's of not more three pages.)</b>	<b>10</b>
<ul style="list-style-type: none"> <li>• Company to be accredited with FP&amp;M SETA on Clothing Manufacturing Level -2.</li> </ul> <b>(Attach an accredited certificate with FP&amp;M SETA on Clothing Manufacturing Level-2</b>	<b>20</b>
<b>Total Maximum Weighting</b>	<b>70</b>

For any queries regarding this tender, please contact Ms. F. Nketshisa for project related queries; on (039) 492 0011 or;  
Ms M. Makhatha for SCM related queries at telephone number 039-492-0011 during office hours.

**Alfred Nzo Development Agency**  
**Umzimvubu Goats Complex**

**Hospital Road  
Mount Ayliff  
4735**

Yours in Local Economic Development



**MS. M. BAMBENI**

**CHIEF EXECUTIVE OFFICER**