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

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

## TERMS OF REFERENCE

**NAME OF THE PROJECT:** THE APPOINTMENT OF A PANEL OF ACCREDITED TRAINING SERVICE PROVIDERS FOR A PERIOD OF THREE YEARS

**ALFRED NZO DEVELOPMENT AGENCY**

**2021/22 FINANCIAL YEAR**

**Issued and prepared by:**  
**Alfred Nzo Development Agency**  
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## **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

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 the as non-executive directors responsible for organizational oversight. Enterprise Development and Support Services of the Alfred Nzo Development Agency as approved by the Alfred Nzo Development Agency Board of Directors has Skills Development and Capacity building, programme of the Multi Year Business Plan of the Agency 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 objectives of the Skills Development are listed as follows:

- Increase the contribution of small enterprise to the growth of the ANDM economy and transfer skills to the unemployed.

In order to ensure that all these objectives are achieved, Alfred Nzo Development Agency is to improve the competitiveness of the Alfred Nzo Region by creating an environment that will enable local business to compete successfully on the international stage.

## **2. PURPOSE**

Alfred Nzo Development Agency works closely with SMMEs with an intention of promoting, mentoring SMMEs and Cooperatives through the provision of financial and business development support, thereby propelling them way up into the mainstream economy. Alfred Nzo Development Agency provides Business Development Initiatives such as Training, Capacity Building, Incubation and Mentorship through partnership with accredited service providers, hence enabling our engagement with SETA's, NSF, and other. Alfred Nzo Development Agency intends to support co-ops & SMMEs, have measurable impact and through engagements, identify skills needs and strategies to address them. The purpose is to establish a panel of credible service providers that will provide accredited training services.

### **3. SCOPE OF WORK**

- Alfred Nzo Development Agency is establishing a panel of service providers to render Accredited training services within the District to Youth, Women, Unemployed, SMMEs, CO-OPs etc, which will run for a period of 3 years.
- Service providers will be expected to provide quotations as and when required for the services they are accredited for.
- Service providers must indicate the relevant Sector Education and Training Authority (SETA) and/or Quality Council for Trades & Occupation (QCTO) which reflect the courses for which they are accredited to provide.
- Unit standard number and the National Qualification Framework (NQF) level for each short course provided must be indicated.
- The scope of work for the service providers on the panel will include material development and facilitation of the modules / programmes they are accredited for.
- Service providers may be required to partner with Alfred Nzo Development Agency in order to secure funding during the term of contract, should the need arise.

### **4. SPECIFIC DELIVERABLES AND MILESTONES**

The potential training provider must comply with the following requirements in order 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.
- 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 a reasonable accommodation to cater for individuals living with disability will be added advantage.

### **5. PROJECT TIMELINES**

- The service providers will be appointed to the Alfred Nzo Development Agency Panel for a period of three (3) years, subject to the performance of the service provider(s). The

performance of appointed service provider(s) will be reviewed on an annual basis and/or on completion of a specific training programme.

## **6. EXPERTISE REQUIREMENTS**

- The Facilitator, Assessor and Moderator to be utilized by the Service providers must possess relevant qualification and at least two (2) year practical experience in line with courses/programs to be offered.
- As and when training is required, training providers will be required to provide CVs of their facilitators, Assessors, and Moderators with their relevant qualifications as well as track record of a minimum of two relevant facilitation/assessment and moderation rendered successfully.

## **7. MANDATORY REQUIREMENTS**

- Bidders must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.
- Bidders are required to be registered on the Central Supplier Database (CSD) and the Alfred Nzo Development Agency shall verify the bidder's tax compliance status through the Central Supplier Database. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database. It is therefore a condition of this bid that the tax matters of the bidder be in order at any point in time from the closing date of the bid. This bid will only be awarded to a bidder(s) whose tax status on Central Supplier Database is compliant.
- Please note that no awards will be made to persons in service of the state as identified on the MBD 4 – Declaration of Interest form read together with the verification reports generated from the Central Supplier Database.
- Valid copy of Sector Education and Training Authority (SETA) and/or Quality Council for Trades & Occupation (QCTO) certificate of accreditation stating the courses for which they are accredited to provide or copy of certificate of Council on Higher Education of South Africa in case of Universities and Colleges, or valid accreditation letter or Certificates from other relevant bodies where applicable.

## **1. SUBMISSION REQUIREMENTS**

1. The potential bidder must be registered with national treasury central supplier database (CSD).
2. The potential bidder must be tax compliant on national treasury central Supplier database (CSD) prior to award.
3. Bid document must be signed and duly completed, together with all declaration of interest/ standard bidding documents (MBD's 1, 4, 8, and 9).
4. Provide and attach a copy of company registration certificate.
5. Attach proof of valid relevant seta accreditation, indicating the relevant
6. Training intervention your company is applying for.
7. Attach a proof of qualifications for facilitators (cv's and certificates).
8. The tenderer must submit proof of its B-BBEE status level of contributor.
9. Tax Clearance certificate Verification purposes, the potential bidder must indicate pin number.....
10. Attach a proof of an agreement between training provider and facilitator(s), assessor(s) and moderator(s).
11. Company profile with traceable references.
12. Joint Venture agreement should be in JV agreement format.
13. Bids received after the published closing date will not be considered and will not be opened.

Failure to supply all required and supplementary information will result in the tender being deemed non-responsive and therefore, the tender will not be considered for award.

## **8. PROUDLY SOUTH AFRICA CAMPAIGN**

**Preference will be given to entities in terms of the following order:**

- Firstly – suppliers and businesses operating within the Alfred Nzo District;
- Secondly – If no suitable suppliers are found within the Alfred Nzo District, suppliers and businesses operating within the Province of Eastern Cape shall be considered;
- Thirdly – If no suitable suppliers are found within the Province of Eastern Cape, suppliers and businesses operating within the Republic of South Africa shall be considered. In order to comply with this provision, bidders are requested to submit Utility Bills or Councillor Letters (with original signature), as proof of residence. (COMPULSORY).

## **9. REPORTING**

The Service Provider will be required to prepare and present progress reports coinciding with each of the agreed milestones. Where considered necessary the Service Provider will also be expected to compile reports and presentations for other bodies as required by Alfred Nzo Development Agency. The service provider will be expected to keep financial records and other appropriate records.

## **10. DELIVERABLES**

Funding is made available by Alfred Nzo Development Agency for the project. Service Providers in their proposals are to set out their approach, methodology. Payments will be made on invoices submitted for work completed. On receipt of invoices rendered the service provider should allow at least 4 weeks for the payments to be processed.

## **11. DOCUMENTATION AND CONFIDENTIALITY**

Information and data which is generated in the context of the project; may not be made available to any third party without prior permission of the Chief Executive Officer. All project material shall be presented in both hard copy and electronic format.

## **12. NON – APPOINTMENT**

Alfred Nzo Development Agency has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest quotation.

## **13. AREAS OF EXPERTISE CRITERIA AND REQUIREMENTS**

Prospective training providers must submit the following for evaluation purposes:

- Proof of valid accreditation by relevant SETA, indicating the relevant learnership your company is applying for.
- The potential bidder must attach a service level agreement between training provider and Facilitator, Assessor and Moderator.
- Attach a proof of qualifications for facilitators (CV's and certificates). Prospective training providers must also provide and attach additional information for the following:
  - An outline of the proposed training strategy.
  - An implementation plans.

- Learner attendance management methods, reporting methods to the entity and the SETA; and learner exit strategy.
- Learnership: The Facilitator, Assessor learner ratio, should be minimum of 1:20 to maximum of 35 learners.

**Please note that it is mandatory to complete Annexure A, MBD 1, 4 , 8 and 9 forms. Failure to complete these documents and return it with your submission will disqualify your bid in its entirety.**

#### **14. SUBMISSION OF PROPOSALS**

Proposals must be submitted in sealed envelopes endorsed “**PROPOSAL FOR:** “The Panel of Training Service Providers” and must be hand delivered and placed in the tender box at Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road, Mount Ayliff, and addressed to:

**The Chief Executive Officer  
Alfred Nzo Development Agency  
Umzimvubu Goats Complex  
Hospital Road  
Mount Ayliff  
4735.**

The closing date for receipt of proposals is on or before 15th December 2021 at 12h00.

**Please note:** All proposals must be hand-submitted to the tender box, and incomplete, faxed, emailed applications and applications received after the closing date and time **WILL NOT** be considered. Bidders using a courier service to deliver documents are responsible for ensuring that such delivered documents are physically deposited in the tender box.

It is compulsory for bidders to ensure that their proposals are bound or stapled securely together. If the proposal is too thick to be bound or stapled, bidders are allowed to split the document into sections, however, each section must be bound or stapled and must be individually labelled with the name of the bidder. Under NO circumstances will lose submissions be accepted.

**Alfred Nzo Development Agency does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid proposal.**

## 15. EVALUATION CRITERIA

Procurement Policy Bids will be evaluated in terms of the Procurement Policy of Alfred Nzo Development Agency 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 Preferential Procurement Regulations and the 2011 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.**

## 16. FUNCTIONALITY EVALUATION

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

## 17. COMPETENCIES

Only bidders who achieve a total of 70 points for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system. Bidders wishing to claim preferential points must attach B-BBEE certificate. The 80/20 preference point scoring system will be applied with points allocated as follows: - 80 points for the price; - 20 points for B-BBEE status level.

**NB:** Bidders must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas in order to claim points in the functionality evaluation:

CRITERIA	SUBMISSION REQUIREMENTS	WEIGHT
1. Accreditation	<ul style="list-style-type: none"><li>• Proof of Accreditation certificate by Relevant SETAs and listed SAQA of the training provider for all unit standards</li><li>• The Accreditation certificate must be current and valid</li></ul>	30
2. Learner Portfolio	<ul style="list-style-type: none"><li>• Provide a copy of a sample of portfolio of evidence and learner guide to be used in the training</li></ul>	10

	<ul style="list-style-type: none"> <li>• Learner portfolio must not be older than 2 years</li> </ul>	
3. Registered Facilitator, Assessor, Moderators	<ul style="list-style-type: none"> <li>• Provide a list of registered Facilitators, Assessors and Moderators linked to their respective organisations.</li> </ul>	10
4. Capacity to Deliver	<p>Demonstrate the ability to provide and facilitate funding and training in the listed programmes by submitting the following:</p> <ul style="list-style-type: none"> <li>▪ Total learners enrolled per annum per approved Unit Standards (Appointment letter with number of learners to be trained)</li> <li>▪ Total portfolio of evidence submitted per Unit Standard per annum. (Database of learners printed from the Seta system)</li> <li>▪ Total learners declared competent per Unit Standard Per annum. (Statements of Results: SORS)</li> </ul>	10 10 10
5. References	<p>Must provide a SETA/ client reference letter/s from a training programme provided on a similar Unit Standards</p> <ul style="list-style-type: none"> <li>▪ 1 (one) reference letter = 5</li> <li>▪ 2 (two) reference letters = 10</li> <li>▪ 3 (three) reference letters = 15</li> <li>▪ 4 (Four) reference letters =20 The letters should not be older than 3 years</li> </ul>	20

In order to be awarded points for the Experience competency listed above, please submit the following:

- A list of contactable references for similar projects undertaken in the following format:

Client Name	Nature of Work Undertaken	Start Date	Date of Completion	Amount	Client Contact Person	Tel No.
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## 18. REQUIRED ANNEXURES

1. Annexure A: Compulsory Information Sheet (see below).
2. Service Providers Proposal.
3. Registration details & Compliance.
6. Valid copy of Sector Education and Training Authority (SETA) and/or Quality Council for Trades & Occupation (QCTO) certificate of accreditation stating the courses for which they are accredited to provide or copy of certificate of Council on Higher Education of South Africa in case of Universities and Colleges, or valid accreditation letter or Certificates from other relevant bodies where applicable. (Compulsory).
7. All interested bidders must be registered on the Central Supplier Database for Government. The detailed registration report must be attached to the proposal (along with the Supplier Number and the Unique registration reference number). Compulsory. Please visit <https://secure.csd.gov.za/> to register on the Central Supplier Database.
8. All bidders must submit a Valid Tax Clearance Certificate (Compulsory). In line with the latest circular from SARS (South African Revenue Services), bidders can now submit a **UNIQUE PIN** to enable the municipality to verify the bidder's tax compliance status online via E-filing.
9. MBD 1, 4, 8 and 9 Forms. These forms are available upon request via e-mail or on our website [www.anda.co.za](http://www.anda.co.za) (Compulsory).
10. If the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements for the past three years or since establishment if established during the past three years.
11. Bank confirmation letter.
12. Company registration documents showing all active members/ directors/ shareholders/ owners etc. Power of Attorney/ Signing authority where applicable.
13. B-BBEE Verification Certificate (Please attach the approved B-BBEE accreditation certificate if available in order to claim points for this.) (Affidavit)

**The following rules are applicable ONLY to consortia / joint ventures / sub-contracting and MUST be adhered to:** separate

- In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a tax clearance certificate / tcs pin AND Central Supplier Database (CSD) registration number.
- In bids where Consortia / Joint Ventures / Sub-contractors are involved, the relevant agreement between all parties involved must be submitted, which clearly outlines the roles and responsibilities specific to this tender.

- A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an Exemp Micro Entity that has the capability and ability to execute the sub-contract.
- A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

For any queries regarding this tender, please contact Mr S Tshonga for project related queries; on (039) 492 0011 or; 067 123 1762

Ms O Sompá for SCM related queries at telephone number 039-492-0011, 066 440 7301 during office hours.

**Alfred Nzo Development Agency**  
**Umzimvubu Goats Complex**  
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Yours in Local Economic Development

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**MS. M. BAMBENI**  
**CHIEF EXECUTIVE OFFICER**