



# **TERMS OF REFERENCE**

## **FOR**

### **THE APPOINTMENT OF A PANEL OF ACCREDITED TRAINING PROVIDERS FOR A PERIOD OF THREE YEARS**

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**Issued and prepared by:**

Alfred Nzo Development Agency  
Umzimvubu Goats Complex  
Hospital Road  
Emaxesibeni  
4735

*It is the intention of Alfred Nzo Development Agency to enter into a formal agreement with the bidders that will be appointed to the panel in respect of the services described herein. These Terms of Reference and the bidder's proposal will form the basis of the agreement.*

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# Service Provider Terms of Reference

## SECTION 1: Details

Province: Eastern Cape  
Agency: Alfred Nzo Development Agency  
Project Name: Appointment of a Panel of Training Providers

## SECTION 2: Purpose

The purpose of these terms of reference is to contract accredited panel of potential service providers for a period of three (3) years to provide training for the Entity when need arises. The relevant training providers should assist in various skills needed such as Learnerships, Internships and Short Courses. These service providers should be accredited and can be individual companies or institutions of higher learning.

## SECTION 3: Background

Alfred Nzo Development Agency is an economic development agency wholly owned by the Alfred Nzo district Municipality to pursue and facilitate economic development, investment and empowerment in Alfred Nzo. ANDA provides Business Development Initiatives such as Training and Capacity Building through partnership with accredited service providers, hence enabling our engagement with SETA's. Therefore, ANDA seeks to contract reputable and technically qualified service providers to undertake the Entity's training.

## SECTION 4: Scope of work

ANDA wishes to establish a panel of training providers to render training services within the district on an ad hoc basis or **as and when the need arises**. Note that the appointment to this panel will not guarantee a definite quantum of work. Service Provider will be expected to provide quotations as and when required for the services they are accredited for.

- 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.
- The service provider will be required to provide a close out report, portfolio of evidence and provide accredited certificates of competence to the trainees.

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- Services providers must indicate the relevant sector Education and Training Authority (SETA) and/or Quality Council for Trades and 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.
- Service providers may be required to partner with ANDA to secure funding during the terms of contract, should the need arise.
- It must be noted that once appointed to the panel, the bidders will not be allowed to sub-contract to a new company or enter a Consortium/Joint Venture with a new company to meet the requirements of a specific request for quotations. Therefore, all Consortium/Joint Venture/Sub-contracting arrangements must be provided as part of your proposal in response to this tender.
- Panel members will be given allowance to submit new accreditations as and when necessary

## **SECTION 5: Specific Deliverables and Milestones**

The appointed service providers must comply with following requirements to be considered:

- Must be accredited with QCTO or any other SETA as a training provider
- Must have capacity to train, assess and upload learner achievements.
- Assist on the development of portfolio of evidence where necessary.
- Assume full responsibility and accountability for the implementation and success of the leaning intervention.
- Must build partnership 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.

## **SECTION 6: Project Timelines**

The service providers will be appointed to the ANDA Panel for a period of three (3) years, subject to the performance of the service provider(s). The performance of appointed services provider(s) will be reviewed on an annual basis and/or on completion of a specific training programme.

## **SECTION 7: Expertise Requirements**

- a) The training provider must provide at least one facilitator, assessor and moderator for each accreditation accompanied by CVs, IDs, Registration certificates and academic qualifications)

| Client Name | Nature of Work Undertaken | Start Date | Date of Completion | Amount | Client Contact Person | Tel No. |
|-------------|---------------------------|------------|--------------------|--------|-----------------------|---------|
|             |                           |            |                    |        |                       |         |

#### **SECTION 10: Time Frame & Reporting**

The appointment will be effective for a period of three years. 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 the Alfred Nzo Development Agency. The Service Provider will be expected to keep financial records and other appropriate records.

#### **SECTION 11: Deliverables & Ceiling Costs**

Funding is made available by Alfred Nzo Development Agency for the project. However, the training providers may be required to partner with Alfred Nzo Development Agency to secure funding during the term of contract, should the need arise. Payments will be made on invoices submitted for work completed based on an SLA per project.

#### **SECTION 12: 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 (workable and PDF).

#### **SECTION 13: 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.

#### **SECTION 14: Requirements Related to Tender**

**Please note the following:**

- No briefing session will be held in respect of this tender.

- All proposal must be hand-submitted to the tender box. Incomplete, faxed, emailed and late submissions WILL NOT be considered.
- Bidders arriving at the Agency offices outside of business hours as well as bidders using a courier service to deliver their proposal are responsible for ensuring that such documents are physically deposited into the tender box before the closing date and time.
- Proposals received after 12h00 on the closing date will be accepted and therefore not considered.
- No proposal will be accepted from bidders listed as a person prohibited from doing business with the public sector and/or persons in service of the state. IF a bidder is identified as being restricted or in service of the state as per the MBD 4 (Declaration of Interest form) or the Central Suppliers Database (CSD) for government, the bidder will automatically be disqualified unless proof of the contrary is submitted in the bidder's proposal.

## SECTION 15: Evaluation Criteria

ANDA subscribes to the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act (PPPFA of 2000) principles whereby a bidder's submission will be evaluated according to capacity to execute the service.

The proposal will be evaluated only on one stage namely:

- **Stage 1- Capacity to Execute Work**

Only service provider(s) that can demonstrate the required experience and skills relating to the execution of this project will be considered. The following criteria will be considered for the appointment of a successful Service provider(s).

| ITEM                                                                                                                                                                                                                                                                               | WEIGHT |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>STAGE 1</b>                                                                                                                                                                                                                                                                     | 30     |
| <ul style="list-style-type: none"> <li>• Proof of valid Accreditation certificate by Relevant SETAs OR QCTO with list of all qualifications and unit standards</li> </ul>                                                                                                          | 30     |
| <ul style="list-style-type: none"> <li>• Provide a copy of a sample portfolio of evidence not older than 2 years and learner guide used in the training. (Database of learners printed from the Seta system and total learners declared competent, Learner guide, SORs.</li> </ul> |        |
| <ul style="list-style-type: none"> <li>• Provide a list of registered Facilitators, Assessors and Moderators linked to their respective organizations.</li> </ul>                                                                                                                  | 20     |

|                                                                                                                                                                                                                  |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Must provide a SETA/ client reference letter/s from a training programme provided                                                                                                                                | 20 |
| <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</li> </ul> |    |
| The letter should not be older than 5 years and must contain the following: Contact name, telephone number, email address and should be on the referee's letterhead                                              |    |
| <b>Only bidders that score a minimum of 70% will be considered</b>                                                                                                                                               |    |

### **Submission of Proposals:**

Please place your completed proposal in a sealed envelope endorsed: **Proposal for The Panel of Accredited Training Providers** in the Tender Box at Alfred Nzo Development Agency, Umzimvubu Goat Complex, Hospital Road, Mount Ayliff on or before ~~10~~ <sup>24</sup> November 2025 at 12h00.

**No submission will be accepted after the closing date and time, as stipulated above.**

Enquiries should be directed to the Office of the Trade and Investment Department: Ms F. Nketshisa: 039 492 0011 or email: [Nketshisaf@anda.org.za](mailto:Nketshisaf@anda.org.za) and SCM related enquiries should be directed to SCM Manager: Ms Olona Sompao on 0394920011 or email: [sompao@anda.org.za](mailto:sompao@anda.org.za)

Approved by:



**LUMKO MTIMDE**  
**CHIEF EXECUTIVE OFFICER**