

TERMS OF REFERENCE

APPOINTMENT OF A COMPANY OR SERVICE PROVIDER FOR TRAINING OF UNEMPLOYED YOUTH AND ARTISANS ON RISK WITHIN THE JURISDICTION OF LEJWELEPUTSWA DISTRICT MUNICIPALITY FOR THE PERIOD OF THREE (3) YEARS

The following evaluation process and criteria will be used to evaluate all bids submitted:

Administrative Compliance

- 1.1 The Lejweleputswa District Municipality needs to be satisfied, in all respects, that the organization selected has the necessary resources, qualifications and abilities for this Contract, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.
- 1.2 The general methodology of selection will be that proposals will first be evaluated on their Responsiveness where bidders who are found not to be responsive will be disqualified.
- 1.3 Secondly the technical ability to perform the task will be assessed wherein training provider must achieve a score above **70 points**. Those scoring below **70 points** noted in the table below will not be acceptable on the Lejweleputswa District Municipality Training Provider Data base.

1.4 Critical Criteria:

Submissions are to consist of a short report that must provide the Lejweleputswa District Municipality with sufficient information to make an evaluation of the proposal. It should include, but not be limited to:

- A detailed statement of the applicant's approach or methodology in dealing with this assignment;
- A detailed statement of the applicant's previous experience and track record in similar projects;
- A detailed statement substantiating the applicant's claim to provide creativity and innovation in the execution of the assignment;
- A detailed statement of the proposed composition of the team;
- Details of the Public Liability;
- Detailed Financial Statements for the Organization; and
- Detailed Quality Management System for the Organization; minimum ISO 9001.
- Registration with the Central Supplier Database

1.5 Deliverables

- Use of accredited training providers.
- Programs accreditation certificate or letters with relevant SETAs
- Provision of training in the following areas:
 - Occupational Health and Safety
 - Agriculture
 - Food and Beverage
 - Hospitality
 - Construction
 - Professional Driving
- Training to be provided to a minimum of 500 learners

Name of Municipality	Minimum number to be trained
Masilonyana Local Municipality	100
Tokologo Local Municipality	100
Tswelopele Local Municipality	100
Matjhabeng Local Municipality	100
Nala Local Municipality	100

- Learners to be provided with stipends to a minimum of R1500.00

1.6 EVALUATION ON QUALITY/FUNCTIONALITY AND PREFERENTIAL POINT SYSTEM

CRITERIA	SUB-CRITERIA	VALUE
BBBEE Level	10 points	10
Capability and Capacity of the proposed team and company in Skills Program (attached CV, company profile and qualifications of the proposed team)	<ul style="list-style-type: none"> ▪ Demonstrate that the Organization did implement one or more skills program in partnership with a SETA and Municipality in a three (3) sign agreement between (SETA, Municipality and Training Provider) with the past three Years (20 Points). ▪ Technical skills/CV's of the team and team structure demonstrating technical and professional experience in similar projects (10 Points) 	40

	<p>Accredited Training providers</p> <ul style="list-style-type: none"> ▪ Demonstrable training Capacity of a large scale skills program: 4-8 Million (5 Points) 9-16 Million (10 Points) <p>Maximum (10 Points).</p>	
<p>Approach and Methodology, Work Plan and Process</p>	<ul style="list-style-type: none"> ▪ Detailed approach, methodology and process to be adopted in the project. Project plan to be linked to the deliverables and outputs. (10 Points) ▪ The service providers must be accredited with minimum Two (2) SETAs Directly (15 Points) ▪ The service providers must have a Quality Management System as a Company that is Accredited (10 Points) 	<p>35</p>
<p>Level of experience and knowledge</p>	<ul style="list-style-type: none"> ▪ Previous work in similar initiatives/project (Attached testimony letter/Three contactable references) (15 Points) <p>NB: All letters must be on a letter head of a company.</p> <ul style="list-style-type: none"> ➤ 2 Letter/contactable reference from (5 Points) ➤ 4 Letters/contactable reference (10 Points) ➤ 6 Letters/contactable references and above (15 Points) 	<p>15</p>
<p>Total Points</p>		<p>100</p>