

TERMS OF REFERENCE

RFP 16/03/2019

APPOINTMENT OF AN ACCREDITED TRAINING PROVIDER TO CONDUCT CREDIT BEARING TRAINING TO BENEFICIARIES / WARD COMMITTEE MEMBERS WITHIN THE LEJWELEPUTSWA DISTRICT

- Conduct an accreditation training as per the outlines of seta's education and training quality assurance standards
- Ensure registration of learners / beneficiaries with the relevant ETQA and prove proof of this registration with the funder or project initiator
- Assist in the selection and recruitment of beneficiaries of the identified training programme
- Provide a detailed approved training programme with the number of credits to be awarded at the end of training and validation processes by the relevant ETQA
- Provide proof of approved learning material and this should include the following:
 - Learner guides
 - Facilitator guides
 - Assessment guides

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

Administrative compliance

- Lejweleputswa District Municipality needs to be satisfied in all respect that the provider has all the necessary credentials, resources , qualifications and abilities for this contract/ bid
- The general methodology of the proposal will first be evaluated on their responsiveness where bidders who are not responsive will be disqualified
- The technical ability and experience of the provider to perform the task will be assessed wherein the provider must achieve 70 points or above

Critical criteria

Submissions are to consist of a detail proposal which will afford Lejweleputswa District Municipality to have sufficient information to objectively evaluate the provider submission or bid. This evaluation will include but not limited to the following:

- A details proposal which will include the methodology and action or roll out plan in implementing this project
- List of similar project **and or** level of expertise of individuals who have done this exercise before
- Level of experience of staff within the health and safety and medical environment
- Level of qualification within the occupational health and safety and relevant registration with legislative bodies
- Proof of accreditation of the service provider
- Proof of registration of the provider on the central supplier database

Evaluation Grid

Accreditation of the service provider	Proof of accreditation with QAP's or QCTO (10 Points)
Methodology / detail implementation plan/ clear work flow	Roll out plan Index of quality management system in line with accreditation requirements with NAMB/ SETA'S or QCTO (60 points)
Level of experience	List of similar projects completed Level of experience of individual staff Proof of registration with NAMB and SETA'S (30 points)