

**HEAD OFFICE**

Regus Building Office  
169 Oxford Road  
Cradock Square  
Rosebank  
Johannesburg, 2196  
Tel: (011) 372 3300

**EASTERN CAPE**

Waverley Office Park  
3 - 33 Philip Frame Road  
Chiselhurst  
East London, 5200  
Tel: (043) 726 8314  
Fax: (043) 726 8302

**FREE STATE**

Regus Bloemfontein  
Unipark Building  
Vodacom Lane, Nobel Str  
Brandwag  
Bloemfontein, 9301  
Tel: (051) 430 5072  
Fax: (051) 430 5080

**GAUTENG**

112 Main Street  
9th Floor  
Marshalltown  
Johannesburg CBD, 2001  
Tel: (011) 403 1301/2/3/6  
Fax: (086) 614 8781

**KWAZULU-NATAL**

Kent House  
1 Neptune Road  
Westville  
Durban, 3629  
Tel: (031) 304 5930  
Fax: (031) 301 9313

**LIMPOPO**

89B Biccard Street  
Polokwane, 0700  
Tel: (015) 295 9303  
Fax: (015) 295 9301

**MPUMALANGA**

Streak Office Park  
6 Streak Street  
Block B, 1st Floor  
Nelspruit, 1201  
Tel: (087) 352 7108  
Fax: (013) 752 2917

**NORTHERN CAPE**

Montrio Corporate Park  
Monument Heights  
10 Oliver Road  
Kimberly, 8300  
Tel: (053) 832 0051/ 2  
Fax: (053) 832 0047

**NORTH WEST**

Sparkling Office Park  
78 Retief Cnr Peter  
Mokaba Street  
Potchefstroom, 2531  
Tel: (018) 294 5280  
Fax: (018) 294 5719

**WESTERN CAPE**

Sunbel Building  
2 Old Paarl Road  
Office 205, 2nd Floor  
Belville, 7530  
Tel: (021) 946 4022  
Fax: (021) 946 4043

**RFQ NO: 06 - 2026/27 – RE-ADVERTISEMENT****REQUEST FOR QUOTATIONS****TERMS OF REFERENCE FOR THE APPOINTMENT OF A POOL OF CONSULTANTS TO SUPPORT THE ETDP SETA AS AND WHEN REQUIRED TO DELIVER QUALITY ASSURANCE SERVICES****1. INTRODUCTION**

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector.

The ETDP SETA will host a **NON- COMPULSORY** virtual briefing session for **RFQ NO: 06 - 2026/27 – Appointment of a pool of consultants to support the ETDP SETA as and when required to deliver quality assurance services on 29 October 2026 at 10h00 – 12h00**. Access details will be available on [www.etdpseta.org.za](http://www.etdpseta.org.za) as from **12h00 on 28 October 2026**. Kindly note that interested service providers may submit their questions until **29 October 2026**. **No further questions will be accepted after this date.** We thank you for your cooperation

**2. PURPOSE & OBJECTIVES****2.1 Purpose**

The purpose of the Request for Quotations (RFQ) is to appoint a pool of consultants in nine provinces for a period of twelve (12) months to support the ETDP SETA quality assurance services as and when required.

**2.2 Objectives**

The objectives of the appointment are to:

- 2.2.1. Secure the appointment of provincially based consultants to support the Skills Development Provider and Assessment Centre accreditation processes, monitoring site visits, assessment and moderation of External Integrated Summative Assessment results.
- 2.2.2. Ensure that the ETDP SETA fulfill its Quality Council for Trades and Occupation delegated accreditation function.

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### 3. PROJECT SCOPE, DELIVERABLES AND REQUIREMENTS

#### 3.1. Project scope

The Quality Council for Trades and Occupations (QCTO) has delegated to the ETDP SETA the following quality assurance functions:

- 3.1.1. **Accreditation:** Entail the receipt and processing of accreditation applications for Skills Development Providers and Assessment Centres through the conduct of accreditation site visits.
- 3.1.2. **Monitoring:** Entails monitoring the provision of occupational qualifications, skills programmes, and conduct of assessment processes for occupational qualifications through the conduct of site visits.
- 3.1.3. **Assessment:** Entail the assessment and moderation of answer books and/ or Portfolios of Evidence submitted by the candidates during the External Integrated Summative Assessment (EISA) sessions.

In order for the ETDP SETA to perform its delegated functions, it requires the services of the consultants who will complement the existing quality assurance officials. The consultants must be based in various province to limit inter-province travel. Assessment consultants will only be required in Gauteng province. The bidders are required to submit their proposals per province of interest.

#### 3.2. Deliverables

The successful consultant will be expected to conduct:

- 3.2.1. Skills Development Provider and Assessment Centre accreditation site visits and produce reports.
- 3.2.2. Monitoring site visits and produce reports.
- 3.2.3. Assessment of EISA answer books and/ or Portfolios of Evidence and produce reports.
- 3.2.4. Moderation of EISA results and produce reports.

#### 3.3. Requirements

The consults must be provincially based with the experience in the following areas:

- 3.3.1. Learning programme design, development and evaluations in the context of a skills development environment.
- 3.3.2. Accreditation of Skills Development Providers through Sector Education and Training Authorities (SETAs) and/ or QCTO processes.
- 3.3.3. Monitoring the provision of structured learning programmes in a skills development environment.

#### 4. COSTING MODEL (PRICE SCHEDULE)

**THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED**

**NB: BIDDERS MUST INDICATE THE PROVINCE THAT THEY ARE BIDDING FOR.**

| <b>DESCRIPTION</b>                                                                                          | Pool of Quality Assurance Consultants                    |           |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------|
| <b>NAME OF SERVICE TO BE RENDERED:</b>                                                                      | Appointment of the pool of quality assurance consultants |           |
| <b>PROVINCE BID FOR</b>                                                                                     |                                                          |           |
| ITEM DESCRIPTION                                                                                            |                                                          | UNIT COST |
| Conduct of an accreditation site visit and produce a report.                                                | Skills Development Provider per site visit               |           |
|                                                                                                             | Assessment Centre per site visit                         |           |
| Conduct of assessment or moderation of an answer book and/ or a Portfolio of Evidence and produce a report. | Assessment per candidate                                 |           |
|                                                                                                             | Moderation per candidate                                 |           |
| Conduct of monitoring site visit and produce a report                                                       |                                                          |           |
| <b>Sub-total (Value Added Tax Excluded)</b>                                                                 |                                                          |           |
| <b>Value Added Tax (15%)</b>                                                                                |                                                          |           |
| <b>TOTAL COST</b>                                                                                           |                                                          |           |

**NAME OF BIDDER:** \_\_\_\_\_

**POSITION/ ROLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.**

**NB: The ETDP SETA will NOT reimburse the bidder's travel and accommodation expenses and/ or any other related expenses as the Consultants are expected to be provincially based.**

## 5. DURATION OF THE PROJECT

- The successful service provider will be required to enter a formal contract with the ETDP SETA by signing a Service Level Agreement (**SLA**). The contract will become effective on the date of last signature and will be initiated through a commencement meeting between the two parties.
- The duration of the contract is for a period of **twelve months (1 Year)**, effective from **the date of last signatory on the Service Level Agreement (SLA)**.

## 6. METHOD OF SUBMISSION

**All Documents for Stage 1 (Administrative requirements), Stage 2: Phase A (Mandatory Requirements), Stage 2: Phase B (Functionality Evaluation), and Stage 3 (Pricing & Specific Goals) must be submitted in electronic format via email to [etdpsetarfq@etdpseta.org.za](mailto:etdpsetarfq@etdpseta.org.za)**

There must be three folders covering the following stages:

**Folder A: Stage 1:** Administrative Requirements

**Folder B: Stage 2:** Phase A: Mandatory Requirements

: Phase B: Functionality Evaluation Requirements

**Folder C: Stage 3:** Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submissions.

## 7. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

**THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.**

### 7.1. STAGE 1: Administrative Compliance [Folder A]

*Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.*

| Description                                                                                                                                                                                              | Comply/Submitted |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Completion of all SBD Forms: <ul style="list-style-type: none"> <li><b>SBD 1</b> - Invitation to Bid</li> <li><b>SBD 4</b> - Declaration of Interest</li> <li><b>SBD 6.1</b> – Specific Goals</li> </ul> |                  |
| Completion in full of the General Conditions of Contract (GCC)                                                                                                                                           |                  |
| Submit a <i>"Unique security personal identification number (PIN) issued by SARS"</i> <b>which the SETA will use to verify the bidder's tax matters prior to the award</b>                               |                  |

### 7.2. STAGE 2\_ PHASE A - MANDATORY REQUIREMENTS [Folder B]

| Mandatory Requirement                                                                                                                                                                              | Method of Evaluation                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Submission of a <b>"Sworn Affidavit"</b> affirming that the Bidder is <b>NOT</b> accredited by the Quality Council for Trades and Occupations <b>OR</b> a Sector Education and Training Authority. | A bidder's <b>"Sworn affidavit"</b> <i>not older than twelve (12) months</i> , signed before a <b>Commissioner of Oaths</b> declaring that they are <b>NOT</b> accredited by the Quality Council for Trades and Occupations <b>OR</b> a Sector Education and Training Authority. |
| Submission of a fully completed <b>Annexure</b> applicable to type of consultant bidding for                                                                                                       | Fully completed <b>Annexure</b> applicable to the type of the consultant the bidder is bidding for.                                                                                                                                                                              |

**NB: Failure to submit the above-requested mandatory document will lead to disqualification.**

### 7.3. STAGE 2\_ PHASE B: FUNCTIONALITY EVALUATION REQUIREMENTS [Folder B]

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents as follows:

- 7.3.1. The minimum qualifying score for functionality will be **70 points** and the bids that fail to achieve the minimum qualifying score will be disqualified.
- 7.3.2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations **5 and 6**.

The evaluation criteria for functionality will be as below:

| NO | EVALUATION CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | METHOD OF EVALUATION                                                                                                                                                                                                                                                  | POINTS                                                                                                                                  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <p><b>Company experience: (20 Points)</b></p> <p>Proof of similar services (<b>Example</b> <i>accreditation, learning programme design, development and evaluation, management of assessment processes, monitoring the provision of quality assurance processes</i>) rendered in a quality assurance environment. Reference letters demonstrating the business experience in rendering similar services must be attached</p> <p>Each reference letter must clearly indicate:</p> <ul style="list-style-type: none"> <li>• <i>Project duration in implementing quality assurance processes.</i></li> <li>• <i>recommendation and contact details of the referee; and</i></li> <li>• <i>must be signed.</i></li> </ul> <p><b>NB: Reference letters must be on a company letter head, signed and dated, otherwise they cannot be considered.</b></p> | <p>a) 4 or more years of experience.</p> <p>b) 3 years' experience.</p> <p>c) 2 years' experience.</p> <p>d) 1 year experience.</p> <p>e) No experience</p>                                                                                                           | <p><b>20</b></p> <p><b>15</b></p> <p><b>10</b></p> <p><b>05</b></p> <p><b>00</b></p>                                                    |
| 2. | <p><b>Capacity to conduct accreditation processes.: (80 Points) Applicable if Annexure A was submitted</b></p> <p><b>2.1. Consultant's Qualification/s (Attach copy/ies of the qualification/s)</b></p> <p>Qualification in Education, Training and Development, <b>OR</b> Labour Relations <b>OR</b> Library Management Services, <b>OR</b> Community Development Practices.</p> <p><b>2.2. Consultant's Experience (Attach a copy of a Curriculum Vitae)</b></p> <p>Experience in learning programme design and development, <b>OR</b> curriculum design and development, <b>OR</b> conduct of accreditation sites visits.</p>                                                                                                                                                                                                                  | <p>a) Honours (NQF Level 8) or above</p> <p>b) Degree (NQF Level 7).</p> <p>c) Diploma (NQF Level 6).</p> <p>a) 4 or more years of experience.</p> <p>b) 3 years' experience.</p> <p>c) 2 years' experience.</p> <p>d) 1 year experience.</p> <p>e) No experience</p> | <p><b>40</b></p> <p><b>30</b></p> <p><b>20</b></p> <p><b>40</b></p> <p><b>30</b></p> <p><b>20</b></p> <p><b>10</b></p> <p><b>00</b></p> |

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| NO           | EVALUATION CRITERIA                                                                                                                                                                                                                                                                                                                                                                         | METHOD OF EVALUATION                                                                                                                 | POINTS                                                        |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| 3.           | <b>Capacity to conduct assessment and/ or moderation processes: (80 Points) Applicable if Annexure B was submitted</b><br><br><b>3.1. Consultant's Qualification/s (Attach copy/ies of the qualification/s)</b><br><br>Qualification in Education, Training and Development, <b>OR</b> Labour Relations <b>OR</b> . Library Management Services, <b>OR</b> Community Development Practices. | a) Honours (NQF Level 8) or above<br>b) Degree (NQF Level 7).<br>c) Diploma (NQF Level 6).                                           | <b>40</b><br><br><b>30</b><br><b>20</b>                       |
|              | <b>3.2. Consultant's Experience (Attach a copy of a Curriculum Vitae)</b><br><br>Experience in the conduct of assessment or moderation processes.                                                                                                                                                                                                                                           | a) 4 or more years of experience.<br>b) 3 years' experience.<br>c) 2 years' experience.<br>d) 1 year experience.<br>e) No experience | <b>40</b><br><b>30</b><br><b>20</b><br><b>10</b><br><b>00</b> |
| 4            | <b>Capacity to conduct monitoring services (80 points). Applicable if Annexure C was submitted.</b><br><br><b>4.1.</b> Qualification in Education, Training and Development, <b>OR</b> Labour Relations <b>OR</b> . Library Management Services, <b>OR</b> Community Development Practices.                                                                                                 | a) Honours (NQF Level 8) or above<br>b) Degree (NQF Level 7).<br>c) Diploma (NQF Level 6).                                           | <b>40</b><br><b>30</b><br><b>20</b>                           |
|              | <b>4.2. Consultant's Experience (Attach a copy of a Curriculum Vitae)</b><br><br>Experience in the conduct of monitoring services                                                                                                                                                                                                                                                           | a) 4 or more years of experience.<br>b) 3 years' experience.<br>c) 2 years' experience.<br>d) 1 year experience.<br>e) No experience | <b>40</b><br><b>30</b><br><b>20</b><br><b>10</b><br><b>00</b> |
| <b>TOTAL</b> |                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                      | <b>100</b>                                                    |

**Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted. Points will be awarded on a sliding scale only where indicated.**

**Please take note of the value and scoring point system of your bid.**

#### 7.4. STAGE 3: PRICING & SPECIFIC GOALS REQUIREMENTS [Folder C]

##### PRICING SCHEDULE DOCUMENTS

- a. Costing Model (*Price must be final, include VAT and signed*)
- b. **SBD 6.1** - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022  
*- (If claiming preferential points) - this will be used to verify points to be allocated for specific goals*

**80/20** preference point system shall be applicable as follows:

|   |                              |           |
|---|------------------------------|-----------|
| ✓ | Price                        | <b>80</b> |
| ✓ | Allocation of specific goals | <b>20</b> |

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

## 8. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

## 9. DISCLAIMER

### ***Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer***

1. *By submitting your proposal, you grant the necessary consent as you acknowledge that:*
  - *ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.*
2. *Therefore:*  
*Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect*

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*personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.*

3. *We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.*
4. *For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: [www.etdpseta.org.za](http://www.etdpseta.org.za) "ETDP SETA PAIA Manual and POPIA Manual".*

#### 10. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation will be available on national treasury e-portal and our website. Documents **must** be downloaded from the ETDP SETA website: [www.etdpseta.org.za](http://www.etdpseta.org.za) , Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **22 October 2026**.

All Proposals **must be Sent via email to** [etdpsetarfq@etdpseta.org.za](mailto:etdpsetarfq@etdpseta.org.za)

Submissions must be sent **BEFORE** the closing date and time of **11h00** on **09 November 2026**.

**No late submission will be accepted!**

#### 11. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00** on **09 November 2026**.

#### 12. CONTACT PERSON

**NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:**

**Supply Chain Management: Email: [Tenderers@etdpseta.org.za](mailto:Tenderers@etdpseta.org.za)**

**Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.**