



SCOPE OF WORK:

MerSETA, Accredited SDP or Assessment Centre for the development of Assessment Tools for Occupational Qualification: Production Operator (120037)

1. The Deliverables as follows:

- Develop Three (3) assessment instruments, and one (1) exemplar assessment instrument;
- Develop a Recognition of Prior Learning (RPL) Toolkit instrument;
- Develop the Qualification Assessment Specification Addendum (QASA); and
- Support the submission process and obtain formal approval of the QASA by the Quality Council for Trades and Occupations (QCTO).

2. Project Timeline:

- It is estimated period for this project is a minimum of Six, (6) Months and maximum of Twenty four (24) months from date of signature.

NB: Potential appointed supplier should have a lead or subject matter expert for the qualification and 3 Assessor / Moderator as team members

3. Late submissions of the RFP:

- Submission of quotation(s) received late (after the closing date and time) will not be considered.

4. Bid Evaluation process:

4.1 Evaluation Stage 1: Compliance

All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may



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face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

- a) Standard Bidding Document (SBD 4)
- b) Standard Bidding Documents (SBD 6.1)

4.2 Evaluation Stage 2: Technical Evaluation

Bidders must meet the minimum technical specification requirements in this evaluation stage to advance to the next evaluation stage. Failure to meet the prescribed technical specification will automatically disqualify the bid offer from proceeding to the next evaluation stage. **Any bid that fails to meet the overall minimum threshold of 70% or has not received the minimum score for any individual component thresholds will be disqualified for further evaluation on stage 3.**

Each proposal that passed functional **evaluation score of 70** and more, will be on equal footing to proceed to the final round of evaluation on price and specific goals

No.	Evaluation Criteria	Description	Scoring Guide	Weight
1.	SDP Accreditation for the Related Qualification	The bidder must provide valid QCTO-recognised Skills Development Provider (SDP) accreditation for the Automotive Sales Advisor qualification (SAQA ID 118097) or a closely related occupational qualification.	• Valid SDP accreditation for the related qualification = 25 points • Accreditation for unrelated qualification = 10 points • No SDP accreditation = 0	25%



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			points (Disqualification)	
2.	Accreditation Acknowledgement Letter / Certificate	Submission of a formal accreditation acknowledgement letter or certificate issued by QCTO or relevant delegated authority.	• Valid and current accreditation letter/certificate = 15 points • Expired / conditional / incomplete accreditation evidence = 5 points • No accreditation letter/certificate = 0 points (Disqualification)	
3.	Registered Assessor Experience	The bidder must propose at least one team member who is a registered assessor, with a minimum of three (3) years' experience in occupational qualifications assessment or assessment development.	• Registered assessor with ≥ 3 years' relevant experience = 20 points • Registered assessor with < 3 years' experience = 10 points • No registered assessor = 0 points (Disqualification)	



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4.	SLA with Industry Partner	The bidder must provide a signed Service Level Agreement (SLA) or Memorandum of Understanding (MoU) with a relevant automotive industry partner, supporting assessment development, validation, or workplace relevance.	• Signed and valid SLA/MoU with relevant industry partner = 10 points • Letter of intent only = 5 points • No SLA/MoU = 0 points	
5.	Relevant Experience in Assessment / QASA Development	Demonstrated experience in developing assessment instruments, RPL tools, or QAS/QASA for occupational qualifications. Evidence must be provided.	• Three (3) or more similar projects = 10 points • One (1)–Two (2) similar projects = 5 points • No relevant experience = 0 points	