



CLARIFICATION LETTER EMANATING FROM BRIEFING SESSION HELD ON 06/12/2017

APPOINTMENT OF SERVICE PROVIDERS REGARDING TRAI T291– 309 BIDS

The Services Sector Education and Training Authority (SSETA) have noted questions for clarity raised by Bid potential bidders during the briefing session; therefore Services SETA Supply Chain Management (SCM) seeks to clarify the matter as follows:

INTRODUCTION

No.	Ref: Bid Document/ Question Asked	Clarification/ Services SETA responses
1.	RFB Number: Trai T 291-309 Supply Chain Management (SCM) noted that Schedule 6 has been omitted on the Checklist Schedule , refer to page 3 of the bid document	❖ <u>Omission of Schedule 6</u> The omission is addressed in the Erratum
2.	The potential bidder asked how the SSETA will ensure that compliance documents belonging to other entities, are not used fraudulently by bidders/applicants	❖ <u>Fraudulent use of compliance documents belonging to other entities</u> Only accredited training providers are eligible to submit bids in their own name. SCM noted the concern and made an undertaking to apply vigilance in evaluation and adjudication procedures and process to ensure that the practice does not occur.
3.	The potential bidder asked for clarity regarding qualifications and skills of the implementing team	❖ <u>Qualifications and skills of the implementing team</u> Potential bidders were advised to reflect both CVs and qualifications, which will demonstrate knowledge of content/subject matter as well as experience, which will speak to competencies and skills e.g. ability to facilitate, assess or moderate.
4.	The potential bidder asked if it was fine to submit Letter of Accreditation which details all unit standards in the qualification or learning programme for which accreditation was awarded and not the actual Certificate of Accreditation.	❖ <u>Letter of Accreditation</u> The requirement is evidence that suffice to demonstrate that a bidder has been duly accredited therefore the Letter of Accreditation is acceptable. Whilst the Letter of Accreditation will be accepted, the skill development provider was advised to approach the Quality Management Department (QMD) for Certificate of Accreditation.
5.	The potential bidder asked if it was required that the Memorandum of	❖ <u>Submission of MOU between bidder and ETD practitioners</u>

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	Understanding (MOU) between the bidder and facilitators/assessors and moderators; i.e. Education, Training and Development (ETD) practitioners must be included in the submission	Whilst it was not necessary to include the MOU between the bidder and ETD practitioners in the submission, the CVs and copies of Qualifications must be attached.
6.	<p>RFB Number: Trai T302 - 308 The potential bidders pointed out that: The following unit standards do not fall within New Venture Creation qualifications:</p> <ul style="list-style-type: none"> • US 116938 (4 credits) Level 1 - Use a Graphical User Interface (GUI)-based word processor to create and edit documents. • US 116937 (4 credits) Level 2 - Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets. • US 117923 (5 credits) Level 2 - Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief. 	<p>❖ <u>Replacement of New Venture Creation unit standards</u></p> <p>The following replacement unit standards will be published on the SSETA website in an Erratum:</p> <ul style="list-style-type: none"> • US 119670 (8 credits) Level 2 –Produce a business plan for a new venture • US 8964 (5 credits) Level 2 – Write for a defined context <p>The two (2) unit standards replace, US 116938, 116937 and 117923</p>
7.	<p>RFB Number: Trai T302 - 308 The potential bidders asked:</p> <p>7.1. Where would skills development providers find potential learners in a province if specific locations were not stipulated in the Bid document?</p> <p>7.2. Can a skills development provider opt to take learners from chosen sites and not the whole numbers according to the whole tender?</p>	<p>❖ <u>Location and topping up of learners</u></p> <p>Potential bidders were informed that this Tender emanated from cancelled contracts. As such, the affected learners from cancelled learning programmes would have to be given priority. If such learners cannot be found or do not come forward, or the employer is not interested in releasing employed learner, then appointed providers would have to top up the learners with new ones.</p> <p>❖ <u>Learner numbers</u></p> <p>It will not be possible to break up the learner numbers as they have already been advertised</p>

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	7.3. Are Joint Ventures and sub-contracting allowed?	<p>❖ <u>Joint ventures and sub-contracting</u> Joint ventures and sub-contracting are permissible. Schedule SBD 9 makes provision for such. Entities entering into Joint venture or sub-contracting agreements must ensure that the lead bidder is fully accredited for the qualification.</p>
	7.4. Will the SSETA be flexible and extend the training period to 12 months	<p>❖ <u>Flexible timeframes</u> SSETA will not extend timeframes for training because appointment of skills development provider will be on the basis of capacity of the provider to deliver the learning programme.</p>
	7.5. Will the providers of cancelled contracts be allowed to apply?	<p>❖ <u>Eligibility of providers of cancelled contracts</u> In the majority of cases, skills development providers whose contracts were cancelled were not complicit in any wrong doing or at fault. As such, they are eligible to apply if they so decide.</p>
8.	<p>RFB Number: Trai T291 - 309 The potential bidders asked: If the rates included taxes, unforeseen escalation of input costs, venue and catering</p>	<p>❖ <u>Training rates/costs</u> The rates are inclusive of taxes, learning materials, assessment recruitment of learners, payment of ETD practitioners, project management, etc. in other words, all costs relating to training and excluding stipends which the SSETA will take responsibility for paying out directly to the learners</p>
Additional questions received by telephone & email whose clarification may help other potential bidders		
9.	<p>RFB Number: Trai T291 -309 The potential bidder asked: With reference to the tender above, please will you be so kind as to tell us whether the training material needs to be accredited if the training provider is accredited with the Services SETA</p>	<p>❖ <u>Use of unapproved training material</u> The provider accreditation is for specific qualifications or learning programmes and this includes NQF aligned material. The entity cannot be accredited independently without approved material. As such learning material which has not been approved by SSETA cannot be used.</p>
10.	<p>RFB Number: Trai T299 The potential bidder asked: TRAI T299 refers to FETC Marketing Level 4. However, the ID mentioned is that of New Venture Creation Level 4 – 66249. I just want to make sure whether this actually Marketing training, or NVC.</p>	<p>❖ <u>Further Education and Training Certificate (FETC) Level 4</u> The correct ID number for this qualification is 67464. The correct qualification ID number will be included in the Erratum and published on the SSETA website</p>
11.	<p>RFB Number: Trai T299 The potential bidder asked: We have applied for accreditation, and currently awaiting approval.</p>	<p>❖ <u>Skills development providers with pending accreditation cannot be considered</u> Proof of accreditation is a requirement for all the learning</p>

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	Can we apply?	programmes advertised in this Tender

Please note that the aforementioned information clarification forms part of the initial Services SETA bid documents for bid reference number Trai T291- 309

For any queries with regards to the clarification letter, please direct them to Sibonile J Kunene at jabulanik@serviceseta.org.za:0112769723; thantshim@pmaholding.co.za; 0118828900; pauld@serviceseta.org.za: 0112769723.

Yours sincerely,
signed

Mr.Sibonile J Kunene
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signed

Mme ThantshiMasitara
PMA Holding (Pty) Ltd Project Manager

signed

Mr.Paul Dhlamini
SSETA Senior Manager (Learning Intervention Programme Coordination)