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*Better District, Better Life and Growth for all.*

[www.anda.org.za](http://www.anda.org.za)

Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2008/09093/30

## TERMS OF REFERENCE

**NAME OF THE PROJECT: THE APPOINTMENT OF A PANEL OF ACCREDITED TRAINING SERVICE PROVIDERS FOR A PERIOD OF THREE YEARS**

**ALFRED NZO DEVELOPMENT AGENCY**

**2024/25 FINANCIAL YEAR**

**Issued and prepared by:**

**Alfred Nzo Development  
Agency Umzimvubu Goats  
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## **1. BACKGROUND AND OVERVIEW OF THE PROJECT**

The Alfred Nzo Development Agency (ANDA) is an institution of the Alfred Nzo District Municipality (ANDM); established in terms of the Municipal Systems Act No. 32 of 2000 and regulated in terms of the Municipal Finance Management Act No 56 of 2003. ANDA is registered in terms of the Companies Act No 71 of 2008. ANDA is governed by a plethora of legislation and regulations that intend to support and strengthen its role in transforming society and the developmental state.

Alfred Nzo Development Agency as Skills Development and Capacity building programme that concentrate on improving the skills base of the population of the Alfred Nzo Region and provide skills that respond to the economy of the region.

Alfred Nzo Development Agency established a panel of providers to render accredited training services within the district, the entity wishes to expand its panel to accommodate diversity of career skills in Alfred Nzo, hence the entity calls for more training providers to form part of the existing panel.

## **2. PURPOSE**

Alfred Nzo Development Agency works closely with SMMEs with an intention of promoting, mentoring SMMEs and Cooperatives through the provision of financial and business development support, thereby propelling them way up into the mainstream economy. Alfred Nzo Development Agency provides Business Development Initiatives such as Training, Capacity Building, Incubation and Mentorship through partnership with accredited service providers, hence enabling our engagement with SETA's, NSF, and other. Alfred Nzo Development Agency intends to support co-ops & SMMEs, have measurable impact and through engagements, identify skills needs and strategies to address them. The purpose is to establish a panel of credible service providers that will provide accredited training services.

### **3. SCOPE OF WORK**

- Alfred Nzo Development Agency is extending the existing panel of training providers to render accredited training services within the District which will run for a period of 3 years.
- Service providers will be expected to provide proposals as and when required for the services they are accredited for.
- Service providers must indicate the relevant Sector Education and Training Authority (SETA) and/or Quality Council for Trades & Occupation (QCTO) which reflect the courses for which they are accredited to provide.
- Unit standard number and the National Qualification Framework (NQF) level for each course must be provided and indicated.
- Panel members will be given allowance to submit new accreditations as and when necessary
- The scope of work for the service providers on the panel will include material development and facilitation of the modules / programmes they are accredited for.
- Service providers may be required to partner with Alfred Nzo Development Agency in order to secure funding during the term of contract, should the need arise.

### **4. PROJECT TIMELINES**

- The service providers will be appointed to the Alfred Nzo Development Agency Panel for a period of three (3) years, subject to the performance of the service provider(s). The Performance of appointed service provider(s) will be reviewed on a quarterly basis and/or on completion of a specific training programme.

### **5. EXPERTISE REQUIREMENTS**

- Must be accredited for the qualification, the company is applying for.
- Must have capacity to train, assess, internally moderate and upload learner achievements.
- Must have adequate staff compliments to ensure skills transfer.
- Assume full responsibility and accountability for the implementation and success of this learning intervention.
- Must build partnerships and provide support to relevant employers and ensure that learners receive appropriate workplace experience and relevant evidence is collected throughout the duration of the learning intervention
- Having a reasonable accommodation to cater for individuals living with disability will be added advantage.

- The Facilitator, Assessor and Moderator to be utilized by the Service providers must possess relevant qualification and at least two (2) year practical experience in line with courses/programs to be offered.
- As and when training is required, training providers will be required to provide CVs of their facilitators, Assessors, and Moderators with their relevant qualifications as well as track record of a minimum of two relevant facilitation/assessment and moderation rendered successfully.

## 6. COMPLIANCE REQUIREMENTS

- Bidders must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.
- Bidders are required to be registered on the Central Supplier Database (CSD) and the Alfred Nzo Development Agency shall verify the bidder's tax compliance status through the Central Supplier Database. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database. It is therefore a condition of this bid that the tax matters of the bidder be in order at any point in time from the closing date of the bid. This bid will only be awarded to a bidder(s) whose tax status on Central Supplier Database is compliant.
- Valid copy of Sector Education and Training Authority (SETA) and/or Quality Council for Trades & Occupation (QCTO) certificate of accreditation stating the courses for which they are accredited to provide or copy of certificate of Council on Higher Education of South Africa in case of Universities and Colleges, or valid accreditation letter or Certificates from other relevant bodies where applicable.
- The potential bidder must be tax compliant on National Treasury central Supplier database (CSD) prior to award.
- Bid document must be signed and duly completed, together with all declaration of interest/ standard bidding documents (MBD's 4, 8, and 9).
- Attach a proof of qualifications for facilitators (CV and certificates).
- Attach a proof of an agreement between training provider and facilitator(s), Assessor and moderator(s).
- Company profile with traceable references.
- Joint Venture agreement should be in JV agreement format.
- Demonstrate the ability to provide and facilitate funding and training in the listed programmes by submitting the following:
  - Total learners enrolled per annum per approved Unit Standards (Appointment letter with number of learners to be trained)
  - Total portfolio of evidence submitted per Unit Standard per annum. (Database of learners printed from the SETA system)

- Total learners declared competent per Unit
- Standard Per annum. (Statements of Results: SORS)

Failure to supply all required and supplementary information will result in the tender being deemed non-responsive and therefore, the tender will not be considered for award.

## **7. REPORTING**

The Service Provider will be required to prepare and present progress reports coinciding with each of the agreed milestones. Where considered necessary the Service Provider will also be expected to compile reports and presentations for other bodies as required by Alfred Nzo Development Agency. The service provider will be expected to keep financial records and other appropriate records.

## **8. DOCUMENTATION AND CONFIDENTIALITY**

Information and data which is generated in the context of the project; may not be made available to any third party without prior permission of the Chief Executive Officer. All project material shall be presented in both hard copy and electronic format.

## **9. NON – APPOINTMENT**

Alfred Nzo Development Agency has a right not to make an appointment should it find that proposals received do not meet the specified criteria / requirements and is not compelled to accept the lowest quotation.

## **10. EVALUATION CRITERIA**

ANDA subscribes to the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act (PPPFA of 2000) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and Specific Goals.

**The proposal will be evaluated only on one stage namely:**

- **Stage 1- Capacity to Execute Work**

Only service provider(s) that can demonstrate the required experience and skills relating to the execution of this project will be considered. The following criteria will be taken into account for the appointment of a successful Service provider(s).

ITEM	WEIGHT
<p><b><u>STAGE 1: Capacity and Expertise (80)</u></b></p> <ul style="list-style-type: none"> <li>• Proof of valid Accreditation certificate by Relevant SETAs OR QCTO</li> <li>• Provide a copy of a sample of portfolio of evidence not older than 4 years and learner guide used in the training. <ul style="list-style-type: none"> <li>• Provide a list of registered 2x Facilitators, 2x Assessors and 2x Moderators linked to their respective organisations (attach proof of registration).</li> </ul> </li> </ul> <p><b>N.B Scoring in this section is cumulative</b></p>	<p>30</p> <p>20</p> <p>30</p>
<p><b><u>STAGE 1: Previous Experience</u></b></p> <p>Must provide a SETA/ client reference letter/s from a training programme provided on a similar Unit Standards</p> <ul style="list-style-type: none"> <li>• 1 (one) reference letter = 5</li> <li>• 2 (two) reference letters = 10</li> <li>• 3 (three) reference letters = 15</li> <li>• 4 (Four) reference letters =20</li> </ul> <p><b>Only bidders need to score 70% or more will be considered</b></p>	<p>20</p>

## 11. COMPETENCIES

In order to be awarded points for the Experience competency listed above, please submit the following:

- A list of contactable references for similar projects undertaken in the following format:

Client Name	Nature of Work Undertaken	Start Date	Date of Completion	Amount	Client ContactPerson	Tel No.

## 12. SUBMISSION OF PROPOSALS

Proposals must be submitted in sealed envelopes endorsed “**PROPOSAL FOR: “The Panel of Training Service Providers”** and must be hand delivered and placed in the tender box at Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road, Mount Ayliff, and addressed to:

**The Chief Executive Officer**

**Alfred Nzo Development Agency  
Umzimvubu Goat Complex  
Hospital Road  
Mount Ayliff  
4735.**

The closing date for receipt of proposals is on or before 16 SEPTEMBER 2024 at 12h00.

**Please note:** All proposals must be hand-submitted to the tender box, and incomplete, faxed, emailed applications and applications received after the closing date and time **WILL NOT** be considered. Bidders using a courier service to deliver documents are responsible for ensuring that such delivered documents are physically deposited in the tender box.

It is compulsory for bidders to ensure that their proposals are bound or stapled securely together. If the proposal is too thick to be bound or stapled, bidders are allowed to split the document into sections, however, each section must be bound or stapled and must be individually labelled with the name of the bidder. Under NO circumstances will loose submissions be accepted.

For any queries regarding this tender, please contact Mr Sibonelo Tshonga for project related queries; on (039) 492 0011 or; 060 551 6068

Ms Olona Sompá for SCM related queries at telephone number 039-492-0011, 066 440 7301 during office hours.

**Approved/~~Not Approved~~**

  
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**BSC Chairperson**

**Comments by Chairperson:**

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**AUTHORISED BY:**

  
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**MS. N MALOI**

**ACTING CHIEF EXECUTIVE OFFICER**