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RFQ NO: 17 - 2026/27

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A HIGHER LEARNING INSTITUTION TO DEVELOP A SCIENTIFIC, EVIDENCE-BASED CAREER GUIDE ON CAREER PATHWAYS IN THE EDUCATION, TRAINING AND DEVELOPMENT (ETD) SECTOR FOR HIGH SCHOOL LEARNERS.

1. INTRODUCTION

The Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA) is established in terms of the Skills Development Act, No. 97 of 1998, as amended, and operates within the public sector governance and procurement framework prescribed by the Public Finance Management Act (PFMA), the Preferential Procurement Policy Framework Act (PPPFA), and applicable National Treasury Regulations.

The ETDP SETA is mandated to facilitate sector skills planning, promote research and innovation, support career development, strengthen stakeholder engagement, and advance public awareness of education and training opportunities. Central to this mandate is the generation and dissemination of credible labour market intelligence that informs career decision-making, supports human capital development, and contributes to a responsive and sustainable skills ecosystem.

Research and sector intelligence generated through the ETDP SETA's Sector Skills Plan (SSP) and related studies continue to highlight the need for improved career guidance and information dissemination within the ETD sector. Despite the sector's significant contribution to national development and employment creation, there remains a shortage of structured, accessible, and evidence-based career guidance resources that adequately inform learners, educators, parents, and other stakeholders about career opportunities within the sector. This challenge contributes to the misalignment between learner subject choices and career pathways, limited awareness of emerging and traditional ETD occupations, insufficient understanding of available funding and bursary opportunities, and a weaker connection between education outcomes and labour market requirements.

In response to these challenges, and in fulfilment of its research, skills planning, communication, stakeholder engagement, and public awareness functions, the ETDP SETA intends to appoint a suitably qualified and experienced service provider to develop:

- A scientific, evidence-based, learner-centred Career Guide for high school learners, informed by labour market intelligence, sector research, and current and future occupational demand within the ETD sector; and
- A replicable methodological framework that can inform the future editions of a Career Guide by the ETDP SETA.

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The successful higher learning institution will be expected to apply rigorous research methodologies, evidence-based content development approaches, and contemporary communication principles to ensure that the final products are accurate, accessible, visually compelling, and responsive to the needs of diverse target audiences.

The ETDP SETA will host a ***NON- COMPULSORY*** virtual briefing session for **RFQ NO: 17 - 2026/27** *Appointment of a higher learning institution to develop a scientific, evidence-based career guide on career pathways in the education, training and development (ETD) sector for high school learners on* **10 November 2026** at **10h00 – 12h00**. Access details will be available on www.etdpseta.org.za as from **12h00** on **09 November 2026**. Kindly note that interested service providers may submit their questions until **10 November 2026**. ***No further questions will be accepted after this date.*** We thank you for your cooperation.

2. PURPOSE & OBJECTIVES

2.1. PURPOSE OF THE PROJECT

The purpose of this assignment is to appoint a higher learning institution to develop:

- A scientifically and evidence-based Career Guide Brochure for high school learners interested in the ETD sector careers.
- A replicable methodological framework that can inform the future editions of a Career Guide by the ETDP SETA.

2.2. OBJECTIVES

Career Guide Brochure

- Provide accurate and up-to-date information on ETD careers.
- Present clear learning and career pathways from high school through post-school education and training.
- Identify and explain funding and bursary opportunities linked to ETD qualifications.
- Align career information with labour market demand, sector priorities, and emerging trends.
- Support educators, career guidance practitioners, and parents in advising learners.
- Produce a career guidance brochure that is scientifically credible, learner-friendly, and engaging.

Methodological framework to inform the future editions of a Career Guide by the ETDP SETA.

- To develop a clear, structured, and evidence-based methodological framework that provides a standardised and repeatable approach to career guidance planning for the ETDP SETA.

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3. PROJECT SCOPE AND REQUIREMENTS

3.1. The higher learning institution will deliver an integrated approach while ensuring distinct outputs for each component.

Table 1: Career Guide Brochure Scope of Work

SCOPE	INCEPTION PHASE
RESEARCH **Career Guidance Brochure Scope**	• Review relevant policy, sector, and labour market documents (e.g., SSP, NDP, White Paper, SAQA qualifications) • Define a conceptual and scientific framework for the career guide. • Develop a detailed methodology and work plan. • Submit an inception report for ETDP SETA approval.
	Research
	• Conduct research on ETD occupations, qualifications, and career pathways. • Analyse labour market information, including occupations in high demand. • Identify emerging skills linked to digital transformation and education innovation, as well as to those identified in the Critical Skills List • Required school subjects and competencies for each occupation. • Align career information with SAQA-registered qualifications and learning pathways • Incorporate emerging trends • Qualification pathways (TVET, higher education, professional routes). • Career progression opportunities. • Employment settings and conditions. • Skills, attributes, and values required for success. • Labour market demand and future prospects. • Funding and bursary information, including: Available public, private, and SETA bursaries/grants ○ (NSFAS, ETDP SETA bursaries, institutional bursaries) ○ Eligibility criteria and application processes. ○ Obligations associated with funding (e.g., service agreements) ○ Alignment with career and qualification pathways • Ensure proper grammar, language editing and proofreading. • Develop the Brochure for both print and digital audiences.
	Career Guide Brochure Content
	The Career Guide should include the following: **A. Sector Overview** ETD sector structure, mandate, and economic contribution. **B. Occupational Profiles** Each profile must include: Job purpose, Minimum entry requirements, Required school subjects, Qualification pathway, Skills and competencies, Career progression pathways, Employment environments **C. Career Pathways**

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SCOPE	INCEPTION PHASE
	TVET pathways, University pathways, Occupational qualifications, Articulation routes **D. Labour Market Intelligence** Occupations in demand, Scarce and critical skills, Future labour trends, Employment prospects **E. Funding and Bursaries** NSFAS, SETA funding mechanisms, Institutional bursaries, Private funding schemes, Eligibility criteria, Application processes, Funding obligations
Career Guide Methodological Framework Scope	**Replicable methodological framework to inform the future editions of a Career Guide by the ETDP SETA.**
	- The framework should enable the capturing and inputting of data through a standardised template containing all requisite variables necessary to generate and populate the outputs of a scientific, evidence-based career guide. - The framework should be guided by Statistical Data - The framework should provide Labour market forecasting for future occupations. - The framework should provide future insights for the ETD Sector - The framework should have the capability to provide career guidance to both Grade 9 learners, as they transition into the Further Education and Training (FET) phase, and Grade 12 learners as they prepare for post-school education and career pathways.

4. PROJECT CONDITIONS AND PROFILE OF THE SERVICE PROVIDER

4.1. The appointed partner will work closely with the Research and Skills Planning Unit to collectively plan the methodology, activities, timelines, and deliverables.

As such, these must form part of the partner's bidding.

4.2. The service provider should have expertise and demonstrated evidence of:

- Multidisciplinary research teams.
- Proven experience in corporate publications development, career guidance, educational research, or curriculum development.
- Experience in public and private sector communication projects.
- Experience producing learner-focused guides or educational materials.
- Knowledge of the South African ETD sector, ETD qualifications offered by Post-School Education Institutions.
- Labour market intelligence capability.
- Prior large-scale education or sector research projects.
- Capacity to present complex information in learner-friendly formats.
- Expertise in content development, editing and proofreading.

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4.3. Payment will follow the agreed payment schedule in the MoA and must be denominated in South African Rand. The provider should submit a detailed ALL-INCLUSIVE **Budget** for the project. No additional fees will be entertained thereafter.

4.4. Milestone meetings will be held regularly for the purpose of monitoring progress.

5. PROJECT REQUIREMENTS

The key deliverables for this project are as follows:

5.1. A scientifically and evidence-based Career Guide Brochure for high school learners interested in the ETD sector careers.

5.2. A replicable methodological framework that can inform the future editions of a Career Guide by the ETDP SETA.

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6. COSTING MODEL (PRICING SCHEDULE)

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

ITEM DESCRIPTION	Total Cost of Item (Inc VAT)
• A replicable methodological framework that can inform the future editions of a Career Guide by the ETDP SETA **This should cater for all the information indicated in Table 1**	
• A scientifically and evidence-based Career Guide Brochure for high school learners interested in the ETD sector careers. **This should cater for all the information indicated in Table 1**	
SUB-TOTAL	
VAT @ 15%	
TOTAL COSTS VAT INCL	

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 COSTING MODEL MUST DETAIL ALL POSSIBLE ACTIVITIES THAT CAN BE APPLICABLE, INCLUDING THE TOTAL COST PER YEAR.

7. DURATION OF THE PROJECT

The ETDP SETA is expected to enter a Memorandum of Agreement (MoA) with the successful bidder. The project's duration will start from the last signature of the MoA.

The duration of the entire project is twenty-four (24) consecutive months or two (2) Years.

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8. METHOD OF SUBMISSION

All Documents for Stage 1 (Administrative requirements), Stage 2 (Functionality Evaluation), and Stage 3 (Pricing & Specific Goals) must be submitted in electronic format via email to **etdpsetarfq@etdpseta.org.za**

There must be three folders covering the following stages:

Folder A: Stage 1: Administrative Requirements
Folder B: Stage 2: 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 in the folders to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submissions

9. 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.

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9.1. 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: • **SBD 1 -** Invitation to Bid • **SBD 4 -** Declaration of Interest • **SBD 6.1 –** Specific Goals	
Completion in full of the General Conditions of Contract (GCC)	
Submit a *"Unique security personal identification number (PIN) issued by SARS"* ***which the SETA will use to verify the bidder's tax matters prior to the award***	

9.2. STAGE 2 [Folder B]

The evaluation of this bid shall include functionality whereby the bids will be evaluated using the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be **70 points,** and bids that fail to achieve the minimum qualifying score will be disqualified.
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**.

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The evaluation criteria for functionality will be as follows:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
1.	**Sample of work done and reference letters (25 Points)**: The bidder must demonstrate proven experience in conducting labour market research/developing career guidance publications or educational research reports/learner support materials/communication products/similar projects within the education training, and development environment. NB: Each sample of work must be accompanied by a signed reference letter. Reference letters must include: ▪ Project title ▪ Scope of work completed ▪ Client contact details (phone number & email address) ▪ Signature and date Samples may include but are not limited to reports, brochures, learner guides, labour market studies, databases, dashboards, and communication publications. **Any letter with missing information on the listed items above will not be considered, and any report not accompanied by a reference letter will not be considered.**	○ Five (5) or more samples of work done, each with a reference letter ○ Four (4) samples of work done, each with a reference letter ○ Three (3) or less samples of work done, each with a reference letter	**25** **15** **5**
2.	**Capacity to Deliver and Methodology:** **2.1. Project Team Structure (15 Points)** The project team structure should comprise, but not be limited to, a Project Manager **(3 points)**, Labour Market Research Specialist **(2 points)**, Career Development or Education Specialist **(2 points),** Econometrist **(2 points)**, Statistician **(2 points)**, Quality Assurance Specialist **(2 points),** Graphic Designer/Layout Specialist **(2points)** Project team structure with all positions above **= 15 points.**	○ Project team structure with all positions above ○ Project team structure with not all positions above	**15** **0**

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	Points will be awarded according to the scores indicated in brackets above. ***NB: Project Team structure with no names and roles of personnel will not be considered.*** ***NB: The initial project team need not change during the project without prior approval of the ETDP SETA Research Unit.***		
	2.2 Relevant Qualifications & Experience of Project Manager (15 points) *(attach certified copies and CV of the project manager, in case of foreign qualifications please attach a confirmation letter from SAQA)* ***(10 points)***		
	2.2.1. *Master's degree Qualification is a minimum requirement for the Project Manager.*	○ *Master's degree Qualification or above* ○ *Qualification below Master's degree*	**10** **0**
	2.2.2. *Relevant experience of Project Manager in managing similar projects* ***(5 points)***	○ *4 Years and above Experience* ○ *Experience below 4 years*	**5** **0**
	2.3 Methodology to be used for data collection (30 Points). Bidders must provide a detailed, scientifically sound methodology demonstrating how the Career Guide and Methodological Framework will be developed. ***Points will be allocated according to the comprehensiveness and robustness of the information provided.***		
	2.3.1. Methodological Section: Career Guide Brochure Data Collection and Analysis (15 Points)	The proposal demonstrates a comprehensive, scientifically rigorous mixed-method research design. It clearly identifies and justifies credible data sources. The	**15**

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
		methodology provides a robust labour market analysis approach, including occupations in high demand identification, occupational demand forecasting, and future trends analysis. A detailed stakeholder consultation and validation approach is included, supported by strong data quality assurance, triangulation, peer review, and validation mechanisms. Ethical considerations and research governance processes are comprehensively addressed.	
		The proposal provides a limited or partially developed research methodology. Some relevant data sources and labour market analysis approaches are identified, but the methodology lacks coherence, depth, or scientific rigour. Stakeholder consultation, validation processes, quality assurance measures, and ethical considerations are inadequately addressed or insufficiently detailed.	**10**
		The proposal provides an inadequate or unclear methodology with minimal evidence of a structured research design. Data sources, labour market analysis methods, stakeholder consultation, quality assurance mechanisms, and ethical processes are poorly addressed or omitted.	**5**

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	2.3.2. The bidder must demonstrate the ability to develop a replicable and usable methodological framework to support future editions of the ETDP SETA Career Guide (15 Points)	The proposal demonstrates a comprehensive, innovative, and evidence-based methodological framework that can be effectively replicated and utilised for future editions of the ETDP SETA Career Guide. The framework clearly demonstrates strong labour market forecasting capability, including future occupational trends, occupations in high demand forecasting, and sector demand analysis. Comprehensive sustainability mechanisms, including updating procedures, data integration processes, and framework maintenance plans, are clearly articulated. A robust monitoring, evaluation, and continuous improvement model is included to ensure long-term relevance and effectiveness.	**15**
		The proposal demonstrates a clear, functional methodological framework with strong labour market forecasting capabilities and reasonable usability. Sustainability and updating mechanisms are adequately addressed, and a monitoring and continuous improvement approach is included, although some areas may lack detail or innovation.	**10**

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
		The proposal provides an inadequate or unclear framework with minimal evidence of labour market forecasting capability, usability, replicability, sustainability, or monitoring mechanisms. The response does not sufficiently address the requirements.	**5**
3.	**Project Plan (15 Points)** A realistic and detailed project plan needs to be provided. The project plan needs to indicate the following sections: Points will be allocated according to the sections provided as indicated in column 3.	- Plan for Skills Transfer to the ETDP SETA Research Unit **(5)** - Timelines (within the prescribed period of 2 year) and the frequency of data provision to the ETDP SETA. **(5)** - All-inclusive (VAT) detailed budget showing items **(5)** ➢ Three of the above-mentioned deliverables out of the plan **= 15 points**	**5** **5** **5**
TOTAL			**100**

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.

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9.3. STAGE 3 - PRICING & SPECIFIC GOALS [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	**80**
✓	Allocation of specific goals	**20**

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.

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10. 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, or 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.

11. 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 personal

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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 "ETDP SETA PAIA Manual and POPIA Manual".*

12. 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 , Main Menu > Supply Chain Management > Open RFQs as from **12h00** on **30 October 2026**.

All Proposals **must be Sent via email to etdpsetarfq@etdpseta.org.za**

Submissions must be sent **BEFORE** the closing date and time of **11h00** on **20 November 2026.**

No late submission will be accepted!

13. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on 20 November 2026.

14. 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

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

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