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RFQ NO: 18 - 2026/27

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER/S TO DEVELOP A BANK OF ASSESSMENT TOOLS AND INSTRUMENTS FOR NINE OCCUPATIONAL QUALIFICATIONS.

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.

In addition, the ETDP SETA is mandated by the Quality Council for Trades and Occupations (QCTO) to develop occupational qualifications, Qualification Assessment Specification (QAS) Addenda, and the development of Assessment Tools and Instruments.

The ETDP SETA will host a ***NON- COMPULSORY*** virtual briefing session for **RFQ NO: 18 - 2026/27**_ *Appointment of a service provider/s to develop a bank of assessment tools and instruments for nine occupational qualifications on* **30 November 2026** at **10h00 – 12h00**. Access details will be available on www.etdpseta.org.za as from **12h00** on **27 November 2026**. Kindly note that interested service providers may submit their questions until **30 November 2026**. ***No further questions will be accepted after this date.*** We thank you for your cooperation.

2. PURPOSE & OBJECTIVES

2.1.1 The ETDP SETA seeks to appoint a Service Provider/s to develop ten (10) sets of assessment tools and instruments for the following occupational qualifications:

No.	OCCUPATIONAL QUALIFICAITON TITLE	NQF LEVEL	SAQA ID	CREDITS
1.	Advanced Occupational Certificate: Learning and Development Professional	6	121276	280
2.	Occupational Certificate: Learning and Development Advisor	7	118774	195
3.	Occupational Certificate: Training and Development Practitioner	5	101321	190

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No.	OCCUPATIONAL QUALIFICAITON TITLE	NQF LEVEL	SAQA ID	CREDITS
4.	Occupational Certificate: Occupational Trainer	4	97154	124
5.	Occupational Certificate: Community Development Worker	4	97708	150
6.	Occupational Certificate: Community Development Practitioner	5	97691	212
7.	Occupational Certificate: Library Assistant	5	94598	127
8.	Occupational Certificate: Early Childhood Development Practitioner	4	97542	131
9.	Occupational Certificate: Career Development Information Officer	5	96372	120

3. PROJECT SCOPE AND REQUIREMENTS

3.1 The scope of work shall entail the development of the:

3.1.1 **BANK OF ASSESSMENT TOOLS AND INSTRUMENTS**

3.1.1.1 Using the QCTO approved Qualification Assessment Specification (QAS) Addendum, develop a bank of ten (10) external integrated summative assessment tools and instruments; for each of the qualifications listed in the table above, and

3.1.1.2 Moderate the bank of ten (10) external integrated summative assessment tools and instruments for each of the qualifications listed in the table above.

3.1.3. **REPORTING**

3.1.3.1. Submit to the ETDP SETA:

3.1.3.2. Moderation Report for the bank of ten (10) assessment tools and instruments for each of the qualifications listed in the table above; and

3.1.3.3. Project close-out report.

4. PROFILE OF THE SERVICE PROVIDER

4.1. The service provider must have relevant experience and expertise in development of assessment instruments or conduct of assessments.

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4.2. The Service Providers must be approved by the QCTO as a Qualification Development Facilitator (QDF) and/ or has undergone training by the QCTO on how to develop an occupational qualification as a Subject Matter Expect (SME).

5. PROJECT REQUIREMENTS

5.1. FUNCTIONAL RESOURCES

5.1.1. The Service Provider must:

5.1.1.1. Be able to work online or meet physically, in Gauteng Province as and when required.

5.1.1.2. Be available to meet with the Subject Matter Expects who developed the occupational qualifications.

5.1.1.3. Have the expertise to develop an occupational qualification with an Assessment Specification Document.

5.1.1.4. Understand occupational qualifications.

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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.

The bidder must complete the Costing Model for each of occupational qualifications applying for.

DESCRIPTION	Assessment Tools and Instruments Development	
OCCUPATIONAL QUALIFICATION TITLE		
ITEM DESCRIPTION		**UNIT COST**
Development of ten (10) sets of External Integrated Summative Assessment (EISA tools and instruments.		
Moderation of ten (10) sets of External Integrated Summative Assessment (EISA) tools and instruments.		
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.

7. DURATION OF THE PROJECT

It is expected that the ETDP SETA will enter into a service level agreement (SLA) with the successful service provider. The duration of the project will be **three (03)** months. The duration of the project will commence from date of last signature on the SLA**.**

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8. 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**

There must be three folders covering the following stages:

Folder A: Stage 1: Administrative Requirements
Folder B: Stage 2_ Phase A: Mandatory Requirements
Folder B: Stage 2_ 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 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 Mandatory and 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_ Phase A (Mandatory Requirements) [Folder B]

Mandatory Requirement	Method of Evaluation
9.2.1. Profile of the Organisation	▪ Proof of registration with the Quality Council for Trades and Occupations (QCTO) as a Qualifications Development Facilitator (**QDF**) (***Expired Letter is acceptable***) **OR** ▪ Proof of training by the QCTO as a Subject Matter Expect (**SME**), and
9.2.2. Annexure A	▪ Annexure A: occupational qualifications applied for
9.2.3. Annexure B	▪ Annexure B: Fully Completed

NB: Failure to fully complete and submit any of the above-requested mandatory documents will lead to disqualification.

9.3. STAGE 2_ Phase B (Functionality Requirements) [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.	**Business Experience**: Proof of similar services (*examples: development of Qualification Assessment Document, Qualification Assessment Specification Addenda, assessment design, development, and implementation/ moderation of assessment results*) rendered in a quality assurance environment. Reference letters demonstrating the business experience in rendering similar services must be attached. **(30)**		
	1.1. Contactable references:	- Three (03) or more reference letters submitted - Two (02) reference letters submitted - One (01) reference letter submitted	**20** **15** **05**
	1.2. Experience:	- Five (05) years or more combined number of years - Two to four (2-4) years combined number of years - Less than two (02) years combined number of years	**10** **05** **00**
	*Each reference letter must clearly indicate: - ***Name of the project.*** - ***Nature of similar service rendered.*** - ***Date when the service was rendered.*** - ***Duration of the project***. ***NB: Reference letters must be on a company letter head, signed and dated, otherwise they cannot be considered.***		
2.	Capacity to develop and moderate external integrated summative assessment tools and instruments. **(70)**		

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	2.1. Examiner's Qualification (copies of qualifications must be attached). *Qualification in Education, Training and Development, Community Development, Library and Information Sciences, or related field.*	- Honours Degree, or PGDip or NQF Level 8 and more - Degree, or Advanced Diploma, or BTech, or NQF Level 7	**20** **10**
	2.2. Examiner's Experience (Copy of CV must be attached).	- Five (05) years or more experience in development of assessment instruments or conduct of assessments - Three to four (3 - 4) years' experience in development of assessment instruments or conduct of assessments - Less than three (03) years' experience in development of assessment instruments or conduct of assessments	**20** **10** **00**
	2.3 Moderator's Qualification (copies of qualifications must be attached). *Qualification in Education, Training and Development, Community Development, Library and Information Sciences, or related field.*	- Honours Degree, or PGDip or NQF Level 8 and more - Degree, or Advanced Diploma, or BTech, or NQF Level 7	**20** **10**
	2.4. Moderator's Experience (Copy of CV must be attached).	- Five (5) years or more experience in moderating assessment tools and instruments - Three to Four (3 - 4) years' experience in moderating assessment tools and instruments - Less than 3 years' experience in moderating assessment tools and instruments	**10** **05** **00**

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	Note: The Qualification Development Facilitator submitted for this bid must remain the same for the duration of the term. Should there be any changes, the new Qualification Development Facilitator must have the same qualification/s and experience or even better qualified.		
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.

9.4. 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 **13 November 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 **09 December 2026.**

No late submission will be accepted!

13. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on 09 December 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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ANNEXURE A: OCCUPATIONAL QUALIFICATION APPLIED FOR

Instructions: A bidder must complete **Annexure A** for each of the occupational qualifications they are applying for, and it **MUST** be fully completed.

Bidder's Name		
Occupational Qualification Title		
Examiner's Name (1)		
Examiner's Qualifications	1.	
	2	
	3.	
Examiner's Name (2)		
Examiner's Qualifications	1.	
	2	
	3.	
Moderator's Name		
Moderator's Qualifications	1.	
	2.	
	3.	
Moderator's Name		
Moderator's Qualifications	1.	
	2.	
	3.	
Bidder Representative		
Name and Surname		
Signature		
Date		

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ANNEXURE B

Bidders are required to provide references for Examiner and Moderator. Failure to provide references will lead to disqualification:

~~1.~~ RELEVANT EXPERIENCE FOR THE EXAMINER

Name of Examiner: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

2. RELEVANT EXPERIENCE FOR MODERATOR

Name of Moderator: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

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