



**LGSETA**  
CREATING GREATER IMPACT

47 van Buuren Road, Bedfordview 2007 P O Box 1964, Bedfordview 2008  
Telephone 011-456-8579 Facsimile 011-450-4948 Email [info@lgseta.org.za](mailto:info@lgseta.org.za) Website [www.lgseta.org.za](http://www.lgseta.org.za)

---

## **ADDENDUM**

### **LOCAL GOVERNMENT EDUCATION AND TRAINING AUTHORITY**

**Tender No LGSETA/LPD/2016/11**

***PANEL OF ACCREDITED SKILLS DEVELOPMENT PROVIDERS***

### **PROCUREMENT DOCUMENT**

May 2016

**Issued by:**

Local Government Sector Education and Training  
Authority (LGSETA)

**Submission address:**

1<sup>st</sup> Floor

47 Van Buuren Road

Bedfordview

2007

**Closing date:** 20 May 2016 **Closing time:** 12:00

Item	Description
1.	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• Please advise, if after payment is made and proof of payment provided, will terms of reference / bid documents be made available electronically either by email or download from the LGSETA website.</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• Hard copies of the tender documents can be collected at the LGSETA Head Office located at 1st Floor, 47 Van Buuren Road, Bedfordview, 2007 (also subject to valid proof of payment) ,can be collected during briefing session or can be collected at the LGSETA's provincial offices.</li> </ul>
2	<p><b><u>Query</u></b></p> <p>Re: Tender No. LGSETA/ LPD/ 2016 /11</p> <p>Kindly inform us on the <u>number of trainees</u> and <u>training venues</u> and <u>duration</u> of the below courses for the above mentioned tender:</p> <ul style="list-style-type: none"> <li>• National Certificate: Construction Road Works ( 24133 &amp; 24173)</li> <li>• FETC: Plumbing (58782)</li> <li>• National Certificate: Construction Plumbing (21853)</li> <li>• National Certificate: Community House Building</li> </ul> <p>We offer our services to government departments, mining companies, communities and other companies in the private sector where the need arises for the upliftment of the workforce or the community, in order to create additional job opportunities to alleviate poverty.</p> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• The numbers of beneficiaries will be placed on LGSETA website. <ul style="list-style-type: none"> <li>○ <b><u>Training venues</u></b> is the responsibility of the Skills Development Provider to provide the necessary training facilities. Such training facility will be viewed during the due diligence visits And</li> <li>○ <b><u>Duration</u></b> will be based on the number of credits for a particular qualifications.</li> <li>○ <b>National Certificate: Construction Road Works (24133</b> Is a qualification at NQF level 2 with no less than 120 credits and therefore training should not be less than 12 months &amp; 24173 a qualification at NQF level 3 with 155 credits and therefore should not be less than 12 months)</li> <li>○ <b>FETC: Plumbing (58782)</b> the qualification has passed the end date and therefore withdrawn.</li> <li>○ <b>National Certificate: Construction Plumbing (21853).</b> the qualification has passed the end date and therefore withdrawn</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ <b>National Certificate: Community House Building SAQA ID 24273</b> at NQF level 2 with 124 credits and therefore should not be less than 12 month</li> </ul>
<p><b>3</b></p>	<p><b><u>Query</u></b></p> <p>I was at the briefing meeting of the 3rd May at the LGSETA You promised that should we have questions later, we are at liberty to ask them. I have four questions.</p> <ul style="list-style-type: none"> <li>• We have learners to train already. What is the first thing to do now as an accredited entity by LGSETA?</li> <li>• How many times of the year does the LGSETA provide discretionary grants?</li> <li>• Advise us on Municipalities for practical trainings of our unemployed learners</li> <li>• Besides the Tender, do providers continue with their programmes already in place?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• The LGSETA is only considering learners identified by Municipalities in their Workplace Skills Plan (WSP) and Discretionary grant application (DOI)</li> <li>• Once per annum and whenever there is a need in order to achieve the yearly annual performance target.</li> <li>• For the purpose of this tender, the LGSETA will only consider unemployed learners applied for in the WSP and DOI.</li> <li>• We have no right to tell providers what to do with their current programmes</li> </ul>
<p><b>4</b></p>	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• Is the R 5 000. 00 Skills Programme training fee per qualification or per unit standard?</li> <li>• Our company is accredited to offer the PFMA National Diploma which has some unit standards that form part of the Municipal Governance National Certificate, can we apply for an extension of scope for the unit standards that we do not have and still qualify to bid for the National Governance certificate since we have been offering the PFMA qualification for more than 5 years. Briefing session.</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• A Skills Programme is a learning programme which is occupationally based and for which a learner may obtain a certain number of credits towards a registered qualification. Therefore a Skills Programme cannot be a Qualifications but accumulation of credits that builds up to a qualification. The amount of R5000 is for the facilitation of skills programme which might consist of 20 – 50 credits.</li> <li>• We have tight timeframe to implement the current tender as advised during the briefing sessions.</li> </ul>

5	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• Would you please be so kind as to give me some guidance regarding the content we have to specify for our SLA with a municipality?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• The content of the SLA with Municipalities will be drawn by the LGSETA</li> </ul>
6	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• I need to know how many learners will be involved for training in the municipalities 59751 as well as 73712 in order to be able to do the costing on the project.</li> <li>• How many proposals should accompany the bid docs? I am a bit unclear about that?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• Information on the number of learners will be made available on LGSETA website from the 13<sup>th</sup> of May 2016.</li> <li>• It should be one proposal per qualification</li> </ul>
7	<p><b><u>Query</u></b></p> <p>Please advise if venue (Skills Development Providers are expected to have own training facilities for learning purposes). and catering</p> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• Catering is not provided for, unemployed learners on a learnership or apprenticeship must use the allowance. For employed learners, employers S &amp; T policy should apply.</li> <li>• Yes, training providers must have training facilities</li> </ul>
8	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• Please assist, I attended a briefing session in Durban on Thursday, 5<sup>th</sup> May 2016, can you please clarify if a provider is allowed to submit a bid as an individual company and also submit a separate bid in a joint venture with another provider.</li> <li>• If this is allowed, how does the evaluation on BEE scorecard work, are the scorecards consolidated to arrive at an aggregate score during evaluation? Please also provide any other necessary information on joint venture that may be useful to me.</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• You are not allowed to submit proposal as individual and also as joint venture, you will have to choose one method of submission</li> <li>• You required to submit as joint company not a separate bid for each company.</li> <li>• With regard to B-BBEE joint venture will qualify for points for their B-BBEE status level provided that the entity submits their consolidated B-BBEE scorecard.</li> </ul>

	<ul style="list-style-type: none"> <li>JV agreements, individual tax clearance certificates, individual company registration documents and a consolidated B-BBEE certificate must be submitted together with this bid.</li> </ul>
9	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>I would like to kindly request tender documents for the tender: 143837. Can you please kindly assist me?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>Hard copies of the tender documents can be collected at the LGSETA Head Office located at 1<sup>st</sup> Floor, 47 Van Buuren Road, Bedfordview, 2007 (also subject to valid proof of payment) , can be collected at the following regional offices Eastern Cape , KZN and CPT</li> <li>Training Providers/Suppliers are required to tick only the suitable/accredited qualifications that the applicant is accredited to train and the provinces in which the applicant has therefore you are not required to pay for each qualification.</li> </ul> <p><b>NB: YOU ARE ONLY ALLOWED TO PAY R500 FOR A BID DOCUMENT WHICH IS CONSIST OF ALL QUALIFICATIONS.</b></p>
10	<p><b><u>Query</u></b></p> <p>Kindly advice with regards to the above tender:</p> <ul style="list-style-type: none"> <li>Certificate for Company - Our Chairman sits in Cape Town can we send him the unsigned copy and he can sign and scan back to us?</li> <li>Should we return the Whole Bid Document including the Special Conditions Contract Section?</li> <li>When we return the original Bid document do we initial on each page?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>Letter signed by the chairman can be attached as supporting document.</li> <li>The whole document including Special Conditions Contract section should be returned.</li> <li>Yes, each page must be initial.</li> </ul>
11	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>The costing for learnership and programmes is it 18 000 across the board and what about those that are 120 credits and other 240 credits which is a 2 years programme.</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>The 18 000 is per annum if you are doing learning programme that will run for two years then it will be 18 000 x 2 for two years</li> </ul>

12	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>The 18 000 for learnership and 5000 for skills programme is it inclusive of everything venue, refreshments and who will be paying for accommodation and travel for employed learners.</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>In most instances municipality do provide refreshment for learners but LGSETA do not have allowance for refreshment we only pay for facilitation cost. The municipality pay as part of SMT because learners are employees of the municipality.</li> <li>The SLA drafted by LGSETA will clearly state the role of the municipality and the role of the training provider.</li> </ul>
13	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>Will the document be available for services provider electronically to complete or to type in and the power point presentation will it be made available to the service provider. If we want to tender for more than one province should we indicate on the tender document?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>The tender document will not be emailed to service provider reason being that you are not allowed to re- type the tender document. The document can only be collected physical at the head office or can be collected during briefing session and at the provincial offices.</li> <li>The presentation will be sent to the service provider together with the addendum for all the questions and answers. The addendum will only be sent to those who attended the briefing.</li> <li>It terms of the province wherever you have provincial presence you are allowed to do the training and if you are national provider you can apply nationally. When we conduct the due diligence we will observe if you have the facility in place and service provider are advised to have SLA with a provider or any other company that has facility.</li> </ul>
14	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>The values that have been given do they include vat?</li> <li>Do we choose which assessment body to use?</li> <li>How many learners are with the municipality?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>The value is inclusive of VAT</li> <li>Yes the training provider will choose the assessment body to use.</li> <li>We have just received WSP and DOI and we currently busy working on the numbers, the number of learners will be put on our website latest Friday 13 May 2016.</li> </ul>

15	<p><b><u>Query</u></b></p> <p>Do you pay money upfront?</p> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• Payments will be tranches based.</li> <li>• The training provider will not get all the money upfront in terms of the stipend. You will claimed it based on the proof that you have paid the previous amount and it will be done within 30 days.</li> <li>• The first tranches normally based on registration and enrolment of learners.</li> </ul>
16	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• Are you looking for one provider for all qualification?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• It will be a panel dependant on the number of learners</li> </ul>
17	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• If you do not have accreditation for certain qualification are you allowed to do joint venture with service provider that is accredited?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• Yes, you are allowed to partner with the training provider that have accreditation for that qualification.</li> </ul>
18	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• You mentioned at the briefing session that you would accept a proposal from a JV consortium, as long as one of the companies were present at the briefing session - confirm please.</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• Yes the proposal will be accepted.</li> </ul>
19	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• What criteria do you prescribe for a JV/partnership – do both companies have to submit their individual B-BBEE credentials, Tax Clearance certificates, etc. relevant to your evaluation requirements? What else?</li> </ul>

	<p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• JV agreements, individual tax clearance certificates, individual company registration documents and a consolidated B-BBEE certificate must be submitted together with this bid.</li> </ul>
20	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• Do you require comprehensive CVs/profiles of all resources put forward for the project?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• You are required to submit CVs/profiles for the whole resources team. You also need to indicate the resource team that will be allocated for each provinces per qualification.</li> </ul>
21	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• Are we submitting one original copies as per the qualification you applying for or different proposals for each qualification?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• You are required to submit one signed original and a copy of an original bid document</li> <li>• A proposal for each qualification chosen must be submitted. (You are required to tick qualification you are willing to bid for on page 7 of the bid document)</li> </ul> <p>FORMAT OF THE PROPOSALS MUST BE AS FOLLOWS:</p> <p>The cover page of the proposal must reflect the, bidder’s name, bid number, project name, and name of the qualification including the SAQA ID, and NQF level</p> <ul style="list-style-type: none"> <li>○ <b>Cover will look like this:</b> <ul style="list-style-type: none"> <li>○ <b>Name of the bidder:</b> .....</li> <li>○ <b>Project Name: PANEL OF ACCREDITED SKILLS DEVELOPMENT PROVIDERS</b></li> <li>○ <b>Bid number: LGSETA/LPD/2016/11</b></li> <li>○ <b>Name of the qualification: ..... SAQA ID.....NQF ..... AND PROVINCE</b></li> </ul> </li> <li>○ The second page should be the accreditation of the that specific qualifications</li> <li>○ Third page of that proposal should consist of responds on evaluation criteria as discussed at the briefing sessions.</li> <li>○ The above format must be repeated as per applied qualification (s)</li> </ul>
22	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• What is the timeframe for learnership or skills programme.</li> </ul>



	<p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• It depends on the qualification you applying for, the learnership will take more than a year or two and skills programme normally takes few days.</li> </ul>
23	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• Are we allowed to see the list of programmes before we can purchase the tender document?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• List of programmes are listed on LGSETA website.</li> </ul>
24	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• What is the percentage of tranches payments?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• It depends on the learning programmes for skills programmes is 50 /50 and learnership we give you 10% first based on the submission of learner documents , when you upload learners and attendance register LGSETA will pay you 30% . All the information regarding tranche payment will be specified on SLA.</li> </ul>
25	<p><b><u>Query</u></b></p> <p>With regard to reference letters are we allowed to attached appointment letter and contracts from previous client. ? Please clarify.</p> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• Only contactable reference letters is allowed. Appointment latter and contract will not be considered for evaluation.</li> </ul>
26	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• In terms of costing you indicated that the stipend is R18 000 for learnership and R5000 of skills programme. Are we allowed to come with my own costing?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• Training providers are restricted to LGSETA costing and is inclusive of VAT.</li> </ul>
27	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• What if you have experience in skills programme and not experience in offering qualification for the past five years? Will the service provider disqualified.</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• You will only qualified for learning programmes</li> </ul>
28	<p><b><u>Query</u></b></p>

	<ul style="list-style-type: none"> <li>• Are we responsible for insuring that the SETA issue certification or statement of results?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• It is your responsibility as service provider to ensure that</li> </ul>
29	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• If you applying for 9 provinces do you have to submit 9 proposal for each provinces.</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• One proposal per qualification, it must clearly indicate the province and facilities of that qualification per province but in one proposal.</li> </ul>
30	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• If you have never trained for level 4 but you are accreditation for level 4 and you have experience in training level 1 to 3 will you be eligible to tender for this qualification.</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• You will not be able to score in terms of experience in relation to the level 4 as you are not experienced on that level.</li> </ul>
31	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• Is public entities allowed to tender?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• This is a competitive bidding process and it is open to private and public entities.</li> </ul>
32	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• Who will be responsible for conducting due diligence.</li> <li>• The issue of printing statement of results is it outsourced or is done by LGSETA</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• The due diligence will be conducted by LGSETA Team and it will not be outsourced, should it the status quo changes, the affected service provider will be informed if LGSETA is outsourcing the services.</li> <li>• The Statement of result will also be printed by LGSETA.</li> </ul>
33	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• The SARS issue with regard to SARS certification ...</li> </ul> <p><b><u>Response</u></b></p>

	<ul style="list-style-type: none"> <li>• Service provider is required to submit at information which can satisfy LGSETA on tax matters, i.e. Central Supplier Database (CSD) must be submitted as it is integrated with SARS.</li> </ul>
34	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• The qualification code in Road transport management in the public sector 49487 is incorrect and the correct qualification is 49489.</li> <li>• The National qualification in IDP is not level 4 but is a level 5.</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• The final and revised list of qualification will be sent to the service providers and will be uploaded on the LGSETA's website.</li> </ul>
35	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• Do you have the learners already in your database or is the service provider supposed to recruit the learners. Is recruitment of learners supposed to be part of the methodology?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• It is the responsibility of the service provider and municipality ensure that the learner do attend the training.</li> </ul>
36	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• On page 41 regards to scoring criteria for assessor and moderators qualification, are you specifically looking for original certified qualification or even copy of qualification is accepted</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• The certified copy will be accepted and before the award the original copies will be required before the appointment is commenced. Service provider will not be disqualified for submitting certified copy.</li> </ul>
37	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• Are we allowed to use facilitator within Johannesburg to facilitate the training in Johannesburg even though our office is in Durban?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• We not prescript in term of who you send as long as the person is competent and knowledgeable to deliver on the qualification.</li> </ul>
38	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>• We have been experiencing problem with Management system that is currently being used by LGSETA in uploading information.</li> </ul>

	<p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>• LGSETA, is strengthening the system and it will be resolved. However, if you do experience difficulties, kindly communicate with ETQA department.</li> </ul>
--	---

Addendum received by the Bidder and the contents thereof included in the Tender

Signature(s)

\_\_\_\_\_

Name(s)

\_\_\_\_\_

Date

Capacity

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Name of organization)

**“Please include a signed copy of the Addendum with the Bid Submission”**