



**LGSETA**  
CREATING GREATER IMPACT

# Compulsory Briefing Session

Event: Panel of Accredited Skills Development providers

Date: 03,04,05,09 and 10 May 2016

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# Programme

- Tender information
- Eligibility and Award criteria
- Scope of work/deliverables
- Pricing instructions
- Evaluation
- Submission of bids
- Questions and Answers (Q & A)

## Tender info

### **BID: LGSETA/LPD/2016/11:**

- Advertised on 15 April 2016 (Tender Bulletin)
- Advertised on 17 April 2016 (City Press)
- Erratum 22 April 2016 (Tender Bulletin)
- Erratum 01 May 2016 (City Press)
- Compulsory Briefing session (s) on 03,04,05,09 and 10 May 2016
- **Closing date – 20 May 2016 @ 12H00pm**

## Eligibility and Award criteria

- A valid and original Tax Clearance Certificate (TCC)
- A fully completed and signed Tender Document.
- A certified Proof of valid company registrations.
- Proof of accreditation against the relevant qualifications
- False declaration on SBD's documents and any other fields that requires full compliant
- Due diligence/site visits will be conducted and failure to meet the requirements will results in non-award
- Briefing session attendance

# BRIEFING SESSIONS

- Bidders are allowed to attend at any of the session.

Province	Briefing Session Date	Time	Venue
Gauteng, Limpopo, North West and Mpumalanga	3 May 2016	11:00 -12:30	Head Office, 47 Van Buuren Road,, Bedfordview, 2007
Eastern Cape	4 May 2016	11:00 -12:30	Health Call Centre, Quigney, East London
Kwazulu Natal	5 May 2016	11:00 -12:30	Protea Hotel 149 OR Thambo Pde Durban
Northern Cape and Free State	9 May 2016	11:00 -12:30	SALGA Northern Cape Block Two, Montrio Corporate Park,10 Oliver Road
Western Cape	10 May 2016	11:00 -12:30	City of Cape Town; Milnerton Auditorium Library ; Pienaar Road, Milnerton,7441

## PURPOSE OF TENDER INVITATION

- To appoint a panel of accredited Skills Development Providers to offer learning programmes that falls within the LGSETA scarce and critical skills areas.
  - Contracting directly with Skills Development Providers on behalf of the Municipalities
- To improve the skills base within the Local Government Sector
  - Accelerate delivery of quality training for levy paying entities
  - Provide access to learning and employment for unemployed people
- To enable the LGSETA to achieve its Annual Performance Target with DHET
- To address the Skills Development priorities of Government

## SCOPE OF WORK/DELIVERABLES

The appointed Skills Development Provider will be expected to project manage the delivery of the learning programmes applied for and the responsibilities will include;

➤ **Submit compliant learner documents**

Skills Development provider will work closely with Municipalities in collating and submitting Learning Programme Agreement forms to the LGSETA

➤ **Training Implementation – Quality Management**

Pre-assessment, induction, up-load learner enrollments and achievements on learner management system, training facilitation, conduct formative and summative assessments

## SCOPE OF WORK/DELIVERABLES

### ➤ **Training implementation continue...**

Moderate assessments (keep records for each qualifications/unit standard), attendance registers (workplace & training), learner support, disbursement of stipend, project monitoring.

### ➤ **Project Coordination**

Liaise/coordinate with LGSETA on matters related to the project, participate in project steering committee,

### ➤ **Reporting (Financial & non-financial)**

Monthly, quarterly, annual and close-out reports,



## SCOPE OF WORK/DELIVERABLES

### ➤ **Contract Management**

To ensure that both the LGSETA, Municipality, Skills Development Provider and learner meet their obligations to deliver the objectives required from the contract.

- Commencement to completion of learning, claiming of grant, risk management, monitoring and evaluation

# Pricing Instructions

## Ref: Page 30

- The successful Skills Development Provider will be contracted based on LGSETA threshold for discretionary grant funding, which is inclusive of project administration fee. The amount below may change from time to time based on the approval of the LGSETA discretionary grant policy

CATEGORY	TRAINING COST	STIPEND (no deductions)	TOTAL GRANT PER LEARNER
Learnership employed	R 18 000	N/A	R 18 000
Learnership unemployed	R 18 000	R 1 500 x 12	R 36 000
Skills Programmes employed	R 5 000	N/A	R 5 000
SkillsProgrammes unemployed	R 5 000	N/A	R 5 000
Adult Education and Training (AET) employed	R5 000	N/A	R 5 000
Adult Education and Training (AET) unemployed	R 5 000	N/A	R 5 000
Apprenticeship amount per annum	R 16 450	R 2 500 x12	R 46 450
RPL (assessment)	R5 000	N/A	R 5 000

# Evaluation

## **Evaluation will be based on the following:**

- First phase: Functionality, tenderers who do not reach the 70 points threshold will not advance to next stage of evaluation
- For evaluation purpose see page 39-42 of the bid document
- Company experience (III and IV) as per page 40
- Sworn affidavit (EME) or BEE certificate

## Submission of bids

- **Note:** Please enclose the bid documents and supporting documents in a sealed envelope clearly marked the bid number, the project name. Bidders must submit one (1) original, one (1) duplicate copy of the bid document.
- **Hand delivery and submission register must be signed off failure may disadvantage the bid.**
- **Drivers and/or couriers must be advised to sign off the register**
- **Public opening on the 20<sup>th</sup> May 2016 after closing time (12h00)**
- LGSETA Head Office
  - 1st Floor
  - 47 Van Buuren Road
  - Bedfordview
  - 2007
- No late submission will be accepted and/or considered



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## Questions and Answers (Q &A)

Bidders are allowed to send questions and the cut off date for questions is Wednesday 11<sup>th</sup> May 2016 @10h00  
[Procurement@lgseta.org.za](mailto:Procurement@lgseta.org.za)

Thank you