

**SPECIFICATIONS FOR SASSETA TENDER REF:  
SAS0070  
National Certificate:  
Public Administration NQF Level 3  
SAQA ID 57804**

**LEARNERSHIP  
NATIONAL CERTIFICATE: PUBLIC ADMINISTRATION  
NQF LEVEL 3 (SAQA ID 57804).**

**Only training providers that are accredited with PSETA to deliver this qualification will be considered for this tender. (Signed confirmation of status re: accreditation, learning material, assessors and moderators from PSETA must accompany the response.)**

**Client:** Train **133** (18.1) learners on the National Certificate: Public Administration NQF Level 3 (SAQA ID 57804).

**1. Services to be rendered:**

- 1.1 The provider must be able to provide this training throughout the country.
- 1.2 The providers must have their own accredited training material.
- 1.3 The providers must do a pre-assessment on learners suitably for Training
- 1.4 *provider must train learners on the **National Certificate: Public Administration NQF level 3 (SAQA ID 57804)** and conduct formative and summative assessments. In this regard the provider will be responsible to do assessments for the entire qualification; both theoretical and practical training. The training provider must specify which electives will be used to ensure the minimum credit value of the qualification is obtained.*
- 1.5 SASSETA to pay Training Provider cost which includes facilitation, facilitator Travel, copies of learning materials for each learner and venue costs
- 1.6 The Training Provider must provide a comprehensive project roll out plan with a detailed budget breakdown, preferably on MSP.
- 1.7 The Training Provider to submit all assessed results to SASSETA and PSETA

# **1 Service Providers must comply with the following specifications when preparing their tender documents:**

## **1.1 Company Profile**

The Service Provider must supply SASSETA with the following information:

- Company Name
- Certification of Registration
- Original and valid Tax Clearance Certificate
- Skills Development Levy (SDL) Number
- Details of equity status and BEE initiatives (As indicated on Tender Declaration Form to be attached)
- Company ownership profile
- Partnership agreements (JV) if a joint proposal is submitted
- CV's of key project team

***NB: Please note that the above requirements are mandatory and MUST accompany the proposal***

## **1.2 Contactable References**

Supply at most five contactable references by simply stating the following:

- Name of client
- Position
- Contact telephone numbers
- Work performed.
- Dates when work performed

## **1.3 Expertise and Capacity**

Supply information with regards to expertise and capacity to deliver.

## **1.4 Project Plan**

Provide a detailed project plan, including timelines, milestones and resource allocation, preferably on MSP.

## **1.5 Total Project Cost**

Indicate the total costs of the project inclusive of VAT (Please provide a clear breakdown of costs).

***NB: PROPOSALS MUST BE PROPERLY INDEXED***

**2 Conditions for selection/short listing**

- 2.1 Tenders submitted will be adjudicated by SASSETA using a system that awards points in line with the guidelines of the Supply Chain Management covering the following items:
- The price tendered
  - Equity Ownership, viz BEE status
  - SMME
  - Capacity to deliver
  - Expertise
- 2.2 The tender obtaining the highest number of points will usually be awarded the contract, although other factors may lead to a different decision taken.
- 2.3 In the event of equal points scored, the tender will usually be awarded to the tenderer scoring the highest on BEE.
- 2.4 The short-listed candidates will be notified within 30 days and will be required to make a presentation to the Bid Adjudication Committee.
- 2.5 The appointment of any candidate will only take effect after the Service Provider has received written confirmation of such appointment from SASSETA and contract signed.
- 2.6 Reference checks will be conducted on all candidates submitted for consideration.
- 2.7 Tax clearance certificates and Directorship will be verified with SARS and/or CIPRO for authenticity.
- 2.8 The successful bidder will be required to sign a Deed of Suretyship as part of the contract.

### **3 General**

- 3.1** The Service Providers are required to submit their proposals on or before **13/06/2008**. Any tender document received after closing date and time will not be considered.
- 3.2** Submissions should be delivered to SASSETA offices: Level 3 East, Gallagher House, Gallagher Estate, 19 Richards Drive, Midrand.
- 3.3** Two (2) bound hard copies AND one (1) unbound hard copy of the proposal must be submitted.
- 3.4** If you do not hear from us within 6 weeks after closing date, please accept that your proposal was unsuccessful.

### **4 Disclaimer**

**SASSETA reserves the right not to appoint a provider and is also not obliged to provide reasons for the rejection of any proposal.**