

TENDER

Outsourcing of the SEIFSA TRAINING CENTRE

Situated at 16 Lancaster Road
Poplar Business Park
Benoni.

SEIFSA

Tender documents as basis for bid preparation.

Date: 25.08.2019

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1 GENERAL

We would like to invite you as bidder for the **“Outsourcing of the SEIFSA TRAINING CENTRE”** situated in Benoni in the East Rand.

Background

The SEIFSA Training Centre can train approximately 250 people per day and currently offers apprenticeships in 10 trades. In addition, the SEIFSA Training Centre is registered with the Department of Higher Education and Training as a Trade Test centre and has trade-tested 400 candidates per year, since 2014.

The training offered encompasses not only apprentice, but also the following interventions:

- Learnerships;
- Skills programmes;
- Short courses;
- Recognition of Prior Learning (RPL);
- Trade proficiency assessment services;
- Trade Testing for contractual learners and non-contractual learners;
- Assessment and Trade Testing of non-contractual learners; and
- Continuous upskilling of artisans.

SEIFSA is proud to have received accreditation by The Manufacturing, Engineering and Related Services Sector Education and Training Authority (Merseta), The Chemical Industries Sector Education Training Authority (CHIETA), the Energy and Water Sector Education Training Authority (EWSETA) and with the Quality Council for Trades and Occupation (QCTO) for Training and Trade testing.

1.1 Tender Conditions

1. The bid must satisfy the quotation format (refer point 3.1);
2. As a bidder, it is advised that you provide explanations on any issues or items considered not applicable (i.e. Amendments, adjustments or items absent, either in the form of a comment or alternatively for SEIFSA on the tender documents);

3. The bid must be forwarded to SEIFSA by the final and agreed submission deadline date;
4. The requirements defined in the tender and provided by SEIFSA are binding on this bid;
5. The bid and all related documentation must be in English;
6. The bid and/or additional concepts submitted as part of the tender process shall be at zero cost and no charge to SEIFSA;
7. Agreements that result in a change to the bid scope (tender addendum) must be separately recorded in the bid;
8. The validity of the bid must be stated;
9. Original or certified copies of the following documents must be submitted; Identity Documents or director/s, Company Registration document, Tax Clearance Certificate, BBBEE Certificate and Proof of work experience; and
10. Bids must be submitted in hard copy and electronic format.

1.2 Procurement Schedule

Tender and submission deadline date: 30 September 2019.

Final negotiation date: 31 March 2020.

Supplier awarding date: 30 June 2020.

Commencement date of service: 01 January 2021.

1.3 Submission of bids

The bid must be submitted in hard copy and electronic format by the aforementioned deadline and as a signed version (Signed scanned bid in pdf).

1.4 Contact at SEIFSA to respond to queries

Please direct all queries on the tender documents to:

Rajendra Rajcoomar
Chief Financial Officer
Email: rajendra@seifsa.co.za
Telephone: 011-298 9400

2 SCOPE OF TENDER

2.1 Scope of service

To utilize the SEIFSA Training Centre situated in Benoni to provide engineering training and related services in order to actively promote skills development in the metals and engineering industries. This will include but not be limited to:

1. Apprenticeship and Learnership training;
2. Short courses;
3. Refresher training for qualified artisans;
4. The provision of comprehensive assessments, including Recognition of Prior Learning and trade test assessments;
5. Skills programmes;
6. Provide the required operating management, training and administrative staff and ensure that personnel involved in the operation shall be suitably trained, qualified and experienced;
7. Provide training and assessment materials, work procedures, operating and student management policies, systems and record keeping to meet the operating demands of the SEIFSA Training Centre;

8. Carry the appropriate SEIFSA Training Centre, programme, assessor as well as trade test centre accreditation with MERSETA or such regulated authority in force at the time;
9. Comply with such health, safety and environment regulations as prescribed in the Occupational Health and Safety Act and adhere to all statutory requirements;
10. Provide the required sales prospecting, pricing and contracting policies and services to maximize capacity utilization and profitability of the SEIFSA Training Centre; and
11. Adhere to best practice in managing all financial resources at the SEIFSA Training Centre and comply with International Financial Reporting Standards and maintain proper books of accounts for the SEIFSA Training Centre, to which SEIFSA is entitled to have unrestricted access at any time.

2.2 The service provider obligations

1. To provide a fully qualified staff complement to meet requirements and demands of the SEIFSA Training Centre;
2. The service provider must be BBBEE compliant (at least a level 4);
3. A SEIFSA Service Level Agreement (SLA) will be agreed upon and concluded for a period of five (5) years;
4. The Profit-Sharing Agreement will be reviewed after the initial period of the SLA has lapsed;
5. Provide comprehensive details on how the scope of the services will be achieved, listing each of the deliverables as reflected from points 1 to 11 above. Any other contributions (not listed above) that may be relevant should also be included; and
6. Detail a mutually beneficial Profit-Sharing Agreement.

2.3 Duties of SEIFSA

1. Provide all suitable equipment, facilities and infrastructure on Site, as is required to operate the SEIFSA Training Centre, in line with the MERSETA requirements and other relevant authorities and regulations;

2. Ensure that the Service Provider is granted unrestricted access to the Site;
3. Market the SEIFSA Training Centre actively to its members through its:
 - a. Publications and website;
 - b. Newsletters;
 - c. Customer visits; and
 - d. Open Days and other promotional events.
4. Ensure that the Service Provider is afforded the necessary assistance by SEIFSA's designated personnel or designated subcontractors, as is reasonably required by the Service Provider to effectively perform its duties and obligations in terms of this tender.

2.4 Premises

1. SEIFSA will make available to the Service Provider the SEIFSA Training Centre on the commencement date for its unrestricted use, or such similar premises as SEIFSA may in its discretion designate in the event that the SEIFSA Training Centre is unavailable for use for whatsoever reason.
2. SEIFSA shall ensure that this right is exercised with due regard for and without interference to the operational management and service delivery obligations of the Service Provider.
3. The Service Provider shall be responsible for all direct costs of the premises, including:
 - a. Monthly lease and municipal taxes and utilities charges;
 - b. Site security, including alarm systems and response services;
 - c. Electricity, water, gas, oil or any necessary service to the SEIFSA Training Centre;
 - d. Monthly telephone and network charges; and
 - e. Monthly insurance (premises and equipment).

4. The Service Provider will manage the SEIFSA Training Centre with good care, and responsibilities shall include the need:
 - a. To keep the Site clean and tidy;
 - b. Not to use the Site or allow it to be used, in whole or part, for any purpose, other than those related to the provision of training programmes and activities related or otherwise incidental thereto;
 - c. Not to introduce any equipment, other than specified or modification or alteration to the Site, without the prior consent of SEIFSA;
 - d. Not to contravene any of the conditions of title of the property or any laws affecting owners, tenants or occupiers of the Site;
 - e. At all times during the currency of this Agreement, to observe and ensure compliance with all applicable laws, including the provisions of the Occupational Health and Safety Act, Act 85 of 1993, as amended;
 - f. Not to leave refuse or allow it to accumulate in or about the premises, except in refuse bins provided;
 - g. To take all reasonable measures to prevent blockages and obstructions from occurring in the drains, sewerage pipes and water pipes serving the Site; and
 - h. Not to paint, affix or attach to the Site or any part of the building any sign, notice, awning or canopy without SEIFSA's prior written approval.

2.5 Plant and Equipment

1. SEIFSA will make available to the Service Provider the Plant and Equipment on commencement date in good order and condition and for its unrestricted use in terms of and for the full duration of the Agreement;
2. SEIFSA will remain the rightful owner of such Plant and Equipment, including all the rights and obligations of such ownership;

3. Expenses incurred in maintaining the Plant and Equipment, when required, including costs related to repair and/or replacement of units or components or units, shall be for the account of the Service Provider;
4. Expenses incurred in replacing the Plant and Equipment, when required, shall be for SEIFSA's account;
5. The Service Provider undertakes to take over all the administrative equipment of the SEIFSA Training Centre at book value. This includes – but is not limited to – laptops, desktops, PABX, server, network, data video projectors, printers, the lease of the photocopier/printer, etc.;
6. The Service Provider will take over the lease of the existing equipment, which is currently a photo copy machine (approximately 1 year) and will lease any other equipment deemed necessary to fulfil its obligations in terms of this tender in its own name;
7. The Service Provider undertakes to maintain and repair all motor vehicles as part of its normal operating cost; and
8. The Service Provider will take all reasonable care of SEIFSA's Plant and Equipment to keep it in good operating condition, with normal wear and tear expected.

2.6 Sub-contractor/s

1. The Service Provider, with the prior written approval of SEIFSA, which approval may not unreasonably be withheld, shall be entitled to appoint and utilise sub-contractor/s in the execution of its obligations;
2. Notwithstanding the appointment of sub-contractors by the Service Provider, the Service Provider shall remain responsible for its obligations in terms of this bid. The Service Provider undertakes to ensure that the sub-contractor/s comply/ies with the standards of the Service Provider and/or SEIFSA in the execution of its obligations from time to time;

3. Should SEIFSA be dissatisfied with the performance or conduct of the sub-contractor/s during this bid period, SEIFSA shall be entitled to request the Service Provider to appoint a replacement sub-contractor/s to discharge its obligations as soon as reasonably possible.

3 TENDER ASSESSMENTS

3.1 Evaluation Criteria and Process

A set of detailed evaluation criteria has been prepared by SEIFSA for the evaluation of every Submission. Within each stage, an initial evaluation will consider whether or not every instruction and requirement contained within the tender has been fulfilled.

The evaluation criteria will be based upon some or all of the following aspects of the Bidders' proposals in (not in order of significance):

a. Commercial

- i. Competitive profit share agreement;
- ii. Price/Profit share clarity;
- iii. Management information provisions; and
- iv. Contractual compliance.

b. Service Capability

- i. Service delivery experience;
- ii. Service delivery models (including business continuity);
- iii. Quality;
- iv. Compliance with Service Levels;
- v. Culture and ability to work with SEIFSA;
- vi. Ability to adapt to changing business requirements; and
- vii. Continuous improvement plans.

c. Long-term roadmap proposals

- i. Innovation and added value; and
- ii. Strategic fit.

d. Financial

- i. Financial strength demonstrated across the Bidder's company/group structure (please include, with your response, your company's revenue and net results for the last two years); and
- ii. An established financial track record demonstrated for the legal entity that SEIFSA will be contracting with (please include, in your response, your company's registration number and registered address).

e. Level of Compliance with SEIFSA

- i. Understanding of all parts of SEIFSA;
- ii. Proposals / bids provided are in accordance with the Instructions; and
- iii. Adherence to the timescales to send back responses.

You are reminded that throughout the process SEIFSA will continually access/assess all contact with the bidders' organisations, including compliance with the process, presentations and on-site representatives. SEIFSA reserves the right, at its sole discretion, to disqualify, without further consideration, any submission that does not satisfy this basic requirement.

4 COMMERCIAL ASSUMPTIONS

4.1 Quotation format

The bid must be detailed in respect of the scope of services required. SEIFSA reserves the right to ignore any bids that do not conform to the specified quote structure.

4.2 Pricing

The offered Profit Sharing Agreement will be valid for the entire contract duration, which is five (5) years.

4.3 Bid Completeness

All services essential to contractual fulfillment have been offered and form part of the bid.

4.4 Confidentiality

1. All Confidential Information exchanged between Parties pursuant to the negotiations, conclusion and implementation of this bid shall not at any time – whether directly or indirectly – be distributed, disclosed or disseminated in any way or form by the receiving Party to any third party, except to its own employees on a need-to-know basis, and such Confidential Information shall remain the property of the disclosing party.
2. The receiving party shall protect the Confidential Information in the manner and with the endeavour of a reasonable person protecting its own Confidential Information. Under no circumstances shall the receiving party use less than reasonable efforts to protect the confidentiality of the Confidential Information.
3. A Non-Disclosure Agreement will be signed between SEIFSA and the bidders.

End.