



A subsidiary of **UNISA** university of south africa

**REQUEST FOR QUOTATION (“RFQ”) FOR PROVISION OF A TRAINING SERVICE PROVIDER FOR FACILITATION, MODERATION AND ASSESSOR SERVICES.**

<b>Bid Number</b>	<b>RFQ ESD/2025/07</b>
<b>Bid Scope</b>	<b>PROVISION OF A TRAINING SERVICE PROVIDER FOR FACILITATION, MODERATION AND ASSESSOR SERVICES</b>
<b>Issue Date</b>	<b>10 July 2025</b>
<b>Closing Date</b>	<b>23 July 2025</b>
<b>Enquiries</b>	<b>Administrative enquiries: Karabo.Tshoane@unisaenterprise.ac.za</b>

[www.unisaenterprise.ac.za](http://www.unisaenterprise.ac.za)

**Telephone:** +27 (11) 652 0260 **Address:** 22 Mac-Mac, 1st Floor, Waterfall Park, Vorna Valley, 1686

## 1. BACKGROUND INFORMATION

Unisa Enterprise (Pty) Ltd was established in 2017 and is 100% owned by UNISA. Its main objective is to generate third-stream income to assist the university to become self-sustainable. The company works in collaboration and partnership with both public and private sector in pursuit of its mission.

The fulfilment of the mandate relies on the execution of five strategic pillars, namely:

- Consulting Services –ESD, Media, Printing etc.
- Research & Innovation.
- Property – property development and management.
- ICT– reseller of hardware and software products.
- Retail – canteens, e-books etc.

## 2. SCOPE OF WORK

Unisa Enterprise is seeking to appoint an accredited training service providers to deliver training on New Venture Creation Modules and SMME incubation. The appointed service provider must supply seven (7) qualified facilitators—who also hold assessor accreditation and accredited moderators. These professionals will support an existing team and deliver impactful venture creation training to a group of 800 participants over a period of four (4) months. The facilitators will report directly to the Project Manager and are expected to ensure effective knowledge transfer, practical skills development, and adherence to all relevant SETA requirements.

## 3. PURPOSE OF TRAINING

The purpose of this training is to provide incumbents with the standard knowledge and the range of learning required to work effectively in the energy sector, to meet the challenges of such an environment. Energy and Electrical sector operates in a competitive and challenging environment. The finished processes have to respond to a wide variety of exacting customer and consumer requirements. In addition, the industry has to respond to international competition and environmental issues.

The identification and solving of problems, teamwork, organising self, using of technical diagrams, implication of actions and reactions in the world as a set of related systems must be assessed during any combination of practical, foundational and reflective competencies assessment methods and tools to determine the whole person development and integration of applied knowledge and skills.

To demonstrate a basic operational knowledge of mathematical, technological and theoretical concepts during the execution of tasks with an ability to read, interpret technical drawings and sketch basic electrical wiring diagrams. Apply known solutions to familiar and well-defined

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problems related to working in the electrical engineering and energy environment with a basic understanding of forms of energy, energy efficiency and environmental awareness.

This training forms part of a series at different levels to create opportunities for development, a career path and greater security of employment within the industry that creates sustainability and self-employment also to start own businesses.

#### **4. OBJECTIVES**

At the end of the training programme, learners are expected to be able to:

- Use engineering tools, measuring instruments and electrical technology
- Read, interpret and produce basic electrical engineering drawings and circuits.
- Apply hand skills applicable to electrical installation and maintenance.
- Understand and apply basic electrical installation assembly techniques to install, maintain, repair, overhaul or recondition designated circuits, electrical machines and sub-components.
- Understand basic electrical theory and the application in relation to the maintenance and function of machines.

#### **5. DELIVERABLES**

##### **1) Training and Facilitation**

- Lead interactive workshops, lectures, and practical sessions in in Venture Creation and SMME business skills
- Guide group discussions, ensuring clarity, engagement, and alignment with learning objectives
- Adapt content to diverse audiences (technical vs entrepreneurial learners)

##### **2) Group & Learning Environment Management**

- Foster an inclusive, collaborative environment encouraging participants from all 800 learners.
- Address conflicts, imbalances in participation, and behavioural issues promptly.
- Track attendance rigorously and report absenteeism/ escalate concerns.

##### **3) Assessment & compliance**

- Mark Portfolios of Evidence (POE) against any SETA competency standards.
- Provide timely, constructive feedback to learners for skills improvement.
- Ensure all training materials and assessments meet SETA accreditation requirements.

##### **4) Programme Administration**

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- Maintain accurate records of attendance, POE submissions, and learner progress.
- Collaborate with programme coordinators to resolve logistical or learner-support issues.
- Submit progress reports, assessment outcomes, and risk alerts to management.

#### 5) Content & Quality Assurance

- Refine training materials to address learner needs and feedback.
- Ensure practical Electrical Engineering content is industry-relevant and safety-compliant.
- Uphold quality standards per SETA and organizational guidelines.

#### 6) Learner Support & Development

- Mentor learners in technical skills (Electrical Engineering) and business growth (SMME).
- Identify and support at-risk learners through additional coaching.

### 6. PROPRIETARY AND CONFIDENTIAL

All material submitted in response to this tender shall become the property of Unisa Enterprise. Any confidential information provided by a service provider in response to this Tender will be held in confidence and will only be used for the evaluation of this tender.

### 7. DEALING WITH UNISA ENTERPRISE (PTY) LTD

Service providers must not contact any member of Unisa Enterprise and / or consultants with respect to queries they may have with this tender. The service provider shall not disclose any such information or specification, whether explicit or implied, to any third party without the written consent from Unisa Enterprise.

### 8. PRE- QUALIFICATIONS

Service providers must be at least 51% owned by any of the designated groups as defined by the B-BBEE codes of good practice in order to advance the designated groups. Unisa Enterprise will use other means of validation to confirm the B-BBEE status. Service providers that fail to meet this criterion will be disqualified.

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## 9. NOTES TO BIDDERS

Outlined below are basic requirements that each bid must comply with. Failure of any bid to meet any or all of these requirements may disqualify such a bid from the evaluation process:

- A prospective service provider must ensure that their tax matters are in order.
- Failure of the bidder for not complying with their tax matters at the time of award will result in the bidder being disqualified.
- Unisa Enterprise will not be liable to reimburse any costs incurred by applicants in preparing their proposals.
- Unisa Enterprise does not bind itself into making an appointment from proposals and offers received.
- Unisa Enterprise reserves the right, at its sole discretion, to cancel this request for proposals, presentations and price or not to make any appointment at all.
- Unisa Enterprise will not make upfront payments.
- Successful bidder must undertake to abide by the confidentiality undertakings contained in the agreement to be concluded.
- The service level agreement will be reviewed annually upon anniversary date.
- Please note that any plagiarism of any sort contained within any bid or any other documents submitted to the Unisa Enterprise by any bidder will result in the disqualification of the respective bidder.

Unisa Enterprise may request clarification or further information regarding any aspect of the bidder. The bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise the bidder may be disqualified.

## 10. MANDATORY REQUIREMENTS

Mandatory requirements will include the following and must be labelled and submitted in the following order.

**Failure to comply and submit any one of the documents will disqualify the submission:**

- **Copy of valid SARS clearance certificate/Tax Pin** to be submitted. SARS pin will also be accepted.
- **Copy of company registration documents** indicating list of shareholders / members from CIPC.
- A valid B-BBEE certificate. BBBEE Sworn affidavits certifying total annual income and level of black ownership will be sufficient for EMEs and QSEs
- **Reference letters from institutions as evidence of related work successfully completed.** NB: The Reference Letter(s) must not be older than 3 years must be on the letterhead of the previously serviced client and should reflect at least name of the client, title of the related work conducted, year conducted and completed, contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered.

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- The service provider must submit evidence of relevant experience for each proposed facilitator, assessor, and moderator. NB: Bidders must attach an abbreviated CV for each proposed facilitator, assessor, and moderator including contactable references.
- Provide evidence of registered assessor and moderator with valid registration.

## 11. TECHNICAL REQUIREMENTS

- **Assessor Registrations:** Valid SETAs Assessor certification.
- **Technical Expertise:** SETAs related and or related field + industry experience in venture creation.
- **Facilitation Experience:** 3+ years training preferably in SETA-aligned programmes.
- **SMME/Entrepreneurship Knowledge:** Experience in business incubation, startup support, or enterprise development.
- **Tech Proficiency:** MS Office, LMS platforms, and e-assessment tools.

## 12. PRICING

- All pricing must be quoted in South African Rand (ZAR) including VAT.
- The pricing **must remain valid for 90 days** from the closing date of the tender.

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his tender, and any variance will render the contract null and void.

## 13. PAYMENT TERMS

The payment terms of the University are 30 days after the receipt of goods and services and upon receipt of the required documentation. **No upfront payments will be considered.**

## 14. EVALUATION CRITERIA

DESCRIPTION	POINTS
<p><b>Phase 1: Technical Mandatory evaluation (<u>only if required</u>)</b></p> <p>Service providers will need to meet all these requirements 100% before being considered in phase 2</p>	100

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<b>Phase 2- Technical evaluation</b>		100
<b>Specification</b>	<b>Comply/ Non-Comply</b>	
Service providers must be 100% compliant to the specification		

Service providers who are 100% compliant to the technical requirements will be evaluated in stage 2.

CRITERIA			POINTS
<b>Price</b>			<b>75</b>
$P_s = 75 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ <p>Where:  Ps = Points scored for price of tender under consideration  Pt = Rand value of tender under consideration  Pmin = Rand value of lowest acceptable tender</p>			
<b>B-BBEE</b>			<b>25</b>
B-BBEE score to be taken from valid B-BBEE certificate provided			
a	<b>B-BBEE LEVEL</b>	<b>Points Allocation (10)</b>	10
	Level 1	10	
	Level 2	9	
	Level 3	8	
	Level 4	5	
	Level 5	4	
	Level 6	3	
	Level 7	2	
b	<b>Black Ownership</b>	<b>Points range</b>	8
	51% to 70%	6	
	71% to 99%	7	
	100%	8	
c	<b>Female Black Ownership</b>	<b>Points range</b>	3
	30% to 50%	2	
	51% to 100%	3	
d	<b>Youth Owned</b>	<b>Points range</b>	2

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	25.1% to 50%	1	
	51% to 100%	2	
e	<b>People Living with Disabilities</b>	<b>Points range</b>	
	25.1% to 50%	1	2
	51% to 100%	2	
	<b>TOTAL:</b>		<b>100</b>

## 15. COMPULSORY REGISTRATION AND ADMITTANCE TO THE TENDER INFORMATION SESSION

No information session will be conducted on this tender.

## 16. RFQ SUBMISSION AND CLOSING DATE

The tender submissions must be submitted via email. Quotations should be marked as: **RFQ ESD/2025/07** in the subject line.

Email address: [procurement@unisaenterprise.ac.za](mailto:procurement@unisaenterprise.ac.za)

Closing date: **23 July 2025**

Time: **11h00**

**Late submissions will not be accepted or considered.**

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