



## **TERMS OF REFERENCE**

### **THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A TEN-YEAR BUSINESS PLAN FOR THE SEKHUKHUNE TVET COLLEGE– SKILLS DEVELOPMENT CENTRE WITHIN A PERIOD OF SIX (6) MONTHS.**

#### **1. PURPOSE**

The appointment of a service provider to develop a ten-year Business Plan for the Sekhukhune TVET (Technical and Vocational Education and Training Technical and Vocational Education and Training) College– Skills Development Centre within a period of six (6) months.

#### **2. INTRODUCTION AND BACKGROUND**

##### **2.1. Sekhukhune TVET College**

Sekhukhune TVET College is a South African Public Technical and Vocational Education and Training institution accredited by Umalusi, DHET, QCTO, (the bodies and various SETAS responsible for quality assurance of programmes offered at the Public TVET colleges) and governed by the Continuing Education and Training Act of No2 of 2006.

The college emerged because of the merger process between two colleges, namely: CS Barlow and Dr CN Phatudi in order to change the FET landscape. The college expanded its footprint and access by adding the Apel Campus at Ga-Nchabeleng and the new Skills Development Centre in Groblersdal town, Aquaville section. The college is registered with

the Limpopo Department of Education in terms of the provincial regulations of institutions and its EMIS number is 99660335.

The college is situated in the South-Eastern part of the Limpopo Province in the Sekhukhune District Municipality servicing mainly rural areas comprising of four local municipalities, namely; Elias Motsoaledi, Ephraim Mogale, Fetakgomo -Tubatse and Makhuduthamaga.

The college focuses on engineering, business, information technology, utility studies and occupational programmes which relate directly to the needs of communities as identified by Accelerated & growth initiative for South Africa (ASGISA) and National Skills Development Strategy III (NSDS) for skilled people in engineering, financial and managerial fields of study whilst addressing the needs for the qualified artisans and IT technicians.

The college further established the Centre for Entrepreneurship and Rapid Incubator (CfERI) to assist graduates and SMME with business skills development and we are also accredited as the trade test centre and Centre of Specialisation (CoS) in the field of Carpenter and Joiner available at CS Barlow Campus based in Motetema Village.

Our staff is fully geared to offer the National Certificate Vocational (NCV) for the National Qualification Framework level 2, 3 and 4 plus National Accredited Technical Education Diploma (Nated) N4 - N6 qualifications both in engineering and business studies so that the college can actively participate in community education and development. We have ample qualified lecturers, assessors, moderators to ensure quality of teaching and learning.

Through its results-oriented approach, the college ensures academic integrity and competitiveness. The college boasts excellent training facilities, such as equipped practical workshops, computer laboratories, libraries, student support service centres and business simulation centres to afford students to experiment hands-on workplace experience and gain practical know how.

## **2.2. BACKGROUND ON SKILLS DEVELOPMENT CENTRE**

The skills Centre was established and funded by the Wholesale and Retail Sector Education and Training Authority (W&R SETA). The Centre will assist in advancing rural development while also creating sustainable livelihoods for the benefit of the youth of Sekhukhune District in particular and Limpopo Province at large.

The Skills Centre contribute to the Department of Higher Education and Training's Decade of Artisan initiative while also contributing to developing critical artisanal skills. Sekhukhune District economic drivers, include amongst others: Agriculture (Maize, Sorghum, Dry Beans, Cotton, Poultry and Livestock), whilst other critical sectors, include Mining (Granite, Sand & Stone, Lime and Dolomite) and Tourism.

This project provides a platform for the implementation of artisanal training on a massive scale in view of the NDP which targets training about 30 000 artisans by the year 2030. This project is testament to the call made by the Minister of the Department of Higher Education and Training, Dr Blade Nzimande to ensure an integrated, coordinated and articulated post school education and training (PSET) system which brings together all post school sectors in pursuit of the skills development mandate. The Centre will comprise the following: Administration Building, Retail Business Hub, Engineering Workshops fully equipped for technical training and trade test centre and Retail & Agricultural Hub for training, warehousing, farming, agro-processing and retailing. The Learning Programmes offered in the Centre, include amongst others:

- Further Education and Training Certificate: Electrical Engineering.
- National Certificate: Animal Production.
- National Certificate: Poultry Production.
- National Certificate: Accommodation Services.
- National Certificate: Wholesale and Retail Operations: Chain Store Operations.
- National Certificate: Automotive Body Repair and Maintenance.
- Occupational Certificate: Boilermaker.
- Occupational Certificate: Fitter and Turner.
- Occupational Certificate: Diesel Mechanic.

For sustainability, the Centre will train SMMEs through the incubation programme by the College CfERI and with collaborations established with retailers to sell products produced from the Centre. Additionally, the college plans to develop a Multi-Purpose Centre and a Conference/Convention Centre Hotel which will generate income for the Centre. Students will receive practical training and will be placed in the Multi-Purpose Centre and the Hotel as part of an exit strategy.

### **2.3. THE STAKEHOLDER'S ECOSYSTEM MAP**

Will be done and all relevant stakeholders were identified.

### **2.4. LOCATION OF THE SKILLS DEVELOPMENT CENTRE**

The Centre is situated in Elias Motsoaledi Local Municipality on the outskirts of Groblersdal Town in an area called Aquaville. The Centre occupies an area of 1,15 hectares.



### 3. OBJECTIVES

The College would like to appoint a suitably qualified service provider to develop a ten-year Business Plan for the Sekhukhune TVET College– Skills Centre within a period of six (6) months.

### 4. SCOPE AND EXTENT OF WORK

The following areas of work are expected to be covered in this project:

#### 4.1. Project Inception

- 4.1.1. Upon appointment, an inception meeting with the Sekhukhune TVET College and the identified key stakeholders which will serve as the Project Steering Committee (PSC) will be held. Depending on the situation with, this Inception meeting can be done through technological options available (i.e., virtual call, or teleconference). The Project Plan, Project Phases, Reporting Line, Payment Options and all necessary support will be discussed and agreed upon during the inception meeting.
- 4.1.2. The Project Steering Committee (PSC) will provide the service provider with all available and relevant project related information at this meeting and identify where further information and can be obtained from.
- 4.1.3. The Service provider will proceed to prepare and submit a detail project inception report and revised project plan reflecting the development of the Business Plan to the Project Steering Committee (PSC).

#### 4.2. Situational Analysis

- 4.2.1. Desktop information, data-gathering, and evaluation regarding the current situation of Centre.

- 4.2.2. The situational analysis should address the following:
  - 4.2.2.1. The background of the Sekhukhune TVET College and Skills Centre
  - 4.2.2.2. A description of the current situation.
  - 4.2.2.3. Physical environment, socio-economic environment, Natural and cultural assets, and the existing infrastructure and technology in the area.
  - 4.2.2.4. Current planning and development programmes within the area
  - 4.2.2.5. Financial feasibility for success.
  - 4.2.2.6. Analyse the strengths, weaknesses, opportunities and threats of the Skills Centre.
  - 4.2.2.7. An evaluation of the Skills Centre status, including the assessment of financial viability.

#### 4.3. Stakeholder Consultation

- 4.3.1. Presentation to the Project Steering Committee (PSC) and preparation for stakeholder workshops (in a meeting format).
- 4.3.2. First stakeholder workshop to discuss and agree on the following:
  - 4.3.2.1. “Where we are now”.
  - 4.3.2.2. “Where we want to be” in 10 years’ time (setting a joint vision and strategic objectives for the Skills Centre project).
  - 4.3.2.3. Approach to preparing action plans per operational objectives and further stakeholder engagement etc.
  - 4.3.2.4. Develop framework for the development of the Business Plan.
- 4.3.3. Second stakeholder workshop with the Project Steering Committee (PSC) to present first draft Business Plan for final inputs and comments.

#### 4.4. Development of the Business Plan

- 4.4.1. The service provider to prepare and submit a first draft of the Business Plan with inputs from the stakeholder workshops.
- 4.4.2. Draft Business Plan to include the following but not limited to:
  - 4.4.2.1. Overall goal of the project.
    - 4.4.2.1.1. Operational objectives,
    - 4.4.2.1.2. Marketing Strategy (form part of operational objectives);
    - 4.4.2.1.3. Guiding principles and values.
    - 4.4.2.1.4. Cost or budget considerations (investment and financing/sustainability strategy).
- 4.4.3. Implementation plan to include the following but not limited to:
  - 4.4.3.1. Interventions or action plan to achieve the operational objectives.
  - 4.4.3.2. Prioritisation and timing/programming of these interventions.
  - 4.4.3.3. Key measures of success for implementation of these interventions (monitoring and evaluation plan).
  - 4.4.3.4. Meeting with the Project Steering Committee (PSC) to present first draft Business Plan for final inputs and comments.
  - 4.4.3.5. Consolidate final inputs and prepare for submission.

#### 4.5. Project Closure

- 4.5.1. Presentation of the final Business Plan to the Project Steering Committee (PSC).
- 4.5.2. Prepare and submit a final Business Plan to the College (including word version and executive summary power point presentation).
- 4.5.3. Submit project closure report and hand over of all project documentation.

## **5. EXPECTED DELIVERABLES / OUTCOMES**

- 5.1. The following are specifications which can be used, as a guide, for service provider to submit their proposals. The specifications are summarised below with more details provided under the scope of work.
- **Deliverable 1:** Inception Report.
  - **Deliverable 2:** Situational Analysis Report.
  - **Deliverable 3:** Two (2) stakeholder workshops reports.
  - **Deliverable 4:** 1<sup>st</sup> Draft Business Plan.
  - **Deliverable 5:** Final Business Plan (including word version) and executive summary Power Point presentation.
  - **Deliverable 6:** Project closure report and handover of all projects related documentation.

## **6. PERIOD / DURATION OF PROJECT / ASSIGNMENT**

The project must be completed within six (6) months after the date of signature of the Service Level Agreement by both parties.

## **7. COSTING / COMPREHENSIVE BUDGET**

- 7.1. A comprehensive fixed costing must be provided inclusive of all disbursement costs, such as delivery costs, travelling and accommodation costs and other expenses.
- 7.2. Sekhukhune TVET College reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder (s) who have not been recommended.
- 7.3. The service provider must indicate their rates in line with the provisions of deliverables in section 5 above.
- 7.4. Price will be valid for 120 days.

## 8. EVALUATION CRITERIA

8.1. The evaluation for this bid will be carried out in Two (2) phases:

- Phase 1: Pre-compliance
- Phase 2: Functionality Evaluation

### 8.2. Phase 1: Pre-Compliance

8.2.1. During this phase bid documents will be reviewed to determine the compliance with SCM returnable documents, tax matters and whether proof of registration on Central Supplier Database (CSD) has been submitted with the bid documents at the closing date and time of the bid. Bids which do not satisfy the compliance criteria may not be evaluated further.

8.2.2. The bid proposal will be screened for compliance with administrative requirements as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/COMPLIANCE
1	Master Bid Document	provided and bound
2	Electronic Copy (USB)	Same as the master bid document
ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/COMPLIANCE
3	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017	Completed and signed
4	In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable

### 8.3. Phase 2: Functionality Criteria

- 8.3.1. Only bid proposals that meets pre-compliance, and mandatory will be evaluated on functionality criteria.
- 8.3.2. The bidder must score a minimum of 70%, during phase 2 (functionality/technical) of the evaluation to qualify for Phase 3 of the evaluation where only points for price and BBEE will be considered.
- 8.3.3. The ratings 1 to 5 will be applicable when evaluating functionality as detailed below:

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY		
<b>A proposed project plan, Methodology and Management of the project in the development of a Business Plan</b>	<b>A detailed project plan with intermediate and final outputs and identified timeframes/ milestones. Proposed Methodology in the field of Business Plan.</b>		
	<b>Project plan, methodology and project management in the development of a Business Plan</b>	<b>Indicator</b>	<b>Weight</b>
	Project plan and methodology action well broken down; with detailed objectives and milestones.	30	<b>30</b>
	Project plan and methodology, action identification basic; clear objectives and clear milestones.	20	
	Action plan provided with no deliverables and timeframes.		
<b>The proposed resources must provide the qualifications in the areas of Business Administration/ Management / Economics / Finance / and/or relevant (Key Expert 1); Resource Economics, or Business Development (Key Expert 2); (Key Expert 3): Strategic Planning</b>			
<b>Qualifications of the Project Team Leader/Director (Key Expert 1) and/or technical lead to be assigned to the project</b>	<b>Qualifications of the Project Team Leader in Business Administration/ Management/Development/ Economics / Finance / (Key Expert 1)</b>	<b>Indicator</b>	<b>Weight</b>
	A Honours with 10+ years experience A Honours with less than 10 years experience	20 10	<b>20</b>

<b>GUIDELINES FOR CATEGORY CRITERIA</b>	<b>FUNCTIONALITY</b>		
<b>Qualifications of the Team Member/Key Staff (Key Expert 2) to be assigned to the project (B-tech Or Bachelor's degree qualification)</b>	<b>Qualifications of the Project Team Leader in Business Administration/ Management/Development/ Economics / Finance of key personnel</b>	<b>Indicator</b>	<b>Weight</b>
	Minimum of 5 year's experience with the above-mentioned qualifications	20	<b>20</b>
	Below 5 years Experience with qualification(s)	10	
	<b>Technical Capability/ expertise and track record of project leader and/or technical lead to be assigned to the project in developing Business Plans, strategies, and any other development framework tools</b>	<b>Bidder (s) are required to demonstrate that they have the necessary resources and technical expertise to undertake and successfully complete the project</b>	
<b>Bidder (s) should submit curriculum vitae for the project manager proposed to be employed on the project. Curriculum vitae are to include specific details of the Project Leader including, inter alia, relevant experience and to include three contactable reference, technical qualifications, and experience in developing Business Plans, strategies, and any other development tools.</b>			
<b>Experience of key personnel in developing Business Plans, strategies, business development framework tools</b>		<b>Indicator</b>	<b>Weight</b>
<b>GUIDELINES FOR CATEGORY CRITERIA</b>	<b>FUNCTIONALITY</b>		
<b>The company's experience, track record and knowledge in</b>	<b>Bidder (s) are required to demonstrate relevant experience and competency of the company in developing Business Plans, strategies, and any other development framework tools.</b>		

developing Business Plans, strategies, and any other development framework tools	<b>Bidder (s) should submit positive reference letters signed by authorised personnel on the business letterhead.</b>		
	<b>The letter must cover project scope of a similar nature which were successfully completed in the field of in developing Business Plans, strategies, and any other development framework tools</b>		
	<b>Company experience in developing Business Plans, strategies, and any other development framework tools (attach appointment letters supported by referral letters – letters must be on company letter head and signed)</b>	<b>Indicator</b>	<b>Weight</b>
	5 or more letters	30	<b>30</b>
	4 letters	25	
	3 letters	20	
	2 letters	15	
	1 letter	10	
<b>TOTAL POINTS ON FUNCTIONALITY</b>			<b>100</b>
NB: To qualify for the price evaluation, the bidder must obtain a minimum score of 70 on functionality.			

## 9. BID SUBMISSION REQUIREMENTS

- 9.1. Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:
- 9.1.1. The service provider must draft a table of contents which will indicate where each document is in the proposal.
- 9.1.2. The proposal shall consist of one master original document and must clearly indicate the prices on SBD 3.3 and Annexure A for detailed price schedule.
- 10.1.3. The information in the CV of the proposed Project Team Leader (Key Expert 1), Team Member (Key Expert 2) and Team Member (Key Expert 3) should include relevant experience in the chosen area of expertise.
- 10.1.4. Project positive reference letters that are specifying the role played by the service provider in the listed projects or assignments, project value and the duration of the project (start and end date).
- 10.1.5. A detailed Project Plan with clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members on the assignments should be based on the experience in delivering the scope of work as listed.

## **1. SUBMISSION OF DOCUMENTS:**

- Sealed envelope written the bid number must be submitted at reception at the central office, Sekhukhune TVET College, CS Barlow campus, stand no. 676, Motetema, Limpopo Province between 07H30-16H00 (Monday to Thursday) and 07H30-14H00 on Fridays.
- Emailed: [magolot@sektvetcol.co.za](mailto:magolot@sektvetcol.co.za) or can be delivered at the security gate at CS Barlow campus motetema
- Closing date for bids will be **07 March 2025 at 11H00**.

## **2. COMPULSORY MANDATORY DOCUMENTS:**

- Valid CSD report.
- Copies of company registration certificate (which falls within the current 12 months),
- Originally certified ID copy of director(s),
- Confirmation of physical address of the bidder (not more than 3 months),
- Detailed Company profile.
- SBD 4 and SBD 8 forms obtainable on the College website.
- If Members/Partners/Directors are employed by the state, proof that they allowed conduct business outside remunerative work should be provided.
- A detailed Pricing Schedule.

(NB: Non-compliance with the above will result in automatic disqualification).

## **12. TECHNICAL ENQUIRIES**

Should you require any further information in this regard, please do not hesitate to contact:

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Office Telephone No.: 013 269 0278

Cell No.: 082 316 1022

E-mail: [matjekanel@sektvetcol.co.za](mailto:matjekanel@sektvetcol.co.za)

- Sibande T.D Chief Provisioning officer: SCM (013) 269 0278/0020  
Administrative Queries  
Magolo MT Procurement office (013) 269 0278/002 Administrative queries.

**KEKANA TJ  
PRINCIPAL**

**13. PRICE SCHEDULE – ANNEXURE A**

<b>ACTIVITIES</b>	<b>NAME OF THE PROPOSED SPECIALIST</b>	<b>ESTIMATED QUANTITY (HOURS)</b>	<b>RATE PER HOUR (EXCLUDING VAT)</b>	<b>TOTAL COST PER ACTIVITY (EXCLUDING VAT)</b>
Inception Report		Hrs	R.....	R.....
Situational Analysis Report		Hrs	R.....	R.....
2 Stakeholder workshops report (incl. mapping)		Hrs	R.....	R.....
1st Draft Business Plan		Hrs	R.....	R.....
Final Business Plan (including word version) and executive summary PowerPoint presentation		Hrs	R.....	R.....
Project closure report and hand over of all projects related documentation.		Hrs	R.....	R.....
<b>SUB TOTAL</b>				<b>R.....</b>
<b>VAT @ 15%</b>				<b>R.....</b>
<b>TOTAL COST</b>				<b>R.....</b>