

RFP 38/2022 –APPOINTMENT OF A SERVICE PROVIDER FOR HEALTH AND SAFETY TRAINING
ANNEXURE B 3 – TECHNICAL SCORECARD CATEGORY D – SAFETY, HEALTH,ENVIRONMENT REPRESENTATIVE AND INCIDENT INVESTIGATION



No	Technical Measure	Weight	Rating Scale
1 Company Profile		3	
1.1	The institution profile details indicating years of experience in delivering training on the knowledge and practical skills components of the safety , health, environment representative and incident investigation .	2	2 years and more=2 1 years =1 less than one year or no information provided =0
1.2	The Institution's infrastructure to deliver training e.g. Ms Teams,(i.e. virtual contact session, physical contact session, a combination of virtual and physical contact session etc.).	1	The Bidder has provided the following: •The bidder has provided information on their company infrastructure (a secure virtual connectivity technology / learning material access)=(1) • No information provided.= (0)
2 Capabilities and Experience of the proposed team		60	
2.1	The Bidder must provide detailed CV's of atleast three facilitators to be used indicating their experience.The information in the CV's must include but not limited to: Number of years of experience for all facilitators. NB: It is envisaged that one facilitator will be responsible for three provinces	8	The Bidder should provide at least three facilitator (s) with experience in safety , health, environment representative and incident investigation training: Facilitators Three facilitators or more provided with 5 years and more experience in safety , health, environment representative and incident investigation training = 8 Two facilitators with 5 years and more experience in safety , health, environment representative and incident investigation training = 4 One facilitator with 5 years and more experience in safety , health, environment representative and incident investigation training = 1 No information provided and irrelevant information provided= (0)
2.2	Facilitators The Bidder should provide the relevant academic qualifications of atleast three facilitator(s). Proof of the Certificate must be provided. 1.SAQA US ID 117871,Unit standard or any relevant NQF approved above the one offered and minimum NQF 5 qualification per facilitator = 1 2.SAQA US ID 117871,Unit standard or any relevant NQF approved above the one offered and NQF 6 qualification per facilitator = 2.5 3.SAQA US ID 117871,Unit standard or any relevant NQF approved above the one offered and NQF 7 and above qualification per facilitator= 5 Points per facilitator.Bidder will get 3 points if provided 2 facilitators per each province) • No information or irrelevant information provided= 0 NB* Points will be allocate according to the highest qualification.	8	The Bidder should provide two assessors with experience in safety , health, environment representative and incident investigation training: Assessors Two assessors with 5 years and more experience in safety , health, environment representative and incident investigation training = 8 (1 Assessors) One assessor with 5 years and more experience in safety , health, environment representative and incident investigation training =4 Assessor without safety , health, environment representative and incident investigation training or irrelevant information provided= (0)
2.3	The Bidder must provide detailed CV's of at least two moderators to be used indicating their experience.The information in the CV's must include but not limited to: Number of years of experience for all moderators.	8	The Bidder should provide two moderators(s) with experience in safety , health, environment representative and incident investigation training: Moderators Two moderators with 5 years and more experience in safety , health, environment representative and incident investigation training = 8 One moderators with 5 years and more experience in safety , health, environment representative and incident investigation training = 4 Moderator without safety , health, environment representative and incident investigation training or irrelevant information provided= (0)
2.4	Facilitators Qualifications The minimum National Qualifications Framework (NQF)level should be at least one level above the unit standard offered Facilitators Qualifications The facilitator must have a unit standard that is at least one level above the one that is offered and a minimum of NQF level 5 qualification. Proof of the certificate must be provided.The facilitator must have the following : 1. South African Qualifications Authority US ID 117871 or similar module linked to the new QCTO occupational qualifications above the one offered and minimum NQF 5 qualification.. NB: With the forthcoming deregistration of the Unit Standard Based Legacy Qualifications in June 2023 by SAQA and the last enrolment date on these qualifications being 30 June 2024, the successful bidder should have migrated and recieved Accreditation for the new QCTO Based Modular Occupational Qualifications from 01 July 2024 for continuity of training.	15	Facilitators The Bidder should provide the relevant academic qualifications of atleast three facilitator(s). Proof of the Certificate must be provided. 1.SAQA US ID 117871,Unit standard or similar module linked to the new QCTO occupational qualification above the one offered and a minimum NQF 5 qualification per facilitator = 1 points per facilitator 2.SAQA US ID 117871,Unit standard or similar module linked to the new QCTO occupational qualification above the one offered and NQF 6 qualification per facilitator = 2.5 points per facilitator 3.SAQA US ID 117871,Unit standard or similar module linked to the new QCTO occupational qualification above the one offered and NQF 7 and above qualification per facilitator= 5 points per facilitator, • No information or irrelevant information provided= 0
2.5	Assessors Qualifications The assessor must have a unit standard that is above the one that is offered and a minimum of NQF level 5 qualification.(Proof of the Certificate must be provided) The assessor must have the following : 1.SAQA US ID 115753 or similar module linked to the new QCTO occupational qualifications above the one offered and minimum of NQF 5 qualification NB: With the forthcoming deregistration of the Unit Standard Based Legacy Qualifications in June 2023 by SAQA and the last enrolment date on these qualifications being 30 June 2024, the successful bidder should have migrated and recieved Accreditation for the new QCTO Based Modular Occupational Qualifications from 01 July 2024 for continuity of training.	6	Assessors The Bidder has provided the relevant academic qualifications of two assessor(s). Proof of the Certificate must be provided. 1.SAQA US ID 115753,Unit standard or similar module linked to the new QCTO occupational qualification above the one offered and Minimum NQF 5 qualification per facilitator = 1 2.SAQA US ID 115753 Unit standard or similar module linked to the new QCTO occupational qualification above the one offered and NQF 6 qualification per facilitator= 2 3.SAQA US ID 115753,Unit standard or similar module linked to the new QCTO occupational qualification above the one offered and NQF 7 and above qualification per facilitator = 3 • No information or irrelevant information provided= 0
2.6	Moderators Qualifications The moderator must have a unit standard that is above the one that is offered and a minimum of NQF level 5 qualification. The moderator must have the following : 1.SAQA US ID 1157959 or similar module linked to the new QCTO occupational qualifications above the one offered and minimum of NQF 5 qualification NB: With the forthcoming deregistration of the Unit Standard Based Legacy Qualifications in June 2023 by SAQA and the last enrolment date on these qualifications being 30 June 2024, the successful bidder should have migrated and recieved Accreditation for the new QCTO Based Modular Occupational Qualifications from 01 July 2024 for continuity of training.	6	Moderators The Bidder has provided the relevant academic qualifications of two moderators. Proof of the Certificate must be provided. 1.SAQA US ID 1157959,Unit standard or similar module linked to the new QCTO occupational qualification above the one offered and Minimum NQF 5 per facilitator = 1 2.SAQA US ID 115759,Unit standard or similar module linked to the new QCTO occupational qualification above the one offered and NQF 6 per facilitator= 2 3.SAQA US ID 115759,Unit standard or similar module linked to the new QCTO occupational qualification above the one offered and NQF 7 and above per facilitator =3 • No information or irrelevant information provided= 0
3 Registration		9	
3.1	The bidder/training provider must provide proof of active registration with the relevant SETA for legacy qualification or Quality Council for Trades and Occupations for the new module based occupational qualifications .(Proof of certification and registration number)	6	The Bidder has provided valid proof of registration for facilitation,assessing and moderation with the following bodies: • Proof of active registration for facilitation with relevant SETA for legacy qualification or Quality Council for Trades and Occupations for the new module based occupational qualifications (Certificate) = 2 • Proof of active registration for assessing with relevant SETA for legacy qualification or Quality Council for Trades and Occupations for the new module based occupational qualifications (Certificate) = 2 • Proof of active registration for moderation with relevant SETA for legacy qualification or Quality Council for Trades and Occupations for the new module based occupational qualifications (Certificate) = 2 • No proof of active registration with relevant SETA for legacy qualification or Quality Council for Trades and Occupations for the new module based occupational qualifications/or no information provided= 0
3.2	Bidder must provide the following Proof of active registration with Health and Welfare Sector Education and Training Authority for the recommended facilitator (s),assessor(s) and moderator. (Proof of certification and registration number)	3	Proof of active registration with Health and Welfare Sector Education and Training Authority for the recommended Facilitator(s) = 1 Proof of active registration with Health and Welfare Sector Education and Training Authority for the recommended Assessor(s) = 1 Proof of active registration with Health and Welfare Sector Education and Training Authority for the recommended moderator(s) =1
4 National Footprint		9	
4.1	The Bidder (s) must list provinces where facilitation,assessing and moderation was conducted by completing Annexure D.	9	The Bidder has provided list of provinces where facilitation,assessing and moderation was conducted by completing Annexure D. • Facilitation,assessing and moderation in 9 provinces = 9 • Facilitation,assessing and moderation in 8 provinces = 8 • Facilitation,assessing and moderation in 7 provinces = 7 • Facilitation,assessing and moderation in 6 provinces = 6 • Facilitation,assessing and moderation in 5 provinces = 5 • Facilitation,assessing and moderation in 4 provinces = 4 • Facilitation,assessing and moderation in 3 provinces = 3 • Facilitation,assessing and moderation in 2 provinces = 2 • Facilitation,assessing and moderation in 1 provinces = 1 No information or irrelevant information provided= 0
5 Project Management		14	
5.1	The bidder(s) must provide detailed CV of project lead with the following requirements 1. Minimum of three years leading training projects. 2. Project management certificate or qualification from an accredited institution .	4	The Bidder has provided the following: • CV with a minimum of three years leading training projects = 2 • Certified Qualification in project management from an accredited institution (Provide proof of the qualification)=1 • No information provided or irrelevant =0
5.2	The bidder(s) has to provide project management for the project. The project mangement must reflect the following: • Deliverables and Milestones • Project Time Management • Project Quality Management • Project Communication Management • Project Risk Management	10	The bidder(s) has to provide project management for the project. The project plan must reflect the following: • Deliverables and Milestones = 2 • Project Time Management = 2 • Project Quality Management = 2 • Project Communication Management = 2 • Project Risk Management = 2 No information provided or irrelevant information =0
6 Reference letters		5	
6.1	Reference letters from at least three (3) contactable clients, to whom similar services have been provided to in the past five (5) years. The reference letter must include but not limited to: The reference letters must include company name, contact person name and designation, phone number, email address, duration of the contract, • Quality of service • Performance • Overall Customer satisfaction	5	NB: Although not evaluated, the following should be provided: company name, contact person name and designation, phone number, email address and duration of contract. The points per reference letter will be distributed as follows: • Good Quality of service (1 point) • Average Quality of service (0.5 point) • Poor Quality (0 Point) • Good Performance (1 point) • Average Performance (0.5 Point) • Poor Performance (0 Point) • Good Customer satisfaction (1 point) • Average Customer satisfaction (0.5 point) • Poor Customer satisfaction (0 point) Score of the bidder Total score (9) X Weight (5) = Weighted Score Total Score (9) divide by 9 = 1 Multiple by 5 = 5