


Requesting Office: Magalies Water	
Contact Person: Dineo Mphasane	
Contact Numbers: 014 597 4636	
Facsimile:	RFQ – LEARNERSHIP
E-mail address: dineom@magalieswater.co.za	

DATE ISSUE: 26 March 2025

CLOSING DATE: **03 April 2025**

PLACE OF DELIVERY: **Magalies Water**

For More information/query email: dineom@magalieswater.co.za or call 014 597 4636

Item No.	Description/Specification
1	<p>IMPLEMENTATION OF THE LEARNERSHIP PROGRAMME (18.1 NQF LEVEL 3 ON THE NATIONAL CERTIFICATE WATER AND WASTEWATER TREATMENT PROCESS OPERATIONS) FOR A FIXED PERIOD OF 12 MONTHS</p>
	<p>1. INTRODUCTION & BACKGROUND</p> <p>Magalies Water Board is a schedule 3(b) public entity in terms of the Public Finance Management Act, 1999. Magalies Water's mandate is to provide water services in terms of Section 29 and ensure viable Section 30 initiatives as prescribed in the Water Services Act, (Act No 108 of 1997), which provides the mandate for water boards. Magalies Water service area covers 128 550 km² across the three (3) provinces of North West, Limpopo and Gauteng, within the major catchments of the Crocodile West and the Pienaars rivers. This includes the three (3) new district municipalities from the former Sedibeng Water with catchments on the lower, middle and upper Vaal River. The newly integrated North West areas comprise of two sub-areas, namely Hartswater and Mahikeng with the regional offices situated in both Hartswater and Mahikeng/ Mmabatho. The Mahikeng Regional office is located in the Far West Region, which covers a total of 28,206 km² in the Ngaka Modiri Molema District Municipality area. The Hartswater Regional office is located in the South West Region covering both the 43,700 km² in the Dr. Ruth Segomotsi Mompati District Municipality and 14 642km for Dr Kenneth Kaunda District Municipality.</p> <p>2. OBJECTIVE</p> <p>Magalies Water is seeking to appoint a suitably qualified service provider who will assist with facilitating the learnership programme (18.1) to 40 Learners at the Far West and South West Regions. The service provider shall thereby enable the organisation to:</p> <ol style="list-style-type: none"> 2.1 To prioritize critical skills for growth and development 2.2 To assist employees in acquiring the nationally recognized qualifications in Water and Wastewater. 2.3 To prepare employees for career paths and self-employment

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3. PURPOSE

The Skills Development Act has through Sectoral Education and Training Authorities (SETAs) established comprehensive learnership systems to address the country's skills shortage. The Act further contemplates the placement of employed persons/employees on a Learnership Programme.

4. DELIVERABLES

4.1 The deliverables of this project are as follows:

- 4.1.1 Implementation of Learnership Programme (18.1) NQF Level 3 on a National Certificate Water and Wastewater Treatment Process Operations (SAQA ID 58951) (Credits 120) 12-month maximum period.
- 4.1.2 Develop Learnership Programme and Methodologies as per SETA requirements.
- 4.1.3 Provide Learner support as required by the Learnership programme.
- 4.1.4 Record, monitor and retain details of education and training provided to the learners in terms of the Learnership Programme and periodically discuss progress with the Learners and Magalies Water.
- 4.1.5 Conduct off the job assessments for the structured learning components specified in the Learnership Programme.
- 4.1.6 Ensure qualified and accredited facilitators are dedicated to Magalies Water's Learners.
- 4.1.7 Learners be assessed by qualified assessor for both Formative and Summative assessments.
- 4.1.8 Liaise with EWSETA on behalf of Magalies Water on expectations, recent updated and ensure legislation compliance.
- 4.1.9 Ensure Learners attend all study periods and feedback to Magalies Water.
- 4.1.10 Feedback progress to Magalies Water regarding mentoring and coaching of experiential learning.
- 4.1.11 Report Monthly and Quarterly on the progress.
- 4.1.12 Provide learning with all materials required and Logbooks to the learners as required by the Learnership Programme.
- 4.1.13 Capture and Register Learners to the EWSETA database.
- 4.1.14 Issue Certificates of Competency at the end of the Learnership Programme and performance report.
- 4.1.15 Submit learner's attendance register after each class attended.

5. REQUIREMENTS

A suitable service provider should meet the following requirements: Specializing in Learning and Development with at least three (3) years of experience. Should submit, at least three (3) references for similar work done previously.

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6. SPECIFIC CONDITIONS

- 6.1 The proposal must be submitted with all required information containing technical information as well as the price information on rates applicable.
- 6.2 The project cost shall include all subsistence and travel cost incurred while undertaking the project between MW business locations.
- 6.3 The prospective service provider is required to submit a proposal that will include but not limited to a detailed project methodology and outline ability to deliver on the project.
- 6.4 Magalies Water reserve the right not to award the contract.
- 6.5 Quotes should be on the letterheads, indicating the VAT registration number if VAT registered, and where possible include samples of previous similar work.
- 6.6 The declaration of interest form must be filled in, signed and returned with the quotation.
- 6.7 The Preferential Procurement Policy Framework Act will be applied.

7. EVALUATION

7.1 Preference Point System

Magalies Water shall apply an 80 (Price) and 20 (B-BBEE) preference point system in the evaluation of the RFQ. The minimum score for functionality will be 75%. Service Providers who do not meet the minimum score for functionality will not be considered for the second evaluation stage.

Service Providers' certified valid B-BBEE Certificates to be included, and failure to submit that will lead to automatic disqualification.

Only service providers registered on the Central Supplier Database (CSD) will be considered.

7.2 Functional Evaluation

Evaluation of RFQ will be performed in two phases:

Phase 1: Functionality

Criteria	Weight
TECHNICAL CRITERIA (75)	
Experience: Service Providers to illustrate clearly their ability and experience of conducting Learnership Programme in the Water Sector. A Company profile to be attached.	45
More than 3 years' experience in Learning and Development field	45
1-2 years' experience in Learning and Development field	30
Less than 1 years in in Learning and Development field	15
References: Provide three written contactable client references on the referees' letterhead confirming your company's track record of facilitating Learnership Programme. A POE of work done to be attached	30
Three POEs	30
Two POEs	15

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One POE	5
Team Experience (25)	
<ul style="list-style-type: none"> • Experience of more than five (5) years on similar projects and the ability to meet project requirements. 25 • Experience of 3 to 5 years on similar projects and the ability to meet project requirements. 10 • Experience of less than 3 years on similar projects and the ability to meet project requirements. 5 	
Reference clients that Magalies Water can source testimony of service from (Provide contactable details)	
Phase 2: B-BBEE and price	
Criteria	Weight
B-BBEE	20
Price	80
<p>7.3 Proposals must meet the following requirements:</p> <p>7.3.1 Each proposal must contain a comprehensive company profile.</p> <p>7.3.2 Certificate of BEE compliance or certificate of exemption to BEE compliance.</p> <p>7.3.3 Company registration certificate.</p> <p>7.3.4 Company Tax clearance certificate.</p> <p>7.3.5 Proposals should be submitted on or before the Request for Quotation Deadline Date by no later than 16h00 to the email below. Email: dineom@magalieswater.co.za .</p> <p>7.3.6 All costs related to submission of proposals as per these requirements shall be at own expenses.</p> <p>7.3.7 Proposals that do not meet all requirements, do not satisfy all key specifications and evaluation criteria, will be disqualified.</p> <p>7.3.8 If appointed, Magalies Water will not be making any advance payments i.e. prior to completion of the project and delivery of the following final document:</p> <p>7.3.9 Quarterly reports and certificates of competency.</p>	
8. TIMEFRAME	
One (01) Year	
9. ENQUIRIES	
All communication and enquiries relating to this RFP must be submitted to Magalies Water.	
10. MEDIUM OF COMMUNICATION	
All documentation submitted in response to this RFQ must be in English.	

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11. VERIFICATION OF DOCUMENTS

Respondents must check their documents for completeness. Magalies Water will not be liable for any missing or poorly organized or duplicated pages.

12. GENERAL TERMS AND CONDITIONS

Magalies Water is entitled to:

- 12.1 Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFP before the indicated closing date.
- 12.2 All respondents, to whom the RFQ documents would have been issued, will be advised in writing of such amendments, on time.
- 12.3 Verify the information contained in the Proposal.
- 12.4 Not to appoint any Service Provider.
- 12.5 Vary, alter, and/or amend the terms of this RFP at any time prior to the finalization of the quotations' adjudication.
- 12.6 An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a proposal.
- 12.7 Call the Service Providers for a presentation if Magalies Water deems it so fit.
- 12.8 Magalies Water reserves the right not to accept the lowest proposal or any proposal in part or in whole.

1. Submission of Quotations

RFQ Name must always be stated on the quotation.

Quotations should be submitted on or before the Request for Quotation Deadline Date by no later than 16h00 to the email below. Email: dineom@magalieswater.co.za


2. Selection of Qualifying Quotation

The selection of the qualifying quotation will be at Magalies water's sole discretion. Magalies Water does not bind itself to accept any particular Quotation

3. DOCUMENTS REQUIRED

The quotation will be verified for responsiveness according to the following **REQUIREMENTS:**

- Valid certified B-BBEE Certificate/ Sworn Affidavit
- Quotation must have CSD vendor number/ submit CSD Report
- Quotation must have RFQ reference name
- Completed and signed Declaration of Interest Form (SBD4)
- Quotation with validity period should be 30 days or more.

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- Quotation with physical address, date, contact details and banking details

*NB All non-responsive bids will be rejected.

4. EVALUTION OF QUOTATION

Quotations will be evaluated in terms of the PPPFA using the 80:20 Preference point systems

5. TERMS & CONDITIONS

- 5.1. Quotations received after the closing date will not be accepted.
- 5.2. All costs to be included in the quotation.
- 5.3. Delivery must take place at the specified place.
- 5.4. Quotations to be valid for 30 days from date of issue.
- 5.5. The Government Procurement General Conditions of Contract shall apply.