



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE TWELVE DATA CAPTURERS FOR THE PERIOD OF 12 MONTHS TO THE KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE.

RFP NUMBER: KZNCETC 17/2022

Date issued: 22 NOVEMBER 2022

Closing date and time: 08 December 2022

Bid Validity period: 16 DAYS

TENDERR BOX ADDRESS: KZN CETC, 1ST FLOOR 17 Kosi Place, Springfield Park, Durban 4001.

1. BACKGROUND

- 1.1 The CET came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the CET Colleges, resorting under the Department of Higher Education and Training (DHET). The mandate of the college is to provide quality and relevant education and training programs for youth and adults to improve their livelihoods. The College, through the Community Learning Centres, offer programs that will ensure that learners attain skills that will enable them to either find employment or establish their own enterprises.

- 1.2 The College is situated in KwaZulu-Natal Province, South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management of the college consists of the Principal and Deputy Principals. The CET College operates in accordance with the requirements, rules and regulations laid down in the following documents:
 - 1.2.1 The Continuing Education and Training Act, Act 16 of 2006; and
National Norms and Standards for Funding Community Education and Training Colleges.

2. PURPOSE OF THE TENDER

The purpose of the tender is to identify, evaluate and appoint a suitable service provider to provide twelve data capturers for the period of 12 months to the KwaZulu-Natal Community Education and Training College.

3. SCOPE OF WORK

3.1 JOB DESCRIPTION – DATA CAPTURERS

To capture data

3.2 MAIN OBJECTIVES

NO.	OBJECTIVES
1.	Provide registry counter services <ul style="list-style-type: none">• Attend to clients• Handle telephonic and other enquiries received• Receive and register hand delivered mail/files
2.	Handle incoming and outgoing correspondence <ul style="list-style-type: none">• Receive all mail• Sort, register and dispatch mail• Distribute notices on registry issues
3.	Render an effective filing and record management service <ul style="list-style-type: none">• Opening and closing files according to record classification system• Filing/storage, tracing (electronically and manually) and retrieval of documents and files• Complete index cards for all files
4.	Operate office machines in relation to the registry function <ul style="list-style-type: none">• Open and maintain franking machine register• Frank post, record money and update register on a daily basis• Undertake spot checks on posts to ensure no private post is included• Lock post in postbag for messengers to deliver to post office• Open and maintain remittance register• Record all valuable articles as prescribed in the remittance register• Hand delivers and signs over remittances to finance• Send wrong remittances back to sender via registered post and record reference number of letters franked• Keep daily record of number of letters franked

5.	<p>Observe Processes of maintaining documents</p> <ul style="list-style-type: none"> • Electronic scanning-scanning of files • Checking, auditing, capturing and finalisation of enrolment forms, Academic services, corporate services, Finance and SCM forms/documents. • Sort and package files for archives and distribution • Compile list of documents to be archived and submit to the supervisor • Keep records of archived documents
----	--

3.3 INHERENT REQUIREMENTS OF THE JOB

KEY COMPETENCIES	SKILLS AND KNOWLEDGE	LEVEL OF EXPERTISE
1. EDUCATION AND TRAINING	N6 qualification on business studies (hr, public admin, finance, management assistance)/ national diploma in office management, public Admin and accounting	Entry level
2. EXPERIENCE	0-year experience/ 0-year Inservice training experience in registry	Intermediate Level
3. KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. • Knowledge and understanding of legislative framework governing the Public Services • Knowledge of storage and retrieval procedures in terms of the working environment • Understanding of the work in registry • Knowledge of disposal procedure 	Basic level
4. SKILLS	<ul style="list-style-type: none"> • Reading • Confidentiality • Self-discipline • Planning and organizing • Good verbal and written communication • Computer Literacy • Flexibility • Teamwork • Willing to travel • Willing to work flexible hours 	Basic Level

3.4 LEARNING FIELDS AND INDICATORS

NO.	LEARNING INDICATORS
1.	A grade 12 certificate or equivalent (NCV level 4)
2.	0 years' experience/ 0-year Inservice training experience in registry

4 AMENDMENTS TO JOB DESCRIPTION

- The Principal or his/her nominee (supervisor or manager) reserves the right to make changes and alterations to the job description, as she/he may deem reasonable, after due consultation with the job/post-holder in line with Public Service Regulations, 2016.
- Employee must adhere to the rules and policies of the KwaZulu-Natal Community Education and Training College and DHET.

5 PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work-plan and targets, should be read as an extension of the job description.

6 DURATION

12 months contract subject to extension

7. SPECIAL INSTRUCTIONS

- The end-user must be involved in the recruitment process.
- The service provider must pay each Data Capture the minimum (not less than) R 7 500 per month for the duration of the contract.

8. COMPULSORY COMPLIANCE INFORMATION

Note to the Bidders: Bidders must ensure that submissions are fully completed with the required information and failure to submit, or late submission would result in disqualification from the tender.

- Valid Tax Clearance Certificate submitted with Tender documents.
- Certified copy of Company Registration (CIPRO / CIPC / NGOs/ NPOs and Co-Operative).
- Original or Certified copy of BBBEE Certification or Sworn Affidavit indicating the BBBEE status, the attention to SBD 6.1 must be complete. If Certified BBBEE certificate or Sworn Affidavit is not attached the supplier will not be disqualified. Bidder will not be scored for BBBEE score.
- Fully completed SBD1, SBD3, SBD4, SBD6, SBD7, SBD8 and SBD9 and GCC
- Proof of residence (to confirm address and existence of provider).
- CSD Registration reports.
- Tender Standard Bid Documents Full Completed.
- Letter of good standing

9. EVALUATION CRITERIA

Proposal must be placed in the sealed envelope and clearly marked – “Request for proposal – 12 data capturers” and placed in the tender box Kwa Zulu- Natal Community Education and Training College head office at located at first floor, 17 Kosi Place Springfield, Umgeni Business Park no later than **08 December 2022 before 11: 00 am.**

Bids will be evaluated on one stage:

Preferential Point System, Price and BBBEE Points.

Phase One of Evaluation – Price and Preferential Point	
BBBEE score	20
Price	80
Total	100

10. GENERAL CONDITIONS

- The General Conditions of Contracts will be applicable to this tender.
- KwaZulu-Natal CET College reserves the right to sign a Service Level Agreement with

the preferred bidder to supplement the General Conditions of Contracts.

- KwaZulu-Natal CET College will not be held responsible for any costs incurred by the bidder in the preparation and submission of the proposal.
- Please take note that KwaZulu-Natal CET College is not obliged to select any of the bidders' submitting proposals.
- Evaluation can only be done based on information which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.
- Late proposal received after the specified closing date and time will not be considered

11. SPECIAL CONDITIONS OF CONTRACT

The KwaZulu-Natal Community Education and Training College reserves the right to:

- Award this tender to any bidder that did not score the highest (cumulative total) number of points and only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).
- Negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including pricing without offering the same opportunity to any other bidder(s) who had not been awarded the status of a preferred bidder.
- Accept any part of a tender in lieu of the whole tender.
- At any stage during the evaluation of Tenders can cancel and/or terminate the tender process, even subsequent to the tender closing date and/or after presentations by selected bidder have been made, and/or after tenders have been evaluated and/or after the preferred Bidders have as such been notified of their status; and
- Award the tender to multiple bidders based either on organizational capacity, specialization, size, as well as geographic considerations.

12. CONTACT AND COMMUNICATION

For any enquiries please communication should be directed to college via email at SCM@KZN.CETC.edu.za and 031 350 4366 during the office hours 7:30 am – 16:15 pm.

KwaZulu-Natal Community Education and Training College

17 Kosi Place, Springfield

Umngeni Business Park

Durban

4000

First Floor

Specification related questions	: Mr. N Dlamini
	: NDlamini@kzn.cetc.edu.za
	: 031 350 4367
Bid Document Queries	: Mrs. N Kumalo
	: NKumalo@kzn.cetc.edu.za
	: 031 350 4366