



merSETA

MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

TERMS OF REFERENCE TENDER

MANAGEMENT AND PRODUCTION OF FIVE TRADE- RELATED DVDs TO COMPLIMENT TEXT-BASED LEARNING MATERIALS COURSEWARE PROJECT

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1. INTRODUCTION

The merSETA is the Manufacturing, Engineering and related Services Education and Training Authority established through the Skills Development Act, (Act 97 of 1998). It facilitates skills development in the following sub sectors: metal and engineering, automotive manufacturing, motor retail and component manufacturing, tyre manufacturing and plastics.

The purpose of the Act is *inter alia*, to:

- Develop the skills of the South African workforce;
- Increase the levels of investment in education and training in the labour market to improve the return on this investment; and
- Improve the employment prospects of persons previously disadvantaged by unfair discrimination and to redress those disadvantages through training and education.

The merSETA supports occupational skills development processes by making in-house courseware (training and learning materials) available to accredited providers. The courseware currently consists of text-based materials. DVD support materials, complimenting the text-based materials, are required. The text-based materials cover a wide range of SAQA-registered qualifications. The 2009/10 materials development qualification list includes ten qualification suites pertaining to the trades and another six pertaining to manufacturing and down-stream services.

This set of Terms of Reference (ToR) refers specifically to the management and production of five trade-related DVDs. These DVDs must be produced to correlate with the skill set approach in the text-based learning materials.

2. CONTEXT

The current courseware project includes materials related to 44 SAQA-registered qualifications. In the current project, the 44 qualifications are as follows:

QUALIFICATION SUITES – NQF LEVELS 2 to 4

REPRESENTING 44 QUALIFICATIONS

MANUFACTURING AND PRODUCTION (12 qualifications)

1. Rubber Manufacturing (NLRD 23257, 23258, 23259) *Qualification review
2. Pipe and Tube Manufacturing (NLRD 49402, 49400, 49403) *Qualification review
3. Metals Production (NLRD 64189, 64190, 64209)
4. Production Technology (NLRD 58781, 58785, 58779)

ENGINEERING-RELATED (21 qualifications)

5. Air-conditioning, Refrigeration and Ventilation (NLRD 65449, 65489, 65509)
6. Lift Maintenance and Repair (NLRD 58268, 58271, 56275)
7. Welding Application and Practice (NLRD 57881, 57886, 57887)
8. Engineering Fabrication (NLRD 58722, 58720, 58721)
9. Mechanical Engineering: Fluid Power (NLRD 59689, 58882, 58880)
10. Mechanical Engineering: Fitting (NLRD 59689, 59669, 59709)
11. Mechanical Engineering: Pipe Fitting (NLRD 59689, 59750, 59769)

AUTOMOTIVE-RELATED (9 qualifications)

12. Automotive Repair and Maintenance (NLRD 64810, 64809, 64849)
13. Automotive Body Repair (NLRD 64709, 64529, 64549)
14. Automotive Spray Painting (NLRD 64410, 64409, 64411)

AUTOMOTIVE SERVICES-RELATED (2 qualifications)

15. Service Station Operations NQF Level 2 (NLRD 62709)
16. Automotive Sales and Support Services NQF Level 4 (NLRD 64289)

**** Suites 5 to 14 refer specifically to trade-related qualifications**

The courseware, per qualification suite, consists of a maximum of fifteen learner modules and fifteen related facilitator/assessment guides. In total there are more than 400 documents in the project. There are almost 150 modules in the trade-related suites and the same number of facilitator/assessment guides (300 documents). The modules are approximately 100 pages each. This information is included here to give service providers an indication of the volume of text-based materials that must be considered to develop the DVD scripts.

The modules are based on skill sets, developed against the respective unit standards in the registered qualifications. There is also an extensive range of cross-cutting generic modules (NQF levels 2 to 4) that forms an integral part of the courseware materials.

Although there is some duality between learning and career pathways, the emphasis in the proposed DVDs is to compliment the respective learning processes and pathways pertaining to the trade-qualifications (qualification suites 5 to 14 on the previous page).

3. PURPOSE AND OBJECTIVES

The purpose of the work, outlined in the ToR, is to manage and produce five trade-related DVDs. These DVDs must form part of a blended learning approach, which is primarily underpinned by the current text-based materials. The DVDs, in the learning area of engineering, must therefore be conceptualised, produced and managed:

- a. Complimenting the already identified skill sets in five of the respective trade-related qualification suites, which means using the engineering modules as direct reference for the development of the manuscripts for DVD production;
- b. Taking cognisance of the generic Mechanical Engineering NQF level 2 qualification underpinning Fitting, Pipe Fitting and Fluid Power, and
- c. Specifically focusing on applied knowledge and practical skills that are context-specific in manufacturing and engineering environments, referred to in the existing text-based materials.

4. TARGET AUDIENCE

The target audience includes, but is not limited to, the merSETA stakeholders and the staff and the SETA communities at large.

5. ACTIVITIES AND METHODOLOGY

The management and production of the five DVDs will be done in direct liaison with the merSETA Courseware Office and identified merSETA stakeholder sites. Access to the merSETA stakeholders and sites will be done according to the courseware project protocols, which means the office will provide an official introduction to select merSETA stakeholder sites. It must be emphasised that the 'sites', referred to in this paragraph, could include any of the country-wide merSETA stakeholder companies and/or providers and it could impact on travel and transport costs, which will be for the account of the successful provider.

A current pilot DVD process will inform the project plan and process flow for this tender. The information and the process report, pertaining to the pilot DVD, will be made available to the successful provider, who will be responsible for the following activities, to be executed in close collaboration with the Courseware Office:

- a. The development of a project plan based on a set of deliverables and related payments, on approval by the office;
- b. The identification of the specific engineering / trade knowledge and applied skill sets to inform the DVD production (text-based materials and curriculum frameworks will be available for the purpose of developing the scripts only, but must afterwards be returned to the Courseware Office);
- c. Appointing script writers with experience in learning material development in the context of manufacturing and engineering;
- d. Appointing a film crew with experience in controlled environment filming, inclusive of production and post-production of DVDs for learning-specific purposes;
- e. Liaising with production site managers and qualified artisans participating in the production, taking cognisance that site processes cannot be disrupted and that filming may have to take place over weekends;
- f. Management and production of the DVDs, inclusive of voice overs and related aspects of finalisation up to full and final completion, and

- g. A final deliverable of each of the master DVDs and ten copies of each of these DVDs.

6. DURATION (TIMEFRAMES)

The successful service provider will be contracted by March / April 2010 and the final delivery stage must be completed by August 2010.

7. COMPETENCY AND EXPERTISE REQUIREMENTS

- Significant technical learning materials and script writing experience in the area of the manufacturing and engineering, specifically the trades listed in the ToR;
- Experience in interpreting existing outcomes-based text, SAQA registered qualifications and the related materials, as well as an understanding of the trade-related learning pathways;
- Experience in managing high quality, production-style filming in a controlled environment; and
- Extensive project management experience and the ability to adhere to strict deadlines.

8. REPORTING STRUCTURE

The successful provider will report and liaise directly with the Courseware Office, manager and staff.

9. PROCESS NOTES

- Transport and accommodation to and from the Courseware Office and the production sites will be for the account of the contractor, excluding a bench mark meeting and at least one report-back meeting as stated below.
- The cost of a bench-mark meeting and a report-back meeting, inclusive of the logistical costs, will be carried by the courseware office.

- The tender proposal must include travel costs for the service provider managing the process, the script writers and DVD production staff.

10. NOTES TO TENDERERS

This section outlines basic requirements that must be met. Failure to accept these conditions or part thereof will result in your proposal being excluded from the evaluation process.

- This contract will be for an initial period of 12 months which may be extended by mutual consent or by tender. The contract may be cancelled by either party giving one months notice. Such notice shall be in writing and shall provide details for the cancellation.
- Short-listed firms might be invited to present and discuss details of their proposals.
- Tenderers will be required to fill in an MERSETA “Supplier Questionnaire” before their tenders are considered.
- Tender documents should be presented to the MERSETA marked “Tender for Insurance Broker Services – RFP no:
- The MERSETA will not be liable to reimburse any costs incurred by the tenderer during this tender process.
- The MERSETA is committed to maximize the value obtained from the available insurance broker resource. However the MERSETA does not bind itself to accept the lowest tender.
- Evaluation of tenders will be carried out by a Tender Evaluation Committee. The Evaluators will, if necessary, contact Tenderers to seek clarification of any aspect of the tender.
- Tenderers should identify any work they are currently carrying out or competing for which could cause a conflict of interest, and indicate how such a conflict would be avoided.

5. INFORMATION TO BE SUBMITTED

To facilitate the needs of the Tender Evaluation Committee in the evaluation process, all proposals must reflect the following information. Failure to supply all or any part of the requested information will result in a proposal being excluded from the evaluation process.

- Organisation chart for your firm. This should show all office locations. Identify the office that will be responsible for managing the contract. Also state which office shall be responsible for the administration of the contract, if different from above.
- Organisation chart for the office responsible for managing the contract.
- Company profile highlighting BEE status as far as shareholding and management is concerned.
- Details of previous experience of providing insurance broker services to the public sector. The MERSETA is seeking a provider that is fully familiar with the operating environment and regulatory issues faced by public entities.
- The MERSETA will require references from at least three of your current clients of which at least one should be from the public sector. Please provide the name of the client, his/her position, contact telephone numbers, description of work performed and dates of engagement.
- Details of the probable team that will be tasked with this assignment and should at least include:
 - Name of Employee;
 - Job Title;
 - Short CV reflecting professional qualifications, date that they joined your firm and current and previous work experience.
- Valid tax clearance certificate

11. Evaluation criteria

Tenderers will be assessed and scored according to the following criteria and weighting:

➤ PREFERENCE POINTS	Total =	10
➤ TECHNICAL	Total =	75
➤ PRICE	Total =	15

7. Additional information

Kindly email **Mr Bertram Baird** on bbaird@merseta.org.za if you require clarification of these terms of reference or further background related information. Any telephone requests will be disregarded.

Any requests for additional information will be collated by the MERSETA, Supply Chain Management Office and a composite response posted on our website www.merseta.org.za under the tender link..

All bids must remain valid for a period of ninety (90) days after the closing date. Late telegraphic, telefax and/or e-mailed bids will not be accepted.

11. GENERAL

- Potential Service Providers are required to submit their proposals on or before 12:00 on Any tender document received after closing date and time will not be considered.
- Tender documents should be deposited into the tender box of the MERSETA Head Office at:
Metropolitan Office Park

8 Hillside Road

3rd Floor

Parktown

Proposal received in any other way will not be considered.

- Two (2) bound hard copies AND one(1) unbound hard copy of the proposal must be submitted
- All correspondence to bidders will be in writing.

12. Disclaimer

MERSETA reserves the right not to appoint a provider for this tenders, Merseta further reserve a right to split this tender with more than one provider or award the portion of this tender to other providers.

