

REQUEST FOR QUOTATION

RFQZA2022/05: PROVISIONING OF PROVISIONING OF BUSINESS MANAGEMENT AND WEB DEVELOPMENT TRAINING SHORT COURSE

Ref Number	
RFP Scope	Business Management and Web Development Training Short Course provisioning
Issue Date	Monday, 11 July 2022
Non-compulsory Briefing Session	N/A
Closing date for Submission of bids	Thursday, 14 July 2022
Physical Address	44 Grand Central Blvd, Sanofi House Halfway house, Midrand
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REQUEST FOR QUOTATION

RFQZA2022/05/: PROVISIONING OF BUSINESS MANAGEMENT AND WEB DEVELOPMENT TRAINING SHORT COURSE

1. INTRODUCTION

This document invites the submission of quotations for the provisioning of Business Management and Web Development Training Short Course. The required services are aligned to ZADNA's partnership with the Media, Information, and Communication Technologies Sector Education and Training Authority (MICT SETA). The project is planned to run for three (3) months and will be rolled out in three (3) phases.

2. OBJECTIVES OF THE ASSIGNMENT

- 1.1. The objectives of the assignment are:
 - 2.1.1 Providing and facilitating a short course training of thirty (30) students selected and appointed by ZADNA.
 - 2.1.2 Provision of necessary skills in Business Management, and Web Development, for three months, including A+ and N+ exam preparation.

DETAILED SCOPE OF WORK

The service provider will work closely with the existing project Training team from ZADNA, and ZADNA will retain the project management function.

The services to be provided by the training provider include the following:

- 2.1. Provision of classroom space with a capacity to host thirty (30) students that will be beneficiaries of the Training for three months.
- 2.2. Provide Training for Business Management,
- 2.3. Provision training for Web development,
- 2.4. Preparing the students to write A+ and Network+ exam certification
- 2.5. Provide a computer lab for the Web development component of the Training.
- 2.6. Provide internet connection for the students and facilitators/lectures throughout the course.
- 2.7. Developing Course Toolkits (including but not limited to: lesson plans, facilitators manuals, learner guides, activity sheets, handouts, agendas, presentations, assessment- and feedback forms).

- 2.8. Provide learner support in building Portfolios of Evidence and submissions.
- 2.9. Set the assessment for the students to complete at the end of the Training. We would like the students to write an assessment after completing the theory and practical of the training.
- 2.10. Ensure the provision of an additional one month for exam re-write for the learners who failed on the Program's third month.
- 2.11. Upon successfully completing the Training, award the students with the relevant certifications.
- 2.12. Submit of the Facilitation, Assessment, and Moderation report.
- 2.13. Submit the evaluation report at the end of Training.
- 2.14. Compile and submit a final report of all Sessions conducted (Both electronic and Printed Reports)

3. ANTICIPATED DURATION

- 3.1. The assignment will be completed within three (3) months from July-September 2022.

4. CONFLICTS OF INTEREST

The course training service provider must state any potential conflicts of interest arising from other assignments or a conflicting involvement in other projects.

5. SPECIAL CONDITIONS

ZADNA reserve the following rights in respect of this RFQ:

- 5.1. Right not to appoint any service provider.
- 5.2. Right, at any time and for any reason, to require additional information from the service provider (including detailed financial information).
- 5.3. Right to negotiate with any service provider before making a final appointment.
- 5.4. Right to restructure the services and may choose to appoint the service provider for the full-service provisioning or part thereof.

6. INTELLECTUAL PROPERTY

- 6.1. ZADNA retains any rights relating to supporting documents and any information that ZADNA supplies to any provider in relation to this RFQ.

- 6.2. Persons receiving this RFP may only use it to prepare proposals in response to this RFQ, and may not use the RFQ to endanger, compromise or challenge ZADNA's intellectual property rights in the RFQ.

7. REQUESTED DOCUMENTS

- 6.3. CIPC registration documents.
- 6.4. Tax Compliance certificate.
- 6.5. BEE Certificate / Affidavit.
- 6.6. Detailed Company profile.
- 6.7. Three contactable references in the same scope of work.
- 6.8. Pricing Schedule (Total Cost to complete the service)

8. EVALUATION

- 8.1. The RFQ will be evaluated with the preference point evaluation per the ZADNA procurement policy.
- 8.2. The evaluation will be based on the technical knowledge of the service provider, pricing, and availability to finalise the scope of work within the given time frame.

9. SUBMISSION OF THE RFQ INFORMATION:

- 9.1. All Submissions should be emailed to **zadnafinance@zadna.org.za** no later than **Thursday, 14 July 2022, at 17h00**.
- 9.2. It is the responsibility of each provider to ensure that its proposal reaches ZADNA no later than the deadline mentioned above. Proposals received after the deadline will not be accepted.