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INVITATION FOR REQUEST FOR QUOTATION (RFQ)

Submission Deadline: 12th August 2024 at 11:00 AM

RFP Number: NECT/2024/06/003

**REQUEST FOR PROPOSAL FROM SERVICE PROVIDERS TO COVERT
ONLINE CONTENT FOR THE GENDER RESPONSIVE PEDAGOGY
FOR EARLY CHILDHOOD EDUCATION (GRP4ECE).**



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Description	Details	Time
Advert Date	22 th July 2024	8:00 am
Compulsory Virtual On-line Briefing Session	29 th July 2024 Please email Koketso Matlhadisa on koketso@nect.org.za to receive the link to the tender briefing session	14:00 am
Closing Date for Submission	12 th August 2024	11:00 pm
Address for Submission	National Education Collaboration Trust Ground Floor, Block D Lakefield Office Park 272 West Avenue Centurion 0163	
Submission requirement	One (1) hard Copy + One (1) Soft Copy on USB	
Technical Enquiries	Mr Koketso Matlhadisa: koketso@nect.org.za or call 012 752 6200	
Supply Chain Management Enquiries	Ms Martha Nkosi: marthan@nect.org.za or call 012 752 6200	



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1. INTRODUCTION

The National Education Collaboration Trust (NECT) herewith invites proposals from qualified service providers to submit proposals for the supply of online content for the Gender Responsiveness Pedagogy for Early Childhood Education (GRP4ECE) from English to Xitsonga and Tshivenda home languages.

The DBE and NECT seeks to procure competent service provider to continue the trajectory of accommodating other African languages by availing e-content in their languages. The service provider is expected convert e- content into Xitsonga and Tshivenda, generate video materials to support the content for ease access and comprehension and train targeted officials participating in the GRP4ECD namely Early Childhood Development (ECD) practitioners, Grade R Teachers and TVET Colleges without technical skills to training ECD practitioners on GRP4ECD. The Provincial Education Department's (PED's) in the three provinces (Limpopo, Mpumalanga and KwaZulu Natal) will be supported through this project to ensure that targeted officials receive training on GRP4ECD.

A suitable service provider is therefore sought to undertake supply the items as per the set specifications in this Request For Proposals (RFP).

2. BACKGROUND

2.1. The NECT

The NECT was formed in July 2013 as a response to the call by the National Development Plan (NDP) for increased collaboration among stakeholders to improve educational outcomes.

The NECT is an organisation dedicated to strengthening partnerships with civil society, trade unions and government at national and provincial levels in order to achieve South Africa's national goals for basic education. It strives both to support and to influence the agenda for reform of education.

The organisation is based on the principle that collaboration and focused effort by important role players increases our power as a nation to secure the changes needed to deliver quality education to all our children.

NECT's point of departure is that government and civil society have different but complementary roles to play in relation to education. The provision of basic education for the general population is the responsibility of the government which is uniquely equipped to fulfil this overarching mandate. Civil society, with its diversity and flexibility, is able to support government by innovation and accelerated delivery. Civil society becomes more relevant and more influential when channelling its efforts in a coordinated way into the national education system.

2.2. Gender Responsive Pedagogy for Early Childhood Education (GRP4ECE) Framework

The programme design has been piloted by the DBE in collaboration with the South African based Vlaamse Vereniging voor Ontwikkelingssamenwerking en Technische Bijstand (VVOB), a Flemish Association for Development Cooperation and Technical Assistance. VVOB is already supporting the Department of Basic Education (DBE) in a Belgian-funded 5-year programme on inclusion and a 2-year programme on Gender Responsive Pedagogy (GRP). VVOB is also focusing on assisting DBE to implement Professional Learning Communities, a DBE teacher development project undertaken with the South African Council for Educators (SACE). The support comes as capacity development and support for national, district and provincial officials/systems/activities and as part of the above programmes.

VVOB has assigned staff to provide technical assistance to the DBE in the coordination of the training of trainers, develop Gender Responsive Pedagogy Content, an e-learning course on GRP (this will be paid for by the current GRP programme of VVOB to support the ETDP SETA aspect of the project). VVOB will also provide technical support in the rollout training to be coordinated by the Provincial Departments of Education (PEDs) with relevant TVET Colleges. The relevant materials in the form of the Gender Responsiveness Pedagogy for Early Childhood Education (GRP4ECE) Toolkit were developed as training content and are available as print-ready, as black, and white PDF format.

The ETDP SETA supported the first phase of GRP4ECE project in the training of approximately 4,000 Early Child Development (ECD) Practitioners, Grade R Education, School Leaders (Principals and Foundation Phase Heads) and ECD Centre Managers on the GRP4ECE Toolkit. The programme aimed to technically empower the trainees on using pedagogy to address gender inequality and harmful gender norms in four (4) provinces namely: Eastern Cape, Free State, Northern Cape, and North West. To this end, 4,000 Tablets were distributed in the four participating provinces for the initial phased implementation, with the GRP4ECE online toolkit installed to support continuous professional development of trainees in challenging gender stereotypes in the classroom. This programme is based on the firm principle of the National Strategic Plan (NSP) on Gender-based Violence and Femicide (GBVF) that creating an environment free of stereotypes lays a firm foundation for young children to grow up freely exploring and developing their unique interests and talents. With some adaptations, it can also be used with children under 3 years and in the broader primary school settings.

Through the distribution of tablets, the GRP4ECE makes an offering on Online Learner Management Course Modules on the impact of gender stereotypes that stop children from realising their full potential and identity and perpetuate GBVF. Educators play a central role in providing equal opportunities for all young children. ECD practitioners and Foundation Phase teachers will find in the GRP4ECE Learning Management System some courses to help promote gender equality with young children in the manner that play-based learning is conducted in the classroom environment.

The GRP4CED have entered the second phase by including provinces such as Limpopo, Mpumalanga and KwaZulu Natal. In the previous phase the programme catered for provinces such as Eastern Cape, Free State, and the Northern Cape. In these provinces e-content which was based in English was converted into languages that are spoken in the Eastern Cape (IsiXhosa); Free State (Sesotho) and the Northern Cape (Afrikaans). In the second phase, the NECT and DBE seeks to expand access of the e-content by accommodating other languages such as Xitsonga and Tshivenda.

3. CONDITIONS FOR THIS RFP

Bidding organisations are expected to comply with the conditions outlined below:

- a. Proposal must be submitted on the company letterhead.
- b. Proposal should be hand delivered to our offices placed in an envelope clearly marked with the RFP number and name submitted to the above-mentioned address. A full replicated electronic copy on a USB should be included in the submission documents.
- c. All service providers must submit their Black-Broad Based Economic Empowerment (B-BBEE) Verification Certificates from Verification Agencies accredited by the South African National Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Directors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) or sworn affidavit for B-BBEE exempted micro enterprises in order to claim preference points.
- d. Evaluation criteria: 80/20 Preference Points System as presented in the preferential procurement regulations of 2017.
- e. Late and incomplete submissions will not be accepted

4. SPECIAL CONDITIONS OF THIS RFP

- a. Accepted RFP's will be communicated by way of an official purchase order. Accordingly, no goods; services or works must be prepared or delivered before an official purchase order is received by the respondent.
- b. All prices quoted must be firm for the period of the Tender and where applicable, must be inclusive of Value Added Tax (VAT).
- c. The lowest or any offer will not necessarily be accepted and the NECT reserves the right to accept any offer either in writing or in part.
- d. The offer shall remain binding and open for acceptance by the NECT during the validity period indicated and calculated from the closing time and date of this RFP.

5. SPECIFICATIONS

5.1. Purpose and Specifications of the RFP

The Purpose of the RFP is to invite interested service providers. The service provider will:

The service provider is expected to carry out the following activities.

- a. To utilize existing programme tools to adapt for eLearning to translate into Xitsonga and Tshivenda
- b. To adapt the Xitsonga and Tshivenda languages into existing programme for online learning.
- c. To create video module of programme for online learning.
- d. To ensure the design of e-content learning is seamless with LMS platform.
- e. Training of all beneficiaries on how to access the materials on-line.
- f. Provide technical support to officials and Early Childhood Development practitioners who many are not aquatinted with the technology.
- g. Provide training for all beneficiaries for a period of three (3) months.
- h. Liaise with the DBE and NECT on any technical issues.
- i. Provide the NECT with monthly reports for the duration of the project

5.2. Deliverables

- a. Collaborate with subject matter experts (VVOB) on course design, development, and delivery of E-Content which is seamless to the current Learning Management Systems (LMS).
- b. Creation of e-learning course by translating it from English to Xitsonga and Tshivenda
- c. Develop two (2) video material to translate text into visuals.
- d. Where possible, replace text with unanimated figures to drive a point home.
- e. Upload material on the existing LMS platform to ensure integrations.
- f. Upload the subtitles to be to ensure a wider access of the content.
- g. Train all beneficiaries on how to navigate the devices (tablets) to access content.
- h. Propose and implement appropriate techniques to adapt in-person materials to a virtual learning environment.
- i. Edit videos taken during the in-person course for use in the virtual course (videography will be done by the audio/visual support team for the in-person course).

5.3. Timeframes

The project is expected to last three (3) months period – therefore the service provider is expected to carry out all tasks outlined in these terms of reference for period of three (3) Months.

5.4. Required qualifications

- a. Educational Background: A degree in education, instructional design, educational technology, or a related field is often preferred.
- b. Relevant Experience: Demonstrated experience in eLearning development, preferably within a multilingual environment within South Africa.
- c. Technical Skills: Proficiency in eLearning development tools (e.g., Articulate Storyline, Adobe Captivate, Camtasia) and Learning Management Systems (LMS) preferred.
- d. Multimedia Production: Skills in video and audio editing, graphic design, and animation to create engaging and interactive learning materials.
- e. Communication: Excellent written and verbal communication skills for effective collaboration with subject matter experts and global teams.
- f. Cross-Cultural Competence: Experience in creating content for diverse and adapting materials for multi-language translation and cross-cultural considerations.

6. EVALUATION CRITERIA

1.1 Functionality

- a. The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal.
- b. Service Providers will be evaluated on functionality. The bidders that score 70 points or more on functionality will further be evaluated on price and on Broad Based Black Economic Empowerment Status Level Certificates provided in terms of the Preferential Procurement Policy Framework, Act 5 of 2,000 and Regulations of 2017.
- c. The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.



- d. All bidders who score less than 70 out of 100 points for functionality will not be considered further. Service Providers will be shortlisted and may possibly be invited to do a presentation on their proposals at their own cost.
- e. Evaluation will be conducted in accordance with NECT Procurement Policy and Preferential Procurement Policy Framework Regulations of 2017.
- f. This bid will be evaluated on 80/20 Broad Based Black Economic Empowerment (B-BBEE) Status level contributor shall be applicable

In accordance with the NECT Procurement Policy, the bid evaluation process shall be carried out in three (3) phases namely:

Phase 1: Mandatory Requirement

Phase 2: Functionality Evaluation; and

Phase 3: Price and B-BBEE Evaluation

Step 1: Mandatory requirements

The failure to meet the following requirements or to provide the information requested below, may lead to an immediate disqualification.

The following documents must be attached with the submission:

- a) Valid and certified BBEE Certificate or Exempted micro enterprise certificate signed by Registered auditor.
- b) Valid Tax clearance certificate
- c) Valid Company registration documents including Identity documents of Directors.
- d) Banking details – original cancelled cheque or bank statement/ Confirmation letter.

Step 2: Functionality Evaluation

Minimum required score for functionality is 75 points out of 100 points and any bidder scoring less than 75 points will not be considered for further evaluation.



CRITERIA	MAX POINTS
<p>1. Relevant Experience in the bidder's area of expertise in translation of content into multiple vernacular and use the content developed into video animations:</p> <ul style="list-style-type: none"> • 5 or more years of experience = 25 • 3 -5 years of experience = 15 • 1-2 years of experience =5 	25
<p>2. Portfolio evidence: Portfolio evidence or reference letters (on customer letterhead) from reputable previous clients and organizations: Detailing the scope of work, the duration of service, and the value of the bid awarded. Customer contact details must be provided: e-mail and contact number.</p> <p>For any further enquiries:</p> <ul style="list-style-type: none"> • 3 or more signed letters of reference = 30 points • 2 signed letters of reference = 20 points • 1 signed letter of reference = 10 	30
<p>3. Skills and expertise Attach CV's and Qualifications): Project Team leader (1): 5 - 10 years' experience in overall responsibility for the implementation of and reporting of online content/ multimedia content management certification.</p> <p>Technical Resources: Resources in Graphic Design and Content video and presentation production. Administration Support: Administrative support and scheduling</p> <ul style="list-style-type: none"> • 5 CV's = 25 points • 4 CV's = 20 points • 3 CV's = 15 points • 2 CV's = 10 points • 1 CV = 5 points 	25
<p>4. Support Process documentation required. Process on how Practitioners will be supported</p>	20
Total	100

SCORING	
Very Good: 16-20	
Good: 10-15	
Satisfactory: 6-10	
Poor: 1-5	

Step 3: B-BBEE and Pricing

B-BBEE Status level of contribution	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

The evaluation for Price and B-BBEE shall be based on the 80/20 PPPFA. The principle and the points for evaluation criteria are as follows:

Evaluation criteria	Points
Price	80
BEE	20
Total	100

i. TERMS AND CONDITIONS OF THE BIDDERS

- a. NECT may appoint the bidder on partial scope.
- b. NECT reserves the right not to award the bid/project/contract.
- c. NECT reserves the right to call for interviews with short-listed bidders before final selection.
- d. Successful Bidder/s may be invited for presentation when deemed necessary.
- e. NECT reserves the right to negotiate price with the preferred bidder.
- f. NECT reserves the right to appoint more than one (1) service provider.
- g. Late submissions will not be considered.



ii. **PROPOSAL SUBMISSION**

Bidders are advised to submit both physical and A full replicated electronic copy on a USB should be included in the submission/proposal documents to the address provided as follows:

Attention: **Procurement Official,**
The National Education Collaboration Trust,
Block D, Lakefield Office Park,
272 West Avenue,
Centurion, 0157

Note: No late submissions will be accepted.



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RETURNABLES



SUPPLIER REGISTRATION FORM

Company / Supplier details:														
1..1	Registered Name													
1..2	Trading Name													
1..3	Company / Close Corporation Registration Number / Personal Identification number													
VAT registration number (if applicable):														
Income tax reference number:														
CIDB Registration number (if applicable)														
Web address:														
E-mail address:														
Telephone number:														
Fax number: (compulsory)														
Toll free number:														
<u>Postal Address</u>							<u>Physical Address</u>							
Postal Code:							Postal Code:							
<u>Broad-Based Black Economic Empowerment</u>														
BEE Level:							Certificate Expiry							
Verification Agency														
Owners / Shareholders / Members / Directors – (Please attach Copy of ID)														
<u>Tax Clearance Certificate</u>														
Expiry date:											Attached – Y / N			
<u>Entity type</u> (Please ✓ the relevant box)														
1	Public Company (Ltd) – Listed		Foreign Yes/No											
2	Public Company (Ltd) – Unlisted		Foreign Yes/No											
3	Private Company (Pty) Ltd		Foreign Yes/No											
4	Close Corporation (cc)		Foreign Yes/No											
5	Joint Venture		Foreign Yes/No											
6	Consortium		Foreign Yes/No											
7	Sole Proprietor		Foreign Yes/No											
8	Partnership		Foreign Yes/No											



9	Trust		Foreign Yes/No	
10	Government / Parastatal		Foreign Yes/No	
11	Other (specify)		Foreign Yes/No	

Contact person (accounts department) in your organisation																									
Name:																									
Position in company:																									
Cell Phone Number:																									
Fax Number:																									
E-mail address:																									
Contact person (responsible for quotes) in your organisation																									
Name:																									
Position in company:																									
Cell Phone Number:																									
Fax Number:																									
E-mail address:																									



TRADE INFORMATION				
Name any three relevant trade references of previous projects or suppliers you have dealt with				
Company Name:	Contact Person	Tel No:		
Company Name:	Contact Person	Tel No:		
Company Name:	Contact Person	Tel No:		
<u>General Business Information</u>				
Quality Management:				
Does your business hold any SABS or ISO accreditation				Yes / No
If "yes", provide permit number/s: _____				
Does your business have a Quality Management System in place?				Yes / No
Environmental Management:				
Do you have an environmental management policy in place?				Yes / No
Do you have an Occupational Health & Safety policy in place?				Yes / No
Does your business routinely work with any hazardous substances?				Yes / No
If "yes", have you been accredited by the Departments of Water Affairs and Labour				Yes / No
Outsourcing/Sub-contracting Management:				
Do you make use of Sub-contractors to assist you with your core function?				Yes / No
If "yes", what % of your core business function do you sub-contract to external parties?				Yes / No
If "yes", what % of outsourcing / sub-contracting has B-BEE contribution level certificate equal or better than your own?				Yes / No
<u>Products and/or services provided.</u>				
(enter code and description from the list of Commodities. Maximum number of codes is five).				
_____	_____	_____	_____	_____
The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:				
i) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the National Treasury's Database of Restricted Suppliers and on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;				
ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;				
iii) confirms that the enterprise or any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise have not associated, linked or involved with any other tendering entities submitting tender offers; and				
iv) confirms that the enterprise or any partner, manager, director, or other person, who wholly or partly exercises, or may exercise, control over the enterprise have have no other relationship with those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and				
v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.				



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.....
Signed

.....
Date

.....
Name

.....
Position

.....
Enterprise name

<u>Comments / Notes</u>	



PLEASE ATTACH THE FOLLOWING SUPPORTING DOCUMENTATION:

No	Confirmation	Documents Required	Yes / No
1.	Supplier registration application completed in full	Supplier registration form	
2.	Company registration	Certificate of incorporation or founding statement	
3.	Banking details for payment	Original Cancelled cheque or bank statement or bank FICA letter	
4.	Tax Clearance where potential supply exceeds R30,000 per transaction. (Mandatory)	Original Tax Clearance certificate or SARS clearance letter	
		Expiry date	
5.	All contact details including a fax numbers and emails	Schedule of branches and contact details	
8.	Broad Based Black Economic Empowerment Certificate (Where not provided, 0 preference points applies)	BBBEE Certificate (certified) or Exempt Micro Enterprise letter	
9.	Partnership/Trust arrangement/ Joint venture arrangement (If applicable)	Partnership/Trust agreement / Joint venture agreement	
10.	VAT registration	VAT registration certificate	
11.	Proof of registration to a statutory body regulating your industry (If applicable)	Certificate of registration	
12.	Profile of company	Company Profile	
13.	SABS/ISO Accreditation (If applicable)	SABS/ISO Certificate	
14.	Supply categorisation. (Blank template attached)	Ticked supply commodity form	
15.	The qualification and competence of minimum of Key Personnel proposed to provide the service	A list of Key Personnel and their comprehensive CVs	



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LIST OF OTHER COMMODITIES - Maximum Five (mark with x)	X

For Official Use Only:	
Checked By: _____	Signature: _____
Approved By: _____	Signature: _____
Comments / Notes	
Vendor Number:	



SUPPLIER BANKING DETAILS

TO: The Financial Official
 The National Education Collaboration Trust,
 Block D, Lakefield Office Park,
 272 West Avenue, Centurion, 0157

FROM: _____

("The Individual/Company)

I hereby instruct and authorize the NECT to pay any amounts which may be due to me by the transfer of such amounts to the credit of my account as indicated below, and attach a blank, cancelled cheque to verify the information set out below.

BANK: _____

BRANCH NAME: _____

BRANCH NO: _____

ACCOUNT NO: _____

TYPE: **(Current/ Savings/ Transmission)**
 Delete where not applicable.

Payments of any such amount may be affected by the electronic funds transfer system, subject to the following conditions:

1. Upon the NECT giving the appropriate instruction to the provided bank, the obligation to make payment to me will be as fully and effectually discharged as if the NECT had made payment directly to myself. Save for failure to credit the account of myself as a result of the negligence, wilfulness, or fraud of the NECT or any of its employees, agents, or contractors, the NECT shall have no further liability to myself whatsoever, and the giving of the instruction to transfer funds as set out above, shall constitute a full and sufficient discharge of the NECT's obligation.

(For the purposes of this document and the transactions contemplated herein, neither the ACB



Magnetic Tape Service nor any of the banks involved in the electronic transfer shall act as agents of the NECT).

- 2. I understand that the credit transfer hereby authorized will be processed electronically (via NECT authorised bank) and I also understand that no advice of payment will be provided by my bank, but details of each payment will be printed on my bank statement or any accompanying voucher. Any queries or discrepancies relating to the credit transfer are to be resolved between myself and the NECT authorised bank.

The NECT will render such assistance as it is able to in the rectification of any errors for which the NECT is not responsible, provided I bring such errors to its attention as soon as possible.

- 3. I understand remittance advices will be supplied by you in the normal way, and that they will indicate the date on which funds will be available in my/our account.
- 4. I warrant that the undersigned is authorized to sign this document, and that all of the information contained herein is, and will continue to be, accurate and correct.
- 5. The NECT will be notified in writing as soon as any changes to the legal status or banking details are made.
- 6. This authority may be cancelled by giving you 30 (thirty) days' notice in writing.
- 7. Attach a bank letter or Cancelled Cheque

SIGNED at _____ on _____ day of _____, 2021

For: _____

Signature: _____

Full Names: _____

Capacity: _____

who warrants that she is authorised thereto