



REQUEST FOR PROPOSAL(RFP): INVITATION FOR SERVICE PROVIDERS FOR THE PROVISION OF TRAINING TO THE NECT FOR A PERIOD OF THREE (3) YEARS “ON AN AS AND WHEN REQUIRED BASIS.

BID NUMBER: NECT/2026/05/003

RFP SUBMITTED BY:

Name of Company: National Education Collaboration Trust

Contact Person: Martha Nkosi

Contact Numbers: (Tel) 012 752 6200

E-mail: scm@nect.org.za

NECT: SCM ENQUIRIES	TECHNICAL ENQUIRIES
Contact person: Martha Nkosi	Contact Person: Martha Nkosi
Tel: 012 752 6200	Tel: 012 752 6200
E-mail: <u>scm@nect.org.za</u>	Email : <u>scm@nect.org.za</u>
CLOSING DATE:	29 May 2026
CLOSING TIME:	11:00
COMPULSORY VIRTUAL BRIEFING SESSION:	Join:
DATE: 13 May 2026	<u>https://teams.microsoft.com/meet/332760878870334?p=OQYtKpQkCu1mI6pTSH</u>
TIME : 10:00-11:00	Meeting ID: 332 760 878 870 334
TENDER VALIDITY:	Passcode: gH36AV3y
	90 DAYS
SUBMISSIONS: HEAD OFFICE (GAUTENG)	
Address: 272 West Avenue, Block D Lakefield office Park, Centurion, 0163	The bid documents may be delivered or couriered (at sender's risk) to the NECT, 272 West Avenue Lakefield Office Park, Ground Floor Block D, Centurion , in good time so as to reach the NECT before the above-mentioned closing date and clearly indicated attention supply chain management unit .The bid documents will be accepted on condition that it is handed to the procurement official assigned. Please note that the submission should be between 08:00 and 16:00 from Monday to Friday, however on the 29 th of May 2026 (Last day) the cut-off time will be 11:00 as stated above.

MANDATORY DOCUMENTS

CONDITIONS FOR COMPLETING BID DOCUMENTS (FAILURE TO COMPLY/SUBMIT ANY OF THE DOCUMENTS STATED BELOW, MAY RESULT IN DISQUALIFICATION)

Document	Comments	Submitted? (Yes / No)
Tax Clearance Certificate	Certificate must be original and valid	
Declaration of interest	Make sure it is fully signed	
Preference Points in terms of PPPFA of 2017	Make sure it is completed and points claimed are allocated as per BBBEE certificate and fully completed and signed	
Certified copies of Original of Company Registration Documentation NB: Certification stamp must be original and no more than 3 months old as at date of closing of tender	1. certificate of registration, 2. change of name certificate (if applicable) 3. register of directors, and most current registered business address (Company Registration: CM1 and CK1, Change of Name Certificate: CM9, Latest Registered address: CM22, Most current register of directors CM29 and CK2)	
Total Bid Price	Bidders to complete price schedule or provide a separate financial proposal	
Vat Registration Certificate	If applicable	
BBBEE Certificate & BBBEE Statement or Sworn Affidavit	Valid certified copies must be submitted	
Company Profile	Proposal/work plan is poor and is unlikely to achieve project objectives and requirements. The plan omits important tasks and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing.	



TERMS OF REFERENCE

The National Education Collaboration Trust (NECT) hereby invites proposals from suitably qualified and experienced service providers to design, develop, and facilitate training programmes across the education system at national, provincial, district, and school levels.

The training will be based on an established programme and will aim to strengthen participants' subject-specific understanding, as well as improve the effective implementation of programme activities at both school and district levels.

1. ENTITY BACKGROUND

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 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.

The NECT's point of departure is that government, business, labour 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. Business, labour and civil society Civil society, with its diversity and flexibility, can support government by innovation and accelerated delivery. Business, labour and civil society Civil society becomes more relevant and more influential when channelling its efforts in a coordinated way into the national education system.

2. OBJECTIVE AND SPECIFICATIONS OF THIS RFQ

The primary objective of this RFP is to design, develop, and facilitate a structured training programme that strengthens the capacity of officials at national, provincial, district, and school levels to effectively execute their roles within the education system.

The specific objectives of this RFP are to:

- Strengthen participants' understanding of their roles and responsibilities within the education system.



- Improve coordination and collaboration between government officials, schools, districts, and programme implementation structures.
- Enhance the effective implementation of NECT programme activities at both school and district levels.
- Build capacity among government officials in monitoring, reporting, and accountability processes to support programme delivery.
- Improve communication and information flow among key role-players across all levels of the system.
- Equip government officials with practical tools and knowledge to support consistent and effective programme implementation.
- Promote standardised and aligned implementation practices in line with Department of Basic Education (DBE) policies and guideline

3. SCOPE OF WORK

3.1 Scope overview

The NECT seeks to appoint a suitably qualified service providers to design, develop, and deliver education improvement training programmes for teachers, provincial and District Officials.

The training will focus on strengthening participants' understanding of their roles and responsibilities, improving coordination across levels of the education system, and enhancing the effective implementation of programme activities across the system (national, provincial school and district levels).

3.2 RFP Scope

3.2.1 Training Needs Analysis (if required):

The service provider may be required to conduct a training needs analysis, which will include:

- Engaging key stakeholders, including NECT, district officials, and school representatives
- Reviewing existing programme documents, policies, and implementation guidelines
- Identifying gaps in knowledge, skills, and implementation practices
- Refining and validating training content based on identified needs

3.2.2 Training Programme Design:

- Develop a structured training framework for each target group
- Define Learning objectives, Key competencies and outcomes and Training modules and sequencing
- Ensure alignment with Department of Basic Education (DBE) policies & Programme implementation guidelines



- Incorporate adult learning principles and participatory methodologies

3.2.3 Development of Training Materials:

The service provider will develop high-quality, user-friendly materials, including:

- Facilitator guides (with detailed session plans)
- Participant manuals/handbooks
- Presentation slides
- Practical tools, templates, and checklists
- Case studies and real-life scenarios
- Assessment tools (quizzes, reflection exercises, etc.)

All materials must be:

- Contextually relevant to South African schools
- Easy to understand and implement
- Suitable for both in-person and virtual delivery

3.2.4 Training facilitation

The service provider will be responsible for facilitating training sessions, delivered either virtually or in-person.

Facilitation must:

- Be interactive, practical, and engaging.
- Encourage active participation and collaborative learning.
- Ensure participants can apply learning in their respective roles.

3.2.5 Key Focus Areas for Training

The training programme will focus on strengthening practical understanding in the following areas:

- Programme implementation requirements and expectations
- Numeracy, literacy training on specific education programmes
- Monitoring, reporting, and accountability systems
- Communication and coordination across implementation structures

4. DELIVERY

The appointed service provider will be required to deliver the training programme through a blended facilitation approach, ensuring accessibility, engagement, and practical application for all target groups.



Delivery requirements include:

- All training sessions must be delivered through interactive facilitation methods, including group discussions, practical exercises, and real-life scenarios.
- Delivery may take place via virtual platforms (e.g. MS Teams/Zoom) and/or in-person sessions, depending on NECT requirements and feasibility.
- The service provider must ensure that training is participatory, practical, and easy to implement in the workplace/school environment.
- A clear training schedule and implementation plan must be submitted prior to commencement of training.
- All sessions must be delivered by qualified and experienced facilitators.

The service provider must ensure consistency in quality across all sessions and provide the necessary support materials to enhance understanding and application.

5. TIMING

The service provider will be as need basis and conducted over a period to be agreed with the NECT, subject to programme requirements and stakeholder readiness.

The service provider will be expected to:

- Submit an inception report and detailed implementation plan within the agreed timeframe.
- Deliver training in line with a structured schedule agreed with NECT.
- Ensure all training is completed within the project period as determined by NECT.

The service provider must demonstrate the ability to mobilise resources timeously and deliver training within tight and agreed deadlines, while maintaining quality and consistency across all sessions.

6. QUALITY ASSURANCE

The appointed service provider will be required to ensure that all training design, materials, and facilitation meet high-quality standards and align with the objectives of the programme implemented by NECT.

The service provider must:

- Ensure all training materials are accurate, relevant, and aligned to programme requirements and policies
- Submit all training content and materials to NECT for review and approval prior to implementation
- Incorporate feedback provided by NECT during the design and delivery phases
- Ensure that training is delivered consistently across all sessions and target groups
- Use qualified and experienced facilitators to maintain delivery quality
- Monitor training effectiveness through participant feedback and basic evaluation tools



- Continuously improve materials and delivery based on lessons learned during implementation
All final training materials and reports will be subject to NECT approval before final acceptance of deliverables.

7. SUBMISSION AND PROCESSING OF PROPOSALS

- All proposals must be submitted on company letterheads.
- All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System 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) to claim preference points or sworn affidavit for B-BBEE exempted micro enterprises.
- Late and incomplete submissions** will not be accepted.
- In bids wherein the **consortiums and joint ventures** are involved, an agreement fully signed by all partners involved must be submitted.

8. REASONS FOR DISQUALIFICATION

A service provider may be disqualified for failure to comply with the following:

- Provision of a valid Tax clearance certificate by the closing date.
- Submitting information that is fraudulent, factually untrue, or inaccurate.
- Failure to attach a declaration of interest.
- Failure to attach company registration (for both parties in case of joint venture/consortium).
- Failure to attach a B-BBEE certificate or sworn affidavit.
- Failure to attend a compulsory virtual briefing session.
- Failure of service provider to indicate previous experience in software development / application customisation.

9. EVALUATION METRICS & CRITERIA

In terms of good corporate governance, a supplier should not be appointed where there is an existing real or perceived conflict of interest. Confirmation is required from each service provider that there are no existing or perceived conflicts of interest affecting independence.

- This RFP will be conducted in accordance with NECT procurement policy.
- Shortlisted service providers may be invited to provide a presentation to the NECT on their proposed solution, at their own cost.



- c) In accordance with the NECT procurement policy, the proposal evaluation process shall be carried out in three (3) steps, namely:
- **Step 1: Mandatory requirement**
 - **Step 2: Functionality evaluation**
 - **Step 3: Preference points**
- d) Service Providers will be evaluated on functionality as spelled out in Step 2 below. The proposals that score points which exceed the minimum threshold provided on functionality will be invited to proceed to Phase 2 (submission of full and costed proposal).
- e) The evaluation criteria for the assessment of the proposals will be based on qualitative and quantitative aspects of the proposal.

10. SUBMISSION REQUIREMENTS

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) BBBEE Certificate or Exempted micro enterprise certificate signed by Registered auditor.
- b) Tax clearance certificate
- c) Declaration of interest
- d) Company registration documents including Identity documents of Directors.
- e) 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
1. Relevant experience and track record: Assessment of the bidder's experience in delivering similar training programmes (list of work done in the last 10 years and value). Criteria include: • Experience in education-related training • Experience working with government, schools, or NGO environments • Delivery of capacity-building programmes for educators, learners, or district officials Scoring: • 6 to 10 years' experience: 20 Points • 3 to 6 Years experience: 15 Points • 1 – 3 Years experience: 5 Points • No experience: 0 Points	20
2. Portfolio evidence (reference letters) The service provider must submit three (3) contracts/purchase orders and reference letters confirming successful delivery of training projects within the last five (5) years. Scoring: • Contracts/purchase orders exceeding R2.5 million with valid reference letters: 20 Points. • Contracts/purchase orders above R1 million to R2.5 million with valid reference letters: 15 Points • Contracts between R500,000 million and R1 million with valid reference letter: 10 Points.	20
3. Team Composition and Expertise (attach CV's and Qualifications): Assessment of the qualifications, experience, and suitability of the proposed project team to deliver training on education improvement programmes target officials at national, provincial, District and school level. Scoring: • A highly experienced multidisciplinary team with a strong and proven track record in large-scale education training programmes, including facilitation of training for educators, learners, and district officials. Demonstrates advanced expertise in	30



CRITERIA	MAX POINTS
instructional design, curriculum-aligned training development, and successful delivery: 30 Points - A well-balanced multidisciplinary team with relevant qualifications and proven experience in education training, facilitation, and instructional design. Demonstrates experience working in NGO or public sector environments with curriculum-aligned programmes: 15 Points - A team with relevant qualifications and basic experience in education or training development. Some exposure to instructional design or facilitation, but limited experience in large-scale or curriculum-aligned training programmes: 10 Points - No team information provided or team composition is not relevant to the requirements of the project: 0 Points	
4. Methodology and approach: Assessment of the quality, clarity, and feasibility of the proposed approach to the design, development, and facilitation of the training programme, including implementation methodology and delivery model. Scoring - Very detailed and innovative training methodology with a clear workflow, strong differentiation between national, provincial, districts school level, and a well-defined delivery model. Strong alignment to practical application, adult learning principles, and stakeholder needs: 30 Points - Well-structured and practical methodology with clear processes for training design, development, and facilitation. Good workflow and delivery model with appropriate consideration of all target groups: 25 Points - Acceptable methodology with clear steps for training delivery, but limited depth in structure, differentiation, or implementation detail: 15 - Unclear or poorly structured methodology with limited alignment to training requirements and weak explanation of delivery approach: 5 Points - No methodology or approach provided: 0 Points	20
5. Quality Assurance and Project Management Strength of QA processes, governance structures, timelines, version control, risk management, and delivery capability.	10



CRITERIA	MAX POINTS
Scoring - Strong and well-structured QA and project management system with clear governance, strong controls, detailed timelines, advanced version control, proactive risk management, and excellent delivery capability across all phases: 8-10 Points - Basic QA and project management approach with defined structure, timelines, and simple risk and version control measures: 5 - 7 Points - Unclear or poorly developed QA and project management approach with limited governance, structure, and risk management: 3-4 Points - No QA processes, governance structures, or project management approach provided: 0 Points	
Total	100

Step 3: Preference point system

Bidders who scored overall score of 75 points and above will be evaluated on price and specific goals.

Quotations above will be evaluated on 80/20 preference points system (PPPFA), where 80 is for price and 20 for specific goals.

Points will be awarded to a bidder for attaining the specific goals in accordance with the table as listed in the bid documentation.

The following table would apply for allocation of preference points:

Specific Goals (PPPFA sec 2 (1) (d) Enterprises	Number of points (80/20 system)	Proof to be submitted to claim specific goals
Owned by black people (50% or more)	5	Valid B-BBEE certificate or Affidavit
Owned black people who are youth (%)	5	Certified ID copies of directors
Owned by Black people who are woman (%)	5	Valid B-BBEE certificate or Affidavit
Owned by black people with disabilities (%)	5	Medical certificate



TOTAL	20	
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Bidders are required to provide proof of claim for each specific goal and failure to provide proof, zero will be allocated on that specific goal.

11. PRICING / COSTING SCHEDULE *(To test reasonability)*

The bidders are allowed to propose alternative rate schedule.

	Level	Rate per day (exclusive)	Rate per day (inclusive)
FET Trainers	Senior		
	Mid-senior		
	Junior		
GET trainers	Senior		
	Mid-senior		
	Junior		
Disbursements/overhead			
Managements fees			



12. TERMS AND CONDITIONS OF THE BIDDERS

- 12.1 NECT reserves the right not to award the bid/project/contract.
- 12.2 NECT reserves the right to call for interviews with short-listed bidders before final selection.
- 12.3 Successful Bidder/s may be invited for presentation when deemed necessary.
- 12.4 NECT reserves the right to negotiate price with the preferred bidder.
- 12.5 NECT reserves the right to appoint more than one (1) service provider.
- 12.6 The NECT is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the NECT have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the NECT website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 12.7 The NECT reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the NECT.
- 12.8 The NECT reserves the right to award this bid as a whole or in part.
- 12.9 The NECT reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 12.10 The NECT reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 12.11 The NECT reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the NECT to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 12.12 The NECT reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 12.13 The NECT reserves the right of final decision on the interpretation of its tender requirements and responses thereto.
- 12.14 The NECT reserves the right to consider professional conduct and experience it had with any bidder which rendered similar services to the NECT in the past 5 years over and above the references put forward by the bidder in its response.



APPENDIX A BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:



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.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
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3 DECLARATION

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1** I have read and I understand the contents of this disclosure;
- 3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3** The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 3.4** In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4** The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5** There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to



and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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Signature

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Date

.....

Position

.....

Name of bidder