



INVITATION FOR PROPOSAL

APPOINTMENT OF A PANEL OF ACCREDITED SKILLS DEVELOPMENT PROFESSIONALS, TO SOURCE FUNDING FOR SKILLS TRAINING AND DEVELOPMENT IN THE WORKPLACE AND DESIGNATED GROUPS, FOR A PERIOD NOT EXCEEDING 36 MONTHS.

BID NUMBER ZNB133/2025/26HSE
CLOSING DATE 28 JANUARY 2026
BID BOX NO. 01 (SITUATED AT THE 12TH FLOOR, DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET, DURBAN, 4001).

COMPULSORY BRIEFING SESSION: **DATE:** 12 DECEMBER 2025
TIME: 11:00AM
10th FOOR BOARDROOM (1017)
DEPARTMENT OF HUMAN SETTLEMENTS
EAGLE BUILDING
353 – 356 DR PIXELY KASEME STREET
DURBAN
4001

BID DOCUMENT CAN BE DOWNLOADED FROM www.kzndhs.gov.za/tenders/advertisements or www.etenders.gov.za/browse opportunities/currently advertised

BIDDERS TO NOTE THE FOLLOWING:

- 1. NO BID DOCUMENT WILL BE ISSUED BY THE DEPARTMENT OR DURING THE BRIEFING SESSION.**
- 2. NO BRIEFING SESSION PAGE (SECTION D) WILL BE ISSUED BY THE DEPARTMENT AT THE BRIEFING VENUE.**

KEY ASPECTS	BASIS FOR POINT ALLOCATION	SCORE	MAX POINTS
Methodology	<p>Define a clear methodology in terms of sourcing funding and coordination of skills training and capacity development programmes within the construction sector indicating:</p> <p>A plan for sourcing funding for skills training and capacity development programmes within the construction sector – 8 points</p> <ul style="list-style-type: none"> • Process followed in accessing funding – 2 points • Types of funding to be accessed or obtained – 1 point • Organisations or institutions to be approached / liaised with – 1 point 	Good	21-40

	<ul style="list-style-type: none"> • Anticipated timeframes for funding approval – 1 point • Procedure for administration of funding – 2 points • Responsibility for funding administration – 1 point <p>A plan for sourcing funding for skills training of workforce within a working environment – 8 points.</p> <ul style="list-style-type: none"> • Process to be followed in accessing funding – 2 points • Types of funding to be accessed – 1 point • Organisations / institutions to be approached / liaised with – 1 point • Anticipated timeframes for funding approval – 1 point • Procedure for administration of funding – 2 points • Responsibility for funding administration – 1 point <p>Key role players in the process of leveraging funding for skills training and development programmes within the workplace and outside environment – 4 points.</p> <ul style="list-style-type: none"> • SETAs – 1 point • National Skills Fund – 1 point • Workforce Development Boards – 1 point • Innovation Fund – 1 point <p>Package skills training, development and mentorship programmes for improving performance in the workplace and training of learners in the construction sector - 5 points.</p> <ul style="list-style-type: none"> • Assess training needs – 1 point • Customize training programmes – 1 point • Implement training programme – 1 point • Monitor and evaluate training outcomes – 1 point • Project closure and handover – 1 point <p>Effective and efficient model for implementation of skills training programmes in the workplace and outside environment – 5 points.</p> <ul style="list-style-type: none"> • Understanding of Workplace Skills Plan – 1 point • Funding of Workplace Skills Plan – 1 point • Prioritization of customized training programmes – 1 point • Implementation of customized training programmes – 1 point • Monitoring and evaluation of training programmes – 1 point <p>A plan for monitoring, review, and assessment of effectiveness of the skills training programmes including reporting systems for all employees and learners in the skills development programme - 5 points.</p> <ul style="list-style-type: none"> • Monthly Project Information Reports – 1 point • Monthly Financial Reports – 1 point 		
--	---	--	--

	<ul style="list-style-type: none"> • Quarterly Project Information Report – 1 point • Quarterly Financial Report – 1 point • Timesheets / POE (for employees) – 1 point <p>Key risks / challenges associated with sourcing of funding and implementation of skills training programmes – 5 points.</p> <ul style="list-style-type: none"> • Reprioritization or lack of funding for skills training – 1 point • Lengthy funding approval processes – 1 point • Learner fatigue or learners dropping out in pursuance of other opportunities – 1 point • Lack of performance of local partners (SDPs) – 1 point • Stipend lower than minimum EPWP wage – 1 point 		
	Acceptable (in terms of above). 20 points	Fair	13- 20
	Lacks the appropriate level of experience (in terms of above). 12 points	Poor	0-12
Relevant Experience	Clearly Indicates relevant experience in terms of number of completed similar projects. Reference letters signed by respective institutions must be attached for each project completed and must indicate the value of the project.		
	Provided 6 reference letters and above - 30 points Provided 5 reference letters – 25 points	Good	25 - 30
	Provided 4 reference letters – 20 points Provided 3 reference letters – 15 points	Fair	15 - 20
	Provided 2 reference letters - 10 points Provided 1 reference letter - 5 points No reference letter - 0 points	Poor	0 - 10
Stakeholders and Resources Organogram	<p>Stakeholders</p> <p>Clearly indicate all relevant stakeholders in the implementation of successful business skills training programmes - 15 points</p> <p>The Stakeholders include:</p> <ul style="list-style-type: none"> • The Department of Human Settlements – 3 points • National Home Builders Registration Council (NHBRC) – 1 point • Local Municipalities – 3 points • Sector Education & Training Authority – 3 points • Traditional Leadership – 1 point • Local business forums – 1 point • Learners or Employees – 3 point <p>Resource Organogram</p> <p>Detailed Organogram, CVs with detailed duties and responsibilities of key personnel coupled with their experiences and proof of academic records - 15 points</p> <ul style="list-style-type: none"> • Project Manager – 3 points • Finance Manager/Officer – 3 points • Training Coordinator – 3 points 	Good	13-30

	<ul style="list-style-type: none"> • Training Facilitator – 3 points • Training Assessor – 3 points 		
	Organogram is acceptable – 12 points	Fair	09-12
	Lacks appropriate, applicable, and relevant skills and resources (in terms of above) – 8 points	Poor	0-8
TOTAL	100		

NB: Specific goals will be determined at the time of invitation of quotations/bid as per the strategic objectives of the Department.

TECHNICAL ENQUIRIES MS. S. MKHIZE: 031 336 5225
MS. N. DUBE: 031 336 5112

BID ENQUIRIES MRS R. GAFOOR 031 336 5142/ MR. S. MKHIZE 031 336 5241/ MR. S. BIYASE 031 336 5165/
MR. V. MKHWANAZI 031 336 5420.