



REQUEST FOR QUOTATION

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRAINING AND DEVELOPMENT
FACILITATOR (TDF) TRAINING FOR AUTOMOTIVE BUSINESS STAFF MEMBERS OF THE
NATIONAL REGULATOR FOR COMPULSORY SPECIFICATIONS (NRCS).**

(RFQ NO. 22.26)

CLOSING DATE AND TIME: 02 OCTOBER 2026

TERMS OF REFERENCE / SPECIFICATIONS

Training and Development: Training and Development Facilitator (TDF) Programme

1. Background

The organisation is mandated to execute regulatory, technical, and stakeholder engagement functions which require effective knowledge transfer, capacity building, and structured training delivery to internal personnel and/or external stakeholders.

To strengthen institutional capability and ensure consistent delivery of training interventions, there is a need to develop suitably qualified internal facilitators through a structured Training and Development Facilitator programme (TDF).

The programme will equip identified officials with the necessary facilitation, instructional design, and adult learning competencies aligned with national training standards and organisational skills development objectives.

This submission serves as a means of motivation to Supply Chain Management (SCM) for the procurement of a suitably accredited service provider to design and deliver the required training programme.

2. Purpose of the Programme

The purpose of this assignment is to appoint a qualified training service provider to:

- Develop facilitation competencies among selected employees.
- Enhance internal training capability and knowledge transfer.
- Support implementation of structured learning interventions.
- Promote standardised training delivery aligned with adult education principles.
- Build sustainable internal capacity to reduce reliance on external facilitators.

3. Objectives

The objectives of the TDF programme are to:

- Provide participants with theoretical and practical facilitation skills.
- Equip participants with adult learning methodologies and training techniques.
- Enable participants to plan, prepare, and deliver structured training sessions.
- Improve presentation, communication, and stakeholder engagement skills.
- Ensure participants can assess learning outcomes effectively.
- Align facilitation practices with recognised South African qualifications frameworks where applicable.

4. Scope of Work

4.1 Programme Design

- Conduct a brief training needs alignment session (if required).
- Develop training material aligned to facilitation competencies.
- Provide learner guides, facilitator manuals, and assessment tools.

4.2 Training Delivery

- Deliver facilitator training to identified participants.
- Apply interactive and practical learning methodologies.
- Include practical facilitation exercises and assessments.

4.3 Assessment and Certification

- Conduct formative and summative assessments.
- Provide feedback reports on participant performance.
- Issue certificates of competence and/or accredited certification (where applicable).

4.4 Post-Training Support

- Provide guidance on implementation of facilitation skills.
- Submit a training completion report.

5. Deliverables

The service provider shall deliver:

- Approved training programme outline.
- Training material and learning resources.
- Attendance registers.
- Assessment reports.
- Participant evaluation feedback.
- Training completion report.
- Certificates of completion/accreditation.

6. Target Participants

- Selected Automotive regulatory technical specialists.
- Subject matter experts are required to facilitate internal and/or external training programmes.

Estimated number of participants: 3

7. Duration

The programme is expected to be completed within:

3–5 training days excluding assessment period

8. Minimum Service Provider Requirements

The bidder must:

- Be accredited with a recognised training accreditation body (e.g. SETA).
- Demonstrate experience in facilitator development programmes;
- Provide qualified facilitators with relevant certifications.
- Submit proof of previous similar training conducted.
- Provide training aligned with adult education and outcomes-based learning principles.

9. Reporting Requirements

The service provider shall report to:

Project Manager: Human Resource Development (HRD)
and submit all deliverables within agreed timelines.

10. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and track record.
- Accreditation status.
- Methodology and training approach.
- Qualifications of facilitators.
- Cost effectiveness.
- Ability to meet organisational requirements.

11. Budget

The procurement shall be undertaken in accordance with organisational SCM policies and within the approved budget allocation for training and development.

12. Approval

These TORs are submitted to SCM as motivation to initiate the procurement process for the TDF Programme

Minimum Required Score for functionality is: 60 points out of 100 points and any bidder scoring less than 60 points will not be considered for further evaluation.

Criterion	Weighting
Methodology and project approach The service provider to provide proposed methodology, project approach, course outline and project plan. 5 = Detailed methodology demonstrating bidder's adequate understanding of the scope and ability to deliver the course with information exceeding the expected elements of the methodology clearly outlined 4 = Detailed methodology demonstrating bidder's adequate understanding of the scope and ability to deliver the course with all expected elements of the methodology clearly outlined 3 = Detailed methodology demonstrating bidder's adequate understanding of the scope and ability to deliver the course with most of the expected elements of the methodology clearly outlined 2 = Methodology demonstrating basic understanding of the scope and ability to deliver the course with some of the expected elements clearly outlined 1 = Methodology barely demonstrating understanding of the scope and ability to deliver the course with basic information addressing some of the expected elements 0 = No methodology	20
Experience of Service Provider (company) The service provider must attach positive and contactable reference letters from clients (organisations/companies) where similar service has been rendered/implemented 5 letters = 5 points 4 letters = 4 points 3 letters = 3 points 2 letters = 2 points 1 letter = 1 point None submission = 0 point	20
Experience and Skills of Facilitators Number of years' experience of the Facilitator of the Service Provider who will be responsible for facilitation Above 10 years = 5 Between 8 and 10 years = 4 Between 6 and 8 years = 3 Between 4 and 6 years = 2 points Between 2 and 4 years = 1 point Less than 2 years = 0 point	30

Academic Qualifications	30
Academic Qualifications of the Facilitators from the Services Provider	
Masters Degree (equivalent NQF Level 9) = 5 points	
Honours Degree (equivalent NQF Level 8) = 4 points	
Degree (equivalent NQF Level 7) = 3 points	
Diploma (equivalent NQF Level 6) = 2 points	
Certificate (equivalent NQF Level 5) = 1 point	
No degree, no certificates, = 0 point	
TOTAL	100
Minimum Threshold	60

The bids will be evaluated on a scale of 0-5. Each panel member will rate individual criterion on the score sheet using the following scale:

Value	Description
5 – Excellent	Meets and exceed the functionality requirements
4 – Very Good	Above average compliance to the requirements
3 – Good	Satisfactory and should be adequate for stated element
2 – Average	Compliance to the requirements
1 – Poor	Unacceptable, does not meet set criteria
0	Non-Submission

A bidder/s that score less than 60 points out of 100 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.

Bidder/s that meets the minimum required percentage or minimum points, will be evaluated in terms of price and preference as per the PPPFA Act, No.5 of 2000 and its associated Regulations issued by the National Treasury.

NOTE: For the purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the evaluation criteria mentioned-above.