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RFQ NUMBER	**RFQ/MICT/92/2026**
RFQ DESCRIPTION	**APPOINTMENT OF A SUBJECT MATTER EXPERT FACILITATOR TO DEVELOP A BANK OF EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT INSTRUMENTS FOR THE REGISTERED OCCUPATIONAL PROGRAMMES WITHIN THE ICT SUB-SECTOR**
RFQ ISSUE DATE	**20 November 2026**
BRIEFING SESSION	**N/A**
CLOSING DATE & TIME	**26 November 2026 @ 11:00 AM South African Time, RFQ submitted after the stipulated closing date and time will not be considered.**
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	**1 SOFT COPY**

For queries, please contact rfqs@mict.org.za before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

ANNEXURE A: DETAILED TECHNICAL SPECIFICATION

APPOINTMENT OF A SUBJECT MATTER EXPERT FACILITATOR TO DEVELOP A BANK OF EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA) INSTRUMENTS FOR THE REGISTERED OCCUPATIONAL PROGRAMMES WITHIN THE ICT SUB-SECTOR

1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority, the "MICT SETA", was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications. This RFQ relates specifically to the Information and Communication Technology (ICT) sub-sector.

The MICT SETA MNE business unit wishes to appointment of a subject matter expert facilitator to develop a bank of external integrated summative assessment (EISA) instruments for the registered occupational programmes within the ICT sub-sector

2. SCOPE AND REQUIREMENTS

The MICT SETA seeks to appoint a suitably qualified and experienced service provider to develop an External Integrated Summative Assessment (EISA) in alignment with the Occupational Qualifications Sub-Framework (OQSF). The EISA will serve as a final external assessment to determine the integrated competence of learners who have completed the necessary learning components in accordance with OQSF requirements.
The list below provides the occupational programmes together with the required deliverables to be developed under the scope of this RFQ:

SAQA ID	Qualification Title	NQF Level	Credits
119458	Occupational Certificate: Software Engineer	NQF 6	240
119438	Occupational Certificate: Software Tester (Part qualification)	NQF 5	70
120749	Higher Occupational Certificate: ICT Business Development Consultant	NQF 5	168
122661	Higher Occupational Certificate: Database Administrator	NQF 5	120
101408	Occupational Certificate: Computer Technician	NQF 5	282
118705	Design Thinking Innovation Lead	NQF 4	100

2.1. The key deliverables in respect of this scope includes:

Facilitate the following workshops as part of the qualifications development process, along with the MICT SETA ETQA Division and industry role players (Subject Matter Experts):

- **Conduct an in-depth analysis** of the occupational qualification, including its exit level outcomes, assessment criteria, and practical work components as defined by the OQSF.
- **Develop a bank of assessment instruments** that include practical, theoretical, and workplace- based components, in alignment with OQSF standards. Each programme must have 5 instruments developed.
- **Create marking guidelines** for all assessment components to ensure objectivity and consistency.
- **Develop model answers** for theoretical assessments and rubrics for practical assessments.
- **Deliver final assessment instruments** in digital format, as well as any supporting documentation necessary for implementation.

2.3. Develop process report (and all other relevant evidence).

2.4. Document and develop a progress report

2.5. Coordinate, remediate and manage any input/comments and feedback from relevant role players.

3.Facilitate the workshops a part of the development process, along with the MICT SETA ETQA Division and industry role players (Subject Matter Experts). Key deliverables as per Clause 2 including but not limited to the following:

- Detailed project plan
- Progress report
- A bank of assessment instruments (01 exemplar and 05 different instruments (no direct repetition of questions)).
- ·Marking guidelines for all assessment components

- Model answers for theoretical assessments
- Rubrics for practical assessments.
- Document and develop a progress report
- Any relevant supporting documentation necessary for implementation
- Any other relevant reports as per the requirements of the QCTO

3.1. The assessment tools must cater for written and practical assessments as prescribed by the QAS and QAS Addendum. The development must factor in these requirements and include provision for transposing to an online system.

4.DURATION

The scope is set to be concluded within 03 months, with the submission of all required documentation to the QCTO.

NB: SERVICE PROVIDERS ARE REQUIRED TO PROVIDE THEIR PROJECT PLA

5. PRICING SCHEDULE

Name of bidder_____ **RFQ number**_____

Closing date_____

RFQs shall remain valid for acceptance for a period of **90 days** counted form the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:

Item	Requirement Description **APPOINTMENT OF A SUBJECT MATTER EXPERT FACILITATOR TO DEVELOP A BANK OF EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA) INSTRUMENTS FOR THE REGISTERED OCCUPATIONAL PROGRAMMES WITHIN THE ICT SUB-SECTOR**	Quantity	Unit Price	Total Price (Excl. VAT)
1.	Occupational Certificate: Software Engineer	1	**R**	**R**
2.	Occupational Certificate: Software Tester (Part qualification)	1	**R**	**R**
3.	Higher Occupational Certificate: ICT Business Development Consultant	1	**R**	**R**
4.	Higher Occupational Certificate: Database Administrator	1	**R**	**R**
5.	Occupational Certificate: Computer Technician	1	**R**	**R**
6.	Design Thinking Innovation Lead	1	**R**	**R**
	Project Management: Coordinate and manage comments/remedial or feedback from QCTO This is capped at 7,5% of the total project value			
Total overall Costs over a period of six (06).			**R**	**R**
VAT@15%			**R**	**R**
TOTAL PRICE (INCLUDING VAT)			**R**	**R**

Complete below:

1. Delivery Address: **Gallagher Convention Centre**
   Gallagher Estate
   19 Richards Drive
   Halfway House
   Midrand
   1685
2. Indicate Delivery period after order receipt……
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.
Authorised Company Representative: .....

Capacity under which this quote is signed: .....

Signature: ……..

Date: ……..……

6. EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy. RFQ's received will be evaluated on the following criteria:

RFQs received will be evaluated on mandatory criteria, and price and specific goal.

6.1. STAGE 1: MANDATORY CRITERIA

6.1.1 Experience of the Project Lead Consultants (PLCs)

The bidder must have two (02) Project Lead Consultants (PLCs) clearly indicated in the submission, with a minimum of two (02) years' experience in the development of External Integrated Summative Assessments.

Proof of Evidence to criteria:

The bidder must submit detailed CVs of two (02) proposed Project Lead Consultants, clearly marked as such, demonstrating a minimum of two (02) years' experience in the development of External Integrated Summative Assessments.

The CVs of the Project Lead Consultants must include the names of the employers/clients worked for, roles performed and duration of employment/contract.

6.1.2. Bidder's Experience: Reference Letters

The bidder must have past experience in in the development of External Integrated Summative Assessments conducted from different clients within the Republic of South Africa. Reference letters from other SETAs outside of the MICT SETA are preferable.

Proof of Evidence to criteria:

The bidder must provide two (02) signed contactable reference letters from different clients indicating experience in the development of External Integrated Summative Assessments conducted within the Republic of South Africa – the reference letters may be addressed to either the bidder or the PLC.

Reference letters must be on the client's letterhead, signed by the company representative of the bidder/ PLC's client. Contactable references must include the name of company, contact details, project description, and the project(s) must have been undertaken in the last five (05) years.

7.STAGE 2 PRICE AND SPECIFIC GOALS

Only bidder/s or RFQ submissions that have met the requirements of evaluation criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals. RFQ will be awarded to the bidder scoring the highest points.

Specific Goal to be evaluated out of 20 Points:

Specific Goals Criteria	Points
Enterprises which are at least 51% owned by historically disadvantaged persons.	**10**
Enterprises which are at least 51% owned by historically disadvantaged women.	**05**
Enterprises which are at least 51% owned by historically disadvantaged youth.	**05**
Total	**20**

**** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- CIPC Document and a valid share certificate(s) (Indicating % shareholding by each director).
- Certified ID Copies of the company's directors as per CIPC documents. (certified copies must not be older than six (06) months).

Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed.

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[1] 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 State institution

2.1.2. 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:……

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:……

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,

[1] the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

communication between partners in a joint venture or consortium[2] 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 PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……

Signature Date

…… ……

Position Name of bidder

[2] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PREFERENCE PROCUREMENT CLAIM FORM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the **80/20** preference point system.

b) the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
(a) Price; and
(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2 DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where:

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where:

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes

of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
Enterprise owned by historically disadvantaged persons.	10	
Enterprise owned by historically disadvantaged women.	05	
Enterprise owned by historically disadvantaged youth.	05	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;
ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;
(b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
(d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
(e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....
.....
.....
.....