



Independent Communications Authority of South Africa
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Annexure A

APPOINTMENT SUITABLE PANEL OF TWENTY (20) INSTITUTIONS OF HIGHER LEARNING, FURTHER EDUCATION AND TRAINING COLLEGES AND ACCREDITED TRAINING PROVIDERS TO CONDUCT TRAINING FOR ALL EMPLOYEES INCLUDING COUNCILLORS FOR A PERIOD OF THREE (3) YEARS

1. Purpose of submission

The purpose of this submission is to appoint a panel of twenty (20) suitable Institutions of Higher Learning, Further Education and Training Colleges and Accredited Training Providers to provide the Independent Communications Authority of South Africa ("ICASA" and/or "the Authority") with training for all employees including Councillors for a period of three (3) years. The panel of twenty (20) Institutions of Higher Learning, Further Education and Training Colleges and Accredited Training Providers shall be appointed for a period of three (3) years, from financial year 2018/19 to 2021/22.

2. Background

Training and development is crucial to the continuity, growth and transformation of ICASA, which aims to develop, empower and retain talent. ICASA is fully committed to promoting an environment of structured and systematic training, learning and continuing professional development of all employees including Councillors, to enable them to perform their duties effectively and efficiently. The training and development of employees also seeks to bring about coherence in the manner in which ICASA employees can acquire skills, knowledge and related qualifications, to develop themselves to

meet ICASA's strategic mandate and their own aspiration. It is against this background that ICASA requires a panel of accredited academic institutions and training providers to ensure that all of its employees including Councillors are appropriately trained and developed.

The overall objective is to establish a partnership with reputable and accredited academic institutions and training providers specialising in providing a wide variety of training services on a national level. During the training and development process ICASA will retain the ultimate decision making in selecting the appropriate training interventions for its employees and Councillors.

3. Scope of work

ICASA seeks to acquire services from duly qualifying and appropriately accredited academic institutions and training providers to provide training services for all employees including Councillors on a national level. It against this background that ICASA intends to implement the training interventions through the utilisation of accredited training providers.

All accredited training providers inclusive of Universities, Further Education and Training Colleges and companies are invited to submit proposals to offer training in the Authority.

The scope of the proposed interventions to be offered by the prospective providers or academic institutions, shall be on the basis of responding to a wide range of skills development needs and training interventions of both employees and Councillors in the Authority on a national level.

All providers should be able to produce accreditation documents from a relevant Sector Education and Training Authority (SETA). These documents should also demonstrate the capacity for providers to assess, moderate and award SETA accredited competence certificates or credits.

Essentially the providers will be expected to design and implement training interventions for employees and Councillors across all ICASA's offices by providing the following services: Pre Assessment of Learners; Training; Guide

and Support Learners; Assessments; Moderation; Accredited Certification and provide Aftercare Post Training Intervention.

3.1. Deliverables

The training interventions should be implemented within ICASA both at its Head Office as well as Regional Offices within South Africa. Training Providers should provide cost breakdown for the training as well as training facilities (in cases where Service Providers have such facilities) they should be included in the budget proposal. Training Providers who will be providing IT/Computer Training must have a fully equipped computer laboratory or mobile facility with usable and up to date computer equipment. Below is a list indicating the expected deliverables:

- Conduct Pre Assessments and Training;
- Reports and records of participants;
- Assessments, Moderation and Certification;
- Monitoring Tools during training events; and
- Post training support and guidance of learners.

3.2. Expectations from service providers

- A brief description of the university's/institution's/Further Education and Training Colleges' (FET) or company's methodology to providing training services as per listed categories, including a proposed work plan
- A brief description of the university's/institution's/FET or company's outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate the names of the companies or organisations training provided for, duration of the assignment, contract amount and the institutions involvement
- CV's of the trainers/facilitators and the authorised representative submitting the proposal. Key information should include number of years working for the institution/entity and degree of responsibility held in various assignments during the last ten (10) years
- Submission of Training and budget proposals
- Design and implement training events as per agreed training areas and conditions

- Develop and supply professionally and well bound reference notes or study materials to learners per training area offered
- Report on training interventions undertaken within the given time frame

3.3. Accreditation

- The service provider must be accredited as a trainer with the relevant Sector Education and Training Authority (SETA)
- The service provider must offer training interventions/courses that are accredited by the South African Qualification Authority (SAQA)
- Proof of service provider and course/s accreditation and registration must be submitted with the proposal
- **ACCREDITATION IS MANDATORY**

3.4. Specifications

Training Interventions to be tailor made to the needs and functionalities of the employees and Councillors include but not limited to the following categories:

Training Interventions
Accounting Professional Training
Accounts Payable Training
Advanced Archives and Records Management Training
Advanced Competition Economics Training
Advanced Driving Training
Advanced Strategic Management Training
Advanced Tendering Procedures and Bid Evaluation Training
Assessor Training
Asset Management Training
Asset Management and GRAP Asset Accounting Training
Being a Director Part 1 – Part 5 Training
Budgeting and Cost Management Training
Business Communication Training
Business Etiquette and Professional Conduct in the Workplace Training
Business Report Writing Training
Business Risk and Management Training
CCTV and Security Systems Course
Change Management Training
Coaching Skills for Supervisors Training
Compliance Management Training

Conflict Management and Negotiation Skills Training
Corporate Governance Training
Critical Thinking Training
Customer Service Training
Dashboard and Business Reporting on Excel Training
Data Science Training
Defensive Driving Training
Developing Your Management Potential Training
Effective Business Writing Skills
Effective Disciplinary Hearing for Initiators Training
Effective Records and Information and Data Management Training
Emerging Trends in Regulation of ICT Sector Training
Emotional Intelligence and Personal Mastery Training
Employer and Employee Rights Training
Employment Equity Plan and Implementation Training
Ethics in Business Training
Executive Coaching
Executive and Senior Management Development Programme
Financial Auditing for Internal Auditors in the Public-Sector Training
Financial for Non-Financial Managers Training
First Aid Training
Forensic Interviewing Training
Fraud Risk Management Training
Frequency Planning and Spectrum Management Training
Frontline Customer Service Training
Government Accounting Training
GRAP Reporting Standards Training
GRAP/IPSAS Financial Reporting Training
Human Resource Management and Labour Relations Training
ICT Regulation Drafting Training
Implementing Cisco IP Switched Networks Training
Information and Data Management Standards Training
Innovation and Creative Thinking Training
Interpersonal Skills Training
Interviewing Skills for Fraud Examiners and Auditors Training
Investigation and Management of Cyber and Electronic Crime Training
Investment/Cash Management Training
Job Profile Writing Training
Knowledge and Information Management Training
Laboratory Techniques in Support of Equipment Authorization Programs Training
Labour Relations Training
Leadership and People Management Training
Management Development Programme
Mastering Leadership and Management Skills Training
MCSA: Querying Microsoft SQL Server Training

Meeting and Minute Management Training
Mentoring and Coaching Training
Microsoft Excel Advanced
Microsoft Excel Beginners
Microsoft Excel Intermediate
Microsoft PowerPoint
Microsoft Word Advanced
Microsoft Word Beginners
Microsoft Word Intermediate
Monitoring and Evaluation Training
MS Projects Training
Negotiation Skills Training
New Budget/ Revenue and Expenditures Training
Office Management Training
OHS Hazard Identification Training
Organisational Development Programme
Outcomes Based Monitoring and Evaluation Training
Payroll and HR Training
PFMA Supply Chain Bid Committee Course
Policy & Regulation for The Postal Sector Training
Policy Formulation, Analysis, Implementation and Evaluation Training
POPI Training
Presentation and Communication Skills
Problem Solving and Decision Making
Project Management Training
Public Financial Management Training
Python Programming for Beginners
Querying Microsoft SQL Server
Radio Foundations Training
Radio Programming and Production Training
Recruitment and Selection Training
Research Methodology Training
Risk Management Training
SCM Contract Management Training
Effective Company Secretary Training
Security Managers' Course
Senior Management Development Programme
Skills Development and Training Management Training
SQL and VBA Training
Strategic Planning and Change Management Training
Stress Management Training
Supervisory Management Training
Supply Chain Management Course
Technical Report Writing Training
Telecommunication access and interconnection
Time Management Training

Troubleshooting and Maintaining Cisco IP Networks Training
Web Design Training
Women in Management Training
Contract Management Training
Law Enforcement by Peace Officers Training
Minute Taking Course

4. Period of assignment

The panel of twenty (20) service providers will be appointed for a period of three (3) years.

5. Briefing Session

There will be a compulsory briefing session.

6. Bid evaluation

The bid will be advertised for a period of 21 working days in the Government Tender Bulletin on an 80/20 procurement principle.

Bidders will be evaluated for the submission of the required documents, functionality and on price / BBEE Evaluation of the required expertise. Only bidders who meet the cut-off score of **80** points out of 100 points for functionality will be considered further for price and BBEE evaluation. All bid proposals submitted will be evaluated in accordance with the 80/20 procurement principle as prescribed by National Treasury Regulations.

Bidders will be evaluated in terms of the prevailing Supply Chain Policy applicable to ICASA. Those who qualify will be assessed using the 80/20 formula for Price and B-BBEE as per the PPPFA; and ICASA will analyses and assess functional capability.

ANNEXURE A

Functionality Criteria	Weight
<p>Methodology</p> <p>A detailed description of the university's/institution's/FET or company's methodology to providing training services as per listed categories, including a proposed work plan</p> <ul style="list-style-type: none"> • University's/institution's/FET or company's methodology to providing training services not specified within the proposal = 1 Point • University's/institution's/FET or company's methodology to providing training services specified within the proposal = 2 Points • University's/institution's/FET or company's methodology to providing training services specified within the proposal and proposed work plan on implementing training services not specified = 3 Points • University's/institution's/FET or company's methodology to providing training services specified within the proposal and proposed work plan on implementing training services specified within the proposal = 4 Points • University's/institution's/FET or company's methodology to providing training services and proposed work plan on implementing training services specified within the proposal as well as providing a portfolio of evidence submitted on methodologies and work plan on similar projects deliver within the public sector = 5 Points 	25
<p>Experience of Key Personnel</p> <p>CV's of the trainers/facilitators and the authorised representative submitting the proposal. Key information should include number of years working for the institution/entity and degree of responsibility held in various assignments during the last ten</p>	25

<p>(10) years</p> <p>Number of Years' Experience</p> <ul style="list-style-type: none"> • CV's not submitted of the trainers/facilitators and the authorised representative submitting the proposal = 1 Point • CV's submitted of the trainers/facilitators and the authorised representative submitting the proposal but not indicating the number of years working for the institution/entity and the degree of responsibility held in various assignments = 2 Points • CV's submitted of the trainers/facilitators and the authorised representative submitting the proposal indicating number of years working for the institution/entity and degree of responsibility held in various assignments during the last year = 3 Points • CV's submitted of the trainers/facilitators and the authorised representative submitting the proposal indicating number of years working for the institution/entity and degree of responsibility held in various assignments during the last five (5) years = 4 Points • CV's submitted of the trainers/facilitators and the authorised representative submitting the proposal indicating number of years working for the institution/entity and degree of responsibility held in various assignments during the last ten (10) years = 5 Points 	
<p>Organisation/Company Profile</p> <p>A detailed description of the university's/institution's/FET or company's outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate the names of the companies or organisations training provided for, duration of the assignment, contract amount and the institutions involvement</p> <ul style="list-style-type: none"> • A detailed list of completed training interventions (training provided) not specified within the proposal = 	<p>25</p>

<p>1 Point</p> <ul style="list-style-type: none"> • A detailed list of completed training interventions (training provided) specified within the proposal = 2 Points • A detailed list of completed training interventions (training provided) specified within the proposal that includes contactable names of references = 3 Points • A detailed list of completed training interventions (training provided) specified within the proposal that includes contactable names of references within the public sector = 4 Points • A detailed list of completed training interventions (training provided) specified within the proposal that includes contactable names of references within the public sector and budget spent per training intervention is specified = 5 Points 	
<p>References</p> <p>The service provider must provide references/testimonial letters indicating the services offered and this must be related to training interventions provided.</p> <ul style="list-style-type: none"> • No references/testimonial letters provided = 1 Point • Contactable referees listed but not applicable to training interventions provided = 2 Points • Contactable referees listed applicable to training interventions provided = 3 Points • Proof of references/testimonial letters with no contact details specified applicable to training interventions provided only to the private sector = 4 Points • Proof of references/testimonial letters with contact details specified applicable to training interventions provided to both the private and public sector= 5 Points 	25
TOTAL	100