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## SERVICES REQUISITION FORM

YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,  
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY  
(CATHSSETA)

Date Issued	27 March 2025	RFQ Number	RFQ/LPO/086/2024 (Re-issue)
Closing Date:	03 April 2025	Closing Time:	11H00
DESCRIPTION:	APPOINTMENT OF A FACILITATOR ON MINISTERIAL TASK TEAM		

### 1. OVERALL OBJECTIVE

- 1.1. The purpose of this Terms of Reference (TOR) is to appoint a suitably qualified and experienced service provider to facilitate a ministerial task team (MTT) for establishing the music and performing arts centre of specialisation at the Central Johannesburg TVET College (CJC).

### 2. DETAILED SCOPE OF WORK

- 2.1. A seasoned facilitator will be essential to ensure effective collaboration and achieving the MTT's objectives by providing the following activities:
- 2.1.1. Meeting Facilitation: Lead and manage Task Team meetings, ensuring they are structured and focused.
  - 2.1.2. Agenda Setting: Collaborate with team members to develop meeting agendas.
  - 2.1.3. Conflict Resolution: Mediate discussions and address conflicts constructively.
  - 2.1.4. Documentation: Ensure key discussions, decisions, and action items are documented.

FACILITATOR ON A MINISTERIAL TEAM

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Board Chairperson Mr David Themba Ndhlovu

Board Members Ms Margareth Edith Tukagomo • Mr Moses Motha • Mr Kennilworth Itumeleng Dichabe • Mr Nkanyezi Joseph Ntuli  
Mr Solomon Zawempi Mhlanga • Mr Brett Tungay • Ms Lesiroha Matshediso Lesutu • Ms Rachel Phiri • Mr Tabane Manene

- 2.1.5. Follow-Up: Assist in tracking action items and ensuring accountability.
- 2.1.6. Compile the Final Report to be submitted to the Minister for the establishment of the Music and Performing Arts Centre of Specialisation and/or any other recommendation to advance the Agenda of Music and Performing Arts.

### **3. EXPECTED OUTPUTS/DELIVERABLES**

- 3.1. Submit monthly progress and close-out report to CATHSSETA.

### **4. SERVICE PROVIDER COMPETENCIES AND QUALIFICATION REQUIREMENTS**

- 4.1. The Service Provider is expected to provide a detailed proposal consisting of the scope of work, deliverables, work plans, estimated timeframes, budget and implementation process, including the structure of the team responsible for the facilitation process.
- 4.2. As part of the proposal to be submitted to CATHSSETA, the service provider must include:
  - 4.2.1. A detailed methodology to be followed in delivering the project plan.
  - 4.2.2. A budget/breakdown of costs; and
  - 4.2.3. Timelines for delivering the assignment
- 4.3. The service provider would be expected to have the following:
  - 4.3.1. Ability to analyse complex issues, synthesise information, and draw evidence-based conclusions.
  - 4.3.2. Experience in managing projects, including planning, execution, monitoring, and evaluation.
  - 4.3.3. Strong written and verbal communication skills for effective reporting, presentations, and stakeholder engagement.

#### **FACILITATOR ON A MINISTERIAL TEAM**

- 4.3.4. Demonstrated ability to work effectively in teams, fostering collaboration and inclusivity among diverse stakeholders.
- 4.3.5. Strong critical thinking and creative problem-solving skills to address challenges that arise during the task.
- 4.3.6. Ability to lead discussions, motivate team members, and navigate group dynamics.
- 4.3.7. Understanding of and sensitivity to the diverse cultural contexts relevant to the task team's focus.
- 4.3.8. Commitment to transparency, accountability, and ethical practices in public service.
- 4.3.9. Willingness to adapt to changing circumstances and respond to emerging challenges.
- 4.3.10. Project Manager with a minimum of ten (10) years of experience in SETA or Post-School Education and Training (PSET) sector, particularly understanding its links to the industry sector with an NQF Level 8 or above as recognised by SAQA in Public Administration, Business Administration, Social Sciences, Public Management or Project Management.
- 4.3.11. A cross-functional team of at least (3) years of experience and an NQF Level 6 relevant qualifications.
- 4.3.12. Bidder's experience: Bidders to submit five written reference letters (proven track record of engaging with various stakeholders, including community members, advocacy groups, and other government agencies). This must be presented in the form of a written letter on official letterhead from clients where similar services have been rendered not older than five (5) years. Provide the project name, organisation and the contactable reference name and details.

## 5. PERIOD OF PERFORMANCE (CONTRACT PERIOD)

- 5.1. The appointed service provider will enter into a contractual agreement with CATHSSETA for a period of 12 months commencing from the appointment date.
- 5.2. A Service Level Agreement shall be signed with the preferred service provider, upon appointment and acceptance thereof.

## 6. PRICING SCHEDULE

- 6.1. The prospective service provider must provide a signed costing proposal on the company letterhead and all prices must be inclusive of all applicable taxes.

## 7. EVALUATION CRITERIA

- 7.1. Responses will be evaluated in accordance with the tabled **functionality criteria**, prospective service provider requires a minimum score of 70 points to qualify for **price and specific goals** evaluation and the appointment to the service provider would be based on the highest points scored.
- 7.2. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 7.3. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

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FUNCTIONALITY EVALUATION		
Evaluation Criteria	Sub Evaluation Criteria	Weight
<p><b>Detailed approach, methodology and project plan</b></p> <p>Provide a detailed proposal consisting of the scope of work, deliverables, work plans, estimated timeframes, budget and implementation process, including the structure of the team responsible for the facilitation process:</p> <ol style="list-style-type: none"> <li>1. A detailed methodology to be followed in delivering the project plan</li> <li>2. A budget/breakdown of costs; and</li> <li>3. Timelines for delivering the assignment</li> <li>4. Team structure responsible for the facilitation process</li> </ol>	<p>The detailed approach and methodology which will be used to facilitate a ministerial task team is fully responsive to all four-part criteria</p>	<b>40</b>
	<p>The detailed approach and methodology which will be used to facilitate a ministerial task team, provided is partially responsive to three or less criteria.</p>	<b>20</b>
	<p>The detailed approach and methodology, which will be used to facilitate a ministerial task team, provided is non-responsive to the criteria.</p>	<b>0</b>
<p><b>Human Resource Capacity</b></p> <p>Project Manager with a minimum of ten (10) years of experience in SETA or PSET sector, particularly understanding its links to the industry sector with an NQF Level 8</p>	<p>Project team includes a Project Manager with 10+ years of relevant experience, NQF Level 8, and evidence of managing similar events and a cross-functional team of at least 3 years of experience in facilitation and skills development initiatives.</p>	<b>40</b>

**FACILITATOR ON A MINISTERIAL TEAM**

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FUNCTIONALITY EVALUATION		
Evaluation Criteria	Sub Evaluation Criteria	Weight
<p>or above as recognised by SAQA in Public Administration, Business Administration, Social Sciences, Public Management or Project Management.</p> <p>A cross-functional team of at least (3) years of experience and an NQF Level 6 relevant qualifications.</p> <p>(Provide CVs and relevant certified qualifications)</p>	<p>Project team includes a Project Manager with 9-5 years of relevant experience and evidence of managing similar events and a cross-functional team of at least 3 years of experience in facilitation and skills development initiatives.</p>	20
	<p>Project team includes a Project Manager with less than 5 years of relevant experience and evidence of managing similar events and a cross-functional team with less than (3) years of experience in facilitation and skills development initiatives.</p>	0
<p><b>Track Record/ Experience in Facilitation Projects.</b> is illustrated in the areas listed under the detailed scope of services.</p> <p>Submit five written reference letters. These must be presented in the form of a written letter on official letterhead from clients, where similar services have been rendered not older than five (5) years</p>	<p>Submitted five (5) or more contactable reference letters relating to similar project work/project done in the last 5 years</p>	20
	<p>Submitted three (3) to four (4) contactable reference letters relating to similar project work/project done in the last 5 years</p>	15
	<p>Submitted one (1) to two (2) contactable reference letters relating to similar work/project work/project done in the last 5 years</p>	5
	<p>No contactable reference letters relating to similar work/project work/project done in the last 5 years submitted</p>	0

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FUNCTIONALITY EVALUATION		
Evaluation Criteria	Sub Evaluation Criteria	Weight
TOTAL POINTS		100

## 8. ADMINISTRATIVE REQUIREMENTS

- 8.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 8.2. Completed and signed SBD4, SBD 6.1.
- 8.3. Valid Tax Compliance Pin issued by SARS.
- 8.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 8.5. All RFQ related responses must include the RFQ number as the subject matter.
- 8.6. Central Supplier Database (CSD) Summary Report.
- 8.7. Company Registration Document (CIPC).

## 9. RESPONSES/SUBMISSIONS

E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above and **no late responses will be accepted.**

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