

SPECIFICATION

THE HEALTH AND WELFARE SECTOR EDUCATION AND TRAINING INVITES BIDDERS FOR PROCUREMENT OF A SERVICE PROVIDER OR QUALIFICATIONS DEVELOPMENT FACILITATOR (QDF) TO DEVELOP OCCUPATIONAL CERTIFICATE: FIRST MEDICAL RESPONDER, NQF LEVEL 4 WITH QCTO OCCUPATIONAL CODE: 325801

- **USER DIVISION: ETQA (QDM)**
- **CONTACT PERSON IN USER DIVISION: Dawn Brown**
- **PURPOSE AND SCOPE OF THE SPECIFICATION:**
 - To appoint a service provider or qualifications development facilitator (QDF) to develop the occupational certificate: First Medical Responder, NQF level 4 with QCTO Occupational code: 325801:
- **BUDGET AVAILABLE: YES/NO**
 - Yes
- **DESCRIPTION OF SERVICE REQUIRED:**
 - To develop the occupational certificate: First Medical Responder, NQF level 4 with QCTO Occupational code: 325801
- **Detailed description of tasks to perform:**
 1. To facilitate the review and development of an occupational qualification and provide a project plan and schedule
 2. Complete the review and development of the qualification within a six-month timeframe
 3. Attend and facilitate the pre-scoping, scoping and subsequent work sessions
 4. Develop an occupational profile
 5. Develop and complete the following documents:
 6. Qualification document
 7. Curriculum document
 8. External assessment specifications
 9. Qualification Assessment Specifications (QAS) and blueprint
 10. Process and progress reports
 11. Submit the completed curriculum to the HWSETA within the stipulated timeframe

12. Compile a separate report relating to the analysis of the sector and recommended implementation plan as per the HWSETA directive
13. Follow-up and liaise with QCTO when required
14. Provide support to the HWSETA when deemed necessary

- **SPECIAL REQUIREMENTS/ FUNCTIONALITY REQUIREMENTS**

1. Application letter
2. Curriculum Vitae (CV) with at least two references on development of occupational qualification/s or skills programme/s
3. Proof of Central System Database (CSD)
4. A valid Tax clearance or Tax pin
5. A BBBEE certificate
6. An SBD 4 form (can be downloaded from Chrome or Google)

- **REQUESTED DATE OF DELIVERY:**

- To be discussed with applicants once appointed.

All bidders will be evaluated on the criteria indicated hereunder:

1. Functionality	Points awarded
1.1 Criteria 1: Evidence of relevant qualifications/ degrees (20 points)	20
1.2 A minimum of 3 years' experience in development of qualifications and/or skills programmes (5 points per year)	15
1.3 Proof of 3 qualifications developed and submitted to QCTO for approval	25
1.4 A minimum of 3 contactable letters of references (5 points per relevant reference)	15
1.5 A detailed project plan indicating how the development of the qualification will be laid out with specific timeframes for completion of project	10
1.6 Experience in working with the HWSETA or the Department of Social Development or any private entity in social counselling. (5 HWSETA; 5 DSD; 5 other)	15
Subtotal for Functionality (maximum) 100%	100 points
2. Price	
Relative competitiveness of proposed price	
Subtotal (maximum)%	
TOTAL% FOR PRICE	80

Preference points	
3. HWSETA Specific Goals	20
Subtotal (maximum)	
Total for Price and Functionality	100

Note that bids will be evaluated on functionality separately first. Bids scoring less than 80% on functionality will not be considered further in the evaluation and will be disqualified. The remaining successful bidders will be evaluated on the 80/20 preference points system.

Compiled by : Champa Gopal
Position : QDM Manager
Date : 20 September 2024