



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE (KZNCETC)

Herein referred to as (KZNCETC)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
PROVISION OF RELATIONSHIP DEVELOPMENT SERVICES FOR A PERIOD OF FIVE (5)
YEARS**

Tender No: PU8014/015

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

Proposals in response to **PU8014/015 FOR THE PROVISION OF RELATIONSHIP
DEVELOPMENT SERVICES FOR A PERIOD OF FIVE (5) YEARS**

CLOSING DATE AND TIME FOR ONLINE SUBMISSION OF TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU8014/015** is at 11h00 AM on **Thursday, 14 August 2025**.

Tender number	PU8014/015	
Date issued	25 July 2025	
Tender closing date	14 August 2025	Time: 11:00 AM
	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Non-Compulsory Information Session	04 August 2025	Time: 11h00 AM
	An online non-compulsory briefing session will be facilitated via MS Teams	

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Appendix Number	Description of Appendix	Requirement	Circle yes if submitted	
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Appendix B	Completed technical specifications and pricing	A signed copy of the printout of each page of the electronic document	Yes	No
Appendix C	Proof of Bank Account	Signed letter from bank	Yes	No
Appendix D	Company registration documents	Company registration documents	Yes	No
Appendix E	Tax Pin	An original valid Tax Pin	Yes	No
Appendix F	B-BBEE certification Affidavit /	A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA / Affidavit	Yes	No
Appendix G	Board resolution	Attach copy of board resolution on the company letter head, Unless sole proprietor	Yes	No
Appendix H	ID documents	Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)	Yes	No
Appendix I	Audited Annual Financial Statements / Annual Financial Statements	Provide fully signed Audited Annual Financial statements / Annual Financial statements	Yes	No
Appendix J	Declaration of Interest	Please sign point 9 of this tender document	Yes	No

Appendix K	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
Appendix L	SBD forms	Fully completed SBD 1; SBD2, SBD 4; SBD 8; SBD 9	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

1.1.2 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
<u>Criteria One</u> Provide three traceable evidence of services of relationship development/fund raising working with institution(s) and development of fund raising strategy document.	(1) 3 letters/emails from different institution/s (2) 2 letters/emails from different institution/s (3) 1 letter/email from an institution (4) None Provided	= 30 Points = 20 Points = 10 Points = 00 Points 30
NB: References are for different deliverables/sites		
<u>Criteria Two</u> Provide three traceable evidence(letters/emails etc) proving the awarding of funds by SETA's as a result of the initiative/involvement/leadership of the services provider.	(1) 3 letters/emails from different institution/s (2) 2 letters/emails from different institution/s (3) 1 letter/email from an institution (4) None Provided	= 10 Points = 05 Points = 01 Points = 00 Points 10
NB: References are for different deliverables/sites		
<u>Criteria Three</u> Provide two traceable evidence(letters/emails etc) proving that the service provider understand NSF protocols and has worked with NSF.	(1) 2 letters/emails from different institution/s (2) 1 letters/emails from different institution/s (3) None Provided	= 10 Points = 05 Points = 00 Points 10
NB: No submitted will lead to disqualification		

<p><u>Criteria Four</u> Provide two (2) traceable pieces of evidence that prove understanding of QCTO protocol and that show involvement in working with QCTO as part of supporting an institution.</p> <p>(1) 2 or more letters/emails/correspondence from institution/s (2) 2 letters/emails from different institution/s (3) 1 letter/email from an institution (4) None Provided</p> <p>NB: No reference submitted will lead to disqualification</p>	<p>= 20 Points = 15 Points = 05 Points = 00 Points</p>	<p>20</p>
<p><u>Criteria Five</u> Confirmation letter / Email of acquiring accreditation for sites or learning programmes in an institution(s) as part of service rendered</p> <p>(1) Above 3 confirmation (2) Less than 3 confirmations but not zero (3) Not provided</p>	<p>= 30 Points = 20 Points = 00 Points</p>	<p>30</p>
<p>Total Points</p>		<p>100</p>

REQUIREMENTS:

A proven record of raising funds in a private or public institution with a letter serving as reference. Good skills in proposal writing and excellent communication skills as the incumbent will be communicating with potential funders as external stakeholders. An independent contractor with the requisite capacity, skills and proven successful delivery of the expected tasks below:

DUTIES

- Develop and implement a comprehensive fundraising strategy aligned with the College's strategic goals and mandate.
- Identify funding opportunities from SETAs, government departments, municipalities, private sector, development agencies, TVET colleges, and universities.
- Prepare compelling proposals, funding applications, and concept notes tailored to different funding bodies.
- Build and maintain strategic relationships with external stakeholders including SETAs, international, national and provincial departments, local municipalities, corporate partners, TVET colleges, and universities.
- Act as the primary liaison between the College and funding bodies, ensuring regular communication, feedback, and engagement.
- Organise and attend stakeholder meetings, forums, and networking events to represent the College and explore partnership opportunities.
- Ensure timely reporting, communication, and accountability to funders on the use and impact of funds received.
- Maintain a stakeholder database and track interactions, commitments, and partnership activities.
- Coordinate recognition and appreciation initiatives for funders and partners, including acknowledgements, newsletters, and visibility opportunities.
- Coordinate the drafting and submission of high-quality funding proposals and applications.
- Collaborate with internal departments to gather relevant data, project plans, and budgets for inclusion in proposals.
- Monitor and report on the implementation of funded projects in line with grant conditions and stakeholder expectations.
- Facilitate partnerships and joint ventures with TVET Colleges, Universities and industry on initiatives such as research, capacity-building, student placement and student exchange.
- Represent the College in collaborative programs with public and private education institutions, ensuring alignment with the College's priorities.
- Track all fundraising activities and report monthly to College Management on progress, challenges, and new opportunities.

- Develop annual stakeholder engagement and fundraising reports, highlighting achievements and areas for improvement.
- Promote the College's mission, programs, and impact to potential donors and partners.
- Develop and distribute promotional materials tailored to stakeholder interests and funding priorities.
- Sourcing infrastructure for the college and aligning it to college programmes and expansion of the QCTO accredited programmes.
- Co-ordination of the identification of capacity to roll out college programmes including facilitators, accessors and moderators.
- Train and support College staff in stakeholder engagement and fundraising practices.
- Encourage a culture of partnership, sustainability, and accountability across all units of the College.
- Co-ordinate compliance in all funded programmes and partnerships.
- Oversee and co-ordinate any other partnerships/projects/funding/project management related function as and when required.