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Education, Training and Development Practices Sector Education and Training Authority

RFQ NO: 12 - 2026/27

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A DATA SPECIALIST ORGANISATION TO CONDUCT LABOUR MARKET INFORMATION RESEARCH INTO LIBRARY AND ARCHIVAL SERVICES.

1. INTRODUCTION

In accordance with the Skills Development Act, 2008, section 10(a), each Sector Education and Training Authority (SETA) is required to develop a Sector Skills Plan (SSP) within the framework of the Skills Development Plan (NSDP). The SETAs are mandated to promote skills development in their designated sectors. This process involves sector planning research to ensure that public investments in skills development resonate with the needs of the SETA's constituencies and key government economic and social priorities.

In this regard, the SETAs are tasked to develop and submit Sector Skills Plan (SSP) Annual Updates to the Department of Higher Education and Training (DHET). The SSP is primarily informed by the Workplace Skills Plan and Annual Training Reports (WSP/ATR) captured and submitted by ETDP SETA constituencies. This data includes information on hard-to-fill vacancies, skills gaps, emerging occupations, and training priorities in the Education, Training, and Development (ETD) sector. This data allows the ETDP SETA to analyse trends in the labour market. To ensure that the information on skills demand and supply on the ETDP SETA SSP is comprehensive and up to date, it has become necessary to increase the scope of the labour market data collected from the Library and Archival Services subsector.

The ETDP SETA will host a **NON- COMPULSORY** virtual briefing session for **RFQ NO: 12 - 2026/27 Appointment of a service provider to conduct labour market information research into Library and Archival Services subsector on 27 July 2026 at 11h00 – 13h00. Kindly use the link below to login.** The closing date is **04 August 2026**. Kindly note that interested service providers may submit their questions until **28 July 2026 at 12h00. No further questions will be accepted after this date.** We thank you for your cooperation.

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/38785663124972?p=RpDI53huuBZySYBOim>

Meeting ID: 387 856 631 249 72

Passcode: be78ns2V.

2. PURPOSE & OBJECTIVES

2.1. PURPOSE OF THE PROJECT

The ETDP SETA would like to appoint a data specialist organisation who will:

- (i) Collect labour market information and develop a database indicating various labour market variables from the Library and Archival Services subsector as defined by
The service provider will be required to provide the following labour market data (variables) from the indicated subsectors and will be guided by the scope and subsectors, as indicated in Table 1 below.
[Table 1: Scope, variables, and subsectors for the labour market information](#)
- (ii) Provide a database that illustrates Job Adevert Data emanating from the Library and Archival Services subsector

2.2. OBJECTIVES

- To collect raw labour market data based on the total population from the Library and Archival subsector as indicated by:
The service provider will be required to provide the following labour market data (variables) from the indicated subsectors and will be guided by the scope and subsectors, as indicated in Table 1 below.
[Table 1: Scope, variables, and subsectors for the labour market information](#)
- Create and update databases indicating various variables as defined by the ETDP SETA
- Create and update databases of employers within the Library and Archival Services subsector
- Gather, analyse and validate labour market data (advertised ETD positions) to monitor labour market trends and movements in the Sector.
- Create infographic data insights reports indicating key trends from the data
- Work together with the ETDP SETA Research Unit for the purposes of skills transfer

3. PROJECT SCOPE AND REQUIREMENTS

- 3.1. The service provider will be required to provide the following labour market data (variables) from the indicated subsectors and will be guided by the scope and subsectors, as indicated in Table 1 below.

Table 1: Scope, variables, and subsectors for the labour market information

Subsectors	Variables
Library & Archival Services: (i) LMI Research Education, Training, and Policy Development.	Name of the organisation, provincial location of the organisation, district location of the organisation, and number of employees in the organisation. Labour market information: OFO Occupational titles, gender, race, disability status, and age group. Emerging Occupations.

Subsectors	Variables
Library & Archival Services: (ii) Job Advert Data	• Positions advertised. • Extract advertiser, publish date • Flag re-advertised vacancies • Date of advertisement/closing date • How many people required? • Extract location as well as province (if provided) • Extract required qualification based on keyword search • Extract required years of experience based on keyword search • Extract salary information (if provided) • Extract required skills/competencies based on keyword search • Tenure - Extract contract type {perm/contract} • Flag EE/AA vacancies (if provided) - Gender/demographic requirements • Map each vacancy to OFO category • Flag 'Work from home' vacancies (if provided) • Extract job content And any other variables applicable.

4. PROJECT CONDITIONS AND PROFILE OF THE SERVICE PROVIDER

- 4.1. The appointed partner will work closely with the Research and Skills Planning Unit to collectively plan the methodology, activities, timelines, and deliverables. However, these must form part of the partner's bidding.
- 4.2. The service provider should have expertise in mining and developing labour market-related databases.
- 4.3. Payment will follow the agreed payment schedule in the Memorandum of Agreement (MoA) and must be denominated in South African Rand. The provider should submit a detailed **ALL-INCLUSIVE** Budget for the project. No additional fees will be entertained thereafter.
- 4.4. Milestone meetings will be held regularly for the purpose of monitoring progress.

5. PROJECT REQUIREMENTS

The key deliverables for this project are as follows:

- 5.1. Database indicating all the variables noted in Table 1: Scope, variables, and subsectors for the labour market information
 - This should be in a Microsoft Excel Spreadsheet
- 5.2. Develop a Job Advert Data database for Library and Archival Services subsector.

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- This should be in a Microsoft Excel Spreadsheet

5.3. Infographic data insights reports indicating key trends from the data.

6. COSTING MODEL (PRICING SCHEDULE)

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.

ITEM DESCRIPTION	Fee per ITEM (Inc VAT)
Labour Market Database: Indicating the name of the organisation, Provincial location of the organisation, district location of the organisation, and number of employees in the organisation. Labour market information: OFO Occupational titles, gender, race, disability status, and age group. Emerging Occupations.	
Job advert dataset related to Libraries and Archival Services: Indicating Positions advertised, advertiser, Flag re-advertised vacancies, Date of advertisement/closing date, How many people required, location as well as province, required qualification, required years of experience, salary information (if provided), required skills/competencies, Tenure - Extract contract type {perm/contract}, Flag EE/AA vacancies (if provided) - Gender/demographic requirements, Map each vacancy to OFO category, Flag 'Work from home' vacancies (if provided), Extract job content, And any other variables applicable.	
Infographic Data Insights Reports: Visually engaging reports that highlight key trends and insights from the data.	
SUB-TOTAL	
VAT @ 15%	
TOTAL COSTS VAT INCL	

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR).

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NB: THE COSTING MODEL MUST DETAIL ALL POSSIBLE ACTIVITIES THAT CAN BE APPLICABLE, INCLUDING THE TOTAL COST PER YEAR.

7. DURATION OF THE PROJECT

The ETDP SETA is expected to enter a Memorandum of Agreement (MoA) with the successful bidder. The project's duration will start from the last signature of the MoA. The duration of the entire project is **twelve (12) consecutive months**.

8. METHOD OF SUBMISSION

All Documents for Stage 1 (Administrative requirements), Stage 2 (Functionality Evaluation), and Stage 3 (Pricing & Specific Goals) must be submitted in electronic format via email to etdpsetarfq@etdpseta.org.za

There must be three folders covering the following stages:

Folder A: Stage 1: Administrative Requirements

Folder B: Stage 2: Functionality Evaluation Requirements

Folder C: Stage 3: Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included in the folders to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the submissions

9. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

9.1. STAGE 1: Administrative Compliance [Folder A]

Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

Description	Comply/Submitted
Completion of all SBD Forms: SBD 1 - Invitation to Bid SBD 4 - Declaration of Interest	
Completion in full of the General Conditions of Contract (GCC)	
Submit a "Unique security personal identification number (PIN) issued by SARS" which the SETA will use to verify the bidder's tax matters prior to the award	

9.2. STAGE 2 Functionality Evaluation [Folder B]

The evaluation of this bid shall include functionality whereby the bids will be evaluated using the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be **70 points**, and bids that fail to achieve the minimum qualifying score will be disqualified.
2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations **5 and 6**.

The evaluation criteria for functionality will be as follows:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
1.	Sample of work done and reference letters: Sample of work done that analyse/display labour market trends. The Sample of work done should, among other variables, include data on employment levels, wage trends, demographic information analysis, and future job growth projections. Sample of work done with reference letters (25 points) <i>NB: Each Sample of work submitted must be accompanied by a reference letter. Reference letters must confirm that the bidder authored the report(s) provided (quoting the title of the report). The reference letters need to have the client's contact details (phone number and email address) and must be signed and dated by the client. Any letter with missing information on the listed items above will not be considered, and any report not accompanied by a reference letter will not be considered. The sample of work done can be in the form of a report, summary, database, or snapshot of a database system, etc.</i>	○ Four (4) or more samples of work done, each with a reference letter ○ Three (3) samples of work done, each with a reference letter ○ Two (2) samples of work done, each with a reference letter ○ One (1) sample of work done, with a reference letter	25 15 10 5
2.	Capacity to deliver and Methodology: 2.1. Project Team Structure (10 Points) The project team structure should comprise but not be limited to a Project Manager (4 points), Senior Researcher (2 points), Data Analysts/Statistical Analyst (2 points), and a minimum of two (2) Field Workers (i.e. junior researchers or data collectors) (2 points). Points will be awarded according to the scores indicated in brackets above.	○ Project team structure with all positions above ○ Project team structure without all positions above	10 0

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	NB: Project Team structure with no names and roles of personnel will not be considered. NB: The initial project team need not change during the project without prior approval of the ETDP SETA Research Unit. 2.2 Relevant Qualifications & Experience of Project Manager (attach certified copies and CV of the project manager, in case of foreign qualifications please attach a confirmation letter from SAQA) (15 points) 2.2.1. Master's degree Qualification is a minimum requirement for the Project Manager. 2.2.2. Relevant experience of Project Manager in managing similar projects (5 points) 2.3 Methodology to be used for data collection (35 Points). Bidders must demonstrate variety and reliability in their methodological approach. Bidders will be required to cover all the methodological sections listed in the table below. Points will be allocated according to the comprehensiveness and robustness of the information provided. 2.3.1. Methodological Section: The Data Collection Methodology should comprehensively cover the following: - Quantitative Methods and/or Qualitative Methods - Population Coverage - Geographical Coverage - Data Collection Tools	○ Master's degree Qualification or above 10 ○ Qualification below Master's degree 0 ○ 4 Years and above Experience 5 ○ Experience below 4 years 0 - A highly robust, flexible, and adaptive Data Collection Methodology for ensuring data accuracy and relevant	10 0 5 0 20

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	Identify and mitigate risks associated with the methodology plan	data collection methods, covering a full population of the Library and Archival Services in the ETD Sector in all Provinces. The methodology needs to be critical of all risk factors and provide mitigation strategies.	10
		- A limited data collection methodology that considers total population strategy, data quality, and risk factors with mitigation strategies. The plan does not cover the whole population of the Library and Archival Services subsector.	
		- The plan lacks clear description of research data collection methods. Limited to no consideration of total population, data quality, or risk factors and associated mitigation strategies.	5
	2.3.2. Job Advert Data Methodological Approach. This section should be indicative of job advert data extraction frequency, data sources for job advert data, and job advert data extraction tools.	- Proposal provides a comprehensive and well-justified identification of credible and relevant job advert data sources, including online job portals, employer websites, recruitment agencies, and sector-specific platforms. The methodology clearly outlines data extraction frequency and timelines and demonstrates a	15

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
		robust and innovative approach through the use of appropriate technological tools, systems, AI-enabled solutions, web-scraping methodologies, or data - Proposal provides a clear identification of relevant job advert data sources and outlines suitable extraction frequency and timelines. Appropriate technological tools and methodologies are indicated, although some aspects may lack detail or justification. - Proposal provides inadequate or unclear information on data sources, extraction processes, timelines, and tools for job advert data management. The methodology is poorly developed and does not sufficiently address the requirements.	10 1

<u>NO</u>	<u>QUALIFYING CRITERIA FOR SHORT LISTING</u>	<u>Method of evaluation</u>	<u>POINTS</u>
3.	Project Plan (15 Points) A realistic and detailed project plan needs to be provided. The project plan needs to indicate the following sections: Points will be allocated according to the sections provided as indicated in column 3.	- Plan for Skills Transfer to the ETDP SETA Research Unit (5) - Timelines (within the prescribed period of 1 year) and the frequency of data provision to the ETDP SETA. (5) - All-inclusive (VAT) detailed budget showing items (5) ➤ Three of the above-mentioned deliverables out of the plan = 15 points	5 5 5
TOTAL			100

Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted. Points will be awarded on a sliding scale only where indicated.

Please take note of the value and scoring point system of your bid.

9.3. STAGE 3 - PRICING & SPECIFIC GOALS [Folder C]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (*Price must be final, include VAT and signed*)
- b. **SBD 6.1** - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022
- (If claiming preferential points) - this will be used to verify points to be allocated for specific goals

80/20 preference point system shall be applicable as follows:

✓	Price	80
✓	Allocation of specific goals	20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

10. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, or unsigned **will NOT** be accepted.
5. ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.

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12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.

11. DISCLAIMER

Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer

1. By submitting your proposal, you grant the necessary consent as you acknowledge that:
 - ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.
2. Therefore:
Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.
3. We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.
4. For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za "ETDP SETA PAIA Manual and POPIA Manual".

12. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation will be available on national treasury e-portal as from **16 July 2026**.

All Proposals **must be Sent via email to** etdpsetarfq@etdpseta.org.za

Submissions must be sent **BEFORE** the closing date and time of **11h00** on **04 August 2026**.

No late submission will be accepted!

13. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on 04 August 2026.

14. CONTACT PERSON

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NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.