

ENGINEERING COUNCIL OF SOUTH AFRICA		 E C S A <small>ENGINEERING COUNCIL OF SOUTH AFRICA</small>
REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE A PLATFORM FOR THE DELIVERY OF A COMPREHENSIVE LIBRARY OF ONLINE AND BLENDED LEARNING CONTENT FOR REGISTERED PERSONS (ENGINEERS AND CANDIDATES) AND STAFF AT SCALE		
UNIQUE IDENTIFIER: ECSA/RFP08/2024	Date: 03 October 2024	

(PRIVATE & CONFIDENTIAL)

REFERENCE NUMBER: ECSA/RFP08/2024

ISSUE DATE: 03 October 2024

SUBMISSION CLOSING/DUE DATE: 25 October 2024 (Friday) Time: 12H00

A VIRTUAL NON-COMPULSORY BRIEFING SESSION WILL BE HELD ON 11 OCTOBER 2024 AT 10 AM. TO JOIN THE MEETING, PLEASE EMAIL YOUR NAME, COMPANY REPRESENTED, AND EMAIL ADDRESS TO ECSA-TENDERS@ECSA.CO.ZA BEFORE 16:00 ON 10 OCTOBER 2024.

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Terms of reference for the appointment of a service provider for the provision of a platform for the delivery of a comprehensive library of online and blended learning content for registered persons and its staff at scale.

1. BACKGROUND

The Engineering Council of South Africa (“ECSA”) is a statutory body established by section 2 of the Engineering Profession Act, Act 46 of 2000 (EPA). ECSA's primary role is the regulation of the engineering profession in terms of the EPA. Its core functions are the accreditation of engineering programs, registration of persons as professionals in specified categories, maintenance of registration through Continuing Professional Development (CPD) and the regulation of the conduct of registered persons.

1.1. Our mandate

ECSA operates within the ambit of the Built Environment Profession. ECSA is, therefore, a creature of statute, with its mandate anchored in the EPA. The mandate enables ECSA to, inter alia:

- i. Decide on any applications for registration by applicants;
- ii. Determine and impose fees and charges, including registration fees, application fees, annual fees, and appeal fees;
- iii. Conduct accreditation visits to educational institutions and to grant, refuse and withdraw accreditations;
- iv. Regulate the individual training and development of candidate engineers and continuing professional development (CPD) of practicing engineers;
- v. Establish mechanisms and minimum standards for registration.

2. PURPOSE OF THE BID

The Engineering Professions Act (46 of 2000) mandates the Engineering Council of South Africa to regulate the practice of engineering in South Africa. Section 13(k) of the Act empowers the Council to determine, in consultation with voluntary associations, accredited higher education institutions and registered persons, the requirements for CPD.

Section 22(1) of the Act imposes a duty on all professionals and specified category registered persons to comply with the Rules on Continuing Professional Development (CPD) and Renewal of Registration. Registered persons are required by the CPD Rules to practice strictly within their area of competence.

2.1 THE CPD CYCLE MANAGEMENT

The five-year cycle of each registered person in the professional and specified categories commences on the date of first registration with ECSA.

The following are the four fundamental rules of the CPD system, and the registered person must comply to qualify for the renewal of his or her registration.

1. During each five-year cycle, every registered person must accumulate a minimum of twenty-five (25) credits to qualify for the renewal of registration.
2. The registered person must accumulate at least five (5) credits per five-year cycle from Category 1a (Developmental Activities). Every registered person must ensure that attended Category 1 activities are validated in accordance with the ECSA requirements for validated activities. Activities that do not meet the requirements will not be recognised by ECSA.

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3. CPD credits must be obtained in at least two of the three categories listed in the CPD Rules, over the five-year cycle.
 4. A minimum total of three (3) CPD credits must be obtained across any two of the three CPD categories per year.

Category 1b (self-study activities) includes but is not restricted to studying of non-validated activities, journals or electronic or online content, with the equivalent of one (1) CPD credit for every 10 notional hours of study. All online activities must be verifiable and have digital credentials that profile the knowledge and skills acquired in the course, i.e. a skills badge or equivalent.

The registered person typically accesses CPD Activities through ***ECSA verified CPD Service Providers (43)***. The CPD Service are either ***ECSA Recognised Licensed Bodies (44)*** or ***CPD Service Providers verified by Licensed Bodies (43)***. In addition to the latter stakeholder organisations, there are ***ECSA Recognised Voluntary Associations (53)***, who offer a variety of CPD-credit bearing activities for their members.

In order to reduce the costs of CPD activities for the registered persons, ECSA will be inviting providers of relevant and comprehensive open online content to the categories of professionals it registers and its staff annually.

The ECSA registrations statistics for 2023-2024 were the following:

- New Candidate engineers (recently qualified): **3291**
- New professional engineers (completed candidacy programmes): **890**
- Renewal of registration of registered persons (CPD compliance) due: **3980**
- And an ECSA staff complement: **125**

The number of registered professional engineers on the ECSA database is **50588** as of 31 March 2024.

ECSA would like to invite suitable service providers to provide a platform for the delivery of a comprehensive library of online and blended learning content for both ECSA staff and registered persons at a competitively priced, affordable, and flexible way to learn new skills, career advancement and to deliver quality educational experiences at scale. The platform must also allow for the development, delivery and publication of new online content and programmes for ECSA staff and registered persons.

2.2 SYSTEM FEATURES

It is envisaged that the platform will have the following, not exhaustively defined features:

Accessibility and Compatibility - compatible with various operating systems, including Windows, iOS and Android, and a variety of devices

Web-based – using the latest cloud technology that serves content to varied locations

Archived and Connectivity – for continuous streaming, delivery and downloading of learning content at location

To be considered for the final stage of bid evaluation, service provider must submit a complete response that substantially satisfies all of the requirements as stated

Bidders are expected to indicate how their solution or platform offer the following functionality:

- Account Management

- Activity grading
- Authentication
- Course Creation
- Content development
- Compliance management
- Categories
- Enrollment
- Gamification
- Learning delivery types
- Interface options
- Mobile learning Reports
- Roles Security
- System reports
- AI Features

And the following aspects:

- Time And Effort For Implementation
- Customer Support

It is compulsory for bidders are expected to complete and submit the above using Appendix X (Technical Requirements Lists).

3. CHECKLIST OF RETURNABLE DOCUMENTS AND ATTACHMENTS

Please adhere to the following instructions

- Tick in the relevant block below, the documents and schedules that form part of your response.
- Ensure that the documents are completed and signed where applicable.
- Use the prescribed sequence in attaching the annexes that complete the Bid Document
- Should all of these documents not be included or any part of the bid document not duly-completed, the bidder may be disqualified on the basis of non-compliance/ non-responsiveness.
- Please index and paginate your bid documentation.

Checklist- returnable documents and attachments

Item	Tick
Invitation to Bid (SBD 1 Form)	
Duly completed SBD 4 (Bidder`s disclosure Form)	
Company Profile	
CVs and proof of qualifications of the proposed team members	
A valid BBBEE certificate issued in accordance with SANAS` requirements	
A valid SARS tax pin certificate	
Pricing Schedule – Firm Prices including: Pricing Model taking the potential volumes ECSA may bring to bear: <ul style="list-style-type: none"> • Pay-per-learner • Pay-per-active user • License fee or subscription 	
Bidder`s Disclosure Form Declaration of Interest form	
Joint Venture Agreement in case of a Joint Venture	

4. SCOPE OF THE PROJECT

4.1. KEY DELIVERABLES / EXPECTED RESULTS AND ACTIVITIES

The key deliverables of the project will include:

1. An extensive online content library covering various learning areas, in particular the engineering disciplines,
2. The design, development, and deployment of ECSA-specified customized e-learning content – in this regard, the bidder will be given the opportunity to demonstrate the capability by using an ECSA business process to be developed for an e-learning programme
3. Administration and management capabilities defined in Appendix X (Technical Requirements List) for the user groups identified in section 2.1 above,
4. Customer Support,
5. Time And Effort or Implementation indication, for a medium to large organisations, industry, and complexity

5. CONTRACT DURATION

The appointed service provider will be required to start immediately, after signing the contract. The envisaged contract period is for three (3) years.

6. EVALUATION AND SELECTION CRITERIA

6.1 ECSA has set minimum standards that prospective suppliers must meet in order to be evaluated and selected as a successful supplier. The received proposals will be evaluated in different phases in order to arrive at the final phase of the award, and the phases will be as follows:

- 6.1.1 Administrative Criteria (Phase 1) - Prospective suppliers (s) must submit all required minimum and mandatory documents.
- 6.1.2 Technical Evaluation Criteria (Phase 2) - The proposed resource(s) must meet the mandatory requirements in each role as outlined;
- 6.1.3 Price and BBB-EE evaluation Criteria (Phase 3) - Prospective suppliers (s) will be evaluated out of one hundred (100) points during Technical Evaluations and the minimum threshold of sixty points (60) must be achieved.

7. MINIMUM ADMINISTRATIVE REQUIREMENTS – PHASES

7.1. Minimum Screening Requirements (Phase 1):

Note: In this phase all proposals received will be verified for compliance and completeness of the submitted documents per the below set of mandatory requirements. Prospective suppliers who fail to comply with the below requirements may be eliminated and prospective suppliers who comply with the below will progress to the next phase of technical evaluation.

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed and dated.
- Company profile
- Invitation to Bid (SBD 1) must be fully completed.
- Duly completed SBD 4 (Bidder's disclosure),
- A valid SARS tax pin certificate
- A valid BBB-EE certificate or sworn affidavit

- Submission of a Pricing Schedule
- CVs with proof of qualifications (and completed courses) of the project manager as well as the proposed team members to support the solution.
- Joint Venture Agreement in case of a Joint Venture

7.2. Technical evaluation point allocation (phase 2):

Only prospective supplier(s) that have met the Administrative Criteria in Phase 1 will be evaluated in Phase 2. Technical Evaluation will be out of 100 points.

Prospective supplier(s) that achieve a minimum threshold of 60 points out of 100 points for technical capabilities for each category will proceed to Phase 3.

The allocation of points for technical evaluation is set out in the Table below:

No	Description	Max Points
1	<p>Bidder's Experience:</p> <p>The bidder must have experience in the implementation and support of lead services in delivery on learner management systems, online open content, customized e-learning content design, development, and deployment for medium to large organisations, industry, and complexity (Company profile including company history, list of projects and dates) :</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Above 10 years = 10 • 7-9 years = 7 • 5-6 years = 5 • 3-4 years = 2 • below 3 years = 0 	10
2	<p>Project Team Lead/Manager and Project staff:</p> <p>The key members of the project team must have proven record of delivery on online content, e-learning for organizations of similar or related size, industry, and complexity. The proposed Project Manager must have previously managed and implemented at least five projects of this nature, the key project team members must have also worked on a project of similar scope and complexity within the last five years.</p> <p>Please submit CVs of the Project Team Lead/Manager and project team members who will be subject matter experts working on this project.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Project team lead and/or team members have worked on at least five projects of similar nature = 5 • Project team lead and/or team members have worked on at least three to four projects of similar nature= 3 • Project team lead and/or team members have worked on less than three projects of similar nature= 0 	5
3	<p>Specific deliverables:</p> <p>The bidder must clearly demonstrate its experience and approach to delivery of</p>	70

	<p>the solutions required, namely:</p> <ul style="list-style-type: none"> • extensive online content covering various learning areas (10), in particular the engineering disciplines (10), the design, development, and deployment approach and methodology for ECSA-specified customized e-learning content (10) • an e-learning programme based on an ECSA business process to be developed (10) • administration and management capabilities listed not exhaustively in Appendix X (Technical Requirements List), (20) • Customer Support (10) • For a medium to large organisations, industry, and complexity 	
4	<p>Methodology and Approach:</p> <p>The bidder must demonstrate an understanding of the project objectives, scope of work and deliverables. The bidder must provide the detailed project approach document clarifying the implementation approach and specify the below:</p> <ul style="list-style-type: none"> • Work breakdown structure • Milestones • Duration • Resource allocation to tasks • Project phases <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder demonstrates understanding of the project deliverables as set out above and provided a practical project plan and management strategies above expectation = 10 • Bidder demonstrates limited understanding of the project deliverables and provided a practical project plan and management strategies = 5 • Project approach and methodology not submitted = 0 	10
5	<p>Reference Letters:</p> <p>The bidder must provide reference letters from clients where they have executed similar projects. Signed letters must be on the client's letterhead and include a contactable telephone number and ECSA will contact these companies for reference. Letters must not be older than 5 years.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • 5 letters = 5 • 4 letters = 4 • 3 letters = 3 • 2 letters = 2 • 1 letter = 1 <p>NB: Reference checks may be conducted on any bidder.</p>	5
TOTAL		100

7.3. PRICE AND B-BBEE EVALUATION (PHASE 3):

Stage 1 – Price Evaluation

- Prospective suppliers must clearly indicate their respective proposed tariffs.

Stage 2 - B-BBEE Evaluation

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- ECSA is committed to encouraging black economic empowerment through providing opportunities to historically disadvantaged individuals.
 - B-BBEE points may be allocated to prospective suppliers on submission of the following documentation or evidence:
 - B-BBEE certificate issued in accordance with SANAs requirements or sworn affidavit.

8. LIABILITY

The successful prospective supplier shall be liable to ECSA for any direct damages and/or losses incurred by ECSA due to failure by the prospective supplier to perform its obligations in the manner required by the Service Level Agreement signed by the parties.

The successful prospective supplier shall further be liable to ECSA for all indirect and consequential or special damages and/or losses suffered by ECSA as a result of gross negligence, willful misconduct, a breach of confidentiality provisions stipulated in the signed Service Level Agreement between the parties, breach of applicable laws, infringement of a third party's intellectual property rights, or a criminal act committed by the prospective supplier or any employees of the prospective supplier.

9. PROSPECTIVE SUPPLIER'S OWN TERMS AND CONDITIONS OR BID QUALIFICATIONS

This document contains the terms and conditions of this bid, and prospective suppliers must not modify / qualify the specifications or come up with their own terms and conditions. ECSA reserves the right to disqualify a bid which seeks to modify or depart from the specified conditions.

10. PREPARATION COSTS

The prospective supplier will bear all its costs in preparing, submitting, and presenting any response to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing ECSA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the prospective suppliers in the preparation of their response to this bid.

11. INDEMNITY

If a prospective supplier breaches the conditions of this bid and, as a result of that breach, ECSA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the prospective supplier indemnifies and holds ECSA harmless from any and all such costs which ECSA may incur and for any damages or losses ECSA may suffer.

12. LIMITATION OF LIABILITY

A prospective supplier participates in this bid process entirely at its own risk and cost. ECSA shall not be liable to compensate a prospective supplier on any grounds whatsoever for any costs incurred or any damages suffered as a result of the prospective supplier's participation in this bid process.

13. TAX COMPLIANCE

No bid shall be awarded to a prospective supplier whose tax affairs are not in order. ECSA reserves the right to withdraw an award made, or cancel a contract concluded with a successful

prospective supplier in the event that it is established that such prospective supplier was in fact not tax compliant at the time of the award. ECSA further reserves the right to cancel a contract with a successful prospective supplier in the event that such prospective supplier does not remain tax compliant for the full term of the contract.

14. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a prospective supplier's submission will be disclosed by any bidder or other person not officially involved with ECSA's examination and evaluation of a tender/ bid.

Throughout this bid process and thereafter, prospective suppliers must secure ECSA's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

No confidential information relating to the process of evaluating or adjudicating tenders or appointing a prospective supplier will be disclosed to a prospective supplier or any other person not officially involved with such process.

15. INTELLECTUAL PROPERTY

ECSA retains ownership of all Intellectual Property rights in the bid/ tender information documents that form part of this RFP. Prospective suppliers will retain the Intellectual Property rights in their bid/ tender responses, but grant ECSA the right to make copies of, alter, modify, or adapt their responses, or to do anything which in its sole discretion is necessary to do for reasons relating to the RFP process.

16. TERMS & CONDITIONS OF THE APPLICATION

- ECSA reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to appoint or not to appoint any of the Service Providers.
- ECSA may request clarification or further information regarding any aspect of the prospective supplier. The prospective supplier must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the prospective supplier may be disqualified.
- The Bid and supporting documents shall be submitted strictly in accordance with the instructions given in these ToR's.
- All prices quoted must be VAT inclusive. ECSA will not provide upfront payments.

17. BID SUBMISSION

The Bid/ proposal must be emailed to ECSA-TENDERS@ECSA.CO.ZA by no later than **12H00** on **25 OCTOBER 2024**.

- Do not send submissions to email addresses other than ecs-tenders@ecs.co.za
- The completed bid must be attached to the email, any text included in the body will not be evaluated.
- The email subject should clearly indicate the name of the service provider and the bid reference number. If amending a submission, the title of the email should also include the word amendment.

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- Example: Company ABC, ECSARFP08/2024
 - Example: Company ABC , Amendment to ECSARFP08/2024
 - If the submission is larger than 20 MB, please zip the folder to reduce size, and or submit in parts referencing each submission accordingly.
 - Where a response is not submitted at the time of the bid closing date, such submission will not be evaluated.
 - Submissions must be made in PDF format only; no editable documents will be accepted.
 - PDF documents submitted must not be protected.
 - Failure to adhere to the above submission rules may lead to disqualification.

ECSA is entitled to amend any application condition, validity period, specification, or extend the return date of such an application before the closing date. All applicants to whom the application documents have been issued will be advised in writing of such amendment or of extensions, promptly.

18. RETENTION OF APPLICATIONS

All applications submitted shall become the property of ECSA. ECSA will make all reasonable efforts to maintain applications in confidence. Proprietary information should be identified in each application.

19. CANCELLATION AND RE-INVITATION OF BIDS

The decision to cancel a bid will be published in the same media in which the original bid invitation was advertised.

20. VENDOR COMMUNICATIONS

During the application period, communications between applicants and ECSA will only be in writing through email for any queries and questions. All communications, correspondence, documentation, manuals, applications, presentations, demonstrations etc., must be in English.

All questions concerning the Application must refer to the Application page number, section, and paragraph. All questions and correspondence must only be directed to the authorized ECSA Application Representatives, listed below:

20.1. General Enquiries:

Supply Chain Management: Ms. Nthabiseng Somoro
Telephone number: (011) 607 9534
Email address: nthabiseng@ecsa.co.za