



**APPOINTMENT OF PANEL OF ACCREDITED TRAINING SERVICE PROVIDERS AS AND WHEN REQUIRED  
FOR A PERIOD OF THREE (3) YEARS**

**Briefing session on 16 APRIL 2025 at 11:00**

**CCMA2024/11(B)-ETD**

**Questions and Answers**

**Question 1**

- The question on mandatory submission of accreditation certificate.
- The tender is for both accreditation and non-accredited courses. Therefore, should the Mandatory requirements be divided as such (for the ones submitting for accreditation and non-accredited).

**Answer**

Accreditation is proof that they are training providers, it is mandatory.

**Question 2**

- Will you accept Purchase Orders as references?

**Answer**

It is clearly stated that letters are required and not purchase orders, how will we know that the training was conducted.

**Question 3**

1. Please note we are a newly accredited SDP with qualified facilitators of more than 10 years' experience in the skills development industry. Can we utilize their qualifications as well as their reference letters from organizations they've offered services to?
2. Since our company has a new SDP and we have not yet prepared business financial statements, what will be the requirement?

**Answer**

Training providers must attach letters (their own letters not those of other organisations) as proof that they have conducted training.

**Question 4**

- Is a Memorandum of Understanding (MoU) with another company considered an acceptable form of accreditation for the purposes of submitting a response to this RFQ?

- Lastly, if permissible, I kindly request a copy of the minutes from the briefing session.

Answer

No, accreditation certificate is required. A MOU with another company only strengthens the registered company, and not the company “sub-contracting” to the accredited company.

Question 5

- I would like to confirm the part I may have missed during the session. Are we only required to submit the course outline for the non-credit-bearing course

- Answer

If you offer both, please provide for credit and non-credit bearing as stated in the bid document.

Question 6

- Please advise on the specific the specific elements we need to include on the executive summary, and we also want to confirm if we need to include a narrative proposal.

Answer

- In terms of the executive summary, we require the bidder to give a high-level overview of the firm's capacity to meet the bid requirements while demonstrating their strengths and value propositions. e.g. company overview, key expertise and services, team composition, and experience etc