



DISCRETIONARY GRANT –
STRATEGIC PROJECTS FUNDING WINDOW
2023/24

**ERRATUM:
CORRECTIONS AND DELETIONS TRACKED IN RED**

NON-PIVOTAL GRANTS

A Non-Pivotal Discretionary Grant is for initiatives that advance the goals and objectives of the Sector Skills Plan (SSP), objectives of the NSDP and interventions as laid down in the SETA Grant Regulations that are not necessarily unit standard based training.

**DRIVER'S LICENSE K53 CODE 10 / CODE C1
KWAZULU NATAL (150 UNEMPLOYED LEARNERS)**

The Safety and Security Sector Education and Training Authority (**SASSETA**) wishes to appoint **at least one (1) and maximum five (5) Driver Training Schools** to train **150 unemployed learners** in rural and hard to reach areas. Duly registered Driver Training Schools are invited to submit proposals to provide the following services:

- Recruitment and selection of unemployed learners in rural and hard to reach areas
- Preparation (~~minimum~~-~~maximum~~ of 3 days classroom training) on and assessment for a Learner's license for **the allocated to number of** unemployed persons in rural and hard to reach areas for Code 10 / Code C1
- Arranging Eye tests for up to **the allocated number of** unemployed persons in rural and hard to reach areas for Code 10 / Code C1
- Arranging and paying for both the Learner's and Driver's licenses for **the allocated number of** unemployed persons in rural and hard to reach areas for Code 10 / Code C1
- Provision of practical driver training for **the allocated number of** unemployed persons in rural and hard to reach areas for Code 10 / Code C1
- Provision of temporary licenses for **the allocated to number of** unemployed persons in rural and hard to reach areas for Code 10 / Code C1


SASSETA will pay a monthly stipend to the learners to assist with transport and meals to travel to the driving schools, **for a maximum of two months**. This will be paid directly to the learners.

Applicants should meet all the statutory requirements to provide Driver Training.

EXCLUSIONS

SASSETA does not require the following, as such they should not be included in the proposal and quotation:

- PIVOTAL training (credit bearing training)


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- Driving codes not expressly included above
- Professional Driver Permit (PDP)
- Recruitment from, and training in, urban areas

BENEFICIARY (LEARNER) RECRUITMENT CRITERIA

- Learners/Beneficiaries to be recruited **must be South African Citizens** with valid proof of identification.
- Learners/Beneficiaries to be **aged between 18 and 45 years old**.
- Preference to be given to former Interns, Candidate Attorneys, Pupils, Bursary Holders and beneficiaries of projects funded by SASSETA who are still unemployed, where available (SASSETA will provide the details). Driving School to indicate how they will recruit and select other unemployed persons from the rural and hard to reach areas.
- The recruited learners/beneficiaries **must meet the legal entry requirements** of the Code 10 / Code C1 driving.
- Applicants are encouraged to apply policies that are favourable to **people with disabilities** when recruiting learners.
- The recruited learners/ beneficiaries should be able to read and write.

COMPULSORY DOCUMENTATION

The below required documents must be attached to the application. Failure to attach any of these documents will result in automatic disqualification:

1. Detailed Project Proposal including the following:
 - a. Proposed project methodology,
 - b. Recruitment, selection strategy, and the list of the areas and District Municipalities that the unemployed learners will be recruited from
 - c. Project risks identified and how these will be mitigated,
 - d. Project Team (to include Project Leader / Manager, Project Administrator and at least two (2) Driving Instructors)
 - e. Costing as per the provided Pricing Schedule.
2. Detailed Implementation Plan (assuming project start of 01 April 2024 and completion by 28 February 2025), clearly indicating capacity to deliver the project within this timeframe.
3. Details of at least two (2) Driver Instructors with legible, certified copies of their Driver's License for Code 10 / Code C1 or Code 14 / Code EC.
4. Confirmation from an insurer for relevant and valid Public Liability Insurance.
5. Where applicants are applying as a partnership, a duly signed Joint Venture agreement clearly defining the roles of each party must be attached to the application. All the parties to the Joint Venture need to meet the statutory requirements applicable and submit all compliance documents for each of the parties.


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6. Proposed project costing in line with the pricing schedule (below) must include all the line items required as per the pricing schedule.
- ~~7. At least two (2) reference letters indicating that the applicant has successfully completed projects of similar scope and size.~~

ADDITIONAL REQUIREMENTS

The following documents need not be attached to the application, however, should be readily available during due diligence visit and failure to produce them during the visit will lead to automatic disqualification, so applicants are advised to have them ready by the closing date of this advert:

1. A copy of a valid Tax clearance certificate / certificate of good standing issued by SARS with a valid One-Time PIN.
2. BBBEE Certificates/Sworn Affidavits in the prescribed format, certification stamp not older than 6 months from the date they were certified. The affidavit(s) must be duly commissioned.
3. Delegation of authority / resolution for person applying on behalf of the applicant indicating that they are duly authorized to act on behalf of the applicant.
4. Company registrations documents (CIPC) for the Driving School printed within the last 3 months, indicating that the applicant status is "In Business".

Prior to any agreement being concluded with SASSETA, bidders will be expected to finalise and provide the following:

IMPORTANT NOTES:

1. The funding window will be open to receive applications from the **04th of Marchth2024** and will close at 23:59:59 (midnight) on the **24th of March 2024**. Incomplete (compulsory documentation not provided) applications will be summarily disqualified without recourse.
2. Only online applications will be considered. Hand-delivered, posted or couriered applications will not be accepted. Applications must be submitted via the link below, also accessible from the SASSETA website: www.sasseta.org.za

<https://www.cognitofrms.com/SASSETA4/DRIVERSLICENSEK53CODE10CODEC1NONPIVOTALFUNDINGWINDOWAPPLICATIONFORM20232024FINANCIALYEAR>

3. Applicants must upload all compulsory supporting documents required above on the application link as directed. Applications missing one or more of the compulsory documents will be summarily disqualified without recourse.
4. The total weight of the attachments submitted should not exceed 20MB.
5. There are a total of 150 persons to be trained, SASSETA is looking to appoint a minimum of one (1) and a maximum of five (5) Driver Training School.


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6. It is important that the proposal clearly reflects a clear Implementation Plan of how the project will be implemented between 01 April 2024 and 28 February 2025.
7. Applicants must use the pricing schedule included at the end of this advert. This may be copied onto the proposal.
8. A three-phase evaluation process will be used to appoint suitable service providers – compliance checking, functional evaluation and due diligence. Only compliant applications will be evaluated and only applications scoring at least 80 during the evaluation will be short-listed and considered for due diligence assessment.
9. Where a joint venture application is made, a duly signed Joint Venture agreement clearly defining the roles of each party must be attached to the application, and all the parties need to meet the statutory requirements applicable and submit all compliance documents for each of the parties.



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PRICING SCHEDULE (TO BE COPIED ONTO THE PROPOSAL)

(Use Number of Learners Bidding For)

NO	ITEM DESCRIPTION	UNIT COST (A)	NO. OF UNITS (B)	TOTAL COST (INCL. OF VAT) (A x B)
1.	Recruitment and selection of unemployed learners in rural and hard to reach areas			
2.	Preparation (maximum of 3 days classroom training) on and assessment for a Learner's license for unemployed persons in rural and hard to reach areas for Code 10 / Code C1			
3.	Arranging Eye tests for unemployed persons in rural and hard to reach areas for Code 10 / Code C1			
4.	Provision of practical driver training for unemployed persons in rural and hard to reach areas for Code 10 / Code C1			
5.	Provision of temporary licenses for unemployed persons in rural and hard to reach areas for Code 10 / Code C1			
	SUB-TOTAL			
	Project Management / Administration Fee (up to 7.5% of the sub-total)			
	TOTAL QUOTE			

The cost of the learner stipends should not be included in the quote. SASSETA will allocate this cost upon award and pay it directly to the beneficiaries. The booking costs and eye test costs to be included in the quote.


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FUNCTIONALITY EVALUATION

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Suitability of the Applicant:	Rating out of	Evaluation criteria		
Detailed Project Proposal attached includes the following: a. Proposed project methodology, b. Recruitment and selection strategy, c. Risks identified and how these will be mitigated, d. Project Team (to include Project Leader / Manager, Project Administrator and Driving Instructor) e. costing as per the provided Pricing Schedule. (50 Points)	0	No Project Proposal has been attached / Attached Project Proposal does not adequately address the key areas required / only addresses 1, 2, 3 or 4 areas	50	
	1	A comprehensive Project Proposal has been attached and it includes all the 5 key areas		
Detailed Implementation Plan clearly indicating capacity to deliver the project between 01 April 2024 and 28 February 2025 to be attached. (50 Points)	0	No Implementation Plan has been attached to the application / Attached Implementation Plan inadequately demonstrates how the project will be implemented between April 2024 and February 2025	50	
	1	Attached Implementation Plan adequately demonstrates how the project will be implemented between April 2024 and February 2025		
TOTAL			100	

Bidders who receive a minimum 70% will be considered for further evaluation.



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HOW TO APPLY

1. Applicants can submit their applications by following link, also found on our website:

<https://www.cognitofrms.com/SASSETA4/DRIVERSLICENSEK53CODE10CODEC1NONPIVOTALFUNDINGWINDEWAPPLICATIONFORM20232024FINANCIALYEAR>

2. All applications must reach SASSETA per link above **on or before the 24th of March 2024 at 23:59:59 pm (midnight)**.

Applicants who require assistance may send an e-mail to nonpivotal@sasseta.org.za prior to the closing date and time. Please allow for 3 hours response time for enquiries made during working hours, after hours enquiries will be responded to within 3 hours of the next business day.

BRIEFING SESSIONS DATES

Stakeholders are invited to attend a non-compulsory online Briefing Session that will be held virtually by SASSETA as per below. Prospective applicants are encouraged to attend the session as indicated below.

Date : 05 March 2024

Time : 10:00 am

The recording of the aforementioned session will be promptly made available on our website immediately following the conclusion of the session.


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