



# Request for Information and Pricing (RFIP) for QCTO Accreditation Services

**RFIP Number: RFIP-QCTO-ACC-001**

**Date of Issue: 12 August 2025**

## 1. INTRODUCTION AND OVERVIEW

The South African Supplier Diversity Council (SASDC) is seeking information and pricing from qualified and experienced service providers to assist our organization in gaining accreditation for our training programmes with the Quality Council for Trades and Occupations (QCTO) in South Africa. This RFIP outlines our requirements and invites interested and eligible service providers to submit their responses in accordance with the instructions provided herein.

This RFIP is intended to gather information about your capabilities, experience, and proposed approach to QCTO accreditation, as well as an indicative pricing structure. It is not a commitment to purchase services, but rather a preliminary step to identify potential partners for a future engagement.

## 2. BACKGROUND

The SASDC is a non-profit organisation, dedicated to providing innovative solutions and thought leadership to all stakeholders for the diversification of value chains by facilitating access to market and capacity enhancing opportunities for Black businesses. We currently offer various training programmes in skills development, vocational training and professional development aimed largely at MSMEs

To enhance the quality and recognition of our programs, and to comply with national standards, we are seeking QCTO accreditation for e.g. New Venture Creation, Tender Readiness and other relevant programmes.

## 3. SCOPE OF SERVICES REQUIRED

We are seeking a service provider to offer comprehensive support throughout the QCTO accreditation process. The scope of services should include, but not be limited to, the following:

- a) Initial Assessment and Gap Analysis:
  - Review of our existing training programs, curriculum, assessment methodologies, and organizational capacity against QCTO accreditation criteria.
  - Identification of gaps and development of a detailed action plan to address these gaps.
- b) Documentation Preparation and Submission:
  - Assistance with the preparation of all required documentation for QCTO accreditation, including policies, procedures, quality management systems, and curriculum alignment.
  - Guidance on completing the online application process.
  - Review and refinement of all submission documents to ensure compliance and completeness.
- c) Curriculum Alignment and Development Support:
  - Expert guidance on aligning our existing curricula with QCTO Occupational Qualifications and curriculum requirements.
  - Support in developing new curricula or adapting existing ones to meet QCTO standards, if necessary.
- d) Quality Management System (QMS) Implementation:
  - Assistance in developing and implementing a QMS that meets QCTO requirements for program delivery, assessment, and certification.

(Reg. No. 2011/001060/08 – Non-Profit Company)

**DIRECTORS:** Renee Horne (Chairman); Gary Joseph (Chief Executive Officer); Jolene Classen; Vusi Fele; Taryn Govender; Trevor Govender; Claire Kelly; Alan Kissoon; Zandile Njamela



- Training for our staff on QMS procedures and QCTO compliance.
- e) Site Visit Preparation:
- Guidance and support in preparing for the QCTO site visit, including mock audits and readiness assessments.
  - Advice on physical infrastructure, resources, and administrative processes required for accreditation.
- f) Post-Accreditation Support (Optional):
- Ongoing support and advice for maintaining QCTO accreditation and addressing any post-accreditation requirements or audits.

#### **4. INFORMATION REQUESTED FROM SERVICE PROVIDERS**

Service providers are requested to provide the following information in their response:

- a) Company Profile:
- Full Legal Company Name, Physical Address, Contact Person Name and Title, Contact Email, Contact Phone Number.
  - Company Registration Number and VAT Registration Number.
  - Brief overview of your company, its mission, and core services.
- b) Experience and Expertise in QCTO Accreditation:
- Detail your experience in assisting organizations with QCTO accreditation.
    - Client Name (if permissible)
    - Type of training programs accredited
    - Role played by your company
    - Outcome and duration of the accreditation process
  - Provide CVs/resumes of key personnel who will be assigned to this project, highlighting their relevant experience and qualifications in QCTO accreditation, quality assurance, and curriculum development.
  - Describe your understanding of the QCTO accreditation process and key challenges organizations typically face.
- c) Proposed Approach and Methodology:
- Describe your proposed approach and methodology for supporting our organization through the QCTO accreditation process.
  - Outline the key phases, activities, and milestones you envision for a typical accreditation project.
  - Explain how you ensure compliance with QCTO requirements and facilitate a smooth process.
- d) Indicative Pricing Structure:
- Provide an indicative pricing structure for the services outlined in Section 3. This can be presented as:
    - Hourly rates for different levels of consultants.
    - Fixed fees for specific phases or deliverables (e.g., Gap Analysis Report, Documentation Review).
    - Project-based fees for the entire accreditation process (if applicable).
  - Clearly state what is included and excluded in your pricing (e.g., travel expenses, QCTO application fees).
  - All prices should be in ZAR and exclude VAT unless otherwise specified.
- e) References:
- Provide contact details for at least 3 references from clients for whom you have performed similar QCTO accreditation services, obtain consent for them to be used as a reference and to be contactable.

**5. SUBMISSION INSTRUCTIONS**

- a) Submission Deadline: All responses to this RFIP must be received by 17:00 on 18 August 2025. Late submissions will not be considered.
- b) Submission Method: Responses must be submitted via email to [glynnis.jackson@sasdc.org.za](mailto:glynnis.jackson@sasdc.org.za)

**6. TERMS AND CONDITIONS**

- a) No Obligation: This RFIP does not obligate the SASDC to enter into a contract or to pay any costs incurred in the preparation of a response.
- b) Right to Reject: The SASDC reserves the right to accept or reject any or all responses, to waive any informalities, and to cancel this RFIP at any time without prior notice.
- c) Confidentiality: All information provided in this RFIP is confidential and intended solely for the purpose of preparing a response. All information submitted by service providers will be treated as confidential.
- d) Governing Law: This RFIP and any resulting contract shall be governed by and construed in accordance with the laws of the Republic of South Africa.

**7. CONTACT INFORMATION**

For any inquiries regarding this RFIP, please contact:

Glynnis Jackson  
Project Manager  
Email: [glynnis.jackson@sasdc.org.za](mailto:glynnis.jackson@sasdc.org.za)  
Tel: +27 11 100 1025

Thank you for your interest in partnering with the SASDC. We look forward to receiving your comprehensive response.