

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
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SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE ARTS,
TOURISM, HOSPITALITY AND SPORTS SECTOR EDUCATION AND TRAINING
AUTHORITY (CATHSSETA)**

Date Issued	16 May 2024	RFQ Number	RFQ/COS/011/2024
Closing Date:	20 May 2024	Closing Time:	11H00am
Description of Services		Facilitation of Labour Law/ Relations Training	

1. SCOPE OF WORK

CATHSSETA seeks to appoint an accredited training provider with experience in facilitating Labour Relations training courses, which are unit standard aligned. The service provider must clearly indicate upon submission of the quotation which topics will be covered under this training and include all training materials, assessments costs and certification if applicable. Delegates range from Executives, Line Managers, HR Officials and Organised Labour leaders (NEHAWU).

The training must cover the areas not limited to the following:

- Understanding of the collective bargaining processes.
- Understanding of various institutions and their roles in handling labour relations matter in terms of the Labour Relations Act No.97 of 1995 as amended.
- Codes of Good Practices issued in terms of Schedule 8 of the LRA.
- Disciplinary processes.
- Grievance processes; and
- Conciliation and mediation processes.

Board Chairperson Mr David Themba Ndhlovu

Board Members Ms Margareth Edith Tukagomo • Mr Moses Motha • Mr Kennilworth Itumeleng Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Shaniitha Khan • Ms Lesiroha Matshediso Lesutu
Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Tabane Manene

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The delegates have been grouped and the dates allocated are configured in the table below.

TRAINING INTERVENTIONS	DURATION	NUMBER OF EMPLOYEES
Online Labour Relations Training (Labour Law, Employment Contracts and the BCEA, Grievance & Disciplinary Procedure)	2- 3 days	
1 st group: 17 -19 June 2024		12
2 nd group: 31 July – 02 August 2024		11

2. ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with all training courses/duration, study material with total inclusive of VAT.
- Completed and signed SBD4, SBD 6.1
- Valid Tax Compliance Pin issued by SARS.
- Valid B-BBEE Certificate or Sworn Affidavit.
- Central Supplier Database (CSD) Supplier Report.
- All RFQ related responses must include the RFQ number as the subject.
- Prospective service providers must ensure compliance with their tax obligations.

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.

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