

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

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
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GOODS/SERVICES REQUISITION FORM

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

Date Issued	17 October 2024	RFQ Number	RFQ/COS/056/2024
Closing Date:	23 October 2024	Closing Time:	11H00
DESCRIPTION:		Employee Training and Development Interventions	

The CATHSSETA seeks to appoint a SETA accredited training provider with unit standard aligned courses with experience to facilitate the implementation of training and development interventions for CATHSSETA employees.

1. SCOPE OF WORK

- The service provider must clearly indicate upon submission of the quotation which programme(s) will be covered and include all training materials, assessments costs and certification if applicable.
- All Microsoft Office training should be Microsoft Certified. The service provider must submit proof of affiliation or accreditation with Microsoft to ensure the training is authentic and certified. Failure to submit the required proof will result in disqualification.
- IT training should be certified and where applicable include examinations. Certificates of competence are to be issued by the training provider.
- All training to be conducted online via Ms Teams.
- The training provider should also offer public courses to accommodate for mixed class attendance and not only train CATHSSETA employees. The training provider should have a pool of attendees to increase engagement and participation amongst delegates during the training session.

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 Brett Tungay • Ms Lesiroha Matshediso Lesutu • Ms Rachel Phiri • Mr Tabane Manene

- Bidders should only quote for the training which is in line with their area of specialisation.

SPECIFICATIONS		
TRAINING INTERVENTIONS	DURATION	NUMBER OF EMPLOYEES
<p><u>Computer training</u></p> <p>1. Ms Excel Intermediate – 3 employees (Skilled and Manager level)</p> <ul style="list-style-type: none"> ▪ Ms Excel Advance – 5 employees (mixed levels which includes Senior Management) 	2-3 day	8
<p><u>Functional Skills</u></p> <p>1. Diversity Management - 10 employees (EE &SD Committee members)</p> <p>2. Business Writing – 4 employees (mixed levels which include management)</p> <p>3. Report Writing – 4 employees (mixed levels including managers)</p> <p>4. Contract Management – 2 employees (skilled level)</p> <p>5. Quality Management System – 1 employee (skilled level)</p> <p>6. Project Management – 1 employee (manager level)</p> <p>7. Stakeholder Relationship Management – 1 employee (manager level)</p>	2-3 days	23
<p><u>Soft Skills</u></p> <p>1. Critical and Analytical Thinking – 1 employee (Executive level)</p>	1-2 days	1

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<p><u>Finance</u></p> <ol style="list-style-type: none"> GRAP – 8 employees (mixed levels) Ms Dashboard Excel – 1 employee (skilled level) 	2-3 days	9
<p><u>HR</u></p> <ol style="list-style-type: none"> Performance Management – 1 employee (skilled level) Labour Law – 1 employee (skilled level) 	2-3 days	2
<p><u>ICT Training</u></p> <ol style="list-style-type: none"> ICT Architecture TOGAF / AZURE Fundamental – 1 employee (skilled level) CISCO with exam – 1 employee (skilled level) CISCO Certified Network Professional Enterprise Core – 1 employee (skilled level) 	1 – 2 days	3
<p><u>Managerial Skills</u></p> <ol style="list-style-type: none"> Strategic Management – 1 employee (Executive level) 	2-3 days	1
<p><u>Professional Skills</u></p> <ol style="list-style-type: none"> Business Continuity Management – 1 employee (manager level) Crisis Management – 1 employee (skilled level) 	2-3 days	2

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<p><u>Behavioural Skills</u></p> <ol style="list-style-type: none"> 1. High Impact Leadership – 1 employee (manager level) 2. Emotional Intelligence – 1 employee (manager level) 	2-3 days	2
<p><u>Learning Programmes</u></p> <ol style="list-style-type: none"> 1. ODETDP Moderator – 2 employees (skilled level) 2. ODETDP Facilitator – 2 employees (skilled level) 3. ODETDP Assessor – 3 employees (skilled level) 4. Monitoring and Evaluation – 4 employees (skilled level) 5. ODETDP Curriculum Development – 1 employee (skilled level) 	2-3 days	12
<p><u>Research</u></p> <ol style="list-style-type: none"> 1. Data Analysis – 2 employees (skilled level) 	2 days	2

2. ADMINISTRATIVE REQUIREMENTS

- 2.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 2.2 Completed and signed SBD4, SBD 6.1.
- 2.3 Valid Tax Compliance Pin issued by SARS.
- 2.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 2.5 All RFQ related responses must include the RFQ number as the subject matter.
- 2.6 Central Supplier Database (CSD) Summary Report.
- 2.7 Company Registration Document (CIPC).

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3. PRICING AND SPECIFIC GOALS EVALUATION

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

4. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.

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