

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

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270 George Road,
Noordwyk, Midrand, 1687

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REQUEST FOR QUOTATION (RFQ)

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

Date issued	01 JULY 2022	RFQ number	CATHS/LEGAL/001/2022
Closing Date:	06 JULY 2022	Closing Time:	11h00am
DESCRIPTION OF SERVICES:	APPOINTMENT OF A CHAIRPERSON FOR A DISCIPLINARY HEARING.		

1. BACKGROUND & CONTEXT

A Manager at CATHSSETA lodged a grievance against a Senior Manager on 22/04/2022. On 05 May 2022 and 23 May 2022, the grievance was dealt with at stage one (1) of the grievance process. Having attempted to resolve the grievance at level one (1), it remained unresolved and was, thereafter, referred to the Board for further consideration. The Board resolved to seek the services of a person from outside CATHSSETA to chair the grievance hearing at the second stage.

2. OBJECTIVE

To appoint a person to be the chairperson of a grievance hearing on behalf of the CATHSSETA Board. The Grievance Hearing Chairperson will conduct the hearing and compile a report to be presented to the Board for consideration. The person to be appointed will work in collaboration with the Corporate Services Executive for accountability of the process and Board Secretariat in terms of logistics and related matters.

3. SCOPE OF WORK

CATHSSETA is a medium sized organisation with a staff compliment of approximately 90 employees with **Head Office located on 270 George Road, Noordwyk, Midrand, KwaZulu Natal & Free State Regional Office, Thekwini TVET College, 262 Daintree Avenue,**
RFQ for Annual Report

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Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe

• Mr Solomon Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Khan • Ms Karen Borain • Mr Vincent Maumela • Ms Lesiroha Lesutu
• Ms Maureen Nzuza

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Asherville, Durban and Western Cape Regional Office based at Northlink College Tygerberg, Rothschild Boulevard, Panorama.

It must be noted that the Grievance Hearing Chairperson will be working with the Corporate Services Executive located at the Head Office. Board Secretariat shall act as the link between parties, with the interim chairperson of FINREMCO overseeing the entire process, as mandated by the Board.

THE GRIEVANCE HEARING CHAIRPERSON IS EXPECTED TO DELIVER THE FOLLOWING:

- 3.1. Start the process for the hearing one (1) day after signing the contract.
- 3.2. Conduct the grievance hearing proceedings until completion, which must be done as quickly as possible, although reasonable time must be reserved for due diligence and completeness of the process. Seven (7) working days shall be the time taken to finalise the process from initiation to finalisation.
- 3.3. Compile a report to be presented to the board, giving a verdict and recommendations for further consideration by the Board.
- 3.4. Advice the Board regarding issues relating to the grievance hearing at hand and legislative prescripts impacting on the hearing.
- 3.5. Advice on labour relations in respect of grievance hearings in institutions like CATHSSETA and their location in the broader labour relations discourse.

4. SERVICE PROVIDER MANDATORY REQUIREMENTS

- 4.1. A Recognised Tertiary Qualification in Labour Relations
- 4.2. Demonstrable evidence of similar projects having been conducted for public institutions, in particular, public entities
- 4.3. Evidence of chairing and completing labour related hearings
- 4.4. Demonstrable evidence of successful dispute resolution

5. REPORTING

The Service Provider will report to the Board through the Corporate Services Executive on all aspects of the contract performance. The Board Secretariat will act as the link between the parties.

6. COSTING

The price quoted by the prospective service provider must include Value Added Tax (VAT).

7. CONDITIONS OF THE CONTRACT

- 7.1 The service provider will be expected to indicate timeliness and other requirements.
- 7.2 Claims for activities not complying with the purchase order will be returned to the service provider at the service provider's expense.
- 7.3 The grievance hearing process shall start (1) day after issue of the purchase order or signing of the contract, whichever comes first.
- 7.4 The RFQ should be submitted with a detailed proposal of service.
- 7.5 All prices will be fixed for the duration of the contract.

8. EVALUATION CRITERIA

The contract will be awarded to the bidder that scores the highest total number of points.

9. CONTRACT PERIOD

The service provider will be required to begin the specified service one (1) day after the award. Should the estimated time of delivery exceed the prescribed period, this must be indicated in the proposal.

Expected starting date: 08 July 2022

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10. ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with clear breakdown and RFQ total inclusive of VAT
- Completed and signed Bidder's Disclosure SBD4 and SBD 6.1
- Valid Tax Compliance Pin issued by SARS
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Summary Report

Head Office 270 George Road, Noordwyk, Midrand. Response must be forwarded to this email address supplychain@CATHSSETA.org.za for consideration.