

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	03 February 2023	RFQ number	HRD/DCH/2023
Closing Date:	09 February 2023	Closing Time:	14:00pm
DESCRIPTION OF SERVICES	Appointment of a Chairperson for a disciplinary hearing for two (2) employees		

1. BACKGROUND

1.1. Two employees at CATHSSETA are alleged to have committed acts of misconduct. The employees were suspended pending investigations and the conclusion of a disciplinary hearing regarding their conduct. CATHSSETA is seeking to appoint a service provider to preside over or chair the disciplinary hearing.

2. OBJECTIVE

2.1. To appoint a service provider to chair a disciplinary hearing, prepare and submit a report to the CATHSSETA with clear findings and recommendations. The service provider to be appointed must work within the legislative prescripts, in

Chairing of disciplinary hearing for two employees

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Board chairperson: Mr David Themba Ndhlovu

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

particular the Labour Relations Act No.66 of 1995, its Regulations and the CATHSSETA's Policy on Employee Relations and Behavioural Conduct.

3. SCOPE OF WORK

- 3.1. CATHSSETA is a Schedule 3A public entity with a staff complement of approximately 80 employees with its Head Office located on 270 George Road, Noordwyk, Midrand, Regional Offices located at Durban in KwaZulu-Natal also covering the Free State Regional and at Tygerberg in Cape Town, for the Western, Northern and Eastern Cape Region.
- 3.2. There are two (2) employees who are alleged to have transgressed, and investigations are underway. Preliminary findings dictate that a disciplinary enquiry should be initiated and chaired by an independent person.
- 3.3. The Service provider is expected to deliver the following:
 - 3.3.1. Preside over the disciplinary hearing and conduct proceedings in accordance with the CATHSSETA Policy and LRA.
 - 3.3.2. Ensure that all legislative and regulatory requirements pertaining to conducting disciplinary proceedings are adhered to.
 - 3.3.3. Work effectively with the parties involved in the dispute to ensure the timely completion of the process; and
 - 3.3.4. Compile a report that contains findings and recommendations to be submitted to the Chief Executive Officer.

4. SERVICE PROVIDER MANDATORY REQUIREMENTS

- 4.1. A Tertiary Qualification with a speciality in Labour Law or Relations obtained from a recognised Higher Educational Institution.

- 4.2. Traceable experience in handling similar projects, especially in public institutions.
- 4.3. Evidence of chairing and conducting disciplinary hearings; and
- 4.4. Demonstrable evidence of successfully concluding the disciplinary enquiries that he/she presided on, within a set timeframe.

5. REPORTING

- 5.1. The Service Provider will submit a report to the Chief Executive Officer.

6. CONDITIONS OF THE CONTRACT

- 6.1 The service provider will be expected to indicate timeliness and other requirements.
- 6.2 Claims for activities not complying with the purchase order will be returned to the service provider at the service provider's expense.
- 6.3 The disciplinary hearing process shall start (1) day after issuing the purchase order or signing of the contract, whichever comes first.
- 6.4 The quotation should be submitted with a detailed proposal of service.
- 6.5 All prices will be fixed for the duration of the contract.

7. CONTRACT PERIOD

- 7.1. 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.

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
Fax: 011 783 7745



8. ADMINISTRATIVE REQUIREMENTS

8.1. The following requirements must be met:

- 8.1.1. Quote/Pricing with a clear breakdown and quotation total inclusive of VAT.
- 8.1.2. Completed and signed SBD4, SBD 6.1.
- 8.1.3. Valid Tax Compliance Pin issued by South African Revenue Services (SARS);
- 8.1.4. Valid B-BBEE Certificate or Sworn Affidavit; and
- 8.1.5. Central Supplier Database (CSD) Summary Report.