



REQUEST FOR QUOTATIONS

SUPERVISORY/FOREMAN SKILL PROGRAMME

SCM CONTACT PERSON:	Mr. PM Dyonase
TELEPHONE NUMBER:	(051) 673-9600
FAX NUMBER:	(051) 673-1550
TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	Mr. N Jamjam Skills Development Officer
TELEPHONE NUMBER:	(051) 673-9600
FAX NUMBER:	(051) 673-1550
REFERENCE NUMBER:	SCM/MOH/08/2015
DESCRIPTION:	Supervisory/Foreman Skill Programme
ADVERTISEMENT DATE:	11/03/2015
CLOSING DATE:	20/03/2015
CLOSING TIME:	14:00
COMPULSORY SITE MEETING :	No
SITE MEETING VENUE:	N/A
SITE MEETING DATE:	N/A
SITE MEETING TIME:	N/A
PUBLIC OPENING:	No

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000

This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act,2000:Preferential Procurement Regulations,2011 It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: www.treasury.gov).

NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVEMENTIONED REGULATION.

The Mohokare local Municipality Skills Development Unit invites suitably qualified and accredited service providers to submit written quotations that will indicate how they will deliver on the outcomes of the client. The course must be registered with South African Quality Authority (SAQA). The service provider should be registered with any recognised Quality Assurance Body.

ID	Unit Standard	NQF Level	Days	Credits
113909	Coach a team member in order to enhance individual performance in work environment	3	3	5

This Unit Standard focuses on coaching individuals in a business environment in order to improve the level of performance to meet a team's required service levels. The learner is required to demonstrate knowledge and skill in an authentic work situation.

The qualifying learner is capable of

- Explaining the concept of coaching in a business environment.
- Demonstrating skills and techniques required of a coach.
- Developing an action plan to coach two team members.
- Gathering evidence and monitoring progress.

Specific outcomes

The purpose of the supervisory skills programme that is proposed in this advertisement will be to ensure that designated Mohokare Local Municipality employees are capacitated and equipped with necessary supervisory knowledge and skills, that will enable them to be able to adequately perform the supervisory tasks and responsibilities that are assigned to them. Municipal Foreman/Supervisors are expected to be efficient in Personnel Management, Disciplinary code, Customer care management, conflict management, Problem Solving, Time Management, Communication, Job coordination, Monitoring and evaluation.

Successful service provider would be expected to carry out the following activities in consultation with the municipality.

- Facilitate the learning program
- Conduct assessments
- Moderate assessment and
- Issue the certificates.

A successful service provider will be expected to supply all the learning material for the program and must demonstrate this ability in the proposal. Interested consultants, individuals and organisations must prepare and submit the following:

- A detailed proposal
- Company profile (with CVs of lead consultants)
- Relevant experience
- Accreditation Certificate

The following conditions will apply:

- Valid Training provider Accreditation letter. Certified copies only.
- A valid original Tax Clearance certificate must accompany your quotation.
- BBBEE certificate must accompany your proposal

Failure to comply with these conditions may invalidate your offer.

NB:

Compulsory Documentation to be attached to Quotation, failure to submit valid documents as specified below will invalidate the offer.

Please deposit Quotation in the Quotation box situated at the Municipal Offices.

All Quotations **must be** submitted on your Companies official documentation **with letterhead** alternatively the Quotation must be stamped with your Companies official stamp.

Attach all required documentation e.g. Tax Clearance, declaration of interest (obtainable from the Municipality's website) and BBBEE certificate

Failure to comply with the above **will invalidate** the Quotation, leading to an automatic disqualification.

NB: The following shall not be considered:-

- (a) Quotations received after the closing date and time determined here-in.
- (b) Quotations of which the envelopes have not been duly marked for identification.
- (c) Telegraphic, faxed and telephonic tenders or those completed in pencil.

Vendors Registration:

Prospective vendors, who are not yet registered on Municipal Supplier Database, must submit a completed application form to Municipal Supply Chain Unit on, or before the Quotation closing date.

No Orders may be issued if a Supplier is not registered on Municipal Supplier Database.

NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."

***NB:** No quotations will be considered from persons in the service of the state*

**MSCM Regulations: "in the service of the state" means to be –*

(a) a member of –

(i) any municipal council

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA, 1999

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature

Yours Faithfully

Mr TC Panyani
Municipal Manager