



**REACHING GOALS TOGETHER
SEKHUKHUNE TVET COLLEGE**

ADVERTISEMENT

The Sekhukhune TVET College hereby invites service providers to quote for the following item/s.

SPECIFICATION: SKILLS TRAINING FACILITATOR FOR BUSINESS, OPERATIONS, LEADERSHIP AND, MANAGEMENT SKILLS,

Line	Item Description
1	<p>An accredited Skills training facilitator is required to facilitate a workshop on Facilitation of bootcamp for SMME's on the following topics; Business leadership and management skills for SMMEs, Business operations, Products pricing for SMMEs, how to raise funds for SMMEs, conflict management, self-actualization/self-mastery. Facilitator must include the following activities Wellness (physical exercise activities), Mindfulness exercises, Night cap sessions to reflect on SMMEs progress in the incubation programme.</p> <p>Number of Beneficiaries: 45 SMME's</p> <p>Duration: 5 Days</p> <p>Proposal must cover the following:</p> <ul style="list-style-type: none"> - Facilitation Mode and content to be covered per required topic - Methodology - Proposal of gaming and related activities - Proposed programme (allowing for additional slots to be covered internally within by the CfERI team) - Detailed Risk Matrix outlining material risks foreseen as well as including proposals on how these risks will be mitigated. - Timeframes. - Costs breakdown on an official quotation with service provider company letterhead. - Flexibility to allow other stake holders time slots during the duration of the Bootcamp <p>The following must be submitted with the proposal</p> <ol style="list-style-type: none"> 1. Business profile (clearly indicating key offerings and number of years in operation) 2. CV of the facilitator, detailing skills and capacity of the facilitator in facilitating similar sessions in the past. They should have at least three years facilitating entrepreneurial or related trainings) service provider should supply proof of past experience in training or enterprise development at least 3 years' experience is required.

3. At least three contactable references of similar projects not older than three years

The following conditions shall apply:

SUBMISSION OF DOCUMENTS:

- Sealed envelope written the notice number must be submitted at reception at the central office, **Sekhukhune TVET College, CS Barlow campus, stand no. 676, Motetema, Limpopo Province** between 07H30-16H30 (Monday to Thursday) and 07H30-14H00 on Fridays.
- Email quotations on sibandethomas@yahoo.com
- Closing date for submissions will be **03 November 2023 at 11h00**

COMPULSORY MANDATORY DOCUMENTS:

- CIPC of Company Registration Certificate (**issued within 1 year of closing date**)
- CSD Report
- Confirmation of physical address of the bidder,
- SBD 4 and SBD 8 forms obtainable on the College website.
- Accreditation Certificate

(NB: Non-compliance with the above will result in automatic disqualification).

REQUIRED EVALUATION DOCUMENTS FOR FUNCTIONALITY AND PRICE:

- B-BBEE status level confirmation from an accredited agency, auditors or accountants.

(NB: Functionality threshold is 60 points).

GENERAL CONDITIONS:

- This request for proposal does not serve as a quotation template, therefore an official quotation must be in company letterhead.
- Quoted prices must be valid for at least a period of thirty (30) days.
- Suppliers must be in a position to deliver within fifteen (15) days upon receipt of an official purchase order as failure to do so will result to cancellation of the order with immediate effect.
- There will be no public opening of quotations.
- Quotations will be evaluated on an 80/20 point system. 80 points for price and 20 points for BBBEE rating as per relevant Public Preferential Procurement Framework and Broad Based Black Economic Empowerment legislations.

(NB: More information about application and requirements, please refer to SBD 6.1 for compliance and guidance on how to be accredited or to be verified).

For further enquiries, please use the following contact details:

- Name Surname Job Title
- Sibande TD Procurement Officer (013) 269 0278 Administrative Queries

**KEKANA TJ
PRINCIPAL**