



REQUEST MEMO FOR GOODS/SERVICES

1. The goods/services, as reflected in the attached Annexure A, are required by this office for:

Description : Media Writing Training

(When) :

(Where) : 1st Floor, The Marine Building, 22 Dorothy Nyembe Street

The estimated price for the goods/services is

NB: Allocation codes	User Section	SCM information
		Requisition number:

Motivation / Reason: KZN Liquor Authority is in the process of appointing a service provider to offer Media Writing Training to Two (02) identified officials

S Khumalo

Compiler /End user


Signature

13/04/2023
Date

B Mncwango

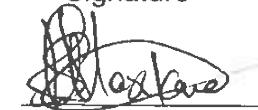
SCMP


Signature

13/04/2023
Date

S Masikane


Approved (CCM)


Signature

13 | 04 | 2023
Date

B Mbanjwa

Authorized (CEO)


Signed by: Bheki Mbanjwa
Signed at: 2023-04-20 15:22:50 +02:00
Reason: Witnessing Bheki Mbanjwa
Signature

20/04/23
Date

REQUEST FOR MEDIA WRITING SKILLS TRAINING

1. Background information:

- 1.1 The KwaZulu-Natal Liquor Authority herein after referred to as "KZNLA" is an entity established in terms of the KwaZulu-Natal Liquor Act No. 06 of 2000, with its principal place of business being, 1st Floor Marine Building, 22 Dorothy Nyembe Street, Durban 4000.
- 1.2 It is an entity of the KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs.
- 1.3 KwaZulu-Natal Liquor Authority has the responsibility to develop its officials to enable them to perform up to required standard.
- 1.4 The course is also aimed at enabling nominated officials to be equipped with Media writing skills.
- 1.5 The purpose of these terms of reference is to solicit services of an accredited service provider to offer Media Writing training to some of KZN Liquor Authority Office of the CEO staff.

- 02 x Officials

2. Who should attend

- 2.1 The course is aimed at two (02) KZN Liquor Authority staff as per 2023/2024 KZNLA training plan.

3. Outputs: On completing this training, participants should be able to

- Getting Started in the PR Industry
- To be able to Format and Structure of a Press Release
- To be able Writ the Body of a Press Release

- To be able to understand the Importance of the Good Closer in a Press Release
- How to Issue Your Press Release
- Understanding the PR Industry – Vital Insider Tips and Tools

4. Time frames:

- 4.1 Duration of the training should not exceed 3 days.

The appointment is subject to availability of a suitably qualified and experienced service provider as detailed hereunder

5. Key qualifying requirements of the human resource (s) proposed to handle this project:

- 5.1 Qualifications in support of which a CV is required:
- 5.1.1. Human Resources Post Graduate or Industrial Psychology or equivalent;
 - 5.1.2. Accredited training provider;
 - 5.1.3. 5 - 10 years training experience;
- 5.2 Location – the human resource (s) proposed to handle this project, should be based in Durban.
- 5.3 Availability.
- 5.4 Related fee structure.
- 5.5 Related disbursement.

6. NB: Please refer to Annexure A, attached hereto, for the technical scoring grid.

Mandatory compliance requirements:

- 6.1 Proof of registration with the relevant professional body in respect of the human resource.
- 6.2 Proof of company registration, where applicable i.e. unless you are a sole proprietor;
- 6.3 Shareholder's certificate, where there is more than one director;
- 6.4 Original valid tax clearance certificate;
- 6.5 Valid BBBEE certificate by a SANAS accredited agency or company;
- 6.6 Letter confirming bank account;
- 6.7 Certified ID copies of the directors of the company;
- 6.8 Certified ID copy of the human resource (s) that is proposed to handle this project;
- 6.9 Proof of registration on the Treasury Central Supplier Database;
- 6.10 CV of the human resource (s) proposed to handle this project.

7. Disclaimer:

- 7.1 KZNLA reserves its rights not to appoint;
- 7.2 KZNLA reserves its rights to appoint more than one service provider (i.e. one service provider for each case);
- 7.3 KZNLA reserves its rights to negotiate the price with the winning bidder;
- 7.4 KZNLA reserves the right to terminate the mandate should a pre-existing conflict of interest that, on the part the firm and or assigned human resource (s) be found at any stage of the project;
- 7.5 Originals of the documents will be requested from the qualifying bidder.

Annexure A

Technical Evaluation Grid

Appointment of a Service Provide to offer Media Writing Training	Weight	Initial Score	Total Score
Company Experience 1 - 5 years Public Sector Offering Accredited Trainings = 10 6 - 9 years Public Sector Offering Accredited Trainings = 15 10 years Public Sector Offering Accredited Trainings = 20	20		
Registration with relevant SETA's	15		
Approach and Project Plan with time lines.	15		
Professional Experience - Team members Over 5 years =20 5 years = 15 Less Than 5 years = 0	20		
Key Expect: Media writing Accredited Training	10		

Total	80		
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1. Scoring Guide: 1=very poor, 2=poor, 3=satisfactory, 4=good, 5=very good/excellent
2. The minimum technical threshold to qualify for further assessment: 70% of 80 or 56 points
3. Bidders who score the minimum required technical points will be further evaluated on the 80/20 preference points system i.e. 80 for price and 20 for BBBEE preference points.

Evaluators Comments on Strengths and Weaknesses
