



employment & labour

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA



Enquiries: Volta / Mphosi  
RFI number: UIF 01/2024  
Date: 09 February 2024  
Telephone: 012 337 1710 / 1812




**REQUEST FOR INFORMATION (RFI):** Training required for all officials of the Fund.

The Unemployment Insurance Fund (Fund) is currently embarking on a process to clean its data base of all registered training service providers/institutions. The main focus with this project is to establish which training institutions could offer the wide range of training interventions identified by the Fund.

Furthermore, in order for the Fund to be effective with regards to the selection and approval of suitable training provider that could offer short learning programmes and SAQA accredited training courses. It is required that interested training providers furnish the Fund with the following documents for further assessment:

**Annexure A:** A brief background/business profile and contact details of the training institution and relevant contact person must be provided to the Fund.

**Annexure B:** Training institutions must complete the Excel schedule/spreadsheet attached to this RFI marked as "Schedule B". The training interventions listed are regarded by the Fund as priority. The following information is required:

-  Short learning programme/s and unit standard base skills programme/s that could be offered;
-  the accreditation status of each course;
-  the unit standard number/s, if it is a SAQA accredited course.

**Annexure C:** A detailed course content for each of the course/s your training institution offers must be provided as part of your proposal as this will assist the Fund to evaluate and assess whether it will meet the requirements. *Failure to provide the course content will result in the elimination of the proposal from the assessment and evaluation process.*

**Annexure D:** The Fund is obligated in terms of National Treasury Regulations to only do business with compliant service providers. CSD report and tax compliance information must be submitted.

Documentations consisting of the various Annexures [ A-D] as indicated above and which are clearly marked as RFI number UIF 01/2024 must be placed in the Fund's tender box at ABSA Towers, 230 Lilian Ngoyi Street, Pretoria, 0001 on the 26 February 2024 on or before 11H00. It should also be noted that **NO** quotations or pricing should be included as part of this process.

Any enquiries with regards to the training course/s or the format in which the information must be submitted to the Fund must be forwarded to Mr V Kegakilwe/ Mr M Rasehloka

who could be reached at 0123371710/1812 or [Volta.kegakilwe@labour.gov.za](mailto:Volta.kegakilwe@labour.gov.za) / [Mphosi.rasehloka@labour.gov.za](mailto:Mphosi.rasehloka@labour.gov.za).

Only complete Excel spreadsheet (**Annexure B**) must also be sent to the contact personnel:

  
Unemployment Insurance Fund  
PRETORIA