



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA



PACOFS
PERFORMING ARTS CENTRE
OF THE FREE STATE
An agency of the Department
of Sport, Arts and Culture

SUPPLY CHAIN MANAGEMENT

Room K 016

FIRST AVE ENTRANCE

TEL: 051 – 4477771 x 2306

FAX-2-E-MAIL: 086 729 6757

E-MAIL: quotation@pacofs.co.za

INVITATION FOR A QUOTATION

REFERENCE NUMBER: RFQ/130201TRAININGSERVICES/2024

PACOFS seeks to appoint a service provider to provide Generic Management Competencies to its management. Kindly provide PACOFS with a signed quotation for **Training Services** as follows. Kindly complete SBD forms and send with your quotation.

SPECIFICATION

The service provider will be required to provide once off Generic Management Competencies training on the following:

1.1 Strategic Capability and Leadership

- Leadership and Strategic Thinking in the Oil, Gas, and Petrochemicals Industry
- Emotional Intelligence (EQ) Training for Leaders and Managers
- Management Excellence Training Course
- Developing Leadership Presence Training
- Team Building and Team Development Training Course

1.2 People Management and Empowerment

- Empowering employees to make purposeful contributions to the organisation.
- Allocating relevant resources.
- Solving problems in an effective way by taking accountability for their time and duty served.

1.3 Programme and Project Management

- How to track project progress.
- Allocates resources.
- Manages risks.
- Communicates
- Managing a program with multiple, related projects.
- Since programs are linked to strategic initiatives, they are often long running and possibly permanent.

1.4 Financial Management

- Monitoring, controlling, protecting, and reporting on an entity's financial resources.

1.5 Change Management

- Dealing with the transition or transformation of an organization's goals.
- Processes or technologies.
- Implement strategies for effecting change, controlling change and helping people to adapt to change.

EVALUATION CRITERIA

CRITERIA	SUB-CRITERIA	WEIGHTING / POINTS
1. Methodology	<p>Bidder must provide the training methodology.</p> <p>0 methodology = 0 points 1 methodology = 20 points</p>	20
2. Company profile	<p>The company profile with background and history of the company in relation to the service required.</p> <p>0 company profile = 0 points 1 company profile = 30 points</p>	30
3. References	<p>Bidder must provide three (3) contactable references detailing training provided in the past 3 three years.</p> <p>Signed reference letters to be used as proof of occurrence.</p> <ul style="list-style-type: none">- 0 reference letter = 0 points- 1 reference letter = 10 points- 2 reference letters = 20 points- 3 reference letters = 30 points	30
4. Registration and accreditation	<p>Registered with the Department of Higher Education and Training and must be accredited to offer registered qualifications and skills programme by the relevant Quality Councils</p> <ul style="list-style-type: none">- 0 registration = 0 points- 1 registration = 20 points	20
Total		100
The service provider must have scored a minimum of 70 points to be considered for further evaluation.		
N.B Failure to attach one of the above will automatically lead to a disqualification of the quotation/proposal		

NB: The prices must be quoted per person.

Description	Quantity	Rate per person	Total
Provision of Generic Management Competencies	16		

For any queries, please contact Supply Chain at quotation@pacofs.co.za or 051 – 447-7771

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a SARS Tax Compliance Pin and B-BBEE certificate.
2. Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.
3. Evaluation criteria 80/20 will be applicable as per Preferential Procurement Regulations 2022.
4. The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/ documentation/. The CSD report shall be used to verify claim of such points.
5. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

VERY IMPORTANT NOTICE!

1. PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.
2. PAYMENT WILL BE DONE WITHIN 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.
3. BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.
4. PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.
5. THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).
6. IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.
7. NO CESSIONS WILL BE SIGNED.
8. A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED.
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.
12. PACOFS RESERVES THE RIGHT TO AWARD OR WITHDRAW THE BID.
13. NO PREPAYMENT/UPFRONT PAYMENT WILL BE MADE BY PACOFS.
14. QUOTATIONS NOT OBTAINED THROUGH THE DEDICATED QUOTATIONS EMAIL WILL NOT BE USED TO APPOINT A SERVICE PROVIDER.

OPENING DATE: 13 FEBRUARY 2024

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

22 FEBRUARY 2024 at 11h00

Please submit quotation via E-mail to quotation@pacofs.co.za

No late submission will be accepted!