



**INTERNAL REQUISITION FOR PROCUREMENT OF GOODS AND SERVICES**

**PART A**

CHIEF USER NO: 800 F \_\_\_\_\_

BRANCH NAME: Forest Management  
 Enoch Nkwane \_\_\_\_\_

CHIEF USER CLERK FULL NAME: \_\_\_\_\_

TELEPHONE: 0123095812/0864883407 \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

LOCATION WHERE GOODS/ SERVICES ARE REQUIRED: TRAINING (Excel Advanced) \_\_\_\_\_

Read, Completed and submitted SCM & Role Players Code of Conduct YES / NO

**PART B**

SHORT DESCRIPTION OR REQUIRED GOODS/ SERVICES <small>(include special requirements)</small>	LOCATION
Training (Excel Advanced)	Pretoria

**NB: DETAILED RFQ MUST BE ATTACHED FOR REVIEW BY DEMAND MANAGEMENT**

NAME OF RESPONSIBLE MANAGER: THEMBILE DUMINGWANA \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DESIGNATION: DIRECTOR \_\_\_\_\_

DATE: 31 07 2024 \_\_\_\_\_

Read and submitted SCM & Role Players Code of Conduct YES / NO

**PART C**

Fund	VOTED FUNDS
Responsibility	ADMIN
Objective	ADM DG
Project	NO PROJECTS
Regional	NAT Function:DEA
ITE	TRAIN&DEC;EMPLOYEES
ASSETS CURRENT / CAPITAL	
INFRASTRUCTURE	
INCR IN CAPACITY (IC) OR REPLACEMENT (RC)	
INVENTORY / PERSAL NO	

IS THE PROCUREMENT ITEM ESTIMATED TO BE ABOVE R500K IF YES INDICATE THE PRICE LINE NO: \_\_\_\_\_

PROOF OF FUNDS ATTACHED eg. Bas Report etc. YES / NO \_\_\_\_\_

SUBMISSION ATTACHED WHERE APPLICABLE e.g. Asset YES / NO \_\_\_\_\_

REMARKS / COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**forestry, fisheries  
& the environment**

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

**Environment House, Cnr Steve Biko Road & Soutpansberg Street, Cnr Steve Biko Road & Soutpansberg Street.  
Private Bag X447, Pretoria, 0001**

**REQUEST FOR QUOTATION OF GOODS AND SERVICES**

RFQ NO: **DFFEQ00 (24/25)**

**IMPORTANT INFORMATION FOR CONSIDERATION BY SUPPLIERS**

**NOTE:**

- Tenderers are required to use this Request for Quotation (RFQ) Form when quoting and include VAT per item (where applicable), and the quotation must be in your company's letterhead, correct banking details should be also included on the quotation.
- Quotations received after the closing date and time, at the [Quotations1@dfpe.gov.za](mailto:Quotations1@dfpe.gov.za) will NOT be accepted for consideration.
- For quotations with a Rand value up to R50 000 000, the preference point system of **80/20** will apply, where **80** points will be for (Price) and **20** points will be for **Specific Goals** (more than 50% ownership by (either Black, Women or Disability) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 of 2000),
- A trust, consortium or joint venture will qualify for Preference Points if their average combined ownership is more than 50% (fifty percent) of ownership on specific goals (e.g. two or more companies claiming preference points, Ownership/ Directorship will be combined and divided by the number of companies to ascertain the preference points),
- DFFE reserves the right to request additional information to validate any information submitted by bidders including preference points claimed,
- Unless specifically stated by DFFE in the specification, all received prices must be firm until the required goods or services are delivered to the specified location. **No price adjustment will be accepted, except those that are subject to rate of exchange.**
- **For bidders to claim preference points, the following must be adhered to;**
  - a. Submit a complete and signed SBD 6.1 which is used for claiming specific goals.
  - b. Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability.
  - c. Submit a SANAS/ Companies and Intellectual Property Commission (CIPC) Accredited B-BBEE certificate or sworn affidavit indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination on the basis of race, gender or
  - d. Submit ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC)
  - e. CSD Registration Report or MAAA.number.
- Failure on the part of a tenderer to submit proof or document required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- **DFFE reserves the right to:**
  - a. Perform due diligence during evaluation of quotations on information submitted by tenderers.
  - b. NOT to appoint any tenderer.
- **Tenderers must Indicate delivery timelines and quotation expiry date (Unless otherwise stated, quotations will be deemed valid for a period of 30 days from the date RFQ closes)**
- **Tenderers are required to duly complete and sign the SBD 4, SBD 6.1 forms respectively,**
- DFFE reserves the right to negotiate price with the preferred tenderers in line with the legislative requirements.  
**In a case where there are pictures and or brand names on the specification, tenderers must note that those pictures are for illustration purpose and similar or equivalent brand specifications will be accepted by the Department.**

**SUPPLIER DETAILS (TO BE COMPLETED BY THE USER)**

SUPPLIER NAME:		EMAIL ADDRESS:	
TEL NO:			
CENTRAL SUPPLIER DATABASE (CSD) NUMBER			
ATTENTION TO:			
DATE REQUESTED:			
SERVICE/GOODS LOCATION			

**SUBMIT QUOTATION TO DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES**

ATTENTION TO:		EMAIL ADDRESS:		Quotations1@dfpe.gov.za	
TEL NO:					
CC EMAIL ADD: Sinothando Sithole <a href="mailto:sisithole@dfpe.gov.za">sisithole@dfpe.gov.za</a>					
CLOSING DATE:		CLOSING	TIME	1	1 : 0 0
(Quotations to be advertised for at least 5 days)					
MANDATORY REQUIREMENTS (YES/NO)			Proof Attached (to be completed by DFFE)		
Professional registration:	NO				
Food Premises Certificate issued by the Municipality	NO				

\*Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer"

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The above mandatory requirements will apply, and bidders must submit the requested requirements indicated above with the RFQ documents at the closing date and time of the RFQ. Bidders who fail to comply with any of the mandatory requirements will be disqualified and not be evaluated further.



**Environment House, Cnr Steve Biko Road & Soutpansberg Street, Cnr Steve Biko Road & Soutpansberg Street, Private Bag X447, Pretoria, 0001**

NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)	UNIT AMOUNT	TOTAL AMOUNT (to be same as the quotation attached)
01	Microsoft Excel advanced (NQF 4 or equivalent)		3 Delegates		
02	May take no less than 3 days				
03	The course must be offered virtually or face – to – face (Preferred)				
04	Must issue a certificate of competence at the end of the training				
<b>TOTAL AMOUNT (Excl. 15% VAT)</b>					R
<b>TOTAL VAT 15%</b>					R
<b>GRAND TOTAL AMOUNT (Incl. 15% VAT for VAT Vendors)</b>					R
<p>Note: All delivery costs all applicable taxes, includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies must be included in the bid price, for delivery at the prescribed destination.</p> <p>NB: the service provider must submit a valid quotation as per the above guideline on his/ her letterhead reflecting the item descriptions; validity; banking details contact details and CSD MAAA number.</p>					
<p><b>NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment.</b></p> <ul style="list-style-type: none"> <li>• Failure to deliver goods within the agreed timelines might result in an order being cancelled and possible inclusion on the Database of Restricted suppliers by the National Treasury</li> </ul>					

\*Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer"

TYPE LEVEL	DESCRIPTION	EXPENSES	COMMITMENTS	BUDGET	AVAILABLE BUDGET
O 008	FOR DIR STATE FOR LAND ADMIN				
I 003	COMPENSATION OF EMPLOYEES			5,000,000.00	3,413,310.36
I 007	S&W: BASIC SALARY (RES)	1,586,689.64	0.00		
I 008	S&W: HOUSING ALLOWANCE (RES)	50,375.88	0.00	0.00	50,375.88-
I 008	S&W: NON PENSIONABLE ALL OTH (RES)	77,531.02	0.00	0.00	77,531.02-
I 008	S&W: SERVICE BONUS (RES)	83,995.75	0.00	0.00	83,995.75-
I 008	EMPL CONTR: BARGAIN COUNCIL (RES)	360.00	0.00	0.00	360.00-
I 008	EMPL CONTR: MEDICAL (RES)	136,611.00	0.00	0.00	136,611.00-
I 008	EMPL CONTR: PENSION (RES)	205,440.44	0.00	602,000.00	396,559.56
I 003	COMPENSATION OF EMPLOYEES-----	2,141,003.73	0.00	5,602,000.00	3,460,996.27
I 003	GOODS AND SERVICES				
I 005	TRAVEL AGENCY FEES	0.00	0.00	100,000.00	100,000.00
I 005	ADVERT: MARKETING	0.00	0.00	100,000.00	100,000.00
I 006	EQP<R5000: KITCHEN APPLIANCES	0.00	0.00	2,000.00	2,000.00
I 004	BURSARIES (EMPLOYEES)	0.00	0.00	100,000.00	100,000.00
I 004	CATERING: DEPARTML ACTIVITIES	698.90	0.00	109,000.00	108,301.10
I 005	COM: AIRTIME & DATA	0.00	0.00	113,000.00	113,000.00
I 005	COM: TEL/FAX/TELEGRAP&TELEX	150.00	0.00	0.00	150.00-
I 007	EXT COMP SER: SFT LCN: OPR SYS SFT	0.00	386,779.50	0.00	386,779.50-
I 007	EXT COMP SER: SFT LCN: UTILITY SFT	0.00	0.00	300,000.00	300,000.00
I 007	EXT COMP SER: SFT LCN: SCURT SOFT	0.00	0.00	400,000.00	400,000.00
I 005	CNS: BUS&ADV SER: PRJ MANAGEMENT	0.00	0.00	1,000,000.00	1,000,000.00
I 006	L/PVT FIRM: LEGAL ADVICE SERV	0.00	0.00	100,000.00	100,000.00
I 005	A&S/O/S: EWP WORKERS	474,260.00	0.00	0.00	474,260.00-
I 005	ENTERTAIN MANAGEMENT	1,340.90	0.00	2,000.00	659.10
I 005	INV CLOTH: UNIF&PROT CLTHI	0.00	0.00	70,000.00	70,000.00
I 006	CONS HOUS SUP: GROCERIES	2,041.10	0.00	5,000.00	2,958.90
I 006	CONS HOUS SUP: TOILETRIES	0.00	0.00	10,000.00	10,000.00
I 005	CONS: SP&OS: GOV PRIN	0.00	0.00	40,000.00	40,000.00
I 005	CONS: SP&OS: STATIONERY	0.00	0.00	75,000.00	75,000.00
I 005	CONS: SP&OS: PRINT CARTRIDGE	0.00	34,741.96	80,000.00	45,258.04
I 005	CONS: SP&OS: PRINTING PAPER	0.00	0.00	60,000.00	60,000.00
I 006	P/P: ELECTRICITY	113,873.44	0.00	400,000.00	286,126.56
I 006	T&S DOM: ACCOMMODATION	168,359.10	0.00	800,000.00	631,640.90
I 007	T&S DOM: SPECIAL DAILY ALLOWANCE	16,997.52	0.00	0.00	16,997.52-
I 006	T&S DOM: FOOD&BEVER	7,363.79	0.00	20,000.00	12,636.21
I 006	T&S DOM: INCIDENTAL COST	4,663.00	0.00	10,000.00	5,337.00
I 007	T&S DOM: CAR RENTAL	58,585.73	0.00	200,000.00	141,414.27
I 007	T&S DOM: KM ALL (OWN TRANSPORT)	29,527.06	0.00	100,000.00	70,472.94
I 007	T&S DOM: OTR TRNS PROVID	1,511.00	0.00	0.00	1,511.00-
I 007	T&S DOM: AIR TRANSPORT	149,748.63	1,583.08	0.00	148,165.55-
I 007	T&S DOM: ROAD TRANSPORT	13,540.00	0.00	60,000.00	46,460.00
I 007	T&S DOM: WATER TRANSPORT	0.00	0.00	40,000.00	40,000.00
I 006	T&S FORGN: ACCOMMODATION	0.00	0.00	100,000.00	100,000.00
I 006	T&S FOR NON EMPLOY: TRANSPORT	0.00	0.00	5,000.00	5,000.00
I 005	TRAIN & DEV: EMPLOYEES	0.00	0.00	140,000.00	140,000.00
I 005	O/P: COURIER & DELIVERY SERVS	0.00	0.00	30,000.00	30,000.00
I 005	O/P: SUBSCRIPT, PRINT&PUBLIC SERV	0.00	0.00	45,000.00	45,000.00
I 005	O/P: PROF BODIES, MEMB&SUBSC FEES	0.00	0.00	0.00	28,229.76
I 003	GOODS AND SERVICES-----	1,042,660.17	391,708.62	4,616,000.00	3,181,631.21
I 003	MACHINERY AND EQUIPMENT				
I 006	OFFICE EQUIPMENT	0.00	0.00	70,000.00	70,000.00
I 006	COMP HARD&SYSTEMS - LAPTOP	0.00	0.00	80,000.00	80,000.00
I 003	MACHINERY AND EQUIPMENT-----	0.00	0.00	150,000.00	150,000.00
TOTAL					



## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

### CHIEF DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Private Bag x447, PRETORIA, 0001 • Environment House, 473 Steve Biko Road, Pretoria, 0002 Tel 012 399 9000•

Fax: 086 625 1042

## CODE OF CONDUCT FOR SUPPLY CHAIN MANAGEMENT PRACTITIONERS AND ROLE PLAYERS

In accordance with the Treasury Regulations issued in terms of the Public Finance Management Act, 1999, all officials in the supply chain management system (hereinafter called practitioners) must comply with the highest ethical standards in order to promote mutual trust and respect and an environment where business can be conducted with integrity and in a fair and reasonable manner. This Code of Conduct sets out the minimum standard of conduct expected of SCM practitioners in the Department of Forestry, Fisheries and the Environment (the Department).

### 1. GENERAL PRINCIPLES

- 1.1. Department of Forestry, Fisheries and the Environment commits itself to a policy of fair dealing and integrity in the conducting of its business. The position of a supply chain management (SCM) practitioner is therefore a position of the highest trust, implying a duty to act in the public interest. Practitioners must not perform their duties to unlawfully gain any form of compensation, or payment of gratuities from any person, supplier/contractor for themselves, their family or their friends.
- 1.2. Practitioners must ensure that they perform their duties efficiently, effectively and with integrity, in accordance with the relevant legislation and regulations including the Public Service Regulations issued by the Department of Public Service and Administration, National Treasury Regulations and Practice Notes and directives issued by accounting officers. They must ensure that public resources are administered responsibly.
- 1.3. Practitioners must be fair and impartial in the performance of their functions. They must at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual. They must not abuse the power and authority vested in them.
- 1.4. Practitioners must assist the Director-General in combating corruption and fraud in the supply chain management system.
- 1.5. Practitioners and other role players involved must adhere to the Code of Conduct for Supply Chain Management Practitioners issued by National Treasury.
- 1.6. Practitioners must comply with the Code of Conduct for the Public Service as contained in Chapter 2 of the Public Service Regulations, 2001 specially items C4.5 to C4.12 and C5.3 to C5.4 thereof.

- 1.7. A practitioner who becomes aware of a breach of or failure to comply with any aspect of the supply chain management system must immediately report the breach or failure to the Director-General in writing.

## **2. CONFLICT OF INTEREST**

- 2.1. SCM practitioners must declare immediately any business, commercial and financial interests or activities undertaken for financial gain that may raise a possible conflict of interest.
- 2.2. If a practitioner or any other role player, or any close family member, partner or associate of such practitioner has any private or business interests in any contract to be awarded, that practitioner or other role player must withdraw from participating in any manner whatsoever in the process relating to that contract.
- 2.3. Practitioners must not place themselves under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their duties.
- 2.4. Practitioners must ensure they do not compromise the credibility or integrity of the supply chain management system through the acceptance of gifts or hospitality or any other act.
- 2.5. Practitioners must not take improper advantage of their previous office after leaving their official position.

## **3. ACCOUNTABILITY**

- 3.1. SCM practitioners are accountable for their decisions and actions to the public.
- 3.2. Practitioners must use public property scrupulously.
- 3.3. Only the Director-General or officials duly delegated have the authority to commit the Department to any transaction for the procurement of goods and/or services.
- 3.4. All transactions conducted by a practitioner must be recorded and accounted for in an appropriate accounting system. Practitioners must not make any false or misleading entries in such a system for any reason whatsoever.

## **4. OPENNESS**

- 4.1. Practitioners must be as open as possible about all the decisions and actions that they take. They must give reasons for their decisions and restrict information only if it is in the public interest to do so.

## **5. CONFIDENTIALITY**

- 5.1. Any information that is the property of the government or its suppliers must be protected at all times. No information regarding any bid / contract / bidder / contractor may be revealed if such an action will infringe on the relevant bidder's / contractors personal rights.

- 5.2. Matters of a confidential nature in the possession of supply chain practitioners must be kept confidential unless legislation, the performance of duty or the provisions of law require otherwise. Such restrictions also apply after termination of service.

## 6. BID EVALUATION / ADJUDICATION TEAMS

- 6.1. Bid evaluation / adjudication teams and RFQ teams must regulate supply chain management on behalf of the Department in an honest, fair, impartial, transparent, cost effective and accountable manner in accordance with the accounting officer's directives/delegated powers.
- 6.2. Bid evaluation / adjudication teams may be authorised to deal with all supply chain management matters and finalise bids / price quotations in accordance with the accounting officers delegated powers.
- 6.3. Bid evaluation/adjudication teams must be familiar with and adhere to the prescribed legislation, directives and procedures in respect of supply chain management in order to perform effectively and efficiently.
- 6.4. No person should:
- 6.4.1. Interfere with the supply chain management system of an institution; or
- 6.4.2. Amend or tamper with any bid or quotation after its submission.

## 7. COMBATIVE PRACTICES

- 7.1. Combative practices are unethical and illegal and must be avoided at all cost. They include but are not limited to:
- 7.2. Suggestions to fictitiously lower quotations;
- 7.3. Reference to non existent competition;
- 7.4. Exploiting errors in bids and/or quotations
- 7.5. Soliciting bids and/or quotations from service providers whose name appear on the list of restricted suppliers/bidders/persons.

I, THE UNDERSIGNED (NAME) Ezech Nkwane  
 DECLARE THAT I UNDERSTAND THE ABOVE AND ACCEPT THAT THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT MAY ACT AGAINST ME IF I SHOULD BE FOUND TO BE IN BREACH OF ANY OF THE ABOVE TERMS. I ALSO UNDERTAKE TO DECLARE ANY OUTSIDE INTERESTS IN ACCORDANCE WITH PARA. 2 AS SOON AS SUCH CONFLICT OF INTEREST MAY OCCUR.

Ezech Nkwane  
 SIGNATURE

2507-2024  
 DATE



**forestry, fisheries  
& the environment**

Department  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

**NOMINATION FORM FOR INTERVENTIONS FUNDED BY THE DEPARTMENT  
LEVEL 1-12**

(Please complete accurately and fully)

Surname	Mthlane	Highest Qualification	BSc Hons Environmental Management		
First name (s)	Zibuyile Lindiwe	Age (tick in the box)	<35	35-55 <input checked="" type="checkbox"/>	>55
Tel No	012 309 5882	Branch	Forestry Management		
Persal No	28094085	Chief Directorate	SFM & PSS		
Salary Level	12	Directorate	State Forest Land Administration		
Job Title	DD: Forest Management Planning	Sub-directorate	Forest Management Planning		
Email address	zmthlane@dffe.gov.za	PDP Submitted	Yes <input checked="" type="checkbox"/>	No	
Equity Information (Please mark the relevant block. Info required i.t.o. Employment Equity Act)	<input checked="" type="checkbox"/> African	<input type="checkbox"/> White	<input type="checkbox"/> Indian	<input type="checkbox"/> Coloured	<input type="checkbox"/> Disabled
			<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female	
Intervention (name of the course, seminar, conference to be attended):	Microsoft Excel Advanced				
Organisation (attach quotations and/or other information where applicable)					
Date (of intervention)					
Cost					
Fund					
Responsibility	Forest				
Objective	FOR DIR STATE FOR LAND ADMIN				
Item					
Projects					
Funds available (Indicate Y or N)	Y	Applicant	Signature:		
			Date:	30 April 2024	
Motivation: (If space is insufficient, please feel free to attach motivation).					
Attending this short course will address an audit finding issued by Internal Audit and will aid in ensuring accuracy and efficiency in biological asset valuation.					
<b>RECOMMENDED BY SUPERVISOR</b>			<b>SUPPORTED BY RESPONSIBILITY/ PROGRAMME MANAGER</b>		
SIGNATURE			SIGNATURE		
NAME (print)	Thembile Dlungwana		NAME (print)	Thembile Dlungwana	
DATE	07/05/2024		DESIGNATION	Director	
<b>APPROVED BY CD: HUMAN CAPITAL MANAGEMENT</b>			DATE	07/05/2025	
SIGNATURE	:				
NAME (print)	:				
DATE	:				



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& the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

## COMMITMENT FORM

### COMMITMENT & ACKNOWLEDGEMENT OF DEBT FOR DEPARTMENT SPONSORED TRAINING

I, the undersigned, (Full Name) Zibuyile Lindiwe Mthalane (Persal No) 28094085 do hereby confirm that DFFE (the employer) has sponsored a training course / seminar / workshop to the value of R ..... which has been paid to Service Provider / Institution.

Course / Seminar / Workshop to be taken is:

Microsoft Excel Advanced

#### Tick the applicable statement below:

I will ensure that the DFFE is informed of my results / certificate of attendance or completion as soon as they are received.

If the course attended requires Portfolio of Evidence (POE), I will ensure that I submit the POE on the due date set by the Service Provider / Institution.

#### Terms and Conditions:

I understand that this training is granted to me on the following conditions.

- Should I not complete the course, or not attend the seminar for any reason whatsoever, then the full cost of the subject/(s) or course or seminar will be repaid to the Department over a reasonable period (up to twelve months).
- In the event that I'm unable to attend the course/ seminar/ workshop, it is the responsibility of my Directorate to nominate a substitute if the course/ seminar/ workshop is relevant to him/her and will add value to the substitute.

**NOTE: Supervisor must acknowledge that they are aware of the commitment and time will be provided to the official by signing this form.**

Employee

Date: 30/04/2024

Supervisor

Date: 07/05/2024



I am committed to the Departmental values of Passion, Pro-active, Performance, People-centric and Integrity

**G. PERSONAL DEVELOPMENT PLAN**

COMPETENCY TO BE ADDRESSED	PROPOSED ACTIONS	RESPONSIBILITY	TIME-FRAME	EXPECTED OUTCOME
Creating, editing, and interpreting alpha numeric data.	Attend Microforest training	Sub Directorate: Forest Management Planning	June 2024 – March 2025	Understanding of theoretical and practical use Microforest system in alpha-numeric data, spatial data, and projections.
Creating complex formulas, tables, graphs and analyzing data	Advanced Microsoft Excel	Sub Directorate: Forest Management Planning	5 days	Advanced techniques in creating tables and analyzing data in Excel
Creating, editing and interpreting Geographical Information Systems	Arch GIS Basic Arch GIS Intermediate	Sub Directorate: Forest Management Planning	5 days 5 days	<ul style="list-style-type: none"> <li>➤ Organise, create and edit geographic data</li> <li>➤ Manage, symbolize, and label map layers, design map layout</li> <li>➤ Analyse GIS data, organise and solve spatial problems</li> <li>➤ Share maps and analyse results</li> <li>➤ Work with tabular data</li> <li>➤ Understanding cartographic principles, symbolise, and label map layers, design map layout</li> <li>➤ Evaluate GIS data for analysis, organise and solve spatial problems</li> </ul>



COMPETENCY TO BE ADDRESSED	PROPOSED ACTIONS	RESPONSIBILITY	TIME-FRAME	EXPECTED OUTCOME
Biological Asset Stock Count	Stock Enumeration Training	Sub Directorate: Forest Management Planning	June 2024 – March 2025	<ul style="list-style-type: none"> <li>➤ Perform, process and audit stock enumerations carried out by the Service Provider</li> </ul>
Learn relations between variables: prices and quantities, revenues and elasticity, output and inflation, productivity and aggregate growth, education and salaries, trade and exchange rates, etc.	Economics	Joshua Moepya	±4 weeks	Understand supply and demand, perfect and imperfect competition, taxation, international trade, price controls, monetary policy, exchange rates, interest rates, unemployment and inflation amongst many other topics to understand individual markets, the aggregate economy and government policies and application to biological assets.



I am committed to the Departmental values of Passion, Pro-active, Performance, People-centric and Integrity

**H. JOB DESCRIPTION & WORK PLAN AGREEMENT**

I, **Zibuyile Lindiwe Mthlane** in my capacity as **Deputy Director** bind myself to the following: Accepting the job description as contained in this document; and executing the key responsibilities and agreed programmes as recorded in this document.

	SIGNATURE	PRINT NAME	DATE:
SIGNATURE JOBHOLDER		Zibuyile Lindiwe Mthlane	23 April 2024
SUPERVISOR		Thembile Durgoo	
HEAD OF COMPONENT		Thembile Durgoo	

◀ SIG



**forestry, fisheries  
& the environment**

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

**NOMINATION FORM FOR INTERVENTIONS FUNDED BY THE DEPARTMENT  
LEVEL 1-12**

(Please complete accurately and fully)

Surname	MASHISHI		Highest Qualification	DIPLOMA IN FORESTRY		
First name (s)	OFFENTSE SUZEN		Age (tick in the box)	<input checked="" type="checkbox"/> <35	<input type="checkbox"/> 35 - 55	<input type="checkbox"/> >55
Tel No	079 388 5202		Branch	FORESTRY MANAGEMENT		
Persal No	31434118		Chief Directorate	SFM & PSS		
Salary Level	0		Directorate	STATE FOREST LAND ADMIN		
Job Title	INTERN		Sub-directorate	FOREST MANAGEMENT PLANNING		
Email address	omashishi@dlfe.gov.za		PDP Submitted	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
Equity Information (Please mark the relevant block. Info required i.t.o. Employment Equity Act)	<input checked="" type="checkbox"/> African	<input type="checkbox"/> White	<input type="checkbox"/> Indian	<input type="checkbox"/> Coloured	<input type="checkbox"/> Disabled	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Intervention (name of the course, seminar, conference to be attended):	MICROSOFT EXCEL ADVANCED					
Organisation (attach quotations and/or other information where applicable)						
Date (of intervention)						
Cost						
Fund						
Responsibility	FOREST					
Objective	FOR DIR STATE FOR LAND ADMIN					
Item						
Projects						
Funds available (Indicate Y or N)	<input checked="" type="checkbox"/> Y	Applicant	Signature:			
			Date:	24/04/2024		
Motivation: (If space is insufficient, please feel free to attach motivation).						
RECOMMENDED BY SUPERVISOR			SUPPORTED BY RESPONSIBILITY/ PROGRAMME MANAGER			
SIGNATURE :			SIGNATURE :			
NAME (print) : ZIBHILE MTHALANE			NAME (print) : Thembile Dlangwane			
DATE : 30/04/2024			DESIGNATION : Director			
APPROVED BY CD: HUMAN CAPITAL MANAGEMENT			DATE : 07/05/2024			
SIGNATURE : _____						
NAME (print) : _____						
DATE : _____						



forestry, fisheries  
& the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

### COMMITMENT FORM

#### COMMITMENT & ACKNOWLEDGEMENT OF DEBT FOR DEPARTMENT SPONSORED TRAINING

I,                      the                      undersigned,                      (Full Name)  
Ofentse Suzen Mashishi (Persal

No) 31434113 do hereby confirm that DFFE (the employer) has sponsored a training course / seminar / workshop to the value of R ..... which has been paid to Service Provider / Institution.

Course / Seminar / Workshop to be taken is:

Microforest Excel Advanced

#### Tick the applicable statement below:

I will ensure that the DFFE is informed of my results / certificate of attendance or completion as soon as they are received.

If the course attended requires Portfolio of Evidence (POE), I will ensure that I submit the POE on the due date set by the Service Provider / Institution.

#### Terms and Conditions:

I understand that this training is granted to me on the following conditions.

- a) Should I not complete the course, or not attend the seminar for any reason whatsoever, then the full cost of the subject/(s) or course or seminar will be repaid to the Department over a reasonable period (up to twelve months).
- b) In the event that I'm unable to attend the course/ seminar/ workshop, it is the responsibility of my Directorate to nominate a substitute if the course/ seminar/ workshop is relevant to him/her and will add value to the substitute.

**NOTE: Supervisor must acknowledge that they are aware of the commitment and time will be provided to the official by signing this form.**

Employee  
Date: 24/04/2024

Supervisor  
Date: 30/04/2024



**PERSONAL DEVELOPMENT PLAN**

COMPETENCY TO BE ADDRESSED	PROPOSED ACTIONS	RESPONSIBILITY	TIME-FRAME	EXPECTED OUTCOME
Creating, editing, and interpreting Geographic Information Systems.	Arch GIS Basic Arch GIS Intermediate	Sub Directorate: Forest Management Planning	5 days 5 days	Understanding of theoretical and practical use of GIS concepts in spatial data, projections, and coordinate systems as well as fundamental spatial analysis technique.
Creating, editing, and interpreting alpha numeric data.	Attend Microforest training	Sub Directorate: Forest Management Planning	June 2024 – March 2025	Understanding of theoretical and practical use Microforest system in alpha-numeric data, spatial data, and projections.
Biological Asset Stock Count	On the job training from the Professional Service Provider	Sub Directorate: Forest Management Planning	1 year	Perform, process and audit stock enumerations carried out by the Service Provider
Creating complex formulars, tables, graphs, and analysing data.	Advanced Microsoft Excel	Sub Directorate: Forest Management Planning	5 Days	Advanced techniques in creating tables and analysing data in excel.



I am committed to the Departmental values of Passion, Pro-active,  
Performance, People-centric and Integrity



**H. JOB DESCRIPTION & WORK PLAN AGREEMENT**

I, ... **Ofentse Mashishi**.....in my capacity as .....**Intern**..... bind myself to the following: Accepting the job description as contained in this document; and executing the key responsibilities and agreed work programmes as recorded in this document.

	SIGNATURE	PRINT NAME	DATE:
SIGNATURE JOBHOLDER		OFENTSE SUZEN MASHISHI	24 / 04 / 2024
SUPERVISOR		ZIBUHLE MTHAKANE	30/04/2024
HEAD OF COMPONENT		Thembile Dlungwana	07/05/2024



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REPUBLIC OF SOUTH AFRICA

**NOMINATION FORM FOR INTERVENTIONS FUNDED BY THE DEPARTMENT  
LEVEL 1-12**

(Please complete accurately and fully)

<b>Surname</b>	Ludidi	<b>Highest Qualification</b>	Advanced diploma		
<b>First name (s)</b>	Onele	<b>Age (tick in the box)</b>	<input checked="" type="checkbox"/> <35	<input type="checkbox"/> 35 – 55	<input type="checkbox"/> >55
<b>Tel No</b>	012 309 5807	<b>Branch</b>	Forest Management		
<b>Persal No</b>	29885086	<b>Chief Directorate</b>	SFM & PSS		
<b>Salary Level</b>	Level 9	<b>Directorate</b>	State Forest Land Administration		
<b>Job Title</b>	ASD: Forest Management Planning	<b>Sub-directorate</b>	Forest Management Planning		
<b>Email address</b>	oludidi@dfre.gov.za	<b>PDP Submitted</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Equity Information</b> (Please mark the relevant block. Info required i.t.o. Employment Equity Act)	<input checked="" type="checkbox"/> African	<input type="checkbox"/> White	<input type="checkbox"/> Indian	<input type="checkbox"/> Coloured	<input type="checkbox"/> Disabled
	<input type="checkbox"/> Male			<input checked="" type="checkbox"/> Female	
<b>Intervention</b> (name of the course, seminar, conference to be attended):	Microsoft Excel Advanced				
<b>Organisation</b> (attach quotations and/or other information where applicable)					
<b>Date</b> (of intervention)					
<b>Cost</b>					
<b>Fund</b>					
<b>Responsibility</b>	FOREST				
<b>Objective</b>	FOR DIR STATE FOR LAND ADMIN				
<b>Item</b>					
<b>Projects</b>					
<b>Funds available</b> (Indicate Y or N)	<input checked="" type="checkbox"/> Y	<b>Applicant</b>	<b>Signature:</b>		
			<b>Date:</b>	24 April 2024	
<b>Motivation:</b> (If space is insufficient, please feel free to attach motivation).					
This course is necessary for addressing a finding issued by Internal Audit					
Attending this short course will aid in efficiently conducting Biological Asset Valuation.					
<b>RECOMMENDED BY SUPERVISOR</b>			<b>SUPPORTED BY RESPONSIBILITY/ PROGRAMME MANAGER</b>		
<b>SIGNATURE</b>			<b>SIGNATURE</b>		
<b>NAME (print)</b>	ZIBHILE MTHALANDE		<b>NAME (print)</b>	Thembile Dlungwane	
<b>DATE</b>	30/04/2024		<b>DESIGNATION</b>	Director	
<b>APPROVED BY CD: HUMAN CAPITAL MANAGEMENT</b>			<b>DATE</b>	07/05/2024	
<b>SIGNATURE</b>	_____				
<b>NAME (print)</b>	_____				
<b>DATE</b>	_____				



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Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

## COMMITMENT FORM

### COMMITMENT & ACKNOWLEDGEMENT OF DEBT FOR DEPARTMENT SPONSORED TRAINING

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned, \_\_\_\_\_ (Full Name)  
\_\_\_\_\_ (Persal

No) 29885086 do hereby confirm that DFFE (the employer) has sponsored a training course / seminar / workshop to the value of R ..... which has been paid to Service Provider / Institution.

Course / Seminar / Workshop to be taken is:

MICROSOFT EXCEL ADVANCED

#### Tick the applicable statement below:

I will ensure that the DFFE is informed of my results / certificate of attendance or completion as soon as they are received.

If the course attended requires Portfolio of Evidence (POE), I will ensure that I submit the POE on the due date set by the Service Provider / Institution.

#### Terms and Conditions:

I understand that this training is granted to me on the following conditions.

- Should I not complete the course, or not attend the seminar for any reason whatsoever, then the full cost of the subject(s) or course or seminar will be repaid to the Department over a reasonable period (up to twelve months).
- In the event that I'm unable to attend the course/ seminar/ workshop, it is the responsibility of my Directorate to nominate a substitute if the course/ seminar/ workshop is relevant to him/her and will add value to the substitute.

**NOTE: Supervisor must acknowledge that they are aware of the commitment and time will be provided to the official by signing this form.**

O.lda  
Employee  
Date: 24/09/2024

[Signature]  
Supervisor  
Date: 30/04/2024



**G. PERSONAL DEVELOPMENT PLAN**

COMPETENCY TO BE ADDRESSED	PROPOSED ACTIONS	RESPONSIBILITY	TIME-FRAME	EXPECTED OUTCOME
Creating, editing, and interpreting Geographic Information Systems.	Arch GIS Basic Arch GIS Intermediate	Sub Directorate: Forest Management Planning	5 days 5 days	Understanding of theoretical and practical use of GIS concepts in spatial data, projections, and coordinate systems as well as fundamental spatial analysis technique.
Creating, editing, and interpreting alpha numeric data.	Attend Microforest training	Sub Directorate: Forest Management Planning	June 2024 – March 2025	Understanding of theoretical and practical use Microforest system in alpha-numeric data, spatial data, and projections.
Biological Asset Stock Count	On the job training from the Professional Service Provider	Sub Directorate: Forest Management Planning	2 years	Perform, process and audit stock enumerations carried out by the Service Provider
Creating complex formulars, tables, graphs, and analysing data.	Advanced Microsoft Excel	Sub Directorate: Forest Management Planning	5 Days	Advanced techniques in creating tables and analysing data in excel.
Improve the calculation of the Fair Value of Biological Assets	On the job training from the Professional Service Provider	Sub Directorate: Forest Management Planning	2 years	Improve the calculation of the Fair Value of biological assets



**H. JOB DESCRIPTION & WORK PLAN AGREEMENT**

I, **Onele Ludidi** in my capacity as ...**Assistant Director: Forest Management Planning**.. bind myself to the following: Accepting the job description as contained in this document; and executing the key responsibilities and agreed work programmes as recorded in this document.

	SIGNATURE	PRINT NAME	DATE:
<b>SIGNATURE JOBHOLDER</b>		ONELE LUDIDI	24/04/2024
<b>SUPERVISOR</b>		ZIBUHLE MTHLANGANE	30/04/2024
<b>HEAD OF COMPONENT</b>		Thembile Dlungwana	07/05/2024