



REQUEST MEMO FOR GOODS/SERVICES

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

Description : Intermediate Business 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 Intermediate Business Writing Training to eight (08) 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 15:26:29 +02:00
Reason: Witnessing Bheki Mbanjwa

Signature

20/04/23

Date

REQUEST FOR INTERMEDIATE BUSINESS 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 Intermediate Business writing skills.
- 1.5 The purpose of these terms of reference is to solicit services of an accredited service provider to offer Intermediate Business Writing training to some of KZN Liquor Authority Corporate Services staff.
 - 08x Corporate Services Staff

2. Who should attend

- 2.1 The course is aimed at eight (08) KZN Liquor Authority staff as per 2023/2024 KZNLA training plan.

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

- Learn a method for continuously improving your writing skills based on Action-Reflection
- Revisit the rules of proper grammar and understand sentence and paragraph fundamentals
- Apply essential verbal and non-verbal strategies for effective communication

- Structure and compose a variety of texts using simple language to effectively communicate a message to a specific audience
- Match the type of communication purpose with the most appropriate channel for the receiver
- Write professional letters, memoranda, e-mails, reports and proposals by reviewing standard templates and customizing these to your work context.
- Apply effective language skills through correction of grammatical mistakes in written texts
- Be confident to prepare and deliver a professional written presentation within a business context
- Review errors and assess accuracy through rigorously applying a checklist to your texts
- Learn the value of professional written communication in building good client relationships

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.

Technical Evaluation Grid

Appointment of a Service Provide to offer Intermediate Business 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: Intermediate Business 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
