



SUPPLY CHAIN MANAGEMENT

Room K 016

FIRST AVE ENTRANCE

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INVITATION FOR A QUOTATION

REFERENCE NUMBER: RFQ/020212GrievancesTraining/2024

1. Background

The purpose of this RFQ is to request a service provider to capacitate line management/supervisors through coaching and continuous training on grievances and disciplinary matters.

2. Specifications

The service provider should provide three (3) days training on the following:

Outline For Misconduct In The Workplace

- Misconduct in the Labour Relations Act.
- Understanding various offences of misconduct in the workplace amongst others absenteeism; reporting for duty under the influence of alcohol; sexual harassment; theft; damage to company property etc.
- Insubordination, poor time keeping and many other forms of misconduct.
- Study and refer from various case laws on various forms of misconduct and how to deal with them appropriately.
- How to address and deal with the misconduct.
- Draft and issue disciplinary hearing actions such as verbal warnings, written warnings, and final written warnings.
- The institution disciplinary code, ensuring employees are familiar with it.
- Setting clear rules and guidelines for employees' behaviour.
- Relevant sections of labour legislation.
- Codes of good practice.

Outline For Conducting A Disciplinary Hearing – Fair Procedure

- How to draft the charge sheet / notice to attend a hearing.
- Understand all fairness and equity principles.
- Create a better understanding of required procedures during hearings.
- Preparation for the hearing.
- Procedure and conduct during the disciplinary hearings.
- Procedure and conduct during the appeal hearings.
- Be able to prepare for such hearings.
- Understanding and complying with the duty to keep record.



- Chairing the hearing.
- Conducting and managing the hearing.
- Implement procedure to handle non-dismissible offences.
- Hear pleadings.
- Take a decision as to sanction.
- Inform employee of and record decisions.
- Ensure that proceedings and decisions are recorded.

Outline For The Law Of Evidence And Disciplinary Investigations

- Understanding the principles of the law of evidence.
- Applying the principles of the law of evidence.
- Evidence that is admissible and inadmissible evidence.
- Cross examination techniques.
- Rules of case presentation, evidence, examination, and cross examination.
- Overview of relevant case law.
- Relevant sections of labour legislation.
- Codes of good practice.
- Gathering information.
- Collating the information in date order.
- Evaluating the evidence.

3. Scoring Criteria

Service providers will be evaluated according to the criteria below:

CRITERIA	SUB-CRITERIA	WEIGHTING / POINTS
3.1 Methodology	Bidder must provide the training methodology. 0 methodology = 0 points 1 methodology = 20 points	20
3.2 Company profile	The company profile with background and history of the company in relation to the service required. 0 company profile = 0 points 1 company profile = 30 points	30
3.3 References	Bidder must provide three (3) contactable references detailing training provided in the past 3 three years. Signed reference letters to be used as proof of occurrence. 0 reference letter = 10 points 1 reference letter = 10 points 2 reference letters = 20 points	30



	3 reference letters = 30 points			
3.4 Registration and accreditation	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 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 (Price and Specific Goals)				
N.B Failure to attach one of the above will automatically lead to a disqualification of the quotation/proposal				

4. Pricing

The following table must be utilised by the service provider to quote the once off training per person:

Description	Quantity	Rate per person	Total
Misconduct in the workplace	16		
Conducting a disciplinary hearing – fair procedure	16		
Law of evidence and disciplinary investigations	16		
Total			

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.



sport, arts & culture
Department of
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA



PACOFS
PERFORMING ARTS CENTRE
OF THE FREE STATE
An Independent State Agency
of Sport, Arts and Culture

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: 12 FEBRUARY 2024

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

21 FEBRUARY 2024 at 11h00

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

No late submission will be accepted!