



GAUTENG PROVINCE

TREASURY
REPUBLIC OF SOUTH AFRICA

HRD TRAINING SPECIFICATION FORM

Note: This document serves as a guide; it clearly describes the desired outcomes or deliverables of the service to be procured.

BUSINESS UNIT: PSCM

SUB-UNIT:

Part A | TRAINING INFORMATION

Training Programme:	Supply Chain Management in Public Sector
Description of the Training:	Supply Chain Management in Public Sector
Course Accreditation: YES NO (If YES, Service Provider should attach Proof of Accreditation)	Yes
Date(s) of the Training:	TBC
Duration of Course: (No. of days)	3 Days
Number of Attendees: (Attach name list)	17
Is the Course Aligned to the Current Training Plan: YES NO (If NO, attach approved memo)	Yes

Part B | TRAINING CONTENT AND EXPECTATIONS

Course Objectives	Expected Outcome
The objective of the course: - To ensure efficient, effective, and transparent procurement and management of goods, services and works. - Ensure acquisitions meet organizations requirements and objectives. - Enhance accuracy of demand forecasts to support effective planning. - Understanding meaning and aims of Supply Chain Management, legislation and Policies, Bidding and demand management.	At the end of the course, you will be able to: - Enhanced knowledge and skills - Improved supply chain efficiency - Improved forecast accuracy - Identify and describe the elements of a world class Supply Chain Management system. - Explain and apply legislation relating to SCM, in particular the application of PPPFA, PFMA and BBBEE. - Achieve customer service standards cost effectively through SCM optimization
Delivery Method: (Face2Face or Online)	Face2Face
Is the training programme done by a sole service provider? YES NO (If YES, attach a confirmation letter of sole provider)	No

HRD Contact Details:

Mr. M. Xulu –Mxolisi.Xulu@gauteng.gov.za | **Ms. S. Gama** –Siphesihle.Gama@gauteng.gov.za | **Ms. S. Ndudane** – Spokazi.Ndudane@gauteng.gov.za



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Part C | ADDITIONAL INFORMATION

No	Item Description	Yes/No	No. of People
1.	Catering: (attach the full specification for catering including dietary requirements)	Yes	17
2	Venues and Facilities:	Yes	17
3.	Other (Specify):	N/A	

General Comments

Part D | SIGNATORIES

SIGNED BY SUPERVISOR /OR LINE MANAGER:

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SIGNED BY THE DIRECTOR OF HRD:

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GAUTENG PROVINCIAL TREASURY PROCUREMENT SPECIFICATIONS FORM

Directorate	PSCM		
Date Prepared	29 September 2025		
Prepared by	Siphesihle Gama		
Contact No.	N/A		
Name of the meeting and duration	Supply Chain Management in Public Sector for 3 days (17 Officials)		
Description of goods/services required	QTY	Dates	
Breakfast Coffee/ Tea /Sugar/milk Scones Sandwich 17x Bottles (500ml) of Still Water Lunch 2x Starch (Rice /Pap) 2xProtein (Beef Stew, Grilled Chicken) 1x Veg 2x Salads (Spinach & Pumpkin) 9x Nine Assorted cold drinks (cans size 440ml) 8x Eight juice 100% - (cans size 440ml) 17x Bottles (500ml) of Still Water NB: The Supplier is required to bring along cutlery	17	Date: TBC	

1. The service provider to attach proof of accreditation and the course content
2. The service provider must attach profile (CV and relevant qualification) of the facilitator
3. The service provider must provide valid work permits in a case where foreign nationals are facilitators