



*Spearheading Economic Growth  
and Societal Values*

**BUSINESS UNIT: SOCIAL RESPONSIBILITY**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF ACCREDITED  
SECURITY SKILLS TRAINING AND PSIRA REGISTRATION**

**TERMS OF REFERENCE (TOR)**

**Technical Enquiries: Ms Carol Mbhele**

**Social Responsibility  
Carol.Mbhele@kznera.org.za  
031 302 0636  
071 896 6839**

**SCM QUERIES :**

**Mrs. Nonhlanhla Blose  
Supply Chain Management  
Nonhlanhla.blose@kznera.org.za  
031 302 0693/ 0661  
084 655 0359**

## 1. BACKGROUND

The KwaZulu-Natal Economic Regulatory Authority (Herein referred to as KZNERA) has a legislative mandate to control and regulate the retail sale and micro manufacture of liquor in the Province of KwaZulu-Natal. As part of its Social Responsibility mandate to provide mechanisms aimed at reducing socio-economic and other effects of alcohol abuse, KZNERA has planned to assist in Youth Skills Development in King Cetshwayo District.

## 2. PURPOSE

The purpose of this document is to solicit proposals from reputable Service Providers to offer accredited security skills training course Grade E, D&C and PSIRA registration for 20 youth beneficiaries in Umfolozi Municipality-King Cetshwayo District.

## 3. SCOPE OF WORK

The service provider will be required to deliver accredited course facilitation and training materials for 20 trainees-to achieve the following objectives:

- 3.1 The training must be a combination package of three (3) Grades E, D & C security training
- 3.2 Modules to include the following:

### 3.2.1 Grade E

MOD01-MOD13: Personal hygiene and general appearance, Public relations, Occupational safety, Role and Function of a security, Observation, Legal aspects, Industrial relations, Guarding and patrolling, Usher of an Extinguisher, Radio and Telephone communication, Bombs, explosive devices and firearms, Discipline, and Self defense

### 3.2.2 Grade D

MOD01-MOD09: Public relations, Basic firefighting, Radio communication, Legal aspects, Occupational safety, Pocket Books, Access Control, Searching procedure and Self defense

### 3.2.3 Grade C

MOD01-MOD09: Written reports, The threat, Protection of information, Occupational safety, Fire prevention & protection, Bomb threats, Role in an emergency, Legal aspects and Self defense

- 3.3 Where practical training is necessary the service provider must demonstrate to the trainees
- 3.4 The Facilitator must be able to clearly communicate in English and IsiZulu
- 3.5 Register all training beneficiaries with PSIRA and supply them with accreditation to be handed over to KZNERA
- 3.6 Upon completion of the course, supply all trainees with accredited certificates to be handed over to KZNERA

## 4. TIME FRAMES

- 4.2 Training to ensue no more than 14 working days once KZNERA issues order
- 4.3 Date of commencement of training must be agreed upon with KZNERA to allow time to communicate date with beneficiaries and Umfolozi Municipality who will be providing the venue
- 4.4 The total duration of the training should be 15 working days.

- 4.5 The initial proposal must include a clear curriculum and timetable of activities aligned to the training duration.
- 4.6 Accredited Security and grades Certificates and complete PSIRA Registration for the trainees to be handed to the KZN Economic Regulatory Authority no more than 15 working days after the training has concluded
- 4.7 Close out report and invoice to accompany the certificates.

## 5. REQUIREMENTS

### 5.1 Skills and competencies

It is important that the service provider demonstrates that they have suitable capacity, qualifications, experience and track record to undertake the work. The service provider must demonstrate capacity/expertise in security industry and training knowledge and must demonstrate the following key competencies by submission of the following documents:

- 5.1.1 Understanding and interpretation of relevant theory, concepts and practical demonstration of security services facilitator to attach a concise Curriculum Vitae (CV). One cv must be submitted of a facilitator. If more than one cv is attached, the first cv will be used. **(This is a compulsory returnable.)**
- 5.1.2 minimum of two traceable and proven references of specific experience in offering accredited security services training must be submitted. **(This is a compulsory returnable.)**
- 5.1.3 Submission of proof of valid registration with relevant SETA. **(This is a compulsory returnable.)**
- 5.1.4 Submission of proof of valid registration with PSIRA or other relevant security industry bodies. **(This is a compulsory returnable.)**
- 5.1.5 The initial proposal must include a clear curriculum and timetable of activities aligned to the training duration.
- 5.1.6 Excellent communication and writing skills
- 5.1.7 **Failure** to provide the above compulsory supporting documents will result in a disqualification.

### 5.2 Requirements and Documentation

- 5.2.1 Provide course materials and stationery
- 5.2.2 Provide own accommodation and transportation to the venue
- 5.2.3 Clear curriculum and timetable of activities aligned to the training duration
- 5.2.4 Proof of Registration on the Central Suppliers Database (CSD number or report)
- 5.2.5 Copy of valid tax clearance certificate and/or tax pin. Service providers must ensure that their tax matters on Central Suppliers Database are valid.
- 5.2.6 Copy of a valid BEE Certificate or Sworn affidavit.
- 5.2.7 Supporting documents for specific goal points claimed by the service provider. Failure to provide the supporting documents will result in no points being awarded. Failure to complete the specific goals table in SBD 6.1 and failure to provide the supporting evidence, will also result in no points being awarded.
- 5.2.8 Completed and signed SBD forms.

## **6. Outlining Roles and Responsibilities of the Training**

- 6.1 The KZN Economic Regulatory Authority will:
  - 6.1.1 Identify the trainees
  - 6.1.2 Provide venue for the training through Municipal engagements
  - 6.1.3 Facilitate handover of certificates
- 6.2 The service provider:
  - 6.2.1 Provide the training as discussed in sections above.
  - 6.2.2 Provide training materials and stationery.
  - 6.2.3 Submit accredited course certificates reflecting the trainees full names and surname, ID numbers.
  - 6.2.4 Facilitate and Provide necessary registration for the trainees to the private security body (PSIRA).
  - 6.2.5 Ensure that there is adequate staff for the duration of the training.
  - 6.2.6 Provide a close out report.
  - 6.2.7 Provide own accommodation and transportation to the venue.
  - 6.2.8 Planning – Telephonic or email coordination with the service provider to discuss the learning objectives of the course, desired levels of presentation and delivery of facilitation to targeted audience.
  - 6.2.9 Facilitation – To be conducted with use of visual/audio aids, presentation slides, learning aids and exercises.

## **7. EVALUATION OF PROPOSALS**

- 7.1. Proposals will be evaluated on the following basis:
  - 7.1.1. Initial screening to ensure all compulsory documents submitted are in order.
  - 7.1.2. Price evaluation of the 80/20-point system.

## **8. PRICING**

A detailed price breakdown on supplier's letterhead must be provided indicating the total cost in undertaking the tasks and providing the required deliverables. Pricing must be market-related to similar trainings. Such quotation must be inclusive of all costs and disbursements and must include VAT (if VAT registered).

## **9. TERMS AND CONDITIONS**

This request is subject to the following terms and conditions:

- a) This request is subject to the General Conditions of Contract contained on the National Treasury website [www.treasury.gov.za](http://www.treasury.gov.za)
- b) All suppliers must be registered on the National Treasury Central Supplier Database (CSD). Central Supplier Number to be included on the proposal.
- c) Quotations to be on the suppliers' letterhead.
- d) This request is subject to terms and conditions as prescribed by the Preferential Procurement Regulations of 2022 and the entity's own policies.
- e) The KZNERA reserves the right to negotiate prices with the recommended service providers.
- f) SBD forms to be completed in full.

**Prepared by:** C. Mbhele

**Signature:** 

**Responsible Manger:** B. Mngoma

**Signature:** \_\_\_\_\_