



Good Day Supplier.

Please find attached **SBD Forms** that need to be filled in and please see below specifications and quote accordingly. **All quotations must be submitted on e-Tender with completed SBD 4.**

Delivery address:

The Presidency
Union Buildings
Government Avenue
Pretoria 0002

Detailed description of specification for the service required	Quantity
<p>Number of Participants</p> <p>Preferred training dates: To be confirmed Course Duration: 3 days</p> <p>Venue: TBC</p> <p>Programme Outcomes:</p> <ul style="list-style-type: none">• Understand the concept of leadership as per accepted definitions.• Understand the various qualities of a leader including empathy, objectivity, transparency, accountability, responsibility, honesty, integrity, assertiveness, consistency and making reference to present and historical leaders.• Understand the various roles of a leader including visionary capabilities, the capacity to innovate, the ability to motivate oneself and others, knowing how to create synergies and facilitating a developmental environment.	06

<ul style="list-style-type: none"> • Differentiate between the concepts of management and leadership by means of practical examples and working scenarios. • Understanding the circumstances in which a team leader manages and leads as applied to practical examples in the work context. • Apply leadership techniques to individuals and teams within the work context using techniques such as trait leadership, leadership based on behavior styles, servant leadership and transformational leadership. • Identify and apply various theories of leadership. • Implement various leadership techniques in order to improve group dynamics and achieve objectives. • Critically evaluate the impact of the leadership techniques applied and adjust where necessary. 	
Certificate: Certificate of competence to be issued after learner is found to be competent.	
Course material: All course material to be supplied by the provider	
NB: Venue and catering to be included	

THE INVITATION TO QUOTE EVALUATION CRITERIA

❖ **The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 and The Presidency SCM Policy where three phase evaluation will be followed to evaluate the quotations received.**

- **Phase 1:** (Adherence to the specifications / Functionality): Evaluation in terms of all items required as per specification is quoted by the bidder.
 - **Only bidders who quoted all items required as per specification will be considered for phase 2.**

Bidders are required to indicate in their quotation full details of the goods and/or service on specification/functionality as per invitation even in the event where

the brand is provided. Use the information on the table above. Failure that the bidder will be disqualified.

- o Phase 2: **Disqualification Administration Requirement's**

Only bidders who submitted quote according to the below will be considered for phase 3

- **Quotation validity period must be 90 days if Not possible indicate the period on the quotation. Quote that depends or affect by Rate of Exchange will be processed using the current Rate of Exchange on the award**
- Quotes must be submitted as per the prescribed closing dates.
- Supplier must be registered on CSD (Central Supplier Database)
- Bid/quotations submitted **after** closing date will not be considered

- o Phase 3: **Evaluation of price and Specific goals will be in terms of 80/20 preference point systems.**

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL PONTS FOR PRICE AND SPECIFIC GOALS	100

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10)	Number of points allocated (80/20)	Means of verification

	system) (To be completed by the organ of state)	system) (To be completed by the organ of state)	
Women ownership		10	CSD report
Youth ownership		7	CSD report
People with Disabilities		3	CSD report

NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100

General requirements

- SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/members of the company submitting quote have other related companies as registered on CSD, should disclose on 2.3
- Tax matters must be compliant on CSD before final award if **not you will be notified to correct within 7 working days failure that you will be disqualified**
- Banking details must be verified if **not you will be notified to correct within 7 working days failure that you will be disqualified**