

10 December 2024

**REQUEST FOR QUOTATIONS FOR
TRAINING OF MANAGERS ON
CONFLICT MANAGEMENT, INITIATING
AND CHAIRING OF DISCIPLINARY
HEARINGS**

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable registered/accredited service provider for to provide training of managers on conflict management, initiating and chairing of disciplinary hearings.

2. Considerations/background

- 2.1. The RSR requires the services of a suitably registered/accredited and experienced training service provider to train all Executives and line managers on how to initiate and chair disciplinary hearings to ensure compliance with applicable legislation regarding disciplinary matters
- 2.2. The training should also include conflict management. The training must focus on conducting disciplinary hearings in line with the principles of fairness and equity as envisaged by the Labour Relations Act and in line with the related policies as well as the applicable standard operating procedures. The training programme must provide detailed insight and understanding of the application of applicable legislation

3. Scope of work / Specification

Specifications are as follows: -

The Service Provider is required to perform the following, but not limited to the below:

- The Service provider must conduct face-to-face training
- The service provider must provide the delegates with training manuals for reference, covering all related modules

- The service provider must cost the programme per delegate
- Estimated number of Delegates is 50 and RSR will secure venues in Midrand, Durban and Cape Town and traveling costs

Region	Line manager	Executive
Head Office - Midrand	31	9
Central region - Midrand	3	1
Eastern region – Durban	2	1
Coastal region – Cape Town	2	1
Total	50	

4. Mandatory Requirements

Mandatory requirements (Which failure to submit will lead to disqualification)

- The Service Provider must provide five (5) written references facilitating training on Conflict Management, initiating and Chairing of the Disciplinary Hearing done in a public and or private sector in the last 10 years;
- The Service Provider must attach Curriculum Vitae (CV) of proposed Facilitator with relevant and proven experience in providing training on Conflict Management, initiating and Chairing of the Disciplinary Hearing

5. Administrative / Compliance Requirements

- 5.1. Registration on National Treasury CSD report
- 5.2. Comprehensive quotation (prices must be VAT Inclusive)
- 5.3. Tax Pin & Tax clearance certificate
- 5.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 5.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)

- 5.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 5.7. A Copy of the identity document of the company owner(s)
- 5.8. Valid Medical Certificate
- 5.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 5.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

6. Evaluation 80/20 Preference Point System

- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 6.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 6.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM

1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small	3	• Copy of the identity document of the owner(s)

	Enterprise (QSE) which is at least 51% owned by youth		• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by person(s) with disabilities	2	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration (Where applicable)

			Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)
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6.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

7. Technical Enquiries

7.1. SCM: Lesego Dire

lesegod@rsr.org.za / 010 495 5391

7.2. Project Manager: Zitha Maisenyane

zitha.maisenyane@rsr.org.za /010 495 5391

8. Closing Date and Time for responses to this request for quotation

8.1. The request will be **closed on 13 December 2024 at 15h00**. Responses may be emailed to lesegod@rsr.org.za