



Zulu Kingdom. *Exceptional*

REQUEST FOR PROPOSALS

APPOINTMENT OF A SERVICE PROVIDER FOR INTERPERSONAL TRAINING FOR TOURISM KWAZULU-NATAL x 2 EMPLOYEES

TERMS OF REFERENCE

1. BACKGROUND

To this end, the organisation seeks a suitably qualified service provider to undertake the training process for 2 x employees, online based.

The course will assist delegates develop effective and polished interpersonal skills. It helps the delegate develop the skills required of liaising and networking with stakeholders. It helps delegates develop the skills which enable them to establish effective relationships. It also focuses on minimizing interpersonal conflict. Lastly it enables delegates to develop effective teams. This should be an NQF aligned intervention.

2. SCOPE OF WORK

Learning Outcomes but not limited to:-

- Identify or Create Opportunities for Networking ▪
- Interpersonal Techniques ▪ Implement Avenues for Communicating with Stakeholders
- Effective Group Techniques
- Establishing effective Relationships with managers
- Interpersonal skills with staff and colleagues
- Identify and Minimise Personal Conflict
- Develop Relationships with Team Members

Proposals must detail the following cost breakdown:

- > Modules to be covered in the training.
- > Learning material needed.
- > Manage the training session

- > Providing attendance registers and certificates for the training
- > Close out report to TKZN after training



Zulu Kingdom. *Exceptional*

Learning material needed

- The service provider will be responsible for providing the learning materials/guides needed.
- Learner guides to be printed and disseminated to delegates by the service provider

3. EVALUATION PROCESS AND CRITERIA

Selection will be conducted over three stages as detailed below:

Stage 1 - Compliance with Minimum Requirements

Stage 2 – Price and Specific Goals

3.1 STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS

All proposals must be completed and accompanied by:

- 3.1.1 SBD 4, SBD 6.1, SBD 8, SBD 9
- 3.1.2 Company Profile
- 4.1.3 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration);
- 4.1.4 Tax Compliance Status Pin

4.2 STAGE 2 - PRICE AND SPECIFIC GOALS

4.2.1 Proposals will be subject to an evaluation based on an 80/20 - 80 points for price and 20 points for specific goals.

4.2.2 Fixed price is required; price must be inclusive of VAT and all costs relating to disbursements and catering costs

Evaluation	Maximum points to be awarded
Relative competitiveness of the price	80
Specific/ RDP Goals (see the below t)	20
Total Price and B-BBEE Points	100

The PREFERENCE GOALS

- (i) contracting with persons, or categories of persons, historically disadvantaged persons, to prevent discrimination on the basis of **race, gender or disability** as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000 *Zulu Kingdom. Exceptional*
- (ii) implementing the Reconstruction and Development Programme (**RDP Goals**) as per Gazette No. 16085 dated 23 November 1994;



RDP GOALS

The promotion of South Africa owned enterprises;	The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered;
The promotion of export orientated production to create jobs;	The promotion of enterprises located in rural areas;
The promotion of SMMEs;	The empowerment of the work force by standardizing the level of skill and knowledge of workers;
The creation of new jobs or the intensification of labour absorption;	The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills;
The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province;	The Upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organization.
The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region;	

The following table will be used to calculate the 20 points for Preference Points:

80/20 Point System (50 million less procurement)	
Race: African, White, Indian, Colored	10 points
Coloured	8 points
Indian	6 points
White	5 points
Location: Within the province of KZN	5 points
Within SA	3 points
Gender: Female	5 points
Male	3 points
TOTAL	20 points

TOURISM KWAZULU-NATAL

The following may be used as proof for claiming preference points:

- A stamped letter from the local councillor or municipal utility bill or lease
- CSD Full Registration Report



5.2.3 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

5.2.4 The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{min} = Price of lowest acceptable tender.

5.2.5 A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

QUOTATION SUBMISSION

Quotation must be emailed to quotes@zulu.org.za.

SUBMISSION REQUIREMENTS:

- Must provide certificates at the end of training and a signed register
- An outline of the modules/outcomes
- Accreditation/Proof to offer the training

Complied By: M. Thavar

Signed By: _____

Checked By: S. Moodley

Digitally Signed by:
Mphathiswa Golodza
 Senior Manager: HR and Admin [Acting]
 a3500fc0-29d0-4ae2-b9e8-869c17f6c757
 IP Address: 197.101.138.137
 Date: 6/1/2023 5:28:29 PM
 Powered By RealSign

01/06/2023 05:28:29 PM



Zulu Kingdom. **Exceptional**

