THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA

Invitation to Bid /Request for Quotations

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 Portal with complete SBD 4.

Detailed description of the service required	Quantity
Name of course: Public Speaking and Leadership **Preferred training dates:** to be confirmed **Course Duration: 3** days **Programme Outcomes:** **<u>Public Speaking</u>** • Master the fundamentals of public speaking: Learn essential skills like vocal variety, body language, and audience engagement. • Craft compelling presentations: Discover how to structure your message, develop captivating content, and deliver it with impact. • Conquer stage fright: Develop strategies to manage nerves and harness your anxiety for a powerful performance. • Become a more inspiring and motivational speaker: Explore techniques to connect with your audience on an emotional level. **<u>Leadership</u>** • Apply, integrate and demonstrate sound, systematic knowledge and skill gained with regards to leading people, leading strategy, leadership communication, valuing diversity, leading teams, planting and growing a new culture, leading change and transformation and followership. • Effective evaluation, selection and application of techniques and skills to influence, persuade, communicate	**10**

accurately, debate, build arguments and gather appropriate information. • Use information retrieval skills to gather information, undertake a study of literature and current research in the field of leadership, strategy, leadership culture, self-leadership, leading people and more. At the same time demonstrate the ability to evaluate information independently and contribute to a team of equals undertaking a project. • Demonstrate sound thinking, effective participation in debate and persuasion. • Competently deal with conflict, diversity and differences while staying anchored in own values. • Apply systems thinking to complex problem situations	
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. **Venue and catering:** to be included.	

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**: **Mandatory requirements and Disqualification in Administration Requirements**

  a) Mandatory Requirements

- *NB: Service provider must be accredited with the relevant Quality Council for Trades and Occupations (QCTO) / Education and Training Quality Assurance (ETQA),*
- *Proof of accreditation must be attached (Attach valid certificate/letter from the body).*

➢ **Only bidders who met mandatory requirements will be considered for Disqualification in Administration Requirement's**

b) Disqualification in Administration Requirements

➢ **Only bidders who submitted quotes according to the below will be considered for phase 2:**

- Quotes must be submitted on or before the stipulated closing dates.
- Supplier must be registered on Central Supplier Database (CSD).
- Bid/quotations submitted **after** closing date will not be considered.

- **Phase 2:** 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 3.**

➢ 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 to do that may result in the bidder being disqualified.

- 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 system) (To be completed by the organ of State)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Means of verification
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

Validity Period

- The validity period of the Quotation is 90 days from the closing date.

- The Presidency may extend the validity period should the process not be completed within 90 days, and bidders will be consulted to extend the validity. Please note that non-response from the bidder will be regarded as consent to the extension of the validity period, and The Presidency will proceed with evaluating the proposal submitted by the closing date.

Condition on "equivalent" branding:

- If a specification includes a brand name or "equivalent", the bidder must explicitly state the alternative brand name if they choose to supply an equivalent product. If no alternative brand is specified in the bid, the bidder must supply the originally specified brand. The Presidency will not consider non-specified equivalent products.
- The Presidency reserves the right to accept or reject an equivalent brand based on quality. If a proposed alternative brand is rejected for failing to meet quality standards, the bidder will be given an opportunity to supply the originally specified brand; failing which, the bid will be disqualified.

General requirements

- SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/ members of the company who submitting quotes have other related companies as registered on CSD, they should disclose on 2.3.

- Tax matters must be compliant with CSD before final award, if not you will be notified to correct within seven (07) working days failure to do that will result in disqualification.

- Banking details must be verified if not you will be notified to correct within seven (07) working days failure to do that may result in disqualification.

- All items must be priced by bidders. If the bidder fails to assign a price to specific items, it will be considered that those items are offered at no cost (for free).