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15 December 2021

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ / 2021 / L & D / FACILITATION AND PRESENTATION SKILLS COURSES
RFQ ISSUE DATE	15 DECEMBER 2021
NON-COMPULSORY BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF VARIOUS TRAINING INTERVENTION ON FACILITATION AND PRESENTATION SKILLS FOR SABC AS ONCE OFF PROJECT
CLOSING DATE & TIME	04 FEBRUARY 2022 AT 12HOOPM

Submissions must be emailed to: SABC RFQSubmissions@sabc.co.za on or before the closing date of this RFQ.

For queries, please contact **Ayanda Danca** on email Tenderqueries@sabc.co.za

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO.: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All electronic submissions should be prominently marked with the full details of the tender in the email subject line.
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email.
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
 - receipt of incomplete bid
 - file size
 - delay in transmission receipt of the bid
 - failure of the Bidder to properly identify the bid.
 - illegibility of the bid; or
 - Security of the bid data.

REQUIRED DOCUMENTS

- 1.1 Submit proof of CSD Registration.
- 1.2 Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses.
(Verification will also be done by the SABC internally).
- 1.3 Valid SARS Tax Compliance Status Pin Issued to validate supplier's tax matters.
- 1.4 Original or Certified copy of Valid BBEE Certificate (from SANAS accredited Verification Agency)
- 1.5 All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
 - 1.4.1 Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
 - 1.4.2 Level of Black Ownership

Note 1:

Verification Agencies and Auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'approved regulatory bodies' for B-BBEE verification and therefore IRBA auditors are not allowed to issue B-BBEE certificates after 30 September 2016.

Note 2:

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE act as amended.

- 1.6 Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members.
- 1.7 Certified copy of Shareholders' certificates.
- 1.8 Submit Proof of Public Indemnity Cover for a minimum of R10 000 000
- 1.9 Certified copy of ID documents of the Directors or Members.

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO'S TAX MATTERS ARE NOT IN ORDER.

NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO'S TV LICENCE STATEMENT ACCOUNT IS NOT VALID.

TECHNICAL REQUIREMENTS

1. Purpose / Executive summary

To seek an appointment of a service provider / s to provide training needs mentioned below as per the Workplace Skills Plan 2021/22.

2. Critical Key Course/Programme/Workshop Objectives and Outcomes

- Effective Communication
- Understanding your audience
- Presentation skills

- Your look, posture, gesture, eye contact
- Using tonal Variety
- Speaking with energy
- Presenting your visuals

Non-verbal Communication

Non-verbal communication also impacts on a presentation:

- ✓ Tone of voice
- ✓ The look on the presenter's face
- ✓ Posture
- ✓ Distance
- ✓ Eye contact
- ✓ Gestures
- ✓ Vocal quality
- ✓ Volume
- ✓ Pitch
- ✓ Rate of speech
- ✓ Enunciation / accent

✓ Pauses

Using the Voice

Most people will respond to a voice that is

- ✓ Interesting
- ✓ Friendly
- ✓ Pleasant

✓ Natural

The Face

Facial expressions are an integral part of any presentation as it communicates:

✓ Emotion

✓ Attitude

✓ Feelings

✓ As a presenter, you need to make sure that your face does not detract from your message!

Delivering your presentation

- Central message
- Brainstorming
- Using a mind map
- Designing your presentation
- Practicing and delivering your presentation
- Feedback and evaluation of your presentation

Note :

1. Please note that the number of **Delegates is 03 (THREE)**
2. Please provide a detailed breakdown of costs per Delegate and the total cost.
3. Please provide costing for two options
 - a. Virtually,
 - b. Face to face,
4. Please also provide comprehensive course content.
5. Failure to provide above information will result in automatic disqualification.

Annexed to this document for completion and return with the document:

Annexure A - Previous completed projects/Current Projects

ANNEXURE “A”

Previous completed projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

