

Address of Registered Office:

Old Government Printers
No.5 Textile Road
Vulindlela Heights
Mthatha
5100

Postal Address:

P.O Box 1134
Mthatha, 5100



Tel : +27 (0) 47 531 0346

Fax: +27 (0)47 531 4121

E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

Request For Quotations.

Notification date: 11/07/2019

**ADVERTISEMENT-RFP NO: 11/07/2019
PERFORMANCE MANAGEMENT TRAINING**

Ntinga O.R. Tambo Development Agency SOC LTD requires registered, qualified and experienced SETA accredited service providers to submit detailed Proposals for the provision of in-house training to manage the development and performance of Human Capital in the Public Sector at Unit Standard 119336 for 18 employees at NQF Level 5 for the period of 5 days.

The minimum specifications, scope of work and guidelines are detailed on the terms of references available for download at www.ntinga.org.za and will also be available on request from the Supply Chain Management Office A8.

Note: Quotation must include a detailed breakdown of all costs involved in the provision of the service.

Terms and conditions:

- Quotations will be evaluated according to the 80/20 point system in compliance with Preferential Procurement Policy Framework Act.
- The quotation should include company registration number, Central Supplier Database (CSD) report, tax reference number, valid tax clearance certificate, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature and MDB 4 Document. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR QUOTE INVALID / NON RESPONSIVE AND WILL RESULT IN AUTOMATIC DISQUALIFICATION.**
- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download www.ntinga.org.za
- Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price quotation or any other quotation and reserves the right to award the whole or part of the quotation.
- Original or certified copy of Broad Based Black Economic Empowerment Certification should be attached if not attached your quotation will score zero for preference points.
- **DELIVERY IS EXPECTED WITHIN 7 DAYS UPON THE SUPPLIER RECEIVING NTINGA OFFICIAL PURCHASE ORDER.**

Quotations clearly marked "RFP 11/07/2019 PERFORMANCE MANAGEMENT TRAINING" may be emailed to rfq@ntinga.org.za or may be deposited in a Bid Box located outside Ntinga Reception. Address: Old Government Printers, No.05 Textile Road, Southernwood, Mthatha 5099. Late quotations will not be considered. **Closing Date: Friday, 19 July 2019 at 12:00. For enquiries please contact Ms. A Njemla at 047 531 0346 or by email: abongilen@ntinga.org.za**

Approved by;

M. Mpatheni-Chief Financial Officer (Acting)

11/07/2019
Date

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)
Directors: Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M.Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;
Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr. L.Mbiko (Acting CEO)
Company Secretary: Ms. N. Mningiswa

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Specific Outcomes and Deliverables – Performance Management

SPECIFIC OUTCOME 1

Demonstrate an understanding of human resources principles and legislation and its applications to the public sector.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The importance of the human resources function is explained.

ASSESSMENT CRITERION 2

All legislation relating to human resources management is reviewed and explained in relation to public sector human resources requirement.

ASSESSMENT CRITERION RANGE

Human resources legislation includes but is not limited to Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act, South African Qualifications Act.

ASSESSMENT CRITERION 3

Public service training and management development policies are explained and applied.

ASSESSMENT CRITERION 4

Public service disciplinary codes and practices are explained and applied where relevant.

ASSESSMENT CRITERION RANGE

Codes of conduct include but are not limited to public service codes of conduct and ethics, dispute resolution codes of conduct.

ASSESSMENT CRITERION 5

The link between human resource management and integrated development plans are explained.

SPECIFIC OUTCOME 2

Compile a human resources plan.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

A human resources plan is compiled in line with strategic objectives of organisation, the goals and objectives of a division and in line with legislative requirements.

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Company Secretary: Ms. N. Mningiswa*

ASSESSMENT CRITERION 2

Labour related regulations and principles are applied in the planning and recruitment strategies of employees.

ASSESSMENT CRITERION 3

Public service training and management development policies are explained and applied.

ASSESSMENT CRITERION 4

Human resources plan is monitored and reviewed on an ongoing basis according to work requirements and any changing legislation and/or public sector policies and procedures.

SPECIFIC OUTCOME 3

Manage performance of individuals within a team.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

The performance management system that applies to public sector finance and administration is sourced and explained.

ASSESSMENT CRITERION 2

The performance management monitoring and review tools are integrated into overall management function.

ASSESSMENT CRITERION 3

Performance reviews are conducted at regular intervals with individuals and codes of conduct relating to performance reviews are firmly established.

ASSESSMENT CRITERION 4

All related reports to performance reviews are documented and kept on record.

ASSESSMENT CRITERION 5

Disciplinary practices are undertaken where necessary and appropriate mechanism are utilized to ensure constructive feedback according to public sector disciplinary practices and codes of conduct.

SPECIFIC OUTCOME 4

Recruit and select staff.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

Recruitment plan is drawn up according to divisional needs.

ASSESSMENT CRITERION 2

Recruitment policies relating to internal and external recruitment are complied with.

ASSESSMENT CRITERION 3

Job descriptions are drawn up and interviewing questions designed accordingly.

ASSESSMENT CRITERION 4

Any assessment tools are reviewed and effectively utilized for selection purposes.

ASSESSMENT CRITERION 5

Recruitment and selection methodologies are effectively implemented.

ASSESSMENT CRITERION RANGE

Recruitment methodologies include but are not limited to advertising for posts, reviewing applications according to job descriptions and pre-agreed criteria, interview questionnaires, assessment tools.

ASSESSMENT CRITERION 6

Selection process is implemented according to public sector policies.

SPECIFIC OUTCOME 5

Manage the training and development of individuals within a team.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Training and development plans are compiled according to related legislation and public sector policies and procedures.

ASSESSMENT CRITERION 2

Appropriate providers are sourced, evaluated and appointed for external training requirements and schedules for such training programmes are drawn up.

ASSESSMENT CRITERION 3

Internal trainers are sourced for internal training requirements and schedules for training programmes drawn up.

ASSESSMENT CRITERION 4

Assessment policies relating to training and development interventions are adhered to and trainee is briefed in accordance with legislative practices and public sector policies and procedures relating to assessment.

ASSESSMENT CRITERION 5

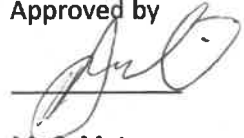
Training and development is monitored and evaluated on an ongoing basis to ensure skills transfer back at the workplace.

Signed by



Ms A. Njemla
SDF

Approved by

A handwritten signature in black ink, appearing to be 'S. Matu', written over a horizontal line.

Mr S. Matu
Human Capital Manager