



Enquiries: Lulama Dzengwa Tel: (043) 492 1309 Email: Lulama.Dzengwa@ecsrac.gov.za

Contract Management Unit

Ref no: 10/3/1

Attention: Anderson Ramari Boo

The Director
Sadhana Govender Project Consultants
219 Mutual Heights-Unit
23 Parliament Street
Cape Town Centre
Cape Town
032

sadhana@sgprojectconsultants.co.za

RE: SCMU14-24/25-0009

APPOINTMENT OF A REPUTABLE PANEL OF SERVICE PROVIDERS TO PROVIDE TRAINING AND DEVELOPMENT INTERVENTION IN THE SPECIFIED CATEGORIES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

It is with great pleasure to inform you that your bid **for the appointment of a reputable panel of service providers to provide training and development intervention in the specified categories for a period of thirty-six (36) months** has been approved, as per the below table.

The appointed panel of service providers will be subjected to three quote process and be required to provide the said services as per the specification provided by the department.

1.1 CATERGORY A

SMS TRAINING	Please select by indicating Yes or Tick or X
Data Analysis Training (Data Management & Statistical Analysis)	
Financial Management for Members of the SMS	
Coaching and Mentoring	✓
Leading and Innovation	✓
Monitoring and Evaluation (with emphasis on TDIs and Variance Explanation)	✓
Presentation and Facilitation Skills	✓





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Public Speaking	
Emotional Intelligence	✓
Strategic Capability and Leadership	✓
Project and Programme Management	✓
Financial Management	✓
Change Management	✓
People Management and Empowerment	

1.2 CATERGORY B:

INFORMATION TECHNOLOGY TRAINING	Please select by indicating Yes or Tick or X
Introduction to Computers	✓
Ms Excell (Basic, Intermediate & Advanced)	✓
Ms PowerPoint (Advanced)	✓
Data Analysis Training	✓

1.3 CATERGORY C:

TRANSVERSAL TRAINING (ACCREDITED TRAINING INTERVENTIONS)	Please select by indicating Yes or Tick or X
Project Management for the Public Service	
Risk Management	✓
Drafting of Specifications	
Report Writing	✓
Supervisory Management	✓
Knowledge Management	
Conflict Management	✓
Facilitator, Assessor & Moderator Training	✓
Management and Leadership	✓
Labour Relations Training	✓





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1.4 CATERGORY F

OCUPATIONAL HEALTH AND SAFETY	Please select by indicating Yes or Tick or X
Occupational Health and Safety Training	✓
SAMTRAC	✓
First Aid	✓
Evacuation Drills	✓
Wellness Management & Counselling	✓
HIV Aids Management	✓

Please acknowledge your acceptance of this appointment by signing a copy of this letter of award and return the same to us within 7 days from date hereof.



.....
Mr Phumza Mfenyana
HEAD OF DEPARTMENT

09/12/2024

.....
Date





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Supplier acknowledgement of Appointment:

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I _____ (name) hereby accept the terms of this appointment and acknowledge that I am appropriately delegated to accept this appointment on behalf of _____ (Name of bidder).

PRINT NAME

DATE

DESIGNATION





"A United, Active and Winning Province Through Sport, Recreation, Arts, Culture & Heritage"