



Enquiries: Lulama Dzengwa

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Contract Management Unit

Ref no: 10/3/1

Attention: Ignitious Dumisani Maxaxuma

The Director Siyahluma Education Institute 10 Scherwitz Road 32 Tecoma Arcade Beria East London 5241

siyahluma.ei@live.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	\checkmark
Emotional Intelligence	✓
Strategic Capability and Leadership	\checkmark
Project and Programme Management	\checkmark
Financial Management	\checkmark
Change Management	\checkmark
People Management and Empowerment	~

1.2 CATERGORY B:

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

1.3 CATERGORY C:

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







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1.4 CATERGORY D

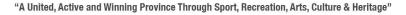
IN- HOUSE TRANSVERSAL TRAINING (UNIT STANDARD ALIGNED)	Please select by indicating Yes or Tick or X
HR Matters for Non – HRM Officials	\checkmark
Professionalisation, Customer Care and Stakeholder Engagement	\checkmark
Management of Discipline	\checkmark
Fraud and Corruption	\checkmark
Workplace Resilience & Managing Oneself	\checkmark

1.5 CATERGORY F

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

1.6 CATERGORY G

MUSEUMS AND HERITAGE	Please select by indicating Yes or Tick or X
Collections Management	
Reptile Handling	
Pastel Accounting	
Oral History Research	
Heritage Management & Conservation	
Museum Governance	
Strategic Planning and Marketing for Museums	\checkmark







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1.7 CATERGORY H

LIBRARY AND ARCHIVES	Please select by indicating Yes or Tick or X
Information Retrieval	\checkmark
Project Management for Librarians	\checkmark
Digitisation	\checkmark
Preservation and Restoration	\checkmark
Electronic and Records Management	✓
SLIMS	\checkmark

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.

empha

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 ac appointment and acknowledge that I am appropriately delega appointment on behalf of of bidder).		
PRINT NAME	DATE	
DESIGNATION		



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

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