



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

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	✓
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 D

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

1.5 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	✓

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	✓





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1.7 CATERGORY H

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

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"