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| **Scope of Work: Generic Short Courses:** |

**Description:**

**REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A TRAINING SERVICE PROVIDER TO CONDUCT GENERIC SHORT COURSES.**

**Terms of Reference or Scope Of Work:**

Impala Platinum Mine seeks to appoint a service provider to facilitate Generic Training for SMME’s in the mine’s surrounding communities. The purpose of the training is to provide SMME with basic knowledge through short courses on several topics that can contribute to their skills to run a business.

1. Project management

The training should include but not limited to the following topics:

* Scope management
* Time management
* Cost management
* Quality management
* [Human resource management](https://zoetalentsolutions.com/course-cat/hr-management-development/)
* Communications management
* Risk management
* Procurement management
* Stakeholder management
1. Director training

The training should include but not limited to the following topics:

* Overview and evolution of corporate governance
* Corporate Governance and Ethics
* The business case for corporate governance
* Governance modules
* Governance frameworks
* Governing body members and their duties
* Other key governance role players
* Fronting risks and the related responsibilities of directors
1. Marketing

The training should include but not limited to the following topics:

* Market targeting
* Product positioning
* Marketing research
* Current marketing trends for small businesses
* Marketing strategy planning
* Objective setting
* Designing a marketing strategy
* Implementation of the marketing strategy
1. Business finance

The training should include but not limited to the following topics:

* Basic business records
* Financing capital requirements
* The break-even analysis
* Financial/ cash flow planning
* Budgeting
* Managing credit and inventories
* Taxes and insurance
1. Human Resources

The training should include but not limited to the following topics:

* Foundation, evolutionary development, nature and environment of human resource management
* HR Structure, roles, activities
* Introduction to Organisational Behaviour, Individual Behaviour, Attitudes, Job Satisfaction, Personality, Values, Perceptions and Motivation of individuals
* Legislative Framework for HRM in SA: Introductory overview to Labour Legislation in South Africa
1. Risk Management

The training should include but not limited to the following topics:

* The concept of risk
* The link between objectives and risk
* Identification of risks
* Rating risks (concepts such as impact, severity, likelihood and residual risk
* Risk controls (Adequacy and effectiveness)
* Contingency plans and risk mitigation

The service provider will be expected to develop 3-day short courses on each of the 6 topics listed above.

**Key Deliverables:**

The deliverables are as follows:

1. Development 3 days short courses on each of the following:
2. Project management
3. Director training
4. Marketing
5. Business finance
6. Human Resources
7. Risk Management
8. Provide training handouts and training manuals to each participant
9. Ensure the completion of, development contracts, attendance registers and submission of training feedback from participants
10. Issue attendance certificates
11. On-line assessment of attendees (for the on-line option) to provide evidence that the candidate indeed attended the training and got value from it
12. Submit BBBEE portfolio of evidence on each group of attendees

The training is targeted at a group of 20 – 25 delegates per workshop session.

Although no quantities can be guaranteed, the EIC will aim to host 2 training workshops per month. Quantities and course topics will be influenced by demand. Bidders should also make provision to provide training at the EIC (classes of 20-25 per session) but also to provide an option for the same training on-line (as a cost-effective alternative). Service providers will be responsible to receive and administrate applications.

The request for quotation should include pricing as per the format below:

Pricing should be submitted in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| Description  | Quantity | Unit cost | Total |
| Develop 3 day short course for Project Management (once off) | 1 |  |  |
| 3 day short course in Project Management per delegate at the EIC | 25 |  |  |
| 3 day short course in Project Management per delegate on-line | 25 |  |  |
|  |  |  |  |
| Develop 3 day Director Training short course (once off) | 1 |  |  |
| 3 day Director Training short course per delegate at the EIC | 25 |  |  |
| 3 day Director Training short course per delegate on-line | 25 |  |  |
|  |  |  |  |
| Develop 3 day short course for Marketing (once off) | 1 |  |  |
| 3 day short course in marketing per delegate at the EIC | 25 |  |  |
| 3 day short course in marketing per delegate on-line | 25 |  |  |
|  |  |  |  |
| Develop 3 day short course for Business Finance (once off) | 1 |  |  |
| 3 day short course in Business Finance per delegate at the EIC | 25 |  |  |
| 3 day short course in Business Finance per delegate on-line | 25 |  |  |
|  |  |  |  |
| Develop 3 day short course for Human Resources (once off) | 1 |  |  |
| 3 day short course in Human Resources per delegate at the EIC | 25 |  |  |
| 3 day short course in Human Resources per delegate on-line | 25 |  |  |
|  |  |  |  |
| Develop 3 day short course for Risk Management (once off) | 1 |  |  |
| 3 day short course in Risk Management per delegate at the EIC | 25 |  |  |
| 3 day short course in Risk Management per delegate on-line | 25 |  |  |
|  |  |  |  |
| Total |  |  |  |

The response on the request for quotation should also include:

* A detailed proposal on how the company plan to execute the above SOW;
* References with contact details on similar courses presented by the company;
* Proof of SETA accreditation on some of the programs in your current portfolio;

Failure to submit any of the above may result in your submission not being considered.