



Tel : +27 47 401 6400
Fax : +27 47 401 6431
Email: info@kinghintsacollege.edu.za

REQUEST FOR QUOTATIONS

RFQ Name: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAINING TO ONE HUNDRED & FOURTEEN (114) EMPLOYEES IN FACILITATOR SKILLS PROGRAMMES

RFQ No: KHC/RFQ/36/2025

Technical Enquires: Mr L. Solven

Contact Details: 047 401 6415

Email address: nmngenela@khc.edu.za

SCM Enquiries: Ms S. Nongomanzi

Contact No: 047 401 6434

Email address: snongomanzi@khc.edu.za

Important Information:

1. DOCUMENTS TO BE FORWARDED WITH THIS RFQ

The documents, as indicated below must be attached to this RFQ. These documents form part of the Pre-Qualification stage of this RFQ. Documents requested for this stage are essential as non-compliance to the request to attach these documents, will render your RFQ unacceptable.

2. PLEASE SUBMIT THE FOLLOWING PRE-QUALIFYING COMPLIANCE DOCUMENTS:

- Valid SARS Tax Clearance Certificate or pin.
- Copy of Central Supplier database (CSD) report (Full CSD report not summary)
- Copy of Business Registration Document (CIPC)
- Completed SUPPLIER declaration forms SBD 4 (obtainable from our website).
- Certificate/ Letter of Accreditation with the relevant Education and Training Quality Assurance Body, ETDP SETA. Certificate/ letter with the company details must be provided must indicate details of the skills programme.
- Company to submit a minimum of three (03) contactable reference letters of facilitation and/ or assessment training conducted from previous clients.



Tel : +27 47 401 6400
Fax : +27 47 401 6431
Email: info@kinghintsacollege.edu.za

3. PLEASE SUBMIT THE FOLLOWING ADDITIONAL DOCUMENTS TO CLAIM POINTS FOR SPECIFIC GOALS

- Completed SBD 6.1 Preferential points claim form and submission of applicable documents outlined on Specific goals document (obtainable from our website).
- Certified copy of ID of director(s), (Certification must not be older than 6 months)

4. OTHER REQUIREMENTS

- The bidder must provide a detailed company profile showing experience in education related training for employees.
- There must be 3 ETDP SETA certified assessors for the facilitator course employed. **Provide CV, recently certified qualifications and an assessor certificate with the assessor number.**
- There must be 3 ETDP SETA certified moderators for the facilitator course employed. **Provide CV, recently certified qualifications and a moderator certificate with the moderator number**
- The assessor and moderator must have at-least 3 years relevant experience on assessing and moderation of the facilitator course. **Provide CV, recently certified qualifications**
- There must be a qualified project manager to manage the project, the project manager must have at least 2 years relevant experience in managing such projects. **Provide CV, recently certified qualifications**
- Provide a clear PIP with deliverables, activities, timelines, and person/s responsible for the implementation of each deliverable.

5. PROJECT COMPLETION REQUIREMENTS (NON-SUBMISSION WITH RFQ)

- Provide Certificate of Competence and Statement of Results

All quotations and compliance documents **MUST** be emailed to the following email address: snongomanzi@khc.edu.za

Closing Date of quotations: 11 September 2025, TIME: 16:00PM