



## REQUEST FOR QUOTATION

Date of Issue: 05 February 2026

KHC/RFQ/01/2026

Quotations are hereby requested from suppliers to provide quotation for the following:

Item	Quantity	Description of Goods & Services
Training	30 participants	<b>Change Management Skills Programme</b> – covering: <ul style="list-style-type: none"><li>• Explain Change Management process</li><li>• How to adapt to change</li><li>• Master ways to control and affect change</li><li>• How to reinforce change</li><li>• Importance of Change Management</li><li>• Elements of the Change Management process</li><li>• Relationship between Change Management and sustainability</li><li>• <b>Assessment of participants at the end of the programme</b></li></ul>
Venue		To be provided and booked by the service provider at <b>Mpekweni Beach Resort</b>

### Compliance documentation

#### 1. Technical requirements (Mandatory)

- Proof of **accreditation with the relevant SETA** for Change Management training
- Provide **Learner Guides / training materials** for all participants.
- Conduct **assessment of participants** and issue a **Certificate of competency**.
- Detailed **course outline and 5-day schedule**
- Complete **pricing breakdown**, including venue costs at Mpekweni Beach Resort
- Qualified and experienced **facilitators**
- Company profile
- References for delivery of similar programmes



## 2. SCM Requirements (Mandatory)

- A preferred supplier will complete SBD 4 (obtainable from the website).
- Valid SARS Tax clearance certificate or pin
- Be registered in the National Treasury Central Supplier Database (full report)
- If a supplier is not a VAT vendor, VAT must not be included, otherwise all the prices must include VAT.
- CIPC (Copy of Company Registration Certificate)
- Sole traders are required to submit an affidavit.

### Additional information

- SBD 6.1 MUST be used by all service providers to claim points (obtainable from the website)
- Certified ID copy of director not later than 6 months
- Shareholders certificate

### Evaluation criteria

*The evaluation criteria will use 80/20 Principles, where the points are formed by Price and the Specific Goals, Price is 80 points, and the Specific goals is 20 points. NB: SBD 6.1 must be used in order to claim points. Additional information i.e.,id copies of directors (not older than 6 months certification) medical certificate and shareholders certificates.*



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Table: Specific Goals

Specific goal category	Allocation of Points 20
<b>Black Ownership:</b> <i>Enterprise Owned by Black Persons i.e., Africans, Coloured, Indians, and Others as defined by the Constitution of South Africa</i> <ul style="list-style-type: none"><li>100% Black owned enterprises</li></ul>	10
<b>Woman Ownership</b> <ul style="list-style-type: none"><li>100% Woman ownership</li></ul>	4
<b>Youth ownership</b> <ul style="list-style-type: none"><li>100% Owned by youth</li></ul>	4
<b>Disability</b> <ul style="list-style-type: none"><li>100% Owned by person with disability</li></ul>	2
<b>Total</b>	<b>20</b>

Table: 80/20

Criteria	Points Available
Bid Price	80
Specification Goals	20
<b>Total</b>	<b>100</b>



## POPIA Act Disclaimer

- By providing a quote or bid and/or related documentation to the King Hintsa TVET College, the bidder/quoter consents to the processing of its Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 and any other applicable data protection legislation, for the purposes of the procurement purpose, including but not limited to the evaluation, adjudication and appointment of a successful bidder/quoter. The submitted information may also be utilised for any audit and/or legislative reporting purposes.
- Where applicable, the bidder/quoter warrants that it has obtained the necessary consent to process any personal information of its employees and/or any third parties whose personal information is provided for the bid /quotation. In addition, the bidder/quoter consents that King Hintsa TVET College to
  - - verify any personal information with the National Treasury CSD website, including verification of references.
  - - verify any other regulatory/ industry or any accredited/certification bodies.
  - At any stage should the bidder/quoter wish to withdraw its consent as detailed hereabove, it must do so in writing and address such notification to the SCM Manager.

### **SCM enquiries should be directed to:**

Mr. N Mlokoti  
Email: nmlokoti@khc.edu.za  
Tel no. 047 401 6400

### **Technical enquiries should be directed to:**

Ms. N Mngenela  
Email: nmngenela@khc.edu.za  
Tel no. 047 401 6400

**Closing Date: 12 February 2026 Time: 11:00am**

**PLEASE NOTE THAT NO LATE SUBMISSION WILL BE ACCEPTED**