

SUPPLY CHAIN MANAGEMENT UNIT
CORPORATE PROCUREMENT BRANCH
OLD FORT PLACE
DURBAN

09 April 2019

CONTRACT ADVERT

Contract Number: 7Z - 781

Tender Closing: 17 April 2019 BEFORE 11:00 AM AT CORPORATE PROCUREMENT BUILDING, ARCHIE GUMEDE PLACE (FORMER OLD FORT PLACE, DURBAN, 4001 (NOT ANY OTHER MUNICIPAL BUILDING)

Documents: are obtainable from Corporate Procurement Building (MMB), Archie Gumede Place (Former Old Fort Place), Durban, 4001

COMPULSORY BRIEFING SESSION: **Not Applicable**

DESCRIPTION: REQUEST FOR PROPOSALS FOR APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CONDUCT POWERSPEAKING – DEVELOPMENT SEGMENT OF TALENT RANGE FROM TK 14 – 18 AS PER DCM / HEADS NOMINATION 50 DELEGATES TO BE TRAINED OVER A PERIOD OF 2 DAYS

The Human Resources Unit invites eligible and accredited service providers to submit written quotations to provide development workshops to a segment of identified talent pools between

TK14 – 18 as per DCM/Heads nomination across the Municipality. This initiative is deemed to be a life-changing program that provides delegates the confidence to become excellent presenters who drive compelling conversations within their Departs, Units and the City at large.

1 The Scope of Work

- 1. Effective Vocal Usage For Presentations**
Breathing, Projection, Resonance, Varied Inflections, Vocal Dynamism, Pause and phrasing.
- 2. Dynamic Body Language**
Effective versus Ineffective Body Language
- 3. Power Speakers And Speeches**
A practical study of political speakers and speeches
- 4. Speech Construction**
Editing a speech for maximum message impact. How to influence your audience
- 5. Creativity**
Brainstorming for greater impact
- 6. Thinking On Your Feet**
Improvisation skills to assist with question and answer techniques
- 7. Energy And Enthusiasm**
How to harness all skills developed during the course into powerful marketing.

2 Workshop Specific Outcomes

- Creates powerful public speaking capacity
- A personal presentation style and Emotional intelligence is developed
- Phobias and fears are analysed and overcome
- Relaxation techniques are learnt to address “stage fright”
- Speakers learn how to “connect” with their audience
- Body language, animation, posture and eye contact are analysed and correct techniques learnt
- Confidence and self-esteem is greatly enhanced
- Self-sell techniques, Gender and cultural differences are explored

- Professionalism, Skills of perception and observation are enhanced
- Adherence to time limits is emphasised
- Effective demonstration techniques are instilled
- Logic and sequencing of thoughts is developed and encouraged
- Techniques to establish rapport with your audience is developed
- Leadership skills are implemented
- Enthusiasm, Projection techniques are applied
- Independent decision making ability is enhanced

3.ESSENTIAL REQUIREMENTS

Suppliers must submit a company profile or list of similar completed projects together with their quotation on the required form.

Suppliers are required to have a minimum of 10 years company experience and be accredited with the Services SETA. BEE accreditation is not essential but would be advantageous. Facilitators are also required to have a minimum of 5 years facilitation experience.

Facilitators are required to possess any one or more of the following relevant qualifications pertaining to presentation, public speaking and voice training:

- Bachelor of Arts (Learning and Development)
- Bachelor of Arts (Drama and Sociology)
- Performer's Diploma (Speech and Drama)
- Bachelor of Arts (English and Linguistics)
- Bachelor of Education Degree (preferably with a focus in Social Economics) or a Post-Graduate Certificate in Education
- Degrees or Diplomas encompassing counselling and stress management will also be considered (e.g. BA/B Soc.Sci (Psychology))

(This list is not exclusive, other relevant qualifications pertaining to the training need requirements will also be considered).

4.ESTIMATED COST AND DURATION OF WORKSHOP

Estimated number of people to be trained: 40

Duration: 2 days

5.EVALUATION PROCESS

- ✓ Functionality is worth 100 points. The minimum threshold is 70%. Bidders who score less than 70% on functionality will not qualify for further evaluation in terms of price and preference point (BBBEE status level of contributor)
- ✓ 80/20 Targeted Procurement Formula will be used to adjudicate this enquiry

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**SENIOR MANAGER: CORPORATE PROCUREMENT
NICHOLAS MKHIZE**