

SUPPLY CHAIN MANAGEMENT UNIT
CORPORATE PROCUREMENT BRANCH
OLD FORT PLACE
DURBAN

30 May 2018

CONTRACT ADVERT

Contract Number: 7Z - 38924

Tender Closing: 06 June BEFORE 11:00 AM AT CORPORATE PROCUREMENT BUILDING, ARCHIE GUMEDE PLACE (FORMER OLD FORT PLACE, DURBAN, 4001 (NOT ANY OTHER MUNICIPAL BUILDING)

Compulsory Briefing Session: No Briefing Session

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF FACILITATION COURSE FOR 3 DAYS FOR 10 DELEGATES FOR ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT UNIT

1. SCOPE OF WORK

One of the core activities of the ODCM unit is to facilitate strategic workshops for all Clusters/ Units throughout the municipality. It is therefore imperative that this skill be inculcated within so that ODCM functionaries can discharge this function efficiently, hence the need for this course.

2. OBJECTIVES OF THE COURSE

- Knowing what to do to generate discussion and group participation when you are faced with a quiet non-participative group.
- Understanding how to deal with "sensitive" delegates.
- Recommendations when delegates simply do not want to learn / participate.
- Dealing with a disruptive, aggressive delegate in a way that does not compromise the training as a whole.
- Limited time - how to make the most of your training sessions.
- Manage Mixed Group Expertise.
- How to handle the learner that does not want to be there.
- Dealing with punctuality.
- Dealing with attendance (how to keep your learners in the class room)
- Managing running out of time.
- How to deal with equipment failure.
- Managing challenging group behaviours.
- Understand learning and learner support systems.
- Identify learner support systems.
- Internal support systems.
- Communicating for results
- Communication models
- Verbal and non- verbal communication
- Barriers to effective communication
- The anatomy of a successful
- Understanding audience differences
- Adding vocal variety
- How to overcome fear of public speaking
- How and when to use to humour
- Managing difficult audience
- Effective visual aids

3. EVALUATION CRITERIA

- ✓ Functionality Scoring
- ✓ BBBEE & Price

4. MANDATORY REQUIREMENT

- ✓ Service providers must be registered on CSD at time of tender and on the EThekwini vendor portal at the time of award. Bidders who do not comply with this requirement will be disqualified.

- ✓ Service providers to attach a valid Tax Clearance Certificate & BBBEE Certificate to their quotations.

Technical Enquiries: Nokwazi Mzila; nokwazi.mzila@durban.gov.za

Telephone: 031 311 3390

General Enquiries: B Mathibeli

Telephone: 031 311 7535

**SENIOR MANAGER: CORPORATE PROCUREMENT
NICHOLAS MKHIZE**