INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY
BUDGET AND TREASURY DIRECTORATE
PURCHASING AND STORES DIVISION

Tender Number: CSQ10266140
Buyer: Senekal, Miss E [00012850]

Closing Date: 2026-11-19
Closing Time: 11:00 A.M

Telephone : 041 506 7630

REFER ALL ENQUIRIES TO THE BUYER

ITEM	QUANTITY	UNIT	KEY WORD	DESCRIPTION	REQUISITION
1	1.00	LOT	TRAINING	Tenders are invited for Training of Criminal Investigation for Ten Delegates at Security. See uploaded specification / pricing schedule on Informal Tender Website. Pricing Shedule to be completed and uploaded on informal tender website before closing date and time. Failure to comply with this requirement will render the bid non-responsive and excluded from further evaluation. Compulsory documents may be requested from shortlisted bidders after the closing date of informal tender (see specification) Bidders will be required to submit such documents within 72 hours of the request, failing will deem non responsive and excluded from further evaluation. For further information contact Thandile Matshikwe @ 0796940607	AA179356

THE FOLLOWING CONDITIONS APPLY TO THIS INFORMAL TENDER

- BEFORE COMPLETING THIS FORM, SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATION OF 2022 THE 80/20 SYSTEM APPLIES TO THIS TENDER.
- Acceptance of this tender submission is subject to the General Conditions of Tender and Conditions of Purchase
- Acceptance of this tender is subject to successful registration on the Nelson Mandela Bay Supplier Database.
- For further information to register, please call Compliance Section @ 041 506 3274
- Failure to comply with these conditions may invalidate your tender submission.
- All tender prices should be valid for a minimum period of thirty (30) days from date of tender.
- ALL TENDER RESPONSES SHOULD BE COMPLETED ONLINE AND NO FAX SUBMISSION WILL BE ACCEPTED BY SUPPLY CHAIN UNIT.

PROVISION OF CRIMINAL INVESTIGATION TRAINING TO NELSON MANDELA BAY MUNICIPALITY (NMBM)

1. PURPOSE

To procure Criminal Investigation Training for ten (10) Security Services employees of Nelson Mandela Bay Municipality, to strengthen their knowledge and practical skills in lawful, professional criminal investigations.

2. SPECIFICATION

The service provider must provide Criminal Investigation Training that develops participants' knowledge and practical competence in conducting criminal investigations.

The training must address, at a minimum:

- Principles and processes of criminal investigation;
- Relevant legal and procedural requirements applicable to criminal investigations;
- Crime scene management and preservation;
- Identification, collection, handling and preservation of evidence;
- Investigation planning and case management;
- Interviewing and information-gathering techniques;
- Taking and preparation of statements;
- Handling and management of information relevant to investigations;
- Preparation of investigation reports and case documentation;
- Practical application of criminal investigation techniques; and
- Ethical and professional conduct during criminal investigations.

3. TRAINING PROGRAMME DETAILS

The proposed programme must:

- Provide an appropriate combination of theoretical and practical training;
- Be suitable for employees performing or supporting criminal investigation functions;
- Provide participants with appropriate training/learner material;
- Include practical exercises, case studies or other appropriate practical learning activities;
- Include an appropriate method of assessing participants' understanding and/or competence, where applicable;
- Provide participants with certificates or other appropriate proof of completion; and
- Provide NMBM with attendance records and a final training report.

The service provider must indicate:

- The proposed duration of the training;
- The proposed training methodology;
- The proposed programme/course outline;
- The assessment methodology, where applicable;
- Any accreditation or professional recognition applicable to the programme; and
- Any prerequisites or entry requirements applicable to participants.

Public

3.1 COURSE CONTENT

3.1.1 Criminal Law

Required content: General principles of criminal law; participation in criminal activities; attempt; incitement; conspiracy.

3.1.2 Investigation Process

Required content: Identification; categories of identification; Locard Principle.

3.1.3 Conduct at the Crime Scene

Required content: Crime-scene control, preservation, examination and evidence handling.

3.1.4 Interviewing

Required content: Difference between interviewing and interrogation; problems encountered during interviews; essential interviewer skills.

3.1.5 Introduction to Interrogation

Required content: Objectives of interrogation; autonomic nervous system; steps of interrogation; practical application of those steps.

3.1.6 Introduction to Informer Handling

Required content: Information classification; justification for using informers; preparation for recruitment; crime/target analysis; informer characteristics and motivations; recruitment; briefing and debriefing; personal meeting methods.

3.1.7 Statements

Required content: Principles of a good statement; composition; preamble; body; regulations governing administration of an oath or affirmation.

4. MINIMUM REQUIREMENTS

4.1 SERVICE PROVIDER

The service provider must:

- Have at least three (3) years of demonstrable experience providing Criminal Investigation training or closely related investigative training, supported by evidence of completed training assignments;
- Demonstrate the capacity to deliver the required training;
- Provide proof of accreditation or registration with the relevant education and training quality assurance body, where the proposed programme is accredited. Where the programme is not accredited, clearly state its non-accredited status and provide evidence of the provider's relevant professional standing;
- Provide a detailed programme outline demonstrating how the proposed training meets the specification; and
- Provide the supporting documents specified in Section 4.2 when requested from shortlisted suppliers.

Public

4.1.1 COURSE FACILITATOR

The facilitator(s) must:

- Be suitably qualified to facilitate Criminal Investigation or related investigation training;
- Have relevant practical and/or training experience in criminal investigation or a related field;
- Have appropriate knowledge of the legal and procedural environment applicable to criminal investigations; and
- Provide proof of relevant qualifications and experience.

4.1.2 DELIVERY AND COMMENCEMENT

The service provider must indicate the proposed training schedule and duration.

The training commencement date will be agreed with NMBM following appointment of the successful service provider and issuance of an official NMBM order.

Training may only commence upon receipt of the official order from NMBM.

4.1.3 PRICING SCHEDULE – MANDATORY AT TENDER CLOSING

A fully completed pricing schedule must be submitted with the quotation before the tender closing date and time, indicating a rate and amount for every applicable item.

PRICING SCHEDULE

Company Name: _____

Please provide prices for the following:

No.	Activity	Unit of Measure	Quantity	Rate	Amount
1	Criminal Investigation Training	Participant	10		
2	Training Material	Participant	10		
3	Assessment and Moderation, where applicable	Participant	10		
4	Certification / Proof of Completion, where applicable	Participant	10		
Cost Summary				**Total Price (Excl. VAT)**	
				VAT	
				TOTAL PRICE (INCL. VAT)	

IMPORTANT NOTE

1. The rates quoted must be all-inclusive, and any additional costs necessary for delivery of the training must be clearly disclosed in the quotation.

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2. Training may only commence after the successful service provider has received an official NMBM order.

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4.2 MANDATORY DOCUMENTS THAT MAY BE REQUESTED FROM SHORTLISTED SUPPLIERS ONLY

The following mandatory documents may be requested by NMBM from shortlisted suppliers for technical verification. Where requested, the documents must be submitted within seventy-two (72) hours of receipt of the request. Failure to submit the requested documents within the stipulated period will render the quotation non-responsive.

- Proof of programme/provider accreditation or relevant professional recognition, where claimed;
- Facilitator qualifications;
- Evidence of facilitator experience;
- Detailed training programme/course outline; and
- Evidence of relevant experience in delivering Criminal Investigation or closely related investigation training.

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