INFORMAL TENDER ADVERT

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

Tender Number: CSQ11266179
Buyer: Senekal, Miss E [00012850]

Closing Date: 2026-11-18
Closing Time: 11:00 A.M

Telephone : 041 506 7630

REFER ALL ENQUIRIES TO THE BUYER

ITEM	QUANTITY	UNIT	KEY WORD	DESCRIPTION	REQUISITION
1	15.00	EACH	TRAINING-LABOUR RELATIONS COURSE	Tenders are invited for 15 Members in Training in Labour Relations Course(SAQA US ID - 114278) - See uploaded specification on informal tender website For information contact Mr R Goliath @ 0753238065	Z516003
2	15.00	EACH	TRAINING - REPORT WRINTING COURSE	Tenders are invited for 15x Staff Members for Training - Report Writing Course - SAQA US ID - 110023 - See uploaded specification on infomal tender website. For further information contact R Goliath @ 0753238065.	Z516004
3	10.00	EACH	TRAINING END USER COMPUTER COURSE	Tenders are invited for End User Computer Course (SAQA US ID - 116937, 116943, 258875, 117924) See Specification uploaded on informal tender website. For further information contact Mr R Goliath @ 0753238065.	Z516005

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.

Z516003

NELSON MANDELA BAY MUNICIPALITY

SAFETY & SECURITY

FIRE & EMERGENCY SERVICES

SPECIFICATION FOR LABOUR RELATIONS COURSE

SAQA US ID - 114278

To demonstrate an understanding of labour relations issues.

The qualifying learner must be capable of:

 Demonstrating an understanding of the purpose and primary objects, application and interpretation of the Labour Relations Act

 Describing the bodies created by the Labour Relations Act

 Identifying the relevant stakeholders covered by the Labour Relations Act

 Explaining the various categories of dismissal disputes covered by the Labour Relations Act

 Describing the appropriate dispute resolution route for dismissal disputes as set out in the Labour Relations Act

 Demonstrating an understanding of disputes referred as Unfair Labour Practice, org rights and mutual interest as set out in the Labour Relations Act

 Demonstrating an understanding of the various codes of good practice and schedules in terms of the Labour Relations Act

R E Goliath

Manager – Fire & Emergency Services

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Public

Z 516004

NELSON MANDELA BAY MUNICIPALITY

SAFETY & SECURITY

FIRE & EMERGENCY SERVICES

REPORT WRITING COURSE

SAQA US ID - 110023

Report Writing's objectives are to develop basic principles for the writing of effective reports in differing formats. It developed to report-writing principles that includes a report structure including conciseness and clarity. This course must include the structuring of reports from short memo formats to lengthy formal reports.

A candidate of this course should be capable of:

- demonstrate ability to determine the purpose and audience in writing a report
- differentiate between fact and opinion when gathering information for a report
- choose relevant information for report completion
- select an appropriate research procedure to investigate an area of concern
- choose the appropriate report format for a specific audience
- write (generate) a formal / memo / letter report which reflects a logical, accurate presentation of findings
- demonstrate ability to write meaningfully by avoiding generalisations based on too few observations and too little research
- demonstrate ability to write meaningfully by avoiding unsupported assumptions in written work
- demonstrate ability to assess writing for technical and expression errors by revising and editing work carefully
- The following must be covered in this course:
- Audience and Purpose in Report Writing
- Barriers to Effective Report Writing
- Subjectivity and Objectivity in Writing
- Report Formats
- Structure and Style of Reports
- Writing Principles (clarity, conciseness)

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NELSON MANDELA BAY MUNICIPALITY

SAFETY & SECURITY

FIRE & EMERGENCY SERVICES

END USER COMPUTING COURSE

SAQA US ID – 116937, 116943, 258875, 117924

The qualifying learner must be able to:

- ❖ Demonstrate an understanding of the principles of spreadsheets.
- ❖ Create, open and save spreadsheets.
- ❖ Produce a spreadsheet from a given specification.
- ❖ Edit a spreadsheet.
- ❖ Format a spreadsheet.
- ❖ Check spelling in a spreadsheet.
- ❖ Print a spreadsheet using features specific to spreadsheets

A qualifying leaner must be capable of:

- Importing and exporting text files.
- Consolidating and linking data within spreadsheets.
- Applying filters and use forms in a spreadsheet.
- Creating and using macros.
- Combining and comparing large sets of data in a spreadsheet.

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