



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

Private Bag X65, PRETORIA 0001, and Int Code: +27 12 Tel: 012 406 1901 Fax: 086 272 8850  
E-mail: [tryphina.rachoene@dpw.gov.za](mailto:tryphina.rachoene@dpw.gov.za) website: [www.publicworks.gov.za](http://www.publicworks.gov.za)

Dear Sir/ Madam

You are hereby invited to submit a quotation for the supply and delivery of the following goods/assets/service to the Department of Public Works.

QUOTATION NO : RFQ140A0207  
QUOTATION DESCRIPTION : Supply and Delivery of a Training Intervention in People and Performance Management.  
VALIDITY PERIOD : 84 days  
CLOSING TIME : 11:00  
CLOSING DATE : 26/08/2024

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	UNIT COST ( INCL VAT)	TOTAL AMOUNT ( INCL VAT )
Training Intervention in People and Performance Management	Each	18 people		
PLEASE SEE ATTACHED SPECIFICATION				
THE DELIVERY WILL BE AT PRETORIA				

Please e-mail the completed quotation to

Enquiries

Tel

E-mail

: Public Works  
: Corner Church and Bosman Street  
: Siphokazi Mapeyi  
: 012 406 1854  
: [Siphokazi.Mapeyi@dpw.gov.za](mailto:Siphokazi.Mapeyi@dpw.gov.za)

Quotations must be submitted to the following email address: [ndpwquotations@dpw.gov.za](mailto:ndpwquotations@dpw.gov.za)

**NOTE:** Suppliers are to ensure that their banking details are successfully verified on CSD, The department may at any point request verification of the details.

Please stamp the RFQ with your Company Stamp. However, a quotation on the company letterhead would be accepted. Failure to return the forwarded PA-Forms will result in your quotation being considered as non-responsive.



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## TERMS OF REFERENCE:

### APPOINTMENT OF SERVICE PROVIDER TO DELIVER A TRAINING INTERVENTION IN PEOPLE AND PERFORMANCE MANAGEMENT

#### 1. Purpose

This exercise is aimed at implementing the **2024/2025** Departmental Workplace Skills Plan (WSP) as mandated by the Skills Development Act 9 of 1998 and the National Skills Development Strategy to address the Departmental skills gaps.

Directorate: Human Resource Development has planned to arrange in-house trainings for efficient and effective coordination of training interventions at Head Office. The process will enable the department to close the identified training gaps within different units in Head Office for enhanced service delivery and optimal realization of the departmental objectives.

#### 2. Background

The Department of Public Works and Infrastructure undertook a Skills Audit exercises in 2021 which was aimed at ensuring that the Department is effectively and efficiently aligned in terms of the required generic management skills and competencies. The key aim of this project was to identify the knowledge and skills required by the Department in comparison with the knowledge and skills currently available within the Senior Management echelons of the Department in line with the DPSA generic Core Management Competencies (CMC) as well as vital competencies encompassing Senior Management Services' roles and responsibilities.

The skills audit was conducted in alignment with the DPSA Skills Audit Methodology Framework to ensure a uniformed approach to conducting skills audit in determining the skills base and developmental priorities applied across Senior Management Services in the Public Services.

**People and Performance Management Course** is one of the vital competence gaps identified through the skills audit exercise. HRD is in the process of implementing this training to address the identified skills gaps in the current financial year.

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### 3. Problem Statement

The Department of Public Works and Infrastructure has identified training needs for its employees for the current financial year **2024/2025** and consequently developed a training plan for effective implementation thereof and therefore requires the services of accredited training services providers to assist in delivering the identified training interventions to realise its objectives.

The training was registered to enable sms members within the Department to function to their full potential as service delivery partners.

### 4. Expected Outcomes/ Deliverables

The course aims to capacitate Senior Managers with knowledge and skills to manage and encourage employees, optimize their thoughts and effectively manage relationships in order to achieve departmental goals and inspire employees and improve their performance which will ultimately lead to the overall improvement of the Department's performance.

### 5. Duration of the course

The training intervention in **People and Performance Management** should be presented over a period of **three (03) days** and cover the following areas:

- Describe and implement different theories and philosophies to manage people at work;
- Examine individuals' personality and behaviours resulting in better management of people;
- Apply different techniques and strategies to improve people management in organisations;
- Importance of feedback in managing people;
- Human Resource Management and development process;
- Improving teamwork, group morale and innovation to drive results;
- How to ensure that tasks are completed to a high standard and timeously;
- Management leadership styles;
- Career pathing and succession planning;
- Importance of staff engagement, consultation and motivation;
- Importance of skills audit in an organisation;
- Strategies to address employment equity ratio;
- Talent management, exit interviews and staff health and wellness;
- Performance and rewards;
- Consequence Management;
- Solutions to address high staff turnover rate;
- Understanding the current trends in performance management;

- Embedding performance-oriented culture in the organisation;
- Performance review meetings;
- Steps in the performance appraisal phase
- Problems associated with performance appraisals
- Implementing the process of performance management
- Dealing with poor performance;
- Communication during performance review meeting;
- Managing the entire process;
- From good performance to great performance;
- Understanding career development and succession planning.

**6. Total number to be trained**

A total number of **eighteen (18)** employees are to attend the training.

**7. Training Venue**

The training venue (inclusive of meals and refreshments) should be provided by the Service Provider and should be around Pretoria CBD.

**8. Certification**

Learners should not be subjected to any form of assessment and should be awarded Certificates of Attendance on successful completion of the training.

**9. Training dates**

Training dates shall be determined collectively by both DPWI and the appointed service provider.

**10. Specific professional experience**

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of **People and Performance Management**. The successful bidder must provide a competent facilitator for this skills programme.

**11. Submission of post training report**

A post-course report on the training should be provided by the appointed service provider within seven (07) days after attendance of the training.

**12. Monitoring and Evaluation**

The following will be monitored and evaluated by DPWI:

- The quality of the training/facilitation
- Quality of materials and equipments utilised for the training.

### **13. Special requirements**

It is a requirements that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) body and must be in possession of a letter confirming accreditation/decision number.

The appointed service provider should provide the Department with reference letters from three (03) companies for similar training interventions conducted in the past.

### **14. Delivery of Certificates**

The appointed service provider will be responsible for the delivery of the certificates to the department's premises.

### **15. Important Documents**

The following documents should be attached to the bid:

- Accreditation letter;
- Course content/outline;
- Facilitator profile; and
- Three (03) Reference letters of similar training interventions conducted in the past.

**16.** All disbursements must be included within the cost per delegate.

### **17. Enquiries**

All enquiries should be directed to:

**Ms Ntombifikile Likuwane**  
**Training Coordination**  
**(012) 406 1317**