

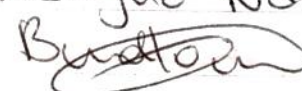
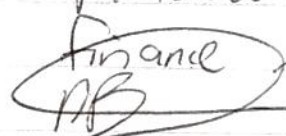
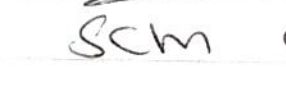
Proposals

Bid Name : Training for municipal employees and councillors

Ref Name : NDWP 28/17/18

Closing Date : 3 November 2017

Closing Time : 12:00

No	Bidders Name	Amount
1	Silalele Consultants cc	
2	Ikhwezi Training Institute (Pty) Ltd	81 680.00
3	Sonani Training and Communications	
4	Kym management consulting	
5	Centre of Excellence for Project management	751 000.00
6	Bw Khuzwayo consulting cc	2 957 286.33
7	Kalideen management services	1 009 500.00
	Thwile Faya Finance Intern  Bongile Ndlovu  Nontokozo Vilakazi Finance Intern  SCM Clerk 	

COST SUMMARY

Description	Date	Number of delegates	Price per delegate per Unit Standard
MFMP	TBA	1	R 4,500.00
Project Management	TBA	1	R 5,500.00
Diversity Management	TBA	1	R 5,500.00
Records Management	TBA	1	R 5,500.00
Asset Management	TBA	1	R 5,500.00
Procurement Training	TBA	1	R 5,500.00
SCM Bid Committee Training	TBA	1	R 5,500.00

Included in the cost

- Printing training manuals for the learners attending training.
- Printing course completion certificates for all learners attending training.
- Training management feedback report.
- Training venue.

The price provided is firm and valid for 90 days
Thank you for allowing us to submit a proposal.

Kind Regards,



Bernard Chingwanangwana
Director

What We Do

ACCREDITATIONS	UNIT STANDADS TITTLES	Duration	PRICING (per person)- excluding vat
Services SETA	Supervisory Development programme	3 Days	R 2850.00
	Explain fundamentals of project management	3 Days	R 2850.00
	Develop an integrated project management plan	2-3 Days	R 2850.00
	Presentation skills	3 Days	R 2850.00
	FETC: New venture creation (learnership)	12 MONTHS	R 18 000.00 (EXCLUDING STIPEND)
	Conduct a disciplinary hearing	5 Days	R 2850.00
	Coordinate meetings, minor event and travel arrangements	3 days	R 2850.00
	Interpret and manage conflict within the workplace	3 Days	R2850.00
	Interpret and manage conflict within the workplace	3 Days	R2850.00
LGSETA	Facilitate community participation in democratic	3 Days	R2850.00

	processes and structures (123436)		
	Demonstrate knowledge and understanding of the project and the project support services environment (123462)	4 DAYS	R3850.00
	Gather information and provide assistance for project planning and scheduling functions (123464)	3 Days	R2850.00
	Measure and plan own performance and behavior in with role and responsibilities in a project team (123465)	3 Days	R2850.00
	Demonstrate knowledge of applying the public seta code of conduct in own work roles and context (242858)	3 DAYS	R2850.00
	Display an understanding of core municipal process and ward committee participation in these processes (242890)	3 Days	R2850.00
	Apply communication, interpersonal and conflict management principles in	3 Days	R2850.00

	ward committee functions, processes (242891)		
	• Display an understanding of the constitution, structure of ward committees and roles and responsibilities of committee members (242892)	3 Days	R2850.00
	• Display an understanding of policy and legal framework guiding the ward committee system and its functioning (242893)	3 Days	R2850.00
	• Demonstrate knowledge of gender equity and diversity issues in development projects (242894)	2-3 Days	R2850.00
	• Support the facilitation of development project service delivery in a ward committee context (242895)	3 Days	R2850.00
	• Demonstrate an understating and apply the broad principles of ward committee functioning to participate in municipal processes (242896)	3 Days	R3850.00
	Demonstrate an understanding of policy and legal framework guiding local government (244175)	3 Days	R3850.00

	Fulfil the roles and the responsibilities of councilor (244183)	3 Days	R3850.00
	Apply key municipal processes in a council function (244185)	3 Days	R2850.00
	Use mathematics to investigate and monitor the financial aspect of personal and community life (7469)	3 Days	R3850.00
	Demonstrate understanding of rational and irrational numbers and number system (7480)	3 Days	R3850.00
	Work with a range of patterns and functions and solve problems (9007)	3 Days	R3850.00
	Apply basic knowledge of statistics and probability to influence the use data and procedures in order to investigate life related problems (9009)	3 Days	R2850.00
	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts (12444)	3 Days	R2850.00

Sonani Training and Communications

	Plan and prepare meetings communications (13934)	3 Days	R2850.00
	Apply efficient time management to the work of a department/division/section (15234)	3Days	R2850.00
	Apply Batho Pele principles to own work role and context (113955)	3 Days	R2850.00
	Maintain and adapt oral/signed communication (119454)	3 Days	R2850.00
	Write/present for a defined context (119456)	3 Days	R2850.00
	Use language and communication in occupational learning programs (119460)	3 Days	R2850.00
	Access and use information from text (119463)	3 Days	R2850.00
	Advocate and lobby community issues (119517)	3 Days	R2850.00
	Provide assistance in implementation and assuring project work meets	3 Day	R2850.00

	quality requirements (120383)		
TETA	Applying knowledge of HIV/AIDS to specific business sectors and work place (114941)	3 Days	R 3850.00
	Foster and maintain customer relations (123258)	3 Days	R 3850.00
	Maintaining occupational health, safety and general housekeeping (8016)	3 Days	R 3850.00
	Plan road transport service delivery (123261)	4 Days	R 3850.00
	Accommodate audience and context needs in oral/signed communication (119472)	3 Days	R 2850.00
	Demonstrate understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations (9010)	3 Days	R 2850.00
	Describe, apply, Analyse and calculate shape and motion in 2 and 3 dimensional space in different contexts (9013)	3 Days	R 2850.00

	• Interpret and use information from texts (119457)	3 Days	R 2850.00
	• Investigate life work related problems using data and probabilities (9012)	3 Days	R 2850.00
	• Use language and communication in occupational learning programs (119467)	3 Days	R 2850.00
	• Use mathematics to investigate and monitor the financial aspects of personal, business and national issues (7456)	4 Days	R 3850.00
	• Write/present/sign text for range of communicative contexts (119465)	3 Days	R 2850.00
	• Meet the requirements in order to obtain a provisional license (243665)	4 Days	R 3850.00
	• Meet the requirements being a safe driver to obtain a valid driving license for motor vehicles (243666)	3 Days	R3850.00
	• Operate a rigid light vehicle (123257)	5 Days	R3850.00

	Operate in a team (8420)	3 Days	R3850.00
	Apply basic business principles (800)	3 Days	R2850.00
	Apply occupational health, safety and environmental principles (113852)	3 Days	R3850.00
	Handle a crime situation (117833)	3 Days	R2850.00
	Conduct a financial analysis of small business (13414)	3 Days	R3850.00
	Management self-development (7997)	3 Days	R2850.00
	Operate a rigid heavy vehicle (123253)	5 Days	R3850.00
	Operate a vehicle combination (123254)	5 Days	R3850.00
CETA	Verify compliance to safety, health and environmental requirements in the workplace (259604)	4 Days	R3850.00
	Describe the composition, role-players and the role of the construction industry in the southern African economy (14672)	4 Days	R3850.00

	Develop construction work plans (261661)	4 Days	R3850.00
	Erect, use and dismantle access equipment for construction work (261664)	4 Days	R4850.00
	Identify, use and maintain tools, machines, equipment and materials for building and civil construction activities (261658)	4 Days	R4850.00
	Procure building and civil construction materials tools and equipment (261737)	4 Days	R4850.00
	Read and interpret construction drawings and specifications (14580)	4 Days	R4850.00
	Provide primary emergency care/first aid as an advanced first responder (254220)	4 Days	R4850.00
	Accommodate audience and context needs in oral/signed communication (119472)	4 Days	R4850.00
	Demonstrate an understanding of the use of different number bases and measurements units and an awareness of error in the	4 Days	R4850.00

	context of relevant calculations (9010)		
	Describe, apply, Analyse and calculate shape and motion in 2 and 3-dimensional space in different contexts (9013)	4 Days	R4850.00
	Interpret and use information from text (119457)	4 DAYS	R4850.00
	Investigate life and work related problems using data and probabilities (9012)	4 Days	R4850.00
	Use language and communication in occupational learning programme (119467)	3 Days	R3850.00
	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues (7456)	3 Days	R3850.00
	Write/present/sign texts for a range of communicative contexts (119465)	3 Days	R2850.00
	Apply screeds to a concrete floor (14882)	4 Days	R4850.00

	• Build decorative masonry elements (14632)	4 Days	R4850.00
	• Build masonry superstructure using concrete hollow units (261663)	4 Days	R4850.00
	• Build masonry superstructures using solid units (261657)	4 Days	R4850.00
	• Plaster surfaces (261657)	4 Days	R4850.00
	• Prepare for plastering (9969)	4 Days	R4850.00
	• Set out, excavate, cast concrete strip foundations and build foundation walling (14662)	4 Days	R4850.00

Training Venues

The environment in which training sessions are conducted plays an important role in the successful delivery. Therefore, it is important that we identify suitable for learning i.e. free from disturbance and interruptions.

Our boardroom can accommodate 8 to 10 people and for a larger group of people we have to hire a training venue. Our venue consists of;

- ❖ Enough vehicle parking space for participants
- ❖ Enough tables and chairs that are conducive for learning
- ❖ Easy access for people with disabilities
- ❖ Adequate toilet facilities for males/ females/ disabled
- ❖ Health and safety policy and evacuation procedures

CONCLUSION

We appreciate and thank you for invitation in this process. Should you have any queries please do not hesitate to contact the undersigned.

Thank you.

Sonani Training and Communications cc
 4 Sugar Farm Trail, Office 12 Sunny Park
 Sunningdale, Umhlanga, 4319
 Tel: 031 572 4728 Fax: 086 668 7818
 Cell: 078 116 3664
 Email: office@sonanito.co.za
 Web: www.sonanito.co.za

5. PROPOSED BUDGET SCHEDULE

PROPOSED BUDGET PROPOSAL NO: NDWP 28/17/18

MFM (Municipal Finance Management Programme) - SAQA ID 48965										18.1	18.2
										Learnership	Learnership
Learning Programmes	US ID	Unit Standards Title	Level	Credits	Duration (Theory)	Hours (Theory)	Price				
LP1: Strategic Management; Budgeting implementation and Performance Management. (77 Credits)	116358	Contribute to the strategic planning process in a South African municipality	6	15	3 days	24	R 3,675.00				
	116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	6	15	3 days	24	R 3,675.00				
	116345	Apply the principles of budgeting within a municipality	5	15	3 days	24	R 3,675.00				
	116363	Prepare and analyse municipal financial reports	6	12	3 days	24	R 2,940.00				
	116364	Plan a municipal budgeting and reporting cycle	6	8	2 days	16	R 1,960.00				
	116341	Conduct performance management to a South African municipal environment	6	12	3 days	24	R 2,940.00				
LP2: Municipal Accounting and Risk Management (78 Credits)	119350	Apply accounting principles and procedures in the preparation of reports and decision making	5	15	3 days	24	R 3,675.00				
	119348	Apply selected GRAP (Generally Recognised Accounting practices) to periodic accounting reporting process	5	12	3 days	24	R 2,940.00				
	116362	Manage a municipality's assets and liabilities	6	11	3 days	24	R 2,695.00				
	116339	Apply risk management in South African municipalities	6	10	2 days	16	R 2,450.00				
	116351	Conduct auditing planning and implementation in a South African municipality	5	12	3 days	24	R 2,940.00				
	116346	Apply techniques and South African statutes to cash and investment management in a municipal environment	6	10	2 days	16	R 2,450.00				
	116357	Design internal control and internal control evaluation framework	6	8	2 days	16	R 1,960.00				
LP3: Governance	116348	Conduct stakeholder consultation around municipal finance programmes	6	8	2 days	16	R 1,960.00				

LP4: Cost and Capital Planning (53 Credits)	119331	Conduct working capital management activities in accordance with sound financial management policy	5	12	3 days	24	R 2,940.00	
	119341	Apply cost management information systems in the preparation of management reports	5	15	3 days	24	R 3,675.00	
	116347	Contribute to capital planning and financing	6	15	3 days	24	R 3,675.00	
	116340	Apply costing principles to municipal operational and service-based costing	6	11	3 days	24	R 2,695.00	
LP5: Municipal IT Support and Project Management (45 Credits)	116348	Conduct stakeholder consultation around municipal finance programmes	6	8	2 days	16	R 1,960.00	
LP6: Supply Chain Management and Public Private Partnership (24 Credits)	116353	Participate in the design and implementation of municipal supply chain management	6	12	3 days	24	R 2,940.00	
	119343	Apply operations research principles and tools in the management of project activities and resources	5	15	3 days	24	R 3,675.00	
Unit standards from Public Finance Management and Administration - SAQA ID 49554							18.1 Learnership	18.2 Learnership
Learning Programmes Components	US ID	Unit Standards Title	Level	Credits	Duration (Theory)	Hours (Theory)	Price	
							R 55,125.00	R 73,125.00

Cores	119351	Apply principles of information systems to manage data and reports relevant to the public sector administration	5	12	2 days	16	R 2,450.00
	119352	Apply principles of information systems to public finance and administration	5	12	3 days	24	R 2,940.00
	119349	Apply principles of risk management to manage and report risk situations	5	8	2 days	16	R 1,960.00
	119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	5	15	3 days	24	R 3,675.00
	119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	5	12	3 days	24	R 2,940.00
	119344	Apply the legislation governing the establishment and management of public entities	5	12	3 days	24	R 2,940.00
	119336	Manage the development and performance of human capital in the public sector	5	12	3 days	24	R 2,940.00
Fundamentals	119340	Apply economic principles to finance and management decisions	5	15	3 days	24	R 3,675.00
	119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	5	8	2 days	16	R 1,960.00
	119346	Apply sound communication principles in the coordination of selected public sector communications programmes	5	10	2 days	16	R 2,450.00
	119333	Conduct and apply mathematical analyses relating to economics and finance	5	15	3 days	24	R 3,675.00
	119335	Conduct and apply statistical analyses required to make informed public sector finance decisions	5	15	3 days	24	R 3,675.00
	119332	Manage and develop oneself in the public sector work environment	5	10	3 days	24	R 2,450.00
Electives	337061	Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa	5	15	3 days	24	R 3,675.00
	119337	Operate an internal audit function as a component of a risk management system to ensure reliability of accounting system	5	12	3 days	24	R 2,940.00
	119338	Participate in the planning and implementation of disaster management systems	5	8	2 days	16	R 1,960.00
	119339	Prepare and interpret tax reports and returns required by South Africa's legislation	5	12	3 days	24	R 2,940.00

SAQA ID 57823 - National Certificate: Ward Committee Governance									
Learning Programmes Components	US ID	Unit Standards Title	Level	Credits	Duration (Theory)	Hours (Theory)	Price		
							18.1 Learnership	18.2 Learnership	
Skills Programme 01: Mathematical Literacy	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2	2 days	16	R 400.00		
	7480	Demonstrate understanding of rational and irrational numbers and number systems	2	3	2 days	16	R 600.00		
	9007	Work with a range of patterns and functions and solve problems	3	5	2 days	16	R 1,000.00		
	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	2	3	2 days	16	R 600.00		
	12444	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts	2	3	2 days	16	R 600.00		
Skills Programme 02: Communication Skills	119454	Maintain and adapt oral/signed communication	2	5	2 days	16	R 1,000.00		
	119456	Write/present for a defined context	2	5	2 days	16	R 1,000.00		
	119460	Use language and communication in occupational learning programmes	2	5	2 days	16	R 1,000.00		
	119463	Access and use information from texts	2	5	2 days	16	R 1,000.00		
Skills Programme 03: Ward Committee Functioning	242892	Display an understanding of the Constitution, structure of Ward Committees and the roles and responsibilities of committee members	4	6	2 days	16	R 1,200.00		
	242893	Display an understanding of the policy and legal framework guiding the Ward Committee system and its functioning	2	6	2 days	16	R 1,200.00		
	242896	Demonstrate an understanding and apply the broad principles of Ward Committee functioning to participate in municipal processes	2	10	3 days	24	R 2,000.00		
Skills Programme	242895	Support the facilitation of development project service delivery in a Ward Committee context	2	8	2 days	16	R 1,600.00		

119353

Plan and implement public-private partnerships for municipal service delivery

6

12

3 days

24

R 2,940.00

R 44,000.00

041 Service Delivery Ward Committee System	113955/ 242860	Apply the Batho Pele principles to own work role and context	3	4	2 days	16	R 800.00	
Skills Programme 05: Project Management	120383	Provide assistance in implementing and assuring project work meets quality requirements	3	6	2 days	16	R 1,200.00	
	123462	Demonstrate knowledge and understanding of the project and the project support services environment	3	4	2 days	16	R 800.00	
	123464	Gather information and provide assistance for project planning and scheduling functions	3	10	3 days	24	R 2,000.00	
Skills Programme 06: Institutions within Ward Committee Governance	123436	Facilitate community participation in democratic processes and structures	3	7	2 days	16	R 1,400.00	
	242890	Display an understanding of core municipal processes and Ward Committee participation in these processes	3	10	3 days	24	R 2,000.00	
Skills Programme 07: Interpersonal Skills	242891	Apply communication, interpersonal and conflict management principles in Ward Committee functions, processes	2	10	3 days	24	R 2,000.00	
	13934	Plan and prepare meeting communications	3	4	2 days	16	R 800.00	
	242894	Demonstrate knowledge of gender, equity and diversity issues in development projects	3	6	2 days	16	R 1,200.00	
	123465	Measure and plan own performance and behaviour in line with roles and responsibilities in a project team	3	3	2 days	16	R 600.00	
SAQA ID 58578 - National Certificate: Local Government Councillor Practices							18.1 Learnership R 36,120.00	18.2 Learnership R 54,120.00
Learning Programmes Components	US ID	Unit Standards Title	Level	Credits	Duration (Theory)	Hours (Theory)	Price	
Skills Programme	119472	Accommodate audience and context needs in oral/signed communication	3	5	2 days	16	R 1,050.00	

Skills Programme 02: Mathematical Literacy	119457	Interpret and use information from texts	3	5	2 days	16	R 1,050.00
	119467	Use language and communication in occupational learning programmes	3	5	2 days	16	R 1,050.00
	119465	Write/present/sign texts for a range of communicative contexts	3	5	2 days	16	R 1,050.00
Skills Programme 03: Local government functions	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2	2 days	16	R 420.00
	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4	2 days	16	R 840.00
	9012	Investigate life and work related problems using data and probabilities	3	5	2 days	16	R 1,050.00
	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5	2 days	16	R 1,050.00
Skills Programme 04: Local government councillor practices	244175	Demonstrate an understanding of the policy and legal framework guiding Local Government	3	10	3 days	24	R 2,100.00
	244188	Facilitate public participation and citizen involvement in Local Government processes	3	6	2 days	16	R 1,260.00
	244174	Facilitate co-operative governance and inter-governmental relations	3	6	2 days	16	R 1,260.00
	244185	Apply key municipal processes in a council function	3	12	3 days	24	R 2,520.00
Skills Programme 05: Municipal councillor functions	244186	Facilitate Council and related meetings to achieve Local Government objectives	3	6	2 days	16	R 1,260.00
	244180	Exercise leadership in a councillor context	3	6	2 days	16	R 1,260.00
	242858	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	3	4	2 days	16	R 840.00
Skills Programme 05: Municipal councillor functions	244190	Utilise advocacy and lobbying skills to represent municipal interests in inter-governmental structures and processes	3	6	2 days	16	R 1,260.00
	244183	Fulfil the roles and the responsibilities of a councillor	3	6	2 days	16	R 1,260.00
	123462	Demonstrate knowledge and understanding of the project and the project support services environment	3	4	2 days	16	R 840.00
	120383	Provide assistance in implementing and assuring project work meets quality requirements	3	6	2 days	16	R 1,260.00

Skills Programme 06: Local government processes	242860	Apply the Batho Pele principles to own work role and context	3	4	2 days	16	R 840.00
	120394	Apply communication principles, strategies and processes in a leadership role	4	6	2 days	16	R 1,260.00
	13915	Demonstrate knowledge and understanding of the project and the project support services environment	3	4	2 days	16	R 840.00
	242894	Demonstrate knowledge of gender, equity and diversity issues in development projects	3	6	2 days	16	R 1,260.00
	123436	Facilitate community participation in democratic processes and structures	3	7	2 days	16	R 1,470.00
Skills Programme 07: Leadership and project management	120385	Apply a range of project management tools and techniques	4	7	2 days	16	R 1,470.00
	242900	Apply administrative principles in the implementation of public sector procedures and work schedule	4	6	2 days	16	R 1,260.00
	120391	Apply leadership skills to relationship management	4	8	2 days	16	R 1,680.00
	242902	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	4	6	2 days	16	R 1,260.00
	242819	Motivate and Build a Team	4	10	3 days	24	R 2,100.00