



higher education  
& training  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY**  
**TVET COLLEGE**

## **REQUEST FOR QUOTATION: GENERIC MANAGEMENT**

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to [quotations@bccollege.co.za](mailto:quotations@bccollege.co.za).

**TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT.**

Kindly submit the following **REQUIRED** documents when responding to the RFQ

- Signed quotation (quotations not signed will be eliminated)
- Latest declaration forms (SBD 4, 8 and 9), see attached on college website
- Certified BBBEE certificate (0 points will be awarded for BBBEE certificates that are not certified)
- Valid Tax Clearance Certificate
- Updated CSD full report
- Company Registration
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification
- All quotations submitted via email addresses other than the one listed above will not be considered.

**Closing Date 25 May 2023 at 12:00 Pm. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED**

Enquiries: Ms Thembakazi Mati

043 704 9280 / 043 704 9241

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**SPECIFICATION FOR MODERATION: NATIONAL CERTIFICATE: GENERIC  
MANAGEMENT LEVEL 5 – SAQA ID NO. 59201**

**RE: REQUEST QUOTATION FOR ASSESSMENT OF GENERIC MANAGEMENT PROGRAMME.**

**Requirement:**

- To assess Generic Management Level 5 Qualification for 23 learners, SAQA ID no: 59201
- Assessor to have Diploma / Degree in Business Management/ Entrepreneurship or equivalent qualification
- Valid registration letter as an assessor with BANK SETA
- Subject matter expert in Business Management Field / Banking or Insurance Sector
- 3 years of experience in doing assessment
- Submit Scope of work or previous work experience / CV in this area with referrals

**Competencies of Assessor**

- 46 learner Portfolios as each of the 23 learners have 2 files per learner
- To close gaps that might have been left during Facilitation
- Confirm if the facilitation done has met the principles of assessment and all criteria met.
- Check learner POEs if all Specific Outcomes of the Qualification have been met
- Ensure that summative assessment is done and marked.
- Make the ruling of the competency or non-competency of the Learners.
- Submit assessment report to the coordinator so that moderation can be applied for

**O. Jwente**  
Procurement clerk

24/04/2023  
Date

**S. Dinga**  
Programme Enrichment Officer

24/04/2023  
Date

**Z. Jikwana**  
Acting Assistant director: SCM

25/04/2023  
Date