



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



**BUFFALO CITY  
TVET COLLEGE**

## **REQUEST FOR QUOTATIONS – MENTORING AND COACHING COURSE**

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)
- Tax Clearance Certificate
- CSD full report
- Company Registration
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification
- Quotations must be submitted in the PDF format **ONLY**
- All quotations submitted via email addresses other than the one listed above will not be considered.

**Closing Date 08 JULY 2024 at 11h00 am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED**

043 704 9238 / 043 704 9241

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## BUFFALO CITY TVET COLLEGE

Enquiries:

Miss L. Jongidiza (043-704 9268)

Miss B. Madliki (043-704 9267)

ljongidiza@bccollege.co.za

brendam@bccollege.co.za

Date:

18 June 2024

Expected Delivery Date:

**RE: QUOTATION REQUEST**

Kindly provide us with the quotation for 20 staff members that are interested to attend Mentoring and Coaching course at your institution

No	Item	Item Description	Quantity
	Training for 20 Staff Members	<ul style="list-style-type: none"> <li>Mentoring and Coaching</li> <li>Duration 5 days</li> <li>Unit Standard: 117865</li> <li>NQF level 4</li> <li>Venue- In House</li> </ul>	20

### ADMIN CENTRE

Cnr Lukin Road & King Street  
Private Bag 9016  
East London, 5200  
Tel: (043) 704 9352  
Fax: (043) 743 4254  
Email: ceo@bccollege.co.za

### COLLEGE CAMPUSES

#### SCHOOL OF BUSINESS:

EAST LONDON CAMPUS  
Lukin Road, East London  
Private Bag 9016  
East London, 5200  
Tel: (043) 722 5453  
Fax: (043) 743 0116  
Email: elcadmin@bccollege.co.za

#### SCHOOL OF ENGINEERING

JOHN KNOX BOKWE CAMPUS  
Mfafa Street, Nu 1, Mdantsane  
Private Bag X24  
Mdantsane, 5219  
Tel: (043) 761 1792  
Fax: (043) 761 4803  
Email: jkbadmin@bccollege.co.za

#### SCHOOL OF OCCUPATIONAL TRAINING

ST MARKS CAMPUS  
St Marks Road, 5200  
East London  
Private Bag 9016  
East London, 5200  
Tel: (043) 743 6554  
Fax: (043) 743 9650  
Email: training@bccollege.co.za

#### KING STREET SITE

17 King Street  
East London  
Tel: (043) 7224949  
Fax: (043) 742 3351  
Email:  
mpuffet@bccollege.co.za

- Quotations must be dated, signed and stamped.
- Quotations must be accompanied by the following documents:
  - Signed quotation with banking details,
  - Certified BBBEE Certificate,
  - SBD forms,
  - Valid Tax Clearance Certificate and
- Quotations must have validation date.
- Quotations must have bank details
- CSD Forms
- Bank Confirmation Letter.

A valid letter of accreditation with the relevant SETA for the training course offered.

Signed by:   
Skills Development Facilitator: L. Jongidiza

Signed by:   
AD: Human Resource Administration: N Mhlola-Miza

Signed by:   
DP: Corporate Services: Z Chola

Signed by:   
SCM Manager: B Timothy



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### MENTORING AND COACHING COURSE OUTLINE

- Understand the basic processes behind coaching & mentoring
- Have the ability to introduce coaching & mentoring into the organization
- Understand the benefits of coaching and mentoring in the Organization
- Identify opportunities for coaching and mentoring
- Understand the nature of the relationships that must be managed in any coaching or mentoring program
- Use the knowledge for the overall benefit of the organization