



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



**BUFFALO CITY  
TVET COLLEGE**

## **REQUEST FOR QUOTATIONS – CHANGE MANAGEMENT SHORT 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

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

**Closing Date 02 AUGUST 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:

22 July 2024

### Expected Delivery Date:

### RE: QUOTATION REQUEST

Kindly provide us with the quotation for 18 staff members that are interested to attend Change Management short course at your institution

No	Item	Item Description	Quantity
	Training for 18 Staff Members	<ul style="list-style-type: none"><li>Change Management Short Course</li><li>Duration 2 days</li><li>NQF 5</li><li>Standard Unit 252021</li><li>Venue- In House</li></ul>	18

- 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

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

### 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  
Mfana Street, Nu I, 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



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### Outline for Change Management Short Course

- Understand your organization's readiness and capacity to embrace change.
- Identify the consequences of not managing change effectively, exemplified by the "Spiral of Death."
- Apply the CMMI® change management philosophy to ensure a structured and standardized approach to change.
- Recognize different types of change and the specific project management strategies needed for their successful implementation.
- Develop [Leadership Skills](#) that facilitate and inspire change within a team or organization.
- Learn to create a shared need for change that aligns with the organization's vision and strategic objectives.
- Shape a clear and compelling vision to guide the change process and decision-making.
- Mobilize commitment by engaging stakeholders and securing the necessary resources and support.
- Monitor progress by setting up key performance indicators and feedback mechanisms to track the impact of change.
- Ensure that the change is fully implemented and integrated into the organization by finishing the job and anchoring the change effectively.