



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



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

## **REQUEST FOR QUOTATION: MENTORING AND COACHING X 10**

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
- CSD 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 11 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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## higher education & training

Department:  
Higher Education and Training  
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## BUFFALO CITY TVET COLLEGE

Enquiries:

Miss L. Jongidiza (043-704 9207/0833691965)

Miss B. Madliki (043-704 9267 064 031 0453)

ljongidiza@bccollege.co.za

brendam@bccollege.co.za

Date:

05 April 2023

Expected Delivery Date:

02 May 2022

### RE: QUOTATION REQUEST

Kindly provide us with the quotation for 10 staff members that are interested to attend Mentoring & Coaching short course at your institution

#### 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  
Mfaha Street, Nu1, 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

No	Item	Item Description	Quantity
	Training for 10 Staff Members	<ul style="list-style-type: none"> <li>Mentoring &amp; Coaching short Course</li> <li>Duration 5 days</li> <li>Unit Standard: 252035</li> <li>NQF level 5</li> <li>Venue- In House</li> </ul>	10

- 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.

Signed by:   
Skills Development Facilitator: L. Jongidiza

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

Signed by:   
DP: Corporate Services: Z Chola

Signed by:   
Snr Adm Officer SCM: Z Jikwana

## **Coaching & Mentoring**

- 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