



**SUPPLY CHAIN MANAGEMENT UNIT**  
**CORPORATE PROCUREMENT BRANCH**  
**OLD FORT PLACE**

13 March 2019

**CONTRACT ADVERT**

**Contract Number: 7Z - 506**

**Tender Closing: 20 March 2019 BEFORE 11:00 AM AT CORPORATE PROCUREMENT BUILDING, ARCHIE GUMEDE PLACE (FORMER OLD FORT PLACE, DURBAN, 4001 (NOT ANY OTHER MUNICIPAL BUILDING))**

**Documents: are obtainable from Corporate Procurement Building (MMB), Archie Gumede Place (Former Old Fort Place), Durban, 4001**

**(ONLY ACCREDITED SERVICE PROVIDERS NEED TO COLLECT THE DOCUMENT)**

**DESCRIPTION: APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE TRAINING OF 11 BENEFICIARIES IN TECHNICAL AND BUSINESS REPORT WRITING LEVEL 4 FOR A PERIOD OF 3 DAYS**

**1. PROGRAMME SCOPE**

The skills programme should consist of the following Unit Standards:

	<b>SAQA ID</b>	<b>UNIT STANDARD TITLE</b>	<b>CREDITS</b>
1.	116389	Write a technical report	4
2.	12153	Use the writing process to compose texts required in the business environment	5
3.	110023	Present information in report format	6
4.		How to analyse so that it makes sense to the reader	
5.		Structure, draft and writing a clear concise report	
6.		Effectively communicate quantitative and qualitative information	



7.		Presented information and findings supported by well researched facts and figures	
8.		Exploration of graphics, formatting, inserting visuals, tables	
9.		Learn to avoid mistakes, and problems	
10.		How to determine your audience and purpose	
11.		Gathering of information	
12.		Organise facts	
13.		Language and style	
14.		<b>TOTAL NO OF CREDITS</b>	<b>15</b>

## 1. SKILLS REQUIRED

The Accredited Service provider must have the following skills and knowledge but not limited to:

- Skills Development related legislation such Skills Development Act and NSDS III
- SETA operations with regard to verification, moderation processes and uploading learners
- Manage and administrate learning programme
- Technical knowledge of the subject

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**SENIOR MANAGER: CORPORATE PROCUREMENT**  
**NICHOLAS MKHIZE**