

REQUEST FOR PROPOSAL AND QUOTATION OF CUSTOMISED QUALITY TRAINING FOR TRANSNET ENGINEERING

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DOCUMENT AUTHORITIES

BUSINESS	RESPONSIBLE PERSON	DESIGNATION	VALIDATION	SIGNATURE	DATE
Bloemfontein	Kenalemang Sedikelo	Capacity Building Manager	Requested		
Durban	Maxwell Magcaba	Capacity Building Manager	Requested		
Germiston	Colephus Monyai	Capacity Building Manager	Requested		
Koedoespoort	Lindelwa Pato	Capacity Building Manager	Requested		
Salt River	Moeketsi JamJam	Capacity Building Manager	Requested		
Uitenhage	Donald Tuck	Capacity Building Manager	Requested		
Kilner-Park	Pride Mmuledi	Curriculum Designer	Compiled		
Kilner-Park	Ben van der Walt	Training Manager	Reviewed		
Kilner-Park	Phineas Sibanyoni	Capacity Building Manager	Supported		
Kilner-Park	Oredus Mattheus	General Manager Planning and Optimisation	Endorsed		
Kilner-Park	Dumisani Kala	Head School of Engineering	Recommended		
Kilner-Park	Dudu Masoek	General Manager, Human Capital	Approved		
Koedoespoort	Bongani Madonsela	Head Corporate Quality	Requested		

REQUEST FOR PROPOSAL AND QUOTATION OF CUSTOMISED QUALITY TRAINING FOR TRANSNET ENGINEERING

1. OVERVIEW

Transnet Engineering (hereinafter referred to as a "client"), one of the five Operating Divisions of Transnet Limited (SOC), is a leading South African supplier to the railway industry through manufacturing, upgrading and refurbishment of rolling stock and rail related products. Transnet Engineering's principal objective is to meet and exceed all its commitments and obligations, and the expectations of all its stakeholders, central to delighting its customers, the empowerment of a competent work force and good corporate governance are core values of Transnet Engineering.

The Transnet School of Engineering (SoE) is a well established and reputable Training Institution that focuses on the delivery of various competencies in the Engineering Industry through dedicated leadership, teamwork and well and experienced facilitators. The school aims to provide all Transnet Operating Divisions with skilled people, with the relevant competencies in various engineering and functional fields so that they can perform their duties at organisational level and within the appropriate timing to support Transnet's Human Capital Market Demand Strategy.

Transnet Engineering has a vision of becoming an Original Equipment Manufacturer (OEM) and in becoming an OEM it is vital for SoE to step up the capability of its staff, the trainers that are expected to deliver world class training that is in line with OEM standards of performance.

2. DESCRIPTION OF TRAINING NEEDED:

Transnet Engineering (TE) has adopted development and empowerment of its staff as key and fundamental step in ensuring compliance to its processes, procedures and Quality Legal and other requirements.

Therefore a need has been identified to capacitate TE Personnel with core competencies through a formal Quality training that is tailor made and contextualised to the business requirements and that is imparting portable and practical skills that can be used either internally or externally.

The identified need should not be addressed by knowledge based interventions alone; it should also include practical interventions to complement the knowledge aspect of acquired training skills of the personnel.

It is for this reason that TE has taken a decision to co-ordinate its Quality training requirements and execution at the corporate level to ensure consistency in the quality and application of this training.

3. SPECIFICATIONS

The required Quality Training Programmes should meet the following requirements:

- Rendered by a Service Provider that is preferably accredited by a relevant SETA.
- Registered Facilitators, Assessors and Moderators preferably certified with ETDP certificate or Diploma.
- Registered Service Provider and/or Accredited with the relevant quality assuring body will be taken into consideration.
- In rolling out the training the Service Provider will play a role in developing Transnet Engineering personnel, and provide coaching on the implementation of the Quality Training programme.
- The Service Provider must develop customised training material that will be given to Transnet for further rollout.

4. PERFORMANCE MEASUREMENT CRITERIA

The effectiveness of the training and implementation of the competencies will be evaluated based on the following criteria:

- Prior to the roll out of the programme it will be required that the service provider conduct the base-line assessment.
- Improved technical capabilities on identified interventions.
- Implemented Quality World class best practices in the identified businesses.
- Transfer of skills to the people undergoing training.
- Favourable trainee reaction reports completed by candidates (will be supplied).
- Favourable post training reports completed by candidates superiors 30 days after completion of training where applicable.
- Completion of portfolios of evidence during the roll out where applicable.
- The receipt of fully accredited and recognised certificate of competence to the trainees.
- Candidates declared competent by means of accredited certificates where applicable.
- Progress reports as determined by the client (i.e. IsoMetrix Reports).
- Support provided by the provider in ensuring that candidate completes the programme at required time with relevant competencies and effective implementation where applicable.

5. TARGET GROUP

The targeted audience for these interventions are at the specified levels and the training is to be conducted in the regions as per the table below:
THIS INTERVENTION WILL PURELY BE AN IN-HOUSE AFTER THE 'TRAIN THE TRAINER INTERVENTION'.

Quality Training Requirements									
	Interventions/Description								
Regions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Bloemfontein	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Durban	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Koedoespoort	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Germiston	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Salt River	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Uitenhage	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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6. SCOPE

The Service Provider should provide training for client employees on functional competencies to ensure effective and sustainable improvement and productivity in the operational businesses. The scope of work will include but not limited to the following:

- Comprehensive project plan.
- Scheduling of training sessions in collaboration with the School of Engineering office.

Training of the Trainers on the following courses:

No.	Intervention/Description	Region						
		Kilner Park	Koedoespoort	Germiston	Bloemfontein	Durban	Uitenhage	Salt River
1	Internal Quality Auditing	1	5	1	1	1	1	1
2	Organization Lead Auditor Course	1	5	1	1	1	1	1
3	VDA 6.3 Process audit system	1	5	1	1	1	1	1
4	Introduction to Quality Control	1	5	1	1	1	1	1
5	Statistical Process Control (Basic Quality Control	1	5	1	1	1	1	1
6	Potential Failure Mode and Effect Analysis	1	5	1	1	1	1	1

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7	Non Conformance Management	1	5	1	1	1	1	1
8	Welding Inspection	1	5	1	1	1	1	1
9	Problem Solving Techniques	1	5	1	1	1	1	1
10	Development of a Quality Management System	1	5	1	1	1	1	1
11	ISO 9001:2015 QMS Requirements Workshop	1	5	1	1	1	1	1
12	How to write procedures/ Works Instructions	1	5	1	1	1	1	1
13	Introduction to Quality Techniques	1	5	1	1	1	1	1
14	Advanced Product Quality Planning (APQP)	1	5	1	1	1	1	1

7. ELIMINATION PROCESS

The client will evaluate the documented proposals and conduct a short listing. The short listed provider/s will be required to make a presentation on their proposals at Transnet Offices in Pretoria at an agreed upon date. The successful provider will be informed as soon as practically possible thereafter. The client retains the right to withdraw the provider from the selection process at any stage it deems necessary without any legal obligations whatsoever to the providers that forwarded proposals. The client under no obligation whatsoever to accept the cheapest proposal, or any submitted proposal for that matter. Since the client philosophy is to promote and support emerging and black owned businesses, SMME and wholly owned BBBEE providers that comply to the above will be an added advantage.

8. COMMENCEMENT

This type of intervention is required by business urgently to drive its strategy of becoming an OEM. Therefore the successful Service Provider will commence with the intervention as soon as practically possible after the proposal deadline and is expected to deliver the training intervention in terms of this specification within a short period after adjudication date.

9. COSTING STRUCTURE:

Since the proposal cost/price detail list should separately indicate the following where possible:

- Training Material costs
- Training Delivery costs (per student and per group)
- Travelling expenses
- Follow up visits, if necessary
- Assessment costs
- Moderation costs (if any)
- Implementation

10. PAYMENT AND RETENTION FEE

Payment will be made in equal payments as agreed upon in the delivery contract and SLA with the final payment being the retention fee which will only be paid once the favourable post evaluation documents as per the measurement criteria and the accredited certificates of the successful candidates are completed and received from the selected provider.

11. PROPOSAL FORMAT

To simplify the evaluation process, proposals and presentations should be compiled to include the following in sequence, as proposals will be evaluated in this format :

- Company History
- Exposure relevant to this intervention
- Track Record
- References (at least 2 recent involved in similar intervention)
- Previous similar projects undertaken and value
- Envisaged process of implementation covering the following aspects (period, process, methodology, knowledge, facilitation) Accreditation of the provider or by any professional organisation
- Training material (supply and source)
- Assessment and evaluation methods
- Trainer /Facilitator CV
- Detailed pricing structure
- Intervention quality control process
- Follow up post implementation
- Sub-contracting involvement (Joint Ventures)
- Alternative back-up strategies (in case of possible non-delivery)

12. DELIVERY METHOD

Interactive Engagement

- **Service Provider conducts training as per defined curricula:** The performance of actual tasks stipulated in the training curricula must be used as prime evidence when assessing and declaring our trainers competent. Therefore, limiting the assessment to only theoretical component of the curricula is deemed inadequate as it does not meet our quality standards.
- **Co-facilitation of training by both Service Provider and Transnet Engineering trainers:** It is of paramount importance for us to build trainer confidence in execution of training activities. We strongly believe that this can be achieved through gradual improvement steps during the training process.
- **Transnet Engineering trainers facilitating the training under observation of the Service Provider:** This step aims to evaluate the trainers' proficiency in delivering a specific training programme. We are of the view that this step will ensure the quality of the training skills of our trainers in line with the specific content that they shall have been taught.
- **Certification:** We would like to request that certificates be issued to mark the competence of our trainers against specific training programmes.
- Award competency Certificate to candidates in collaboration with School of Engineering.

Tangible Training Material (customised for TE)

- Training Hand-out master (Word)
- Training Master (PowerPoint)
- Facilitators Handbook
- Examples & Templates (Form)
- Training/facilitation games & exercises
- Training videos or movies
- Assessment Questionnaires and memorandums
- Provision of a complete learning package (training material) customised to Transnet Engineering. Editable Material to be branded as such on a CD with copyright been waived by the provider.

13. DELIVERY CONTRACT

The successful provider must be prepared to conclude a delivery contract with Transnet Engineering, before commencement of the intervention. The parties will sign the SLA as part of the contract.

14. DECLARATION

I/we am aware of the contents and requirements of these specifications and have incorporated these in my/our proposal. Please also initial each page of specification and return with proposal.

BIDDER SIGNATURE: _____

ORGANIZATION: _____

DESIGNATION: _____

DATE: _____