



OFFICE OF THE DIRECTOR: INCLUSIVE EDUCATION

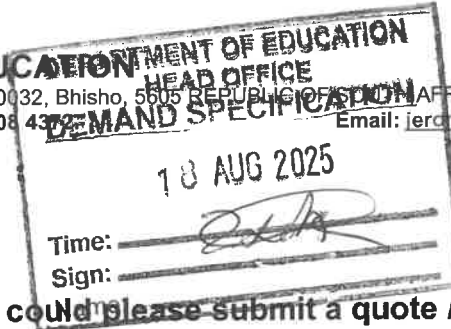
Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

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It would be greatly appreciated if you could please submit a quote / bid as per the attached/below mentioned specification.

1. SPECIFICATION

Ref No. 2025/08/1305

QUALIFIED AND INTERESTED SERVICE PROVIDERS ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR A 5-DAY FACE-TO-FACE WORKSHOP ON THE THEORY AND EDUCATIONAL METHODOLOGY OF TEACHING LEARNERS WITH AUTISM. THIS WORKSHOP IS AIMED AT EDUCATORS, PSYCHOLOGISTS, THERAPISTS AND DISTRICT OFFICIALS, FOR ACCREDITED CONTINUOUS DEVELOPMENT

The Directorate of Inclusive Education has identified a need for face-to-face Workshops of the education and specialist support to learners with Autism, to be delivered to educators and professional specialists employed at District Offices and Special schools. The Eastern Cape Department of Education therefore seeks to contract a Service Provider who will conduct this training in a workshop format, over 5-days (**01 – 05 September 2025**) in 4 locations across the province viz. Mthatha, Queenstown, East London and Port Elizabeth. The service provider must be able to conduct a **comprehensive 5-day face-to-face Autism training workshop for 220 participants.**

2. PLANNED OUTCOMES / OBJECTIVES OF THE TRAINING.

Training should be aligned to the specifications below and participants must achieve professional continuous accredited points with the Health Professional Council of South Africa and South African Council for Educators.

1. Increased knowledge and comprehensive understanding of the diagnosis and education of learners with Autism (or Autism Spectrum Disorder), including recent research and clinical and educational “understandings” of this disorder, particularly with intellectual disability as a comorbidity.
2. Increased knowledge and understanding of the cognitive, language and communication, sensory and behavioural components of autism spectrum

REQUEST THE APPROVAL OF THE CHIEF FINANCIAL OFFICER FOR THE UTILIZATION OF PROGRAMME 4 FUNDS FOR AUTISM SPECTRUM DISORDER (ASD) HANDS-ON TRAINING

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disorder, and application of methodological and practical strategies in the classroom to best manage and educate learners effectively, given their unique presentations.

3. Increased understanding and application of the relevant South African legislative and policy frameworks, including the rights of every learner to quality education and provision of appropriate levels of support (SIAS Policy, 2014) (specialist services, LTSM and assistive devices, curriculum adaptation and classroom accommodations and environmental adaptation, within the Inclusive Education framework).
4. Increased understanding the role of families / guardians and communities in education of learners with barriers to learning, and the importance of collaboration and inter-sectoral working, to promote inclusion and social cohesion.

3. TERMS OF REFERENCE

1. The Service provider must be SACE accredited (South African Council of Educators) with a seven years' experience.
2. The service provider must be able to conduct a 5-day face-to-face workshop for 220 participants.
3. Training must be provided at four arranged venues, on the same dates in four locations in the province.
4. Training packs (printed handouts / training materials in a bound booklet) must be available for each participant.
5. The service provider should be able to provide the Department with the scope of work and training credentials of all presenters / trainers.
6. The service provider must be able to provide accredited professional points for accreditation with the Health Professional Council of South Africa and South African Council of Educators within 30 days of the training.
7. The service provider must be able to issue certificates to participants after the training.
8. The service provider must provide information to compile a report to the Eastern Cape Department of Education: Inclusive Education Directorate after the training.
9. The service provider must be able to include within their presentations the following:
 - ✓ Ethical practice
 - ✓ Principles of Inclusive Education
 - ✓ Relate the topic to various policies within Inclusive Education

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✓ Therapeutic and educational support strategies

No	Venue	No of Officials and days	Date
1.	East London (MMLI)	83 participants x 5 days	01 – 05 Sept 2025
2.	Port Elizabeth (Algoa Park)	45 participants x 5 days	01 – 05 Sept 2025
3.	Queenstown (JJ Serfontein)	42 participants x 5 days	01 – 05 Sept 2025
4.	Mthatha (Transit)	50 participants x 5 days	01 – 05 Sept 2025

Note:

Accommodation and transportation of delegates is the responsibility of the Department of Education. Accommodation will only be provided to candidates who live further than 50 km from the venue: a total of 5 nights starting **Sunday the 31st of August to Thursday 04th of September 2025.**

Accommodation (Dinner, bed and breakfast) and catering (lunch and tea) will be provided for two trainers (per site) as above. The service provider is responsible for their own travel and transport arrangements and the delivery of training materials to the training venue.

The Department will allow the Service Providers to respond and forward quotations within 5 days.

Directorate	Name & Extension	End User/ Functionary	Signature	Date
Inclusive Education	Mr T Scotch	Approved / Not Approved		12 August 2025

REQUIREMENTS / CONDITIONS

- **NO SERVICES MUST BE RENDERED WITHOUT AN OFFICIAL ORDER.**
- **Quotations must reflect your Logis and CSD Supplier Number;**
- Catering quantities to be verified the first day and adjusted by the end user accordingly for the duration of the event to prevent fruitless and wasteful and expenditure;
- Accommodation must be for 3-star grading or a higher grading;
- Quotations are to be valid for 30 days;
- Quotation is only valid when signed / stamped by the service provider;
- Please also sign and submit the attached declaration of interest form SBD 4,8 & 9;
- Return date of the quotations should be within 48 hours of receipt (2 working days);
- Please indicate percentage discount (if any) if invoices are settled within 14 or 30 days etc;
- All invoices issued must reflect unique invoice number and order number;
- Please indicate in writing / e-mail if you are unable to provide service (1 working day);
- All goods / services excluding terms contract requested must be delivered within 30 days on receipt of an official order to prevent automatic cancellation of the order;
- Payment will only be effected on banking details reflected on the Centralised Supplier Database hosted by National Treasury;
- For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation;
- Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor; and
- **2. SUBMISSION OF QUOTATIONS**
- **a. NB: Quotations Should BE HAND DELIVERED TO THE TENDER BOX AT Steve Vukile Tshwete Complex. Zone 6. Zwelitsha the Main Building to a SILVER GREY TENDER BOX next to the security Guard.**
- **b. NB NO FAXED NOR EMAILED QUOTATION WILL BE ACCEPTED.**

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- To be completed by the Supply Chain Management Unit
- Enquiries... ..
- Telephone (040) 608 _____ Fax (040) 608 4736

QUOTATIONS EVALUATION CRITERIA

- The **80:20 Preference Point System** in terms of the Revised Preferential Procurement Policy Framework Act (PPPFA) and Regulations will be judiciously applied.
- Adequate **experience**, an impeccable **track record** and **proven success** in similar activities will be major considerations
- Preference will be given to those Service Providers that rate highly in terms of **HDI Equity Ownership and Control** and those with **established businesses** located in the Eastern Cape Province.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

NB* SERVICE PROVIDERS, TRUST, CONSORTIUM OR JOINT VENTURE MUST OBTAIN AND SUBMIT CONSOLIDATED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE FOR EVERY SEPARATE BID \ QUOTATION. PUBLIC ENTITIES AND TERTIARY INSTITUTIONS MUST ALSO SUBMIT B-