



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

SECTION A: TRAINING REQUEST SPECIFICATION

Name of Training Requested: ONLINE DATA SCIENCE TRAINING PROGRAMME WITH EXAMINATION

Duration: 8 Weeks

um

Total No. of Trainees: 12 **Venue:** N/A

Learning Method: ONLINE

LEARNING CONTENT

Please indicate the learning content/topics required for the training programme:

1. Introduction to Data Science

Introduction to data science, including key concepts, terminology, the data science lifecycle, the role of data science in organisations, types of data, data sources, and the importance of data-driven decision-making.

2. Data Collection and Data Preparation

Understanding data collection and preparation processes, including data sources, data quality, data cleaning, data transformation, data integration, handling missing values, identifying inconsistencies, and preparing datasets for analysis.

3. Statistics and Data Analysis

Understanding fundamental statistical concepts and their application in data analysis. This includes descriptive statistics, measures of central tendency and dispersion, probability concepts, correlation, relationships between variables, sampling, and interpretation of statistical results.

4. Data Analysis and Data Visualisation

Introduction to data analysis techniques and data visualisation methods. The training should cover the use of appropriate tools and techniques to explore datasets, identify trends and patterns, create charts and dashboards, and communicate data-driven findings effectively.

5. Introduction to Machine Learning and Predictive Analytics

Introduction to machine learning and predictive analytics, including supervised and unsupervised learning concepts, classification, regression, clustering, model development, model evaluation, and practical applications of machine learning in organisational environments.

6. Practical Application and Data-Driven Decision-Making

Understanding how data science techniques can be applied to practical workplace challenges. Practical exercises, case studies, datasets, and workplace scenarios should be incorporated to enable participants to apply data science concepts to real-world problems and communicate actionable insights.

LEARNING OUTCOMES

Data Science Programme

At the end of the training, participants should be able to:

1. Explain the key concepts, principles, terminology, and applications of data science.
2. Describe the data science lifecycle and explain the different stages involved in a data science project.
3. Identify appropriate data sources and explain the importance of data quality and data governance.
4. Apply basic data cleaning, preparation, transformation, and processing techniques.
5. Explain and apply fundamental statistical concepts used in data analysis.
6. Analyse datasets to identify trends, patterns, relationships, and meaningful insights.

PARTICIPANT CHOICE: CREDIT-BEARING COURSE/S ☐

Supplier Requirements

Where a credit-bearing course is requested, the supplier must provide evidence that the programme is appropriately accredited/recognised.

Participant Assessment Type

Please indicate the applicable assessment method:

☐ Class Test

☒ Practical Exercise

☐ Group Work

☐ Presentation

☒ Assignment

☐ POE – Portfolio of Evidence

☐ EXAM – Formal Examination

☐ Workplace Assessment

☐ Other: _____

Award / Recognition

☒ Certificate of Competency

☒ Qualification / Part-Qualification, where applicable

☐ Statement of Results, where applicable

☐ Other: _____

TRAINING MANUAL / LEARNING MATERIAL REQUIREMENTS

The supplier must provide appropriate and comprehensive learning materials relevant to the requested training.

Training Manual/Learner Guide: ☒ Yes ☐ No

Workbook: ☒ Yes ☐ No

Presentation Slides: ☒ Yes ☐ No

Practical Exercises: ☒ Yes ☐ No

Other Learning Materials:

PARTICIPANT: - TRAINING REQUEST SPECIFICATION APPROVAL AND ENDORSEMENT

The undersigned confirm that the training specification/request has been reviewed and is supported.

Directorate Representative: Initials & Surname: B Mogale

Directorate: Statistical Standards Branch M & SI

Signature: [Signature]

Date: 29/09/2026

SECTION B: SERVICE PROVIDER REQUIREMENTS

The service provider must:

- Demonstrate competence in the subject matter through relevant qualifications, experience and expertise.
- Provide suitably qualified and experienced facilitators.
- Provide facilitator CVs and relevant qualifications.
- Provide comprehensive and relevant training materials.
- Provide clear learning content and learning outcomes.
- Demonstrate previous experience in providing similar training.
- Demonstrate the capacity and resources to deliver the required training.
- Provide assessment methods, where applicable.
- Provide the appropriate certificate or recognition for the type of training delivered.

EVALUATION CRITERIA

The evaluation process will be conducted in two stages as given on the table below:

Evaluation stages

Stage	Description
Stage 1	Technical Evaluation
Stage 2	Price and specific goals

Stage 1

TECHNICAL REQUIREMENTS

The table below explains the requirements that supplier's/service providers must meet when responding to the training specification in Section A.

No.	Supplier Requirement	Explanation	Type of Document / Evidence Required
1	Competence in the subject matter	Supplier must demonstrate knowledge, skills and expertise in the requested training area.	Company profile, relevant qualifications, professional registration/certification and proof of experience
3	Facilitator CVs and qualifications	Diploma/Degree in Data Science, Computer Science, Information Technology, Statistics, Mathematics, Data Analytics, Artificial Intelligence, Engineering, or a related field, together with relevant data science experience.	Detailed CVs, copies of qualifications and certificates CERTIFIED
4	Comprehensive training materials	Training materials must support the learning content specified in Section A.	Sample training manual, learner guide, workbook, presentation slides and practical exercises
5	Learning content and outcomes	The supplier must provide course Content for Data Science	Detailed course outline, programme/content document and learning outcomes
6	Previous training experience	Supplier must demonstrate that it has successfully delivered similar training programmes.	Company profile, list of previous clients, reference letters, completion certificates or testimonials
7	Capacity and resources	Supplier must demonstrate that it can accommodate the required number of trainees and deliver the training using the selected learning method.	Training plan, facilitator allocation, equipment/technology details and venue details where applicable
8	Assessment methods	Supplier must explain how participant learning will be assessed, where assessment is required.	Assessment plan, sample test/exercise, assignment, POE requirements or examination information
9	Certificate / recognition	Supplier must clearly indicate what participants will receive after completing the training.	Sample Certificate of Attendance, Certificate of Completion, Certificate of Competency or relevant qualification/part-qualification documentation
10		QCTO accreditation	QCTO accreditation certificate/letter, qualification or

	Accreditation, where applicable		part-qualification details, accreditation number and relevant supporting documentation
12	Quality assurance	Supplier must demonstrate how it will monitor the quality and effectiveness of the training.	Quality assurance policy/process, participant evaluation form, training evaluation report template and feedback process

N.B: Failure to comply with all technical requirements will result in disqualification and bidder will not be evaluated further.

TRAINING SPECIFICATION APPROVAL AND ENDORSEMENT

HRU&D: Training and Development

The undersigned confirm that the training specification/request has been reviewed and is supported.

Designation: Skills Development Facilitator (SDF): Initials & Surname SL MNYOMEZULU

Signature: [Signature]

Date: 01 / 10 / 2026

Supporting on Section B- Qualified and experienced facilitators:

SERVICE PROVIDER REQUIREMENTS Point Number 2

Name the actual qualifications that a trainer could have, examples include:

Training Subject	Appropriate Trainer Qualification
Data Science	Diploma/Degree in Data Science, Computer Science, Information Technology, Statistics, Mathematics, Data Analytics, Artificial Intelligence, Engineering, or a related field, together with relevant data science experience.
	Train-the-trainer (TTT) qualification or equivalent training/facilitation certification/Appropriate trainer qualification - Relevant experience in training, facilitation, and project management

Stage 2: Price and specific goals

Price = 80

Preferential points = 20 as follows:

THE SECOND STAGE OF EVALUATION IS BASED ON PRICE AND SPECIFIC GOALS, WHICH WILL BE EVALUATED USING THE FOLLOWING CRITERIA AND POINTS:

POINTS AWARDED FOR PRICE

Price evaluation (80 points)

Criteria	Points
Price evaluation $Ps = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$	80

The following formula will be used to calculate the points for price:

Where:

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

POINTS AWARDED FOR SPECIFIC GOALS (20 POINTS)

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by Tenderer)	Number of points claimed (80/20 system) (To be completed by Tenderer)
. Race (black)	10		
. Women	5		
. Disabled	2		
. Youth (below 35 years)	3		

- Stats SA reserves the right to require of the bidder, either before a tender is adjudicated or any time subsequently, to substantiate any claim regarding preferences in any manner required.
- The following formula must be applied to calculate the number of points for equity ownership by an Historical Disadvantaged Individuals (HDI):

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity Ownership by an HDI

EP = The percentage of equity ownership by an HDI Within the enterprise or business

- c. Bidders who wish to claim points in terms of the tables above, need to provide proof for each point claimed as guided below:
- d. Race: (Black) - attach certified copy of Identity document (Id) and certified company registration document, CSD full detail report to show substantiate ownership equity.
 - e. Women: - attach certified copy of Identity Document (ID) and certified company registration document, CSD full detail report to show substantiate percentage ownership equity.
 - f. Disabled – attach medical certificate from a medical practitioner registered with the Health Professional Council of South Africa (HPCSA) confirming the disability.
 - g. Youth – attach certified copy of Identity Document (ID) and certified company registration document, CSD report to show substantiate percentage ownership equity.
- **CIPC and Identity documents, with a certification stamp older than 6 months, will be considered invalid. Such documents will result in forfeiture of points allocated for specific goals.**

TRAINING SPECIFICATION APPROVAL AND ENDORSEMENT

Supply Chain Management: Acquisition

The undersigned confirm that the training specification price and specific goals has been reviewed and is supported.

Designation: _____ Initials & Surname _____

Signature: _____ Date: ____ / ____