



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

SECTION A: TRAINING REQUEST SPECIFICATION

Name of Training Requested: PRINCE2 Foundation Certification Training, Project Management (Version 7)

Duration: Between 3 -5 days

Total No. of Trainees: 27 **Venue:** Stats SA Training Venue

Learning Method: ☒ Face-to-Face ☐ Virtual ☐ E-Learning ☐ Blended Learning

LEARNING CONTENT

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

1. ✓	Introduction to PRINCE2 Project Management (Version 7) Introduction to the PRINCE2 Project Management method, its purpose, structure, benefits, and application to projects of different sizes and complexity.
2. ✓	PRINCE2 Project Management Principles Study of the seven PRINCE2 principles, including continued business justification, learning from experience, defined roles and responsibilities, managing by stages, managing by exception, focus on products, and tailoring to the project environment.
3. ✓	PRINCE2 Project Management Practices Understanding and application of the seven PRINCE2 practices used throughout the project, including business case, organizing, plans, quality, risk, issues, and progress.
4 ✓	PRINCE2 Project Management Practices Understanding and application of the seven PRINCE2 practices used throughout the project, including business case, organizing, plans, quality, risk, issues, and progress.
5 ✓	Applying and Tailoring PRINCE2 Project Management Application of PRINCE2 Project Management (Version 7) to real-world projects, including tailoring the method to different project environments, digital and data management, sustainability, and effective communication.

LEARNING OUTCOMES

PRINCE 2 Project Management (Version 7)

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

1 ✓	Explain the purpose, structure, benefits, and application of PRINCE2 Project Management (Version 7) to projects of different sizes and complexity.
2 ✓	Describe and apply the seven PRINCE2 Project Management principles , including continued business justification, learning from experience, defined roles and responsibilities, managing by stages, managing by exception, focus on products, and tailoring to the project environment.
3 ✓	Explain and apply the seven PRINCE2 Project Management practices, including business case, organizing, plans, quality, risk, issues, and progress.
4 ✓	Explain and apply the seven PRINCE2 Project Management processes and demonstrate an understanding of the roles, responsibilities, communication, collaboration, and people-management approaches required for effective project management.
5 ✓	Apply and tailor PRINCE2 Project Management (Version 7) to real-world project environments , including digital and data management, sustainability, effective communication, and project-specific requirements.

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.

The supplier must, where applicable:

- Be **QCTO-accredited** for the relevant occupational qualification, part-qualification or programme.
- Provide valid proof of accreditation certificate.
- Provide relevant qualification/programme details.
- Provide the relevant NQF level, where applicable.
- Provide learning content/curriculum information.
- Provide facilitator CVs and qualifications.
- Provide assessor and moderator credentials, where applicable.

- Provide assessment requirements and methodology.
- Provide POE (Portfolio of Evidence) requirements, where applicable.
- Provide examination requirements, where applicable.
- Provide certification arrangements.
- Provide supporting documents demonstrating the supplier's legitimacy and capability to deliver the programme.

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: _____

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: Kopi Mathabatha

Directorate: Project Management Support Branch Office of the SG

Signature: K Mathabatha

Date: 30 / 09 / 2026

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
2	Qualified and experienced facilitators	- Facilitators must have the appropriate qualifications, subject A Matric Certificate. A Diploma or Degree in Project Management, Business Management, Operations Management, or a related field. PRINCE2 Project Management Foundation certification (basic entry-level qualification). - facilitator must have completed and obtained the PRINCE2 Project Management Foundation (Version 7) certification. Train-the-Trainer (TTT) qualification or equivalent training/facilitation certification.	Facilitator CV, qualification certificates and professional registration where applicable CERTIFIED
3	Learning content and outcomes	Supplier must show how the proposed course will address the required topics and what participants will learn. The supplier should indicate the NQF Level including credits	Detailed course outline, programme/content document and learning outcomes

		NQF LEVEL Supported by the specific QCTO /South Africa registration for that programme	
4	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
5	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
6	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
7	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
8	Accreditation, where applicable	For accredited or credit-bearing training, supplier must provide evidence of the relevant accreditation or recognition. PeopleCert • is the organisation that administers and certifies PRINCE2 qualifications on behalf of the PRINCE2 framework owner. the official certification provider for PRINCE2 exams and certificates.	QCTO accreditation certificate/letter, qualification or part-qualification details, accreditation number and relevant supporting documentation
9	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 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:

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 S.L. Mngomezulu

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
Project Management	Diploma/Degree in Project Management; recognised Project Management certification
Business Management	Degree/Diploma in Business Management, Operations Management, or a related field. 1sw
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	80

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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

Where:

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = 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

- Bidders who wish to claim points in terms of the tables above, need to provide proof for each point claimed as guided below:
 - Race: (Black) - attach certified copy of Identity document (Id) and certified company registration document, CSD full detail report to show substantiate ownership equity.
 - Women: - attach certified copy of Identity Document (ID) and certified company registration document, CSD full detail report to show substantiate percentage ownership equity.
 - 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: ____ / ____