



REPUBLIC OF SOUTH AFRICA

Office of the Chief Justice Private Bag X 10, Marshalltown, Johannesburg, 2107 • 188 14th Road, Noordwyk, Midrand • Tel: 010 493 2500 • Fax: • Website: www.judiciary.org.za

REQUEST FOR QUOTATION FORM	
Request for quotation description	ORGANISATIONAL RESILIENCE TRAINING
Request date	23 JANUARY 2026
OCJ quote reference number:	HR:2026/JAN/23
RFQ issued date	23 JANUARY 2025
Closing date and time:	30 JANUARY 2026 AT 11:00
Proposed date of the training	FEBRUARY 2026
Requested by	Aphiwe Nthompe
Compulsory briefing session	NO

You are hereby requested to provide the Office of the Chief Justice with a price quotation as per the attached specifications.

Conditions of the RFQ:

1. All prices must be firm and must be inclusive of VAT (Only if a bidder is a VAT Vendor).
2. Prices must be valid for at least 60 days from the quotation date.
3. The delivery period must be indicated on SBD 3.
4. All required documentation to be submitted with your proposal/quotation are attached with this request.
5. Proposals submitted after the closing date and time will not be considered.
6. All proposals must be forwarded to OCJQuotations@judiciary.org.za and no hand delivered proposals will be accepted
7. Successful service provider will be subjected to company screening as per the OCJ's Screening Policy
8. The general conditions of contract as published by National Treasury will apply to all contracts entered into between the OCJ and the supplier.
9. Required returnable Documents: Duly completed and signed SBD forms (SBD1, SBD 3 SBD 4 & SBD 6.1)
 - NB: SBD 6.1 Should be accompanied by the following documents where specific goals is applicable:
 - Letter from a Medical Doctor confirming a disability.

Bidders must reduce all telephonic enquiries to writing and send it to the above email address

ENQUIRIES SHOULD BE DIRECTED TO BELOW OFFICIALS

Supply Chain Management

Specifications

Name:		Name:	
Contact		Contact	
Email:		Email:	

NB: OCJ HRM Practitioners must complete / amend / choose the relevant field highlighted in Yellow Colour Below

1. SPECIFICATIONS	
Type of training	Classroom
Preferred Location for Training	Venue – Midrand
Course material	Yes
Facilitator	Yes
Number of delegates	20
Duration	3 days
Catering	Yes (morning tea, breakfast, lunch and afternoon tea)
Venue	Yes
Request for a detailed course outline	Yes
Assessment approach	The course is non-credit bearing learners will only perform formative assessment activities during the contact session.
Accredited Certificates of Competency	Yes
ACCREDITATION	
<ol style="list-style-type: none"> 1. Training providers must attach proof of accreditation with the relevant SETA / body 2. Facilitator must have at least One (1) year relevant experience, 3. Facilitator must be certified at least with one of the ISO standards (ISO 22301 or ISO 22316 or ISO 22336). 4. Bidder must attach at least one (1) reference letter of similar training conducted in the Public Service with a successful completion. 	
OBJECTIVES	
<ol style="list-style-type: none"> 1. Understand the principles and pillars of organisational resilience and how they apply in the judiciary/public sector environment. 2. Apply a risk-based mindset in continuity planning and operational decision-making. 3. Strengthen collaborative approaches across departments and court operations to enhance resilience. 4. Align resilience with strategic outcomes and legislative mandate 	

5. Recognise the interdependencies between BCM, ICT continuity, risk management, and crisis leadership.
6. Support a culture of resilience, adaptability, and preparedness across all levels of the organisation.

COURSE CONTENT

1. 1. Foundations of Organisational Resilience
2. Defining organisational resilience and its relevance in public service
3. Principles from international frameworks (e.g., ISO 22316, ISO 22301, ISO 31000)
4. Legislative and governance context for resilience in South Africa
5. Characteristics of resilient organisations
6. Resilience Through a Risk-Based Lens
7. Integrating risk management with resilience planning
8. Threats and disruption scenarios affecting court operations
9. Risk appetite and tolerance in continuity planning
10. Identifying gaps in preparedness and response
11. Strategic Mindset and Decision-Making
12. Strategic foresight and scenario planning
13. Building resilience into strategic and operational plans
14. Crisis leadership and decision-making under uncertainty
15. Enabling proactive vs. reactive responses
16. Collaboration and Stakeholder Engagement
17. Multi-level collaboration for resilience (Court managers, BCM Champions, Risk, ICT)
18. Communication and coordination during crisis and recovery
19. Aligning departmental plans with resilience goals
20. Governance roles: BCM committees, executive leadership, DCOs
21. Practical Application and Integration
22. Organisational self-assessment tools for resilience
23. Building and sustaining a culture of resilience
24. Linkage to BCM plans, risk registers, and training programmes
25. Planning for testing, exercising, and lessons learned

2. EVALUATION AND SELECTION CRITERIA

The OCJ has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Table: Evaluation and Selection Criteria

Administration Compliance (Gate 0)	Price and Preference Points Evaluation (Gate 1)
<p>Bidders must submit all documents as outlined in paragraph below.</p> <p>Only bidders that comply with ALL these criteria will proceed to Gate 1.</p>	Gate 1 will only apply to bidder(s) who have met all the mandatory requirements on Gate 0.

2.1. Gate 0: Administration Compliance

Table: Administration Compliance

MANDATORY DOCUMENTS	HOW TO COMPLETE THE DOCUMENTS	DISQUALIFICATION FOR NON-SUBMISSION
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	YES
Pricing Schedule	Complete and sign the supplied pro forma document. Fully completed pricing schedule. A fully completed pricing schedule on the prescribed template must be submitted. (i.e., SBD 3.3 – pricing schedule) (NB: NO OTHER PRICING TEMPLATE WILL BE ACCEPTED SBD)	YES
Bidder's Disclosure form – SBD 4	Complete and sign the supplied pro forma document	YES
Preference Point Claim Form – SBD 6.1	Non-submission will lead to a zero (0) score on Preference Points	NO
Medical Certificate	Non-submission will lead to a zero (0) score on Preference Points for Disability	NO
Compliance with the Specification	Product supplied must comply with the specification on the specification above	YES
Bidder's Experience	Bidder must attach at least one (1) references of similar training conducted in the Public Service with a successful completion. (reference letters must have the names, addresses, telephone numbers, fax numbers and e-mail addresses of the organizations/institutions for which work accomplished and briefly describe the type of services provided for them).	YES
Facilitator must have at least One (1) year relevant experience.	Attach Copie(s) of Facilitator(s) CVs/ resume(s)	YES

Facilitator must be certified at least with one of the ISO standards (ISO 22301 or ISO 22316 or ISO 22336).	Attach Copie(s)	YES
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2.2. Gate 1: Price and Preferential Points Evaluation (80+20) = 100 points

- i. Only bidders that have met mandatory requirement on in Gate 0 will be evaluated in Gate 1 for price and Preferential Points. Price and Preferential Points will be evaluated as follows:
- ii. In terms of Regulation 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:
 - a) The bid price (maximum 80 points)
 - b) Specific Goals (maximum 20 points)
- iii. Stage 1 – Price Evaluation (80 Points)
 - a) The following formula will be used to calculate the points for price:

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

- iv. Stage 2 – Preferential Points Evaluation (20 Points)
- v. Stage 3 (80 + 20 = 100 points)
- vi. The Price and Preferential points will be consolidated.
- vii. Preferential Points allocation
 - a) A maximum of 20 points may be allocated to a tenderer for the Specific Goals in accordance with attached SBD 6.1.

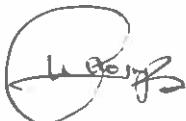
3. PRICING SCHEDULE

- 3.1. The pricing must be completed as per the attached Pricing Schedule – SBD 3.3

VERY IMPORTANT:

PLEASE TAKE NOTE: ALL OVERHEADS AND OPERATIONAL EXPENDITURE ARE INCLUSIVE IN THE VAT QUOTATION PRICE.

Submitted by:



Aphrae Nthompe
Name: Aphrae Nthompe

Rank: HEP PRAC

Date: 23/01/2024