South African National Accreditation System
Libertas Office Park
Cnr Libertas and Highway Streets
Equestria
Pretoria
0184

REQUEST FOR QUOTATION

PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	**15 January 2023**	**REQUISITION NUMBER**	**REQ0004701**
CLOSING DATE:	**23 January 2023**	**CLOSING TIME:**	**11:00**
QUOTE VALIDITY:	**30 days from the date the RFQ closed**	**Submissions and enquires to be made to:**	**Ms Nkhesani Mathebula** procurement@sanas.co.za **012 740 8536**

1. PRODUCT /SERVICE DETAILS

	Description of goods / services: Public Finance Management Course	Quantity required
1	**Public Finance Management Course** Please quote on public venue face-to-face facilitator-led course Date: TBC Venue: Public Course No of delegates: 1 The below is compulsory requirements when quoting: • This course must be SETA accredited (see below unit standard) • At the end of the contact session learners complete a summative assessment in the form of a portfolio of evidence / Competency Certificate – assessment costs to be included in quote • Must quote on face-to-face public course • Delegates to be able to ask questions throughout the course • Training dates preferably in February 2023 Unit Standards: Aligned to **unit standard 242810** at NQF L4 worth 6 credits and unit standard 252040 at NQF L5 worth 8 credits. **Overview:** The broad aim of this course is to introduce participants to key knowledge and skills pertaining to Public Financial Management. **Course objectives:** Upon completing this course, participants should be able to: • Be familiar with key South African macroeconomic issues, & public financial management legislation, State Treasury Regulations, and the Public Finance Management Act • Understand the weaknesses of traditional public finance management systems and the vision of the Public Finance Management Act • Understand public finance management terminology and concepts • Be familiar with the financial planning and budgeting system of the State • be aware of new and old management principles, approaches, and paradigms • Be able to differentiate and apply various financial planning and budgeting techniques such as: Medium Term Expenditure Framework, zero-based budgeting, incremental budgeting, programme budgeting, and performance budgeting • Be able to manage budget, cash-flow projections, and variance analysis successfully • Be able to interpret and develop public financial management reports such as: income and expenditure statement, budget, MTEF format, cash-flow projection, variance analysis, assets register, programme budget, performance budget, and balance sheet • be aware of cost-effectiveness and cost-efficiency financial management concepts • Be familiar with key principles of successful contract and tender management	1 Candidate

	• be familiar with the concepts of financial decentralisation, cost-centres, and delegations and • Be aware of public finance management success and failure factors. • Demonstrating an understanding of the key concepts of managerial finance. • Interpreting financial statements. • Drafting financial forecasts. • Drafting budgets according to operational plans of the unit. • Supervising the financial management of a unit against given requirements • Explaining the concept of budgeting pertinent to an area of responsibility. • Determining the elements of a budget relevant to an area of responsibility. • Monitoring and controlling actual expenses (and revenue), against projected budget. **Course outline/content:** • Public sector policies and procedures relating to procurement, including preferential ratings, BEE (Black Economic Empowerment) **Section 1:** What is financial management? • **Section 2:** Financial management macro environment and legislation • **Section 3:** Public financial management • **Section 4:** Success factors of good public financial management • **Section 5:** An economic perspective • **Section 6:** Accounting practice and the Financial Management Cycle • **Section 7:** Budgeting • **Section 8:** Revenue management • **Section 9:** Supply chain management • **Section 10:** Asset management and fraud prevention • **Section 11:** Adjustments estimate • **Section 12:** Financial Misconduct • **Section 13:** Financial Reporting • **Section 14:** Analysing Financial reports **Section 15:** Auditing
Expected date of delivery:	February 2023
Contract or once-off:	Once-off
Technical / Mandatory requirements:	Aligned to unit standard 242810 at NQF L4 worth 6 credits and unit standard 252040 at NQF L5 worth 8 credits.
Other information:	

SECTION TO BE COMPLETED BY SUPPLIER

2. SUPPLIER DETAILS

Supplier name:	
CSD number:	
Contact person:	
Contact number:	

Email:	
VAT number (if applicable):	
Physical address:	

3. SCM COMPLIANCE REQUIREMENTS (please tick)

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	N/A
Completed and signed SBD 9	N/A
Certified valid B-BBEE Certificate	

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(Please note bidders will not be disqualified for not submitting a valid certified BBBEE certificate or a sworn affidavid but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

EVALUATION PROCESS
All bids will be evaluated as follows:

• **The First stage,** bids will be evaluated first for Administrative requirements,Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.

• **The second stage,** bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

4. QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

5. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:……………………………………… Signature: ………………………………… Date: ………………....