

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:	27 November 2024	REQUISITION NUMBER	REQ0005469
CLOSING DATE:	04 December 2024	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 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: Training: Advanced Project management		Quantity required
1	<p>ADVANCED PROJECT MANAGEMENT TRAINING Please quote on virtual facilitator-led online course. Date: TBC Venue: Virtual facilitator-led online No of delegates: 1</p> <p>The below is compulsory requirements when quoting: 1.This course must be accredited (see below unit standards) 2.At the end of the training learners to complete summative assessments in the form of a portfolio of evidence / Competency Certificate – Assessment costs to be included in quote 3.Must be virtual facilitator-led online short course 4.Delegates to be able to ask questions throughout the course 5.Training dates preferably in January/February 2025</p> <p>Unit Standard: Aligned to unit standards 252024 at NQF level 5 worth 4 credits and 252022 at NQF level 5 worth 8 credits.</p> <p>Course Outcomes:</p> <ul style="list-style-type: none"> • Learn and become familiar with advanced terminology, concepts, and definitions • Gain an understanding of key project success and failure factors within their workplace • Develop the mindset, key skills and processes to manage project teams • Be able to refine the project scope statement • Determine the approach for decomposing the work of the project to the required level of detail • Be able to apply key project management system techniques and formulate a Gantt chart, work- breakdown structure, and budget • Identify and solve problems when considering project alternatives and making the correct choice • Work effectively with others when managing the implementation of a project plan • Collect, evaluate, organize and critically assess information so that you can develop a clear and workable project solution. • Learn how to thoroughly analyse the preliminary scope statement and all other relevant inputs. • Communicate effectively when including components and completion criteria into the Work Breakdown Structure dictionary • Use science and technology when documenting the decomposed work in the Work Breakdown Structure format 	1 delegate

Course Content:**Module 1: Advanced project managing in context, concepts, and tools**

- The issues and opportunities that trigger the demand for projects
- The strategic context within which projects are developed
- The challenge of staying within scope, time quality and resource constraints
- The difference between projects and programmes
- The essential Knowledge areas
- Twelve steps to project Management success

Module 2: Project Team Management

- Why do we need to have teams?
- Why some teams don't work well together
- Why certain teams are more effective
- Differences in leading
- Team development stages
- Assembling a project team
- Team structures

Module 3: The Project Management Program Cycle

- The main phases of a project
- The main processes within and between project phases
- The management cycle from a project planning viewpoint

Module 4: Project Initiation Phase

- Problem analysis tools and techniques
- Project identification, project strategies, and project feasibility
- Preparing the business case
- The Project Charter - conclusion of the Initiation Phase

Module 5: Project Definition Phase

- Stakeholder identification and definition of roles
- Stakeholder Management
- Prioritising your stakeholders
- Understanding your stakeholders
- Project Scope definition
- Risk Management process and planning
- Organisational risks, business risks and

Module 6: Project Planning Phase

- Setting project objectives
- Identifying effective strategies for success
- Defining project activities/ the work breakdown structure
- Preparing a project schedule / the Gantt chart
- Resources and Cost Estimation
- Budgeting and Cost Control

Module 7: The Project Implementation Phase

- Project Monitoring
- Steps for successful project control
- Supervision of human resources
- Effective Conflict Management
- Time Management and goal setting
- Monitoring Project Quality
- Quality materials, quality events, quality plan, quality control and quality assurance
- Procurement
- Using external vendors and suppliers
- Discovering better problem-solving methods
- Types of contracts

<ul style="list-style-type: none"> • The tender process • Project Reporting and project evaluation Module 8: Project Closure <ul style="list-style-type: none"> • Rationale for closure • Steps for effective closure • Closure Checklist • Documentation of results • Lessons learned and project evaluation • New mindset shifts Module 9: 1 day of MS Projects <ul style="list-style-type: none"> • Overview of MS Projects • How to use MS Projects • Use of software to fill in a schedule of work • Produce a Gantt chart on MS Projects for presentation to the group 	
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Expected date of delivery:	Training to take place in January/February 2025
Contract or once-off:	Once-off
Technical / Mandatory requirements:	<p>Aligned to unit standards 252024 at NQF level 5 worth 4 credits and 252022 at NQF level 5 worth 8 credits.</p> <p>Assessment costs to be included in quote</p> <p>Must be virtual facilitator-led online short course</p>
Other information:	Quote to specify details such as Course Name, Unit Standard and course content.

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	

EVALUATION PROCESS

All bids will be evaluated as follows:

The First stage, bids will be evaluated first for Administrative requirements, Bidders are required to submit the following administrative documents to be considered for evaluation.

- Completed and signed SBD 4
- Completed and signed SBD 6.1
- Valid BBBEE certificate or sworn affidavit signed by the commissioner of oath
- Valid tax pin, Central Supplier Database Report or Summary with compliant tax status

No	Name of Administrative Required Document	Clarification Time
1	Completed and signed SBD 4	48 working hours
2	Valid tax pin, Central Supplier Database Report or Summary with compliant tax status	7 Working days

Bidders who do not adhere to the indicated response time for clarifications requested by the SANAS will be deemed to be non-responsive and their submissions will not be evaluated further.

Stage 2: Price and SANAS specific goals:

PREFERENTIAL PROCUREMENT REFORM:

The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000. SANAS Preferential Procurement (PP) requirements as per the SANAS Supply Chain Management Policy, states that SANAS shall deal with suppliers in accordance with the SANAS specific goals. The application of the specific goals will be as per the applicable pricing formula, the 80/20 system.

SANAS specific goals are in support of the following:

- Previously disadvantaged groups by allocating points for black owned businesses. Black owned businesses are defined as per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 which states that "Black People" is a generic term which means Africans, Coloureds and Indians who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalisation before 27 April 1994 or on or after 27 April 1994; and who would have been entitled to acquire citizenship by naturalization prior to that date.
- Black women as per the Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.
- Black people who are youth as defined in the National Youth Commission Act of 1996.
- Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.
- Exempt micro enterprises (EMEs) and thus promoting small businesses.
- Qualifying small enterprises (QSEs).

All responsive tender offers shall be evaluated in terms of Price and SANAS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

Points will be allocated in terms of the SANAS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates or sworn affidavit to claim points on specific goals.

PRICE	80
SANAS SPECIFIC GOALS	20

Note: To claim points Bidders must submit a valid BBBEE certificate or sworn affidavit signed by the commissioner of Oath together with a fully completed and signed SBD 6.1. Bidders are required to indicate the preference point claimed in the SBD 6.1.

Specific Goal	20	10
100% Black Owned	6	4
51% - 99% Black Owned	4	2
100% Black Women Owned	6	3
51% - 99% Black Women Owned	4	2
5% Youth Owned	2	1
2% Owned by Persons with Disabilities	1	1
Exempt Micro Enterprise (EME)	5	0
Qualifying Small Enterprise (QSE)	3	1

This RFQ will be evaluated according to the above SANAS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim SANAS specific goals in the provided SBD 6.1 attached.

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: