

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	REQ0004681
CLOSING DATE:	23 January 2023	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: Key Performance Indicators and Optimisation Training		Quantity required
1	Key Performance Indicators and Optimisation Training Please quote on 2 separate virtual facilitator-led online sessions/training. Date: TBC Venue: Virtual facilitator-led online No of delegates: 2 sessions/2 groups The below is compulsory requirements when quoting: • Must be virtual facilitator-led online sessions/training • Delegates to be able to ask questions throughout the session • Training dates preferably in February/March 2023 • 2 Sessions are required – quote must be for 2 training sessions (candidates will be divided into 2 groups) Overview of course: This course enables you to implement or upgrade measurement systems in your department or organisation. The course links activity with strategy through success factors and performance measures. The course clarifies the differences and connections between critical success factors (CSFs), key results indicators (KRIs), and key performance Indicators (KPIs) explaining how each should be used and how to pick the vital few measures from the many indicators that most organisations use. Learning Outcomes/Objectives: Participants learn: • Integrating performance measures in strategic and operational management systems • How to link Strategy to Operational Activities • How to develop and use performance and result indicators • Understanding success factors • Evaluate and select success factors/CSFs and performance measures/KRIs/KPIs Course outline: Module 1: Understanding the Current Situation and the Need for Change • What is Performance Measurements and Management • The need for performance measurement • Current methods of measurement and common failings • Characteristics of good measures • Defining Strategy and how to translate it into action and Execution • Barriers and Success Factors related to Strategy Execution	2 sessions

Module 2: Developing and Implementing Success Factors and Performance Measurements - Identifying and managing human factors in performance measurement - Implementing Phase 2: Planning for Success – Strategic Business Planning Framework - Foundation for Successful Management – The Best Practice Model - How to develop and Standardize Performance Metrics - Examples of Specific Performance Metrics – Process Perspective - Examples of Specific Performance Metrics – Customer Perspective - Examples of Specific Performance Metrics – Learning and Growth Perspective - Implementation Phase 3: Clarifying the success factors and measurements using Balanced Scorecard and Strategy Maps - Implementation Phase 4: Performance Contracts Framework Proposed candidates: - Management/Leadership & Exco 2 Sessions are required – quote must be for 2 training sessions (candidates will be divided into 2 groups)		
Expected date of delivery:	February/March 2023	
Contract or once-off:	Once-off	
Technical / Mandatory requirements:		
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 BBEE certificate or a sworn affidavit 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: