

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:	23 November 2022	REQUISITION NUMBER	REQ0004654
CLOSING DATE:	30 November 2022	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: Short course-Moderator training		Quantity required
1	<p>Moderator Course / Training - Conduct moderation of outcomes-based assessments Please quote on virtual facilitator-led online course. Date: TBC Venue: Virtual facilitator-led online No of delegates: 2 The below is compulsory requirements when quoting: 1. This course must be accredited by the ETDP Seta (see below unit standard) 2. At the end of the training learners to complete a summative assessment in the form of a portfolio of evidence / Competency Certificate – Assessment costs to be included in quote 3. Must be virtual facilitator-led online course 4. Delegates to be able to ask questions throughout the course 5. Training dates preferably in December 2022/January 2023</p> <p>Unit Standard: Aligned to unit standard 115759 NQF Level 6; 10 credits</p> <p>Learning Outcomes: By the end of this course participants should be able to: • Understand the importance of self-awareness for holistic development • Demonstrate understanding of moderation within the context of an outcomes-based assessment system • Plan and prepare for moderation • Conduct moderation • Advise and support assessors • Report, record and administer moderation, and • Review moderation systems and processes</p> <p>Course outline: • The Purpose of Moderation in assuring quality assessments • The Principles and methods of Moderation • Review Moderation Systems and procedures • Co-Operative / OBE Learning • Plan & prepare for Moderation including assessment instruments • Recording and writing a Moderation report • Develop and support the assessors</p> <p>MODULE 1: • Moderation within the context of an OBE system • Moderation and assessment methods and activities • The moderator's role and responsibilities</p>	2 delegates

MODULE 2: <ul style="list-style-type: none"> • Plan and prepare for Moderation • Planning the extent of moderation and methods of moderation • Clarifying the context of the assessments under review • Considering special needs • Planning the moderation methods and processes • Moderation techniques and processes • Sampling of assessments MODULE 3: <ul style="list-style-type: none"> • Conduct moderation • Checking and judging the assessment instruments and process • Confirming that special needs of learners have been provided for • Handling appeals against assessment decisions • Moderating recognition of prior learning • Making the moderation decision • Moderation checklists • Confirming the assessment decisions MODULE 4: <ul style="list-style-type: none"> • Advise and support assessors • The varccs report • Giving feedback to assessors MODULE 5: <ul style="list-style-type: none"> • Report, record and administer moderation MODULE 6: <ul style="list-style-type: none"> • Review moderation systems and processes • Using a Swot Analysis • Management Systems and Policies Competency Assessment costs to be included		
Expected date of delivery:	Training to take place in December 2022/January 2023	
Contract or once-off:	Once-off	
Technical / Mandatory requirements:	This course must be accredited by the ETDP Seta Unit Standard: Aligned to unit standard 115759 NQF Level 6; 10 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			
Certified valid B-BBEE Certificate			
<p>(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)</p>			
EVALUATION PROCESS			
All bids will be evaluated as follows:			
<p>• 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.</p>			
<p>• 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.</p>			
4. QUOTATION TERMS & CONDITIONS:			
<ol style="list-style-type: none"> 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:	