

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:	22 February 2023-Reissue	REQUISITION NUMBER	REQ0004677
CLOSING DATE:	01 March 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 <a href="mailto:procurement@sanas.co.za">procurement@sanas.co.za</a> 012 740 8536

### 1. PRODUCT /SERVICE DETAILS

Description of goods / services: Short course-Key performance indicator (KPI) professional training		Quantity required
<p><b>Key Performance Indicator (KPI) Professional Certification Training</b></p> <p>Please quote on <b>virtual facilitator-led online</b> courses.          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 Balanced Scorecard Institute          2. Examination costs for certification must be included in the quote (Key Indicator Professional Certification exam).          3. Must be virtual facilitator-led online course          4. Delegates to be able to ask questions throughout the course          5. Training dates preferably in January/February 2023</p> <p><b>Overview of course/training:</b>          This course is designed to help participants understand the fundamentals of performance management, then successfully develop, deploy, and manage meaningful KPIs for strategic, operational, or program management. The Nine Steps to Success methodology is used for developing and implementing a Balanced Scorecard Management system.</p> <p><b>Learning Outcomes/Objectives:</b>  <b>Participants learn to:</b></p> <ul style="list-style-type: none"> <li>• Recognize performance management as a key strategic and competitive differentiator</li> <li>• Understand theory and application of corporate performance management through Balanced Scorecards (BSCs) and other frameworks for developing KPIs</li> <li>• Create buy in and a culture of continuous performance improvement to enthusiastically own performance measurement and improvement</li> <li>• Drive performance-informed budgeting and accountability</li> <li>• Develop best practice KPIs, performance targets, and management dashboards</li> <li>• Improve performance of departments, teams, programs, projects, risks, and individuals</li> <li>• Make their strategy measurable and easier to communicate and cascade</li> <li>• Select and design performance measures that are far more meaningful than brainstorming or benchmarking ever can produce</li> <li>• Bring their measures to life in a consistent way, using the right data and with the right ownership</li> <li>• Design insightful and actionable reports and dashboards that focus discussion on improvement</li> <li>• Clearly see the real signals from their measures about whether performance is improving or not</li> <li>• Communicate performance information throughout the organization to better inform decision making</li> </ul>		2 delegates

<ul style="list-style-type: none"> <li>• Convincingly hit performance targets, and make measurement about transformation</li> </ul> <p><b>Course outline:</b></p> <p><b>1: Introduction to KPIs and KPI Development</b></p> <ul style="list-style-type: none"> <li>• Introduction to KPIs and Strategic Management</li> <li>• Understanding Strategic Context and Goal Setting</li> <li>• Creating the Right Performance Measurement Culture to Build Buy-in</li> <li>• Application Exercises</li> <li>• Tools, Templates, and Supplemental Resources</li> </ul> <p><b>2: Performance Measurement</b></p> <ul style="list-style-type: none"> <li>• Understanding Measurement's Purpose</li> <li>• Mapping Measurable Results</li> <li>• Designing Meaningful Measures</li> <li>• Building Buy-in to Measures</li> <li>• Application Exercises</li> <li>• Tools, Templates, and Supplemental Resources</li> </ul> <p><b>3: Performance Measurement</b></p> <ul style="list-style-type: none"> <li>• Implementing Measures</li> <li>• Reporting Performance Measures</li> <li>• Interpreting Signals from Measures</li> <li>• Reaching Performance Targets</li> <li>• Summary – Preparing for a Successful Implementation</li> <li>• Application Exercises</li> <li>• Tools, Templates, and Supplemental Resources</li> </ul> <p><b>4: KPI Application and Developing Measures</b></p> <ul style="list-style-type: none"> <li>• Developing Measures for Strategy Execution</li> <li>• Developing Measures for Operations</li> <li>• Developing Measures for Projects</li> <li>• Developing Measures for Programs</li> <li>• Developing Measures for Employee Performance</li> <li>• Measuring and managing risk: developing KRIs (Key Risk Indicators)</li> <li>• Course Application Project Introduction</li> <li>• Advanced Topic: KPI Case Studies</li> <li>• Application Exercises</li> <li>• Tools, Templates, and Supplemental Resources</li> </ul> <p><b>5: KPI Advanced Topics and Delegate Presentations</b></p> <ul style="list-style-type: none"> <li>• Creating KPI Alignment by Cascading Objectives</li> <li>• Managing Strategically with Performance Information</li> <li>• KPI Development Application Project for Delegate Organizations</li> <li>• Final Participant Application Project Presentation and Discussion</li> </ul>		
<b>Expected date of delivery:</b>	Training to take place in March 2023	
<b>Contract or once-off:</b>	Once off	
<b>Technical / Mandatory requirements:</b>	1. This course must be accredited by the Balanced Scorecard Institute 2. Examination costs for certification must be included in the quote (Key Indicator Professional Certification exam).	
<b>Other information:</b>		
<b>SECTION TO BE COMPLETED BY SUPPLIER</b>		
<b>2. SUPPLIER DETAILS</b>		
<b>Supplier name:</b>		
<b>CSD number:</b>		
<b>Contact person:</b>		
<b>Contact number:</b>		
<b>Email:</b>		

<b>VAT number (if applicable):</b>	
<b>Physical address:</b>	

### 3. SCM COMPLIANCE REQUIREMENTS (please tick)

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

**Certified valid B-BBEE Certificate**

(Please note bidders will not be disqualified for not submitting a valid certified BBBEE 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: .....