



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA

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OFFICIAL SPECIFICATION FORM

Specification for:	BUSINESS CONTINUITY MANAGEMENT TRAINING PROGRAMMES											
Chief Directorate:	Human Resource Management & Development											
Directorate:	Human Resource Utilisation and Development											
Was this service previously requested in this current financial year? If yes, please provide reasons why is requested again on your memo to procure.	Yes		No	X								
Departmental Assets	Yes		No	X								
Item Description:	Quantity											
<p>The Department hereby invites accredited and experienced service providers to submit quotations for the provision of Business Continuity, Resilience, and Crisis Management training, in line with the Department's mandate to strengthen organisational readiness and compliance with best practices.</p> <p>The required training has been grouped into separate categories, each with its own specifications, target officials, preferred delivery mode, and expected deliverables. Service providers are requested to quote per category, as outlined below:</p> <p><u>CATEGORY A : CERTIFIED BUSINESS CONTINUITY IMPLEMENTOR (CBCI) & BUSINESS CONTINUITY CORE TRAINING</u></p> <p>Purpose: To equip designated officials with the foundational and implementation knowledge required to develop, maintain, and improve a Business Continuity Management System (BCMS) aligned to the BCI Good Practice Guidelines and ISO 22301.</p> <p>The required training and related information are as follows:</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Number of Officials</th> <th>Preferred Mode</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td>1. Introductory Course</td> <td>4</td> <td>Online/Virtual</td> <td>1-2 days</td> </tr> </tbody> </table>					Course	Number of Officials	Preferred Mode	Duration	1. Introductory Course	4	Online/Virtual	1-2 days
Course	Number of Officials	Preferred Mode	Duration									
1. Introductory Course	4	Online/Virtual	1-2 days									
9 Training course												



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2. Certified Business Continuity Implementer (CBCI)	2	Online/Virtual or classroom (face to Face at venue organized by the training provider)	4-5 days
3. CBCI Refresher Course	6	Online/Virtual	1 day
4. Previously Certified Implementer Bridging	1	Online/Virtual	1 day
5. Introduction to Organisational Resilience	1	Online/Virtual	1 day

CATEGORY B: ISO / PECB Certified Course

Purpose: To provide designated officials with internationally accredited training and certification in line with ISO 22301 requirements through a recognised PECB training partner.

Course	Number of Officials	Preferred Mode	Duration
6. PECB ISO 22301 Lead Implementer (or equivalent)	1	Online/Virtual or Classroom (face to Face at the venue organized by the training provider)	4-5 days



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CATEGORY C: Incident Response & Crisis Management

Course	Number of Officials	Preferred Mode	Duration
7. Incident Response & Crisis Management	1	Online/Virtual	1-2 days

CATEGORY D: Advanced Resilience and Stakeholder Engagement

Purpose: To build capacity in supply chain resilience, stakeholder engagement and broader organisational resilience areas relevant to continuity practitioners.

Course	Number of Officials	Preferred Mode	Duration
8. SCM Resilience Training	1	Online/Virtual	1 day
9. Stakeholder Engagement for Resilience Professionals	1	Online/Virtual	1 day

General Specifications for All Categories

Service providers must:

- Be accredited by the relevant professional body (e.g., BCI or PECB) where applicable.
- Provide official certification upon successful completion.
- Deliver training via online, virtual, or blended formats unless otherwise agreed.
- Supply all learning materials, access details, and support.



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- Issue individual certificates of completion to each participant.

All training must commence in August and be completed by 28 November 2025

Bidders are required to submit quotations detailing all costs for each training programme within every category, to enable payment processing per training delivered.

Requestor: Name (in print)			Signature		Date
Mamo Mashabela			Emelda Balogi		
Director/ Delegate: Name (in print)			Signature		Date
Retief Le Roux					23/7/2025
Technical Enquiries: Name (in print)			Telephone Number	E-mail address	

Note: Department doesn't provide tools of trade to the service providers



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