

REQUEST FOR INFORMATION

RFI NUMBER: RFI 06 2026-2027

REQUEST FOR INFORMATION OF UNIVERSITY-BASED STAFF DEVELOPMENT PROGRAMMES

This RFI calls for suitably qualified suppliers to provide information to Competition Commission of South Africa (CCSA) regarding a Request for Information to identify and engage suitably qualified service providers who can assist in accredited short courses that are NQF-aligned and/or credit bearing which can be packaged into an Administrators Development Programme (ADP) Competition Commission staff.

Issue date: 02 OCTOBER 2026

Closing Date: 16 October 2026 @ 11:00

For enquiries contact CCSA Supply Chain Management E-mail: tenders@compcom.co.za

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between CCSA and any Respondents unless and until CCSA has executed a formal written contract with the selected supplier.

REQUEST FOR INFORMATION (RFI)

RFI NUMBER	: RFI NUMBER: RFI06 2026-2027
RFI TITLE	: REQUEST FOR INFORMATION OF UNIVERSITY-BASED STAFF DEVELOPMENT PROGRAMMES
EXPECTED TIMEFRAME	

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	02 October 2026
RFI Available from	02 October 2026
Site Visit Date & Time	N/A
Venue for Site Visit	Competition Commission of South Africa (CCSA) DTI Campus, Mulayo (Block C) 77 Meintjies Street, Sunnyside, Pretoria
RFI Closing Date and Time	16 October 2026 @ 11:00
Delivery Venue: Electronics Submission	tenders@compcom.co.za
Contact details	tenders@compcom.co.za

CCSA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to CCSA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

1. MANDATORY DOCUMENTS

- 1.1** Proof of registration on CSD report (Central Supplier Database)

2. REQUEST FOR INFORMATION:

2. DEFINITIONS

- 2.1** “**RFI**” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2** “**RFI response**” - a written response in a prescribed form in response to an RFI.
- 2.3** “**Respondent**” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.
- 2.4** “**ADP**” - Administrators Development Program, a structured development program designed to strengthen the practical, digital, governance and coordination capabilities of administrative staff. It equips participants with the skills required to provide efficient administrative and organisational support within a public-sector environment.

3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the CCSA, written approval to divulge such information will have to be obtained from CCSA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the Competition Commission of South Africa (CCSA). No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

3. The manner of submission of the RFI

- 3.1** Respondent shall submit RFI response in accordance with the prescribed manner.
- 3.2** Respondent shall submit one ***emailed submission*** including relevant supporting documents.
- 3.3** The original copy must be signed by an authorised employee, agent or representative of the respondent.
- 3.4** The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 3.5** Respondent must clearly outline costing implications of the solution required, as well as any economic factors (i.e. exchange rate implication) that may pose a risk impact against said costing.

1. BACKGROUND

- 1.1 The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, No. 89 of 1998 (the Act). It is one of three, independent competition regulatory authorities established in terms of the Act, with the other two being the Competition Tribunal and the Competition Appeal Court. The Commission is empowered by the Competition Act to investigate, control and evaluate restrictive business practices, abuse of dominant positions, mergers, undertake market inquiries and advocacy in order to achieve equity and efficiency in the South African economy.
- 1.2 CCSA is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA) and acts in compliance with section 217 of the Constitution of South Africa and applicable Public Procurement Regulations and Prescripts.
- 1.3 Therefore, the CCSA is requiring a suitability qualified service provider to assist in accredited short courses that are NQF-aligned and/or credit bearing which can be packaged into an Administrators Development Programme (ADP) for Competition Commission staff.

2. SITUATION ANALYSIS

- 2.1 The Competition Commission of South Africa (CCSA) is committed to developing and strengthening the competencies, capabilities and professional expertise of its employees in support of its mandate. To achieve this objective, the Commission seeks to establish structured learning pathways that will enhance administrative skills across the organisation.
- 2.2 The Commission has identified a need for university-based short courses that are accredited, NQF-aligned and/or credit-bearing, which can be combined into comprehensive staff development programme. The programme is intended to support continuous professional development while minimising the time employees spend away from the workplace. Accreditation and NQF alignment are essential to ensure the programme contribute to formal learning recognition and skills development reporting requirements.
- 2.3 The Commission seeks information from accredited higher education institutions and business schools regarding existing short courses that can be packaged into an Administrators Development Programme (ADP) for Competition Commission staff.

3. SCOPE OF WORK

- 3.1 The Service Provider is required to identify and provide details of accredited short courses that are credit-bearing and/or assigned an NQF level, enabling the Competition Commission of South Africa (CCSA) to support skills development, learning recognition, and reporting requirements, including those related to B-BBEE compliance.
- 3.2 Administrators Development Program (ADP) is a ***structured development program designed to strengthen the practical, digital, governance and coordination capabilities of administrative staff. It equips participants with the skills required to provide efficient administrative and organisational support within a public-sector environment.***
- 3.3 The modules listed under ADP are intended as a guideline to illustrate the competencies and knowledge areas that the Commission seeks to develop.
- 3.4 The Service Provider is not limited to providing courses with identical titles. Where alternative course offerings are available, institutions are encouraged to propose courses under different names, provided that the content, learning outcomes, and competencies substantially align with the intended objectives of the respective programme.
- 3.5 The Service Provider must demonstrate how the proposed courses can be packaged into a structured learning pathway and indicate:
- 3.4.1 Accreditation status of each course.
 - 3.4.2 NQF level and/or credit value.
 - 3.4.3 Learning outcomes and competencies addressed.
 - 3.4.4 Alignment of proposed courses to the ADP competency areas.
 - 3.4.5 Recommended sequence of courses to create a coherent development programme.
 - 3.4.6 Opportunities for articulation into higher qualifications or further learning programmes, where applicable.

No.	Administrators Development Program (ADP) Modules
1.	Office management and administrative fundamentals
2.	Professional business communication
3.	Document and records management
4.	Meeting and governance administration
5.	Stakeholder coordination and customer service
6.	Microsoft Office and digital systems proficiency
7.	Data management and reporting
8.	Project coordination and support
9.	Human resources administration
10.	Supply chain management and financial administration basics
11.	Public sector governance and compliance (including PFMA and audit requirements)
12.	Risk management and internal controls
13.	Monitoring and evaluation (M&E)
14.	Executive support and advanced organisational coordination

4. DELIVERABLES

The Service Provider submission must include:

- 4.1 A catalogue of relevant accredited short courses.
- 4.2 Proposed Administrators Development Programme structure.
- 4.3 Accreditation, NQF and credit information for all proposed courses.
- 4.4 Recommended programme implementation approach.
- 4.5 Indicative costing and pricing model.
- 4.6 Proposed project plan and timelines.

5. TIMEFRAMES

- 6.1. The program must run for a period of 12 to 18 months.

6. ESTIMATE COSTING

6.1 ADMINISTRATORS DEVELOPMENT PROGRAMME (ADP)

No.	Module Description	NQF Level	Credits	Cost per Learner (Excl. VAT)
1	Office Management and Administrative Fundamentals			
2	Professional Business Communication			
3	Document and Records Management			
4	Meeting and Governance Administration			
5	Stakeholder Coordination and Customer Service			
6	Microsoft Office and Digital Systems Proficiency			
7	Data Management and Reporting			
8	Project Coordination and Support			
9	Human Resources Administration			
10	Supply Chain Management and Financial Administration Basics			
11	Public Sector Governance and Compliance (PFMA and Audit Requirements)			
12	Risk Management and Internal Controls			
13	Monitoring and Evaluation (M&E)			
14	Executive Support and Advanced Organisational Coordination			
	Total Cost (Excl. VAT)			
	VAT (15%)			
	Total Cost Including VAT			

6 GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

SUPPLY CHAIN MANAGMENT

E-mail: tenders@compcom.co.za

All queries MUST be e-mailed

END OF THE REQUEST FOR INFORMATION DOCUMENT