



Good Day Supplier.

Please find attached **SBD Forms** that need to be filled in and please see below specifications and quote accordingly. **All quotations must be submitted on e-Tender with completed SBD 4.**

Detailed description of the service required	Quantity
<p><u>HR Analytics & Metrics Course</u> : (Physical Attendance)</p> <p>Date of Course: 3-5 December 2025</p> <p>Programme Outcomes:</p> <ul style="list-style-type: none"> • Defining the fundamental concepts • Building a business case for HRM Metrics and Analytics • Identifying and diagnosing HRM Metrics best practice and critical success factors • Defining the scope of HRM/D metrics (throughout the HRM value chain) • Understanding the strategic and business imperative of HRM/D metrics • Applying of Case Studies • Metrics Measured by HR Analytics • Data Required by HR Analytics Tools • HR Analytics Process • HR Analytics Cycle • Challenges for HR Analytics • Benefits of HR Analytics • Addressing the challenges of HR Analytics • Identifying right tools to match your bespoke need <p>Certificate of completion with 6 CPD points from Institute of People Management (IPM) must be issued after attendance.</p> <p>Venue and catering must be included.</p>	01

THE INVITATION TO QUOTE EVALUATION CRITERIA

- ❖ The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 and The Presidency SCM Policy where three phase evaluation will be followed to evaluate the quotations received.

- o **Phase 1:** (Adherence to the specifications / Functionality): Evaluation in terms of all items required as per specification is quoted by the bidder.

- **Only bidders who quoted all items required as per specification will be considered for phase 2.**

Bidders are required to indicate in their quotation full details of the goods and/or service on specification/functionality as per invitation even in the event where the brand is provided. Use the information on the table above. Failure that the bidder will be disqualified.

- o **Phase 2: Mandatory Accreditation and Disqualification Administration Requirement's**

a) **Mandatory Requirement:**

- Service provider must be accredited with Education and Training Quality Assurance (ETQA)
- Valid Copy of accreditation certificate must be attached (attach valid certificate/letter from the body)

- ☐ **Only bidders who met Mandatory Requirement will be considered for Disqualification Administration Requirement's**

b) **Disqualification Administration Requirement's**

- ☐ **Only bidders who submitted quote according to the below will be considered for phase 3**

📅 **Quotation validity period must be 90 days if Not possible indicate the period on the quotation. Quote that depends or affect by Rate of Exchange will be processed using the current Rate of Exchange on the award**

📅 Quotes must be submitted as per the prescribed closing dates.

📅 Supplier must be registered on CSD (Central Supplier Database)

📅 Bid/quotations submitted **after** closing date will not be considered

- o **Phase 3: Evaluation of price and Specific goals will be in terms of 80/20 preference point**

systems.

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL PONTs FOR PRICE AND SPECIFIC GOALS	100




Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Means of verification
Women ownership		10	CSD report
Youth ownership		7	CSD report
People with Disabilities		3	CSD report

NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100

General requirements

-  SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/members of the company submitting quote have other related companies as registered on CSD, should disclose on 2.3
-  Tax matters must be compliant on CSD before final award if **not you will notified to correct within 7 workings days failure that you will be disqualified**
-  Banking details must be verified if **not you will notified to correct within 7 workings days failure that you will be disqualified**