



THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

SUPPLY CHAIN MANAGEMENT

REF NO: SCMN 11/08/01R: APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE A ONE- MONTH TRAINING WORKSHOP OF BUSINESS CONTINUITY MANAGEMENT(BCM) CHAMPIONS AND KEY PERSONNEL TO SUPPORT ORGANISATIONAL BCM PERFORMANCE AND RESILIENCE

1. PURPOSE AND OBJECTIVES

- 1.1 To appoint a service provider to facilitate a one - month training workshop to equip designated BCM Champions with the knowledge, skills and tools required to support, implement and sustain the organisation's Business Continuity Management (BCM) Framework.

1.2 Objectives

The objective of the training is to:

- Develop a strong understanding of BCM principles and professional practices (lifecycle).
- Enable champions to support Business Impact Analysis (BIA) and Risk Assessments.
- Ensure effective participation in continuity planning and testing.
- Build capability to promote BCM awareness across the department.
- Strengthen incident response and crisis coordination skills.

2. BACKGROUND

- 2.1 In 2021, The Presidency embarked on a journey to establish a Business Continuity Management system (BCMS) capability. As part of this initiative, all six professional practices of Business Continuity Management (BCM) lifecycle were successfully developed and implemented.
- 2.2 To ensure sustainability and enhance the programme, continuous training and retraining of Business Continuity champions is essential. The last formal training was conducted in 2022; hence the refresher training is now required to ensure that champions remain equipped with the current knowledge, skills and best practices to effectively fulfil their responsibilities.
- 2.3 Providing ongoing training and retraining will promote continuous improvement, strengthen organisational resilience, and support the professionalisation of the business continuity management across the organisation. It will also augment the capacity of the Directorate:

Risk Management by empowering Business Continuity Champions to effectively support and coordinate business continuity activities within their respective business areas.

3. SCOPE AND EXTENT OF THE PROJECT / KEY DELIVERABLES

3.1. The successful bidder shall provide accredited or recognised BCM training covering, at a minimum, the following areas/ Models:

3.1.1 Introduction of the course

- Fundamentals of BCM principles and Concepts including key Terminologies.
- Importance of organisational resilience.
- Roles and responsibilities of BCM Champions and key personnel.

3.1.2 Establishing the BCMS

- BCM governance and oversight structures.
- BCM Frameworks, Policy and governance structure
- Overview of international BCM standards and leading practices.
- ISO 22301 Business Continuity Management Systems.
- Relationship between BCM, Risk Management, Disaster Recovery and Crisis Management.

3.1.3 Business Impact Analysis (BIA)

- Purpose and methodology of conducting BIA.
- Identifying critical business functions,
- Determining Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs) and Dependency mapping.

3.1.4 Risk Assessment

- Identifying threats, vulnerabilities and Risk evaluation methodologies
- Development of continuity and recovery strategies.
- Identification of dependencies and critical resources.

3.1.5 Solution Design / Business Continuity strategies

3.1.6 Business Continuity Plans (BCPs)

- Structure and components of BCPs
- Departmental roles and responsibilities
- Plan documentation and maintenance
- Incident Response and Crisis Management
- Incident identification and escalation
- Roles during disruptions
- Communication protocols

3.1.7 Incident and Crisis Management

- Incident response processes.
- Crisis management structures and responsibilities.
- Communication and escalation procedures

3.1.8 BCM Plans Testing and Exercising

- BCM testing methodologies
- Different types of tests
- Evaluation, reporting and corrective action processes

3.1.9 BCM Monitoring and Continuous Improvement

- BCM performance measurement.
- Lessons learnt processes.
- Internal assessments and audits.
- Continual improvement practices.

3.2 Deliverables

The service provider shall provide:

3.2.1 Before Training

- Detailed training Programme and agenda.
- Training material and participant manuals.
- Facilitator guide.

3.2.2 During Training

- Attendance registers.
- Practical exercises and case studies.
- Provide mock tests and Quizzes (knowledge assessment)
- Assist participants prepare and write Exam to obtained Certificate of the Business Continuity Institute (CBCI) certification

3.2.3 After Training

- Training report.
- Assessment results.
- Certificates of achievement from the BCI

4 REQUIREMENT FOR THE PROJECT (Qualifications, skills, and experience required)

- 4.1 The bidder must demonstrate a minimum of 5 years' experience in facilitating BCM training. Letter(s) from previous clients of relevant work done must be provided (reference letter(s) must be on the client's letter head, dated, signed, have start and end date, contactable references and clearly state the task/project the bidder was appointed for).
- 4.2 The Facilitator must have a minimum of a Bachelor's degree (NQF level 7), in Risk Management or Business Administration or Management, or equivalent qualification and must be a member of the Business Continuity Institute with membership grade MBCI or FBCI. Copies of qualifications and BCI valid membership must be attached.
- 4.3 The Facilitator must demonstrate a minimum of five (5) years' experience in facilitating BCM training programs for organisations. Copies of the CV/s and reference letters from previous employer(s) of relevant work done must be provided (reference letter must be on the company's letter head with contactable details of referees).
- 4.4 Methodology of the Project: The Bidder will be required to develop a project plan demonstrating different activities as per the scope of work (Must attach the Project Plan)
- 4.5 Failure to meet the minimum required experience will result in the bidder being disqualified and not considered further.

5 SPECIAL CONDITIONS OF PROJECT/CONTRACT

- 5.1 The Presidency reserves the right either to award the bid in full or in part, or not to award the bid.
- 5.2 The pricing schedule (**Annexure A**) must be fully completed and attached.
- 5.3 The appointed Bidder will commence with the services upon receiving of the Purchase Order.
- 5.4 In the event of changes in the project, the appointed Bidder must provide detailed CVs and proof of qualification for new project team members. The Presidency undertakes to pay out in full within thirty (30) days after all valid claims for services rendered to its satisfaction upon presentation of a substantiated claim/invoice, according to the payment schedule agreed upon in the contract.
- 5.5 Bidder/s are requested to provide clarity on the concept document/methodology to approach the project and a detailed project plan.
- 5.6 The Bidder, including all personnel assigned to assist with this project, must be South African nationals.

6 SECURITY REQUIREMENTS

The awarding of this bid will be subject to positive security screening of all staff members to be deployed by the successful Bidder to The Presidency. Security screening of the company and team members will be done in accordance with The Presidency's Internal Security Policy.

7 DURATION OF CONTRACT

The duration of the project is 4 weeks after the workshop and all milestones must be reached within this period.

8 MONITORING AND EVALUATION OF THE PROJECT

- 8.1 All work is to be carried out in accordance with the time schedule as agreed with the Project Manager and within the agreed deliverables and terms and conditions of the signed contract.
- 8.2 Monitoring and evaluation of performance and adherence to the project requirements will be done by the Project Manager/owner.

9 LEGISLATIONS APPLICABLE TO THE BID

9.1 Bids will be subject to the Supply Chain Management (SCM) conditions as follows:

- The Preferential Procurement Policy Framework Act, Act No. 05 of 2000.
- Preferential Procurement Regulations, 2022.
- The Public Finance Management Act, Act 1 of 1999.
- The Presidency Supply Chain Management Policy.

9.2 Required Standards

- ISO 22301 and Good Practice guidelines (GPG 2023)

10 EVALUATION PROCESS

A three (3) phase approach will be followed during the evaluation phase. All proposals received will be evaluated in accordance with the **80/20-point** system as prescribed in the Preferential Procurement Regulation, 2022.

10.1 PHASE1: MANDATORY AND ADMINISTRATION REQUIREMENTS

10.1.1 Mandatory Requirements

- The Facilitator must have one of the following membership grades: MBCI or FBCI with the Business Continuity Institute (BCI). **Please attach a valid membership certification.**
- Completed and signed Price Schedule / Quotation

Only bidders who have met mandatory requirements will be considered for the next phase

10.1.2 ADMINISTRATION REQUIREMENTS

- Completed and signed Bidders' disclosure form (SBD 4)
- ID copies of employees to be assigned to this project. Assigned employees may be subjected to a security screening, where applicable as per specification.
- ID copies of owner(s) Owners may be subjected to a security screening, where applicable as per specification.
- Copy of Bidder's company registration document with CIPC.
- Tax compliant status or SARS Tax pin of the Bidder.
- Copy of CSD or CSD registration number.
- Any other administrative documents

The bidders who have not met the administrative compliance will be required to correct any omissions or error and/ or submit any outstanding information or documents within the reasonable stipulated period. Failure to comply will result in disqualification.

10.2 PHASE 2: FUNCTIONAL/TECHNICAL EVALUATION

Desk-top Evaluation

- Experience and References
- Qualifications
- Methodology approach

Functionality Evaluation Criteria.			
#	CRITERIA	SUB-CRITERIA	Points
1.	Bidder's Experience: (Reference letter(s) must be provided)	Bidder(s) must have a minimum of 5 years' experience in facilitating BCM training. Letter(s) from previous clients of relevant work done must be attached.. Bidder(s) must provide reference letters (reference letter(s) on the client's letter head, dated, signed, have start and end date, contactable references and clearly state the task/project the bidder was appointed for). • Less than 5 years' experience = 0 points • 5-8 years' experience = 10 points • More than 8 – 10 years' experience = 15 points • More than 10years of experience = 25 points	25
2.	Facilitator's Experience (CV and reference letter from previous employer must be provided)	The Facilitator must demonstrate a minimum of five (5) years' experience in facilitating BCM training programs for organisations • Less than 5 years' experience and no reference letter = 0 points • 5-8 years' experience and reference letter = 20 points • More than 8 – 10 years' experience and reference letter = 25 points • More than 10 years' experience and reference letter = 30 points NB! Bidder who meets one requirement will not qualify for points	30
3	Lead Facilitator Qualification and Membership (Both qualifications and membership grade: MBCI or FBCI must be provided)	The Facilitator must have a minimum of a Bachelor's degree (NQF level 7), in Risk Management or Business Administration or Management, or equivalent qualification; must be a certified member of the Business Continuity Institute - MBCI or FBCI. • No qualification/qualification less than NQF level 7 and BCI membership grade not attached. = 0 points • NQF level 7 and membership grade as MBCI or FBCI = 25 points • Qualification higher than NQF 7 and membership grade as MBCI or FBCI = 30 points NB! Bidder(s) who meets one requirement will not qualify for points	30

Functionality Evaluation Criteria.			
#	CRITERIA	SUB-CRITERIA	Points
4	Project Methodology	The Bidder(s) must submit a training proposal that outlines the methodology, content, and delivery approach. - General Project plan or no project plan developed = 0 points - Project plan which shows understanding of scope of work clear steps demonstrating on how the project will be performed = 5 points - Detailed Project plan relating to the scope of work and activities, resources usage, clearly defined timelines, and defining the risk mitigation plans = 10 points - Detailed Project plan relating to the scope of work and activities, resources usage, clearly defined timelines, and defining the risk mitigation plans = 15 points	15
	Total		100
	Minimum threshold		60

Only bidder(s) who scored 60 points out of 100 will be considered for phase 3.

10.3 PHASE 3 – PRICE AND SPECIFIC GOALS

The bid will be awarded to the bidder who scored the highest points in terms of Price and specific goals.

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

Table 1: Specific goals for the tender and points claimed are indicated in 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

11. NON-COMPULSORY BRIEFING SESSION

A briefing session will be conducted online via Microsoft Teams

12. ENQUIRIES

For technical enquiries:

Contact person: Mr Gavin Mahlangu Gavin@presidency.gov.za / Ms Thabisile Khumalo Thabisile@Presidency.gov.za

For SCM enquiries:

Contact person: Nelisiwe Nemusula quotesenquiries@presidency.gov.za

NB: All enquiries should not be made later then 01 September 2026 @12:00pm

13. SUBMISSION OF PROPOSALS

Completed bid documents must be submitted on e-Tender portal on or before **02 September 2026 @11:00AM**

NB: Bidders must ensure that they received all pages of this document.



**THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA
Pricing schedule**

Annexure A

REF NO: SCMN 11/08/01R: APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE A ONE- MONTH TRAINING WORKSHOP OF BUSINESS CONTINUITY MANAGEMENT(BCM) CHAMPIONS AND KEY PERSONNEL TO SUPPORT ORGANISATIONAL BCM PERFORMANCE AND RESILIENCE

Bidders are welcome to customize the pricing schedule/ cost breakdown and further submit the quotation in their company letter head.

Bidders should take note that the table below is a guide

Description	Number of employees	Unit price per employee (excl. VAT)	Total Cost (excl. VAT)
Deliverable 1: Facilitate a 5 day Training workshop	30	R	R
Deliverable 2: Exam Preparations and certification	30	R	R
Sub-total cost excl. VAT			R
15% VAT			R
Grand-total cost incl. VAT			R

All prices must be VAT inclusive.

Company's name :.....

SIGNATURE OF BIDDER :.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....
(Proof of authority must be submitted, e.g., company resolution)

DATE :.....

