

**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

<b>DATE OF ISSUE:</b>	<b>01 December 2022</b>	<b>REQUISITION NUMBER</b>	<b>REQ0004679</b>
<b>CLOSING DATE:</b>	<b>08 December 2022</b>	<b>CLOSING TIME:</b>	<b>11:00</b>
<b>QUOTE VALIDITY:</b>	<b>60 days from the date the RFQ closed</b>	<b>Submissions and enquires to be made to:</b>	<b>Ms Nkhesani Mathebula</b> <a href="mailto:procurement@sanas.co.za">procurement@sanas.co.za</a> <b>012 740 8536</b>

### 1. PRODUCT /SERVICE DETAILS

<b>Description of goods / services: Short course-Change Management Foundation &amp; Practitioner Training</b>		<b>Quantity required</b>
<b>1</b>	<p>Please quote on virtual facilitator-led online courses.          Date: TBC          Venue: Virtual facilitator-led online          No of delegates: 2</p> <p>The below is compulsory requirements when quoting:          1. This course must be accredited by APMG International          2. Examination costs for both exams must be included in the quote (Change Management Foundation exam and Change Management Practitioner exam)          3. Must be virtual facilitator-led online course          4. Delegates to be able to ask questions throughout the course          5. Training material to be included          6. Certificates to be included</p> <p>Overview/Outline of training:          This course helps candidates effectively deal with change and more importantly, the impact of change which is a high priority for all organizations.          Change management is a specialist field that guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success and outcomes.</p> <p><b>Learning Outcomes/Objectives:</b></p> <p><b>This course will enable you to:</b></p> <ul style="list-style-type: none"> <li>• Understanding the factors that contribute to successful change</li> <li>• Identify individual learning styles, formats and the learning cycle that supports successful change</li> <li>• Utilise the conscious competence learning model and the effects of the learning dip</li> <li>• Lead and manage change initiatives taking into account the learning curve</li> <li>• Identify change motivators and learn techniques to incentivize people through transitions</li> <li>• Understand the systematic differences between people and the implications to change</li> <li>• Use metaphors as a technique to managing change</li> <li>• Understand and gauge organizational culture</li> <li>• Gain knowledge and utilize the three models of the change processes as well as the Kotter 8 step change process</li> <li>• Identify the key roles involved in change initiatives and programmes</li> <li>• Use techniques to accurately define change and strategies to manage the different stakeholders throughout the change</li> </ul>	2 Candidates

- Identify and apply suitable communication and stakeholder engagement techniques
- Identify and prepare the individuals and organization for the impact of change
- Understand and prepare for change resistance

### **Course Content:**

The Foundation and Practitioner Change Management training course covers the following areas:

#### **Change Management Perspective**

- Change and the Individual
- Models of Individual Change
- Motivation
- Systematic Differences Between People
- Change and the Organisation
- Organisational Culture
- Models of the Change Process
- Emergent Change
- Key Roles in Organisational Change

#### **Change and the Organisation: Defining Change**

- Drivers for Change
- Portfolios, Programmes, and Projects
- Viewpoints and Perspectives
- Vision Statements

#### **Benefits Management**

- Objectives
- CSF
- Principles and Processes

#### **Stakeholder Engagement**

- Leadership and Engagement
- Empathy Mapping
- Managing Relationships and Mobilising Stakeholders

#### **Communication**

- Feedback Mechanisms
- Communication Approaches
- AIDA
- Barriers to Effective Communication

#### **Change Impact**

- Change Impact, Risk, and Continuity Model
- McKinsey 7S Model
- Gap Analysis
- Stakeholder Impact Assessment

#### **Change Readiness**

- Working with Individuals in Major Changes
- Building Organisational Readiness for Change
- Preparing for Resistance

#### **Education and Learning Support: Training Planning**

- Key Principles of Learning
- Defining what is to be learned

#### **Project Management: Change Initiatives, Projects, and Programmes**

- Decisions and Designs

<ul style="list-style-type: none"> <li>• Project Environment</li> <li>• Project Methodologies</li> </ul> <p><b>Sustaining Change</b></p> <ul style="list-style-type: none"> <li>• Levers and Leverage</li> <li>• Levels of Adoption and Critical Mass</li> <li>• Reinforcing Systems</li> </ul> <p><b>Exams required after training (cost to be included in quotation):</b></p> <p>1. Official APMG Change Management Foundation Examination for both candidates</p>													
<b>Expected date of delivery:</b>	February/March 2022												
<b>Contract or once-off:</b>	Once-off												
<b>Technical / Mandatory requirements:</b>	This course must be accredited by APMG International												
<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>													
<b>3. SCM COMPLIANCE REQUIREMENTS (please tick)</b>													
<table border="1"> <tr> <td><b>Central Supplier Database Report or Summary</b></td> <td></td> </tr> <tr> <td><b>Completed and signed SBD 4</b></td> <td></td> </tr> <tr> <td><b>Completed and signed SBD 6.1</b></td> <td></td> </tr> <tr> <td><b>Completed and signed SBD 8</b></td> <td>N/A</td> </tr> <tr> <td><b>Completed and signed SBD 9</b></td> <td>N/A</td> </tr> <tr> <td><b>Certified valid B-BBEE Certificate</b></td> <td></td> </tr> </table>		<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>	
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<b>Certified valid B-BBEE Certificate</b>													
<p><b>Certified valid B-BBEE Certificate</b></p> <p>(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)</p>													
<p><b>EVALUATION PROCESS</b></p> <p>All bids will be evaluated as follows:</p> <ul style="list-style-type: none"> <li>• <b>The First stage</b>, bids will be evaluated first for Administrative requirements, Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.</li> </ul>													

• **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: .....