

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

DATE OF ISSUE:	13 June 2022	REQUISITION NUMBER	REQ0004414
CLOSING DATE:	17 June 2022	CLOSING TIME:	11:00
QUOTE VALIDITY:	30 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Leading high performance teams		Quantity required
1	<p>Leading High Performance Teams training / short course Please quote on virtual facilitator-led online course. Date: TBC Venue: Virtual facilitator-led online</p> <p>No of delegates: 25</p> <p>The below is compulsory requirements when quoting:</p> <ol style="list-style-type: none"> 1. This course must be SETA accredited (see below unit standard) 2. Must be virtual facilitator-led online course 3. Delegates to be able to ask questions throughout the course 4. Additional course content/module to be integrated specified below <p>Unit Standard: Aligned to unit standard 252037 at NQF Level 5 Credits: 6 UNIT STANDARD TITLE: Build teams to achieve goals and objectives</p> <p>Course objectives: Upon completing this Leading High-Performance Teams Course successfully, participants should be able to:</p> <p>Ascertain and leverage distinct talent within the team</p> <ul style="list-style-type: none"> • Comprehend how leadership benefits from action rather than words • Construct a network of leaders to share challenges, visions, and different viewpoints • Understand what elements of your role as a leader are the most important • Involve and motivate the team using best practices • Recognise personality preferences and acclimatise your leadership style accordingly • Handle strong individual players within a team and extract the best from everyone so that the team is more than the sum of its parts • Establish clear objectives, standards, and KPIs for your team • Gain practical experience in forming, participating in, and leading teams in diverse backgrounds <p>Course outline: INTRODUCTION TO TEAMS</p> <ul style="list-style-type: none"> • Definition of “groups” and “teams” • Recognise the distinction between groups and teams • Understand your own group/team loyalties • The building blocks for high-performing teams 	25 delegates

TEAMS AND THEIR LEADERS

- The relationship between teams, leaders, and managers
- Key leadership tasks and responsibilities
- Balancing influence, authority, and power
- Different leadership styles and style flexibility
- Self-awareness and getting feedback
- Emotional intelligence and rapport

VISION, DIRECTION & ALIGNMENT

- Creating a shared vision
- Aims, objectives and goal alignment
- Developing meaningful objectives and indicators
- Divergent approaches to problem-solving
- Communicating a compelling vision
- Taking a coaching approach to problem-solving

TEAM DYNAMICS

- Stages of team development
- The sociology of the team
- Characteristics of high-performing teams
- Balancing different team roles and personality types
- Non-traditional team structures
- Delegation and empowerment

MOTIVATING AND ENGAGING PEOPLE

- What motivates people at work?
- Developing strategies for improving motivation
- How to increase engagement?
- What motivates and drives your own behaviour?

MANAGING PROFESSIONAL RELATIONSHIPS

- The nature of professional relationships
- Where to draw the line
- Harassment policies and procedures
- How to develop strategies for strengthening employee trust
- How to manage difficult people at work
- The importance of external stakeholder relationships

LEADING TEAMS TO SOLVE PROBLEMS

- The value of openness and inclusion in problem-solving
 - How to develop better problem-solving techniques
 - Do's and don'ts in conflict management
- The role of bias in problem-solving

PERFORMANCE & CONFLICT MANAGEMENT

- Defining performance
- Approaches to measuring team and individual performance
- Performance management: science or art?
- Giving and receiving feedback effectively
- Conflict as a catalyst for team development
- Dealing with challenging interpersonal relations

BRINGING DIVIDED GROUPS TOGETHER

- Stereotypes and cultural bias
- Discrimination and its implications
- Recognise patterns and implications of intergroup behaviour
- Develop strategies for bridging organisational silos
- Steps to building an inclusive organisational identity
- What to do if faced with unfair practices

ORGANISATIONAL CULTURE <ul style="list-style-type: none"> • What is 'Organisational Culture'? • Identify the impact of organisational culture • Cultural alignment with organisational strategy • Points of influence when trying to change organisational culture • Best practices of 'Change Management' FOSTER YOUR TEAM FOR A BRIGHTER FUTURE <ul style="list-style-type: none"> • Personality types and their contribution to the success • Building a coherent team • Self-managing teams and their challenges • Coaching, mentoring and self-directed learning • Feedback and appraisal • Leveraging team strengths for peak performance Additional module to be included or linked in the above contents: Remote Leadership <p>A remote team (also known as a virtual team, dispersed team, or distributed team) is a group of people working together from different locations. Remote leadership is an essential management skill to build and facilitate an effective remote team.</p> <p>Outline/Topics to be included or linked in the above contents: • Overview of Managing Remote Teams • Exploring the Fundamentals of Remote Leadership • Adapting a Remote Work Setup • Building an Effective Remote Team • Working with a Remote Team • Measuring the Performance of Remote Teams • Using Technology to Manage Remote Teams • Exploring Remote Work Best Practices</p>		
Expected date of delivery:	June/July 2022	
Contract or once-off:	Once off	
Technical / Mandatory requirements:	Aligned to unit standard 252037	
Other information:		
SECTION TO BE COMPLETED BY SUPPLIER		
2. SUPPLIER DETAILS		
Supplier name:		
CSD number:		
Contact person:		
Contact number:		
Email:		
VAT number (if applicable):		
Physical address:		
3. SCM COMPLIANCE REQUIREMENTS (please tick)		

Central Supplier Database Report or Summary		
Completed and signed SBD 4		
Completed and signed SBD 6.1		
Completed and signed SBD 8		
Completed and signed SBD 9		
Certified valid B-BBEE Certificate		
Certified valid B-BBEE Certificate Certified valid B-BBEE Certificate (Please note bidders will not be disqualified for not submitting a valid certified BBEE 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)		
EVALUATION PROCESS All bids will be evaluated as follows: • The First stage , bids will be evaluated first for Administrative requirements, Only bids that meet Administrative and Compliance requirements will be considered for further evaluation. • 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:		