

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:	26 July 2022	REQUISITION NUMBER	REQ0004490
CLOSING DATE:	01 August 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 <a href="mailto:procurement@sanas.co.za">procurement@sanas.co.za</a> 012 740 8536

### 1. PRODUCT /SERVICE DETAILS

Description of goods / services: Shourt course training-Risk management		Quantity required
1	<p><b>RISK MANAGEMENT TRAINING</b>          Please quote on virtual facilitator-led online course.          Date: TBC – Must take place in August/September 2022          Venue: Virtual facilitator-led online          No of delegates: 2          The below is compulsory requirements when quoting:          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. Training dates must be in August or September 2022</p> <p><b>Unit Standard:</b>          Aligned to unit standard 252025 at NQF level 5 worth 8 credits</p> <p><b>Course Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Explain the concept of risk with reference to accepted theory and practice</li> <li>• Identify and explain the factors that could constitute risks to a unit.</li> <li>• Explain the role of organizational policies and procedures in relation to risk management.</li> <li>• Identify and document potential risk factors for critical processes in a unit.</li> <li>• Identify and document possible scenarios that could constitute a risk.</li> <li>• Evaluate and record the possibility of each scenario occurring for future use.</li> <li>• Perform and document an analysis to rate the impact of each scenario in a unit.</li> <li>• Determine the priorities resulting from the impact analysis and document it for implementation in the event of the risk materializing.</li> <li>• Develop and document contingency plans in accordance with the entity's policies and procedures.</li> <li>• Communicate contingency plans to relevant stakeholders in accordance with the entity's risk management procedures.</li> </ul> <p>Course Content:  <b>MODULE 1:</b>          UNDERSTANDING OF POTENTIAL RISKS TO A UNIT</p> <ul style="list-style-type: none"> <li>• The concept of risk and why it can be detrimental to success.</li> <li>• Risk factors in a unit that can affect performance.</li> <li>• The role of policies and procedures in the work area.</li> </ul> <p><b>MODULE 2: IDENTIFYING RISKS AND IMPACT</b></p> <ul style="list-style-type: none"> <li>• How risks to critical processes can affect outcomes</li> <li>• Riskscenarios in your business</li> <li>• Impact assessment and awareness</li> </ul>	2 Candidates

	<p><b>MODULE 3:</b> DEVELOPING CONTINGENCY PLANS</p> <ul style="list-style-type: none"> <li>• Creating a risk assessment plan</li> <li>• Looking at contingency strategies</li> <li>• Communicating plans to stakeholders</li> <li>• Distribute contingency plans and store it in accordance with the entity's risk management procedures</li> </ul> <p><b>MODULE 4:</b> TESTING AND REVISING CONTINGENCY PLANS</p> <ul style="list-style-type: none"> <li>• Test your contingency plans in accordance with the entity's standards.</li> <li>• Document recommendations on improvements to the contingency plans in relation to the findings of the testing.</li> <li>• Revise contingency plans to incorporate recommendations from the testing in accordance with the entity's policies and procedures.</li> </ul> <p><b>Proposed candidates: (2 pax)</b> 1. Rebecca Ramabulane 2. Thabiso Bapela</p>	
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<b>Expected date of delivery:</b>	Training dates must be in August or September 2022
<b>Contract or once-off:</b>	Once off
<b>Technical / Mandatory requirements:</b>	Aligned to unit standard 252025 at NQF level 5 worth 8 credits
<b>Other information:</b>	

### SECTION TO BE COMPLETED BY SUPPLIER

#### 2. SUPPLIER DETAILS

<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>	

#### 3. SCM COMPLIANCE REQUIREMENTS (please tick)

<b>Central Supplier Database Report or Summary</b>	
<b>Completed and signed SBD 4</b>	
<b>Completed and signed SBD 6.1</b>	N/A
<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>	

**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: .....