

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:	02 November 2021	REQUISITION NUMBER	REQ0004113
CLOSING DATE:	05 November 2021	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: Provision of Management and Leadership development		Quantity required
1	<p>Management and Leadership Development Course Please quote on public course Please quote on virtual facilitator-led online course. Date: TBC Venue: Virtual facilitator-led online No of delegates: 1</p> <p>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</p> <p>Accredited course – course content to cover SAQA's Unit Standards 15224 at NQF Level 5 worth 4 credits and 120300 at NQF Level 5 worth 8 credits.</p> <p>Course Outcomes</p> <ul style="list-style-type: none"> • The aim of the management and leadership course is to strengthen your current management and leadership skills with a more advanced and defined leadership capability. • This course has been designed to enhance and build on your current management and leadership competencies. • It will help all managers and leaders develop the essential skills to influence and motivate their staff to achieve exceptional performance. • Leadership is built on solid management skills, which this course will deepen. • This foundation provides the essentials necessary for supporting and sustaining your management qualities and performances. • Maintaining a balance between achieving results and developing your people is the key to successful management. • This course increases your awareness of your current leadership style and abilities. • You will also appreciate the impact your leadership style has on those who work with you. <p>Course Objectives</p> <ul style="list-style-type: none"> • Self – awareness • Describe and apply the situational leadership model • Describe and apply various leadership styles for differing employees • Leadership traits and qualities • Leadership roles and leadership qualities • Understand the difference between management and leadership • Being able to apply effective management skills • Planning tools for leaders • Being able to apply effective leadership skills • Establish and maintain productive working relationships • Identify barriers to effective teamwork and discuss and implement solutions • Creating effective, high performance teams • Building trust and unity in teams. Steve Covey's Speed of Trust model • Develop effective delegation skills 	1 pax

<ul style="list-style-type: none"> • Develop effective performance management skills • Provide mentoring and coaching support to team members • Develop plans and objectives in consultation with the team • Stress the importance of and apply various methods of handling conflicts promptly • Conflict management techniques • Understand and apply disciplinary principles when necessary • Handle challenges through an effective problem-solving technique • Practice lateral thinking in responding to challenges requiring creative solutions • Being able to apply the decision-making steps • Manage change by encouraging individuals to express fears • Creating a legacy- why leaders develop the members of their team? • Describe and implement various methods to motivate and recognise sta <p>Course Content</p> <ul style="list-style-type: none"> • Module 1: Self Awareness • Module 2: Management Functions • Module 3: Team Building and Trust • Module 4: Leadership roles and qualities • Module 5: Theories of Leadership • Module 6: Conflict Management and Decision Making • Module 7: Motivating your staff • Module 8: Delegation, performance management & coaching 	
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Expected date of delivery:	November 2021
Contract or once-off:	Once-off
Technical / Mandatory requirements:	Accredited course – course content to cover SAQA's Unit Standards 15224 at NQF Level 5 worth 4 credits and 120300 at NQF Level 5 worth 8 credits.
Other information:	Delegates to be able to ask questions throughout the course

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

(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: