

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: | 24 August 2022 | REQUISITION NUMBER | REQ0004535 |
| CLOSING DATE: | 31 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 procurement@sanas.co.za 012 740 8536 |

1. PRODUCT /SERVICE DETAILS

| Description of goods / services: Communication and Presentation Skills Training / Course | | Quantity required |
|--|---|--|
| 1 | Communication and Presentation Skills Training / Course | 1 delegate |
| Expected date of delivery: | | Training to take place in September or October 2022 |
| Contract or once-off: | | Once-off |
| Technical / Mandatory requirements: | | Communication and Presentation Skills Training / Course Please quote on virtual facilitator-led online course. <u>Date:</u> TBC <u>Venue:</u> Virtual facilitator-led online <u>No of delegates:</u> 1 The below is compulsory requirements when quoting: 1. This course must be SETA accredited (see below unit standard) – no formal PoE/Competency assessment required 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 September or October 2022 <u>Unit Standard:</u> Aligned accredited course – course content to cover SAQA's Unit Standard 8647, NQF Level 5, 10 Credits – no formal assessment required <u>Course Outcomes</u> <ul style="list-style-type: none"> • Understand the purpose of your presentation • Strategically plan your presentation based upon an audience analysis • Apply assertive verbal skills to capture and maintain audience interest • Apply critical listening skills and respond confidently to questions • Develop awareness of how effective non-verbal messages are communicated • Improve meetings through effective communication skills • Research the gathering of data and drawing up a report • Gather, structure and organise a formal report using mind-mapping effectively • Design and use appropriate visual aids to support your presentation • Deliver and evaluate your presentation by reviewing a video for a more professional impact • Apply a rigorous communication checklist in evaluating presentations <u>Course Outline</u> <i>Identifying effective communication strategies</i> <ul style="list-style-type: none"> • Communicating effectively: one-on-one, in interviews, groups, meetings, negotiations and debates • Understanding differing socio-cultural contexts and implementing strategies to improve cross-cultural communication <i>Preparing to present</i> <ul style="list-style-type: none"> • Identifying the needs of your audience and planning your presentation accordingly |
| | | |

- Preparing your material
- Rehearsing – using key words, pace and pause, stress, volume and intonation
- Applying techniques to maintain continuity and interaction
- Deciding on the appropriate visual aids
- Mastering your nerves and anxiety

Captivating your audience

- Understanding your audience and building rapport
- Considering your image and what it says about you and your presentation
- Using body language that is appropriate to context and topic, and reinforces your main ideas and attitudes

Manipulative use of language

- Identifying facts and opinions
- Noting omission of information
- Understanding the implications of how the choice of language can affect audience's interpretations of spoken texts

This course will explore:

- The Presenter
- Preparation
- Visual Aids
- Delivery

MODULE 1: Effective Communication

- The importance of self-awareness
- Preparation for a positive first impression
- Barriers to effective communication
- The conventional process model
- Communication purposes
- Business communication
- Effective emails, memos

MODULE 2: Understanding our audience

- The power of deep listening
- Key communication skills
- Non-verbal communication
- Presenting Reports and research
- Communication in meetings

MODULE 3: Presentation skills

- Your look, posture, gesture, eye contact
- Using tonal Variety
- Speaking with energy
- Presenting your visuals
- Non-verbal Communication

Non-verbal communication also impacts on a presentation:

- Tone of voice
- The look on the presenters face
- Posture
- Distance
- Eye contact
- Gestures

From the presenter's perspective body language must not be seen as contrary to the overall message.

- Using the Voice

The voice carries messages that are not defined by the words used. This is called paralanguage:

- Vocal quality
- Volume
- Pitch
- Rate of speech
- Enunciation / accent

| | |
|---------------------------|---|
| | <ul style="list-style-type: none"> • Pauses <ul style="list-style-type: none"> • Using the Voice <p>Most people will respond to a voice that is:</p> <ul style="list-style-type: none"> • Interesting • Friendly • Pleasant • Natural <ul style="list-style-type: none"> • The Face <p>Facial expressions are an integral part of any presentation as it communicates:</p> <ul style="list-style-type: none"> • Emotion • Attitude • Feelings • As a presenter, you need to make sure that your face does not detract from your message! <p>MODULE 4: Delivering your presentation</p> <ul style="list-style-type: none"> • Central message • Brainstorming • Using a mind map • Designing your presentation using power point • Practising and delivering your presentation • Feedback and evaluation of your presentation <p>Proposed candidates: (1 pax)</p> |
| Other information: | Training dates must be in September or October 2022 |

SECTION TO BE COMPLETED BY SUPPLIER

2. SUPPLIER DETAILS

| | |
|------------------------------------|--|
| Supplier name: | |
| CSD number: | |
| Contact person: | |
| Contact number: | |
| Email: | |
| VAT number (if applicable): | |
| Physical address: | |
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3. SCM COMPLIANCE REQUIREMENTS (please tick)

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|--|-----|
| Central Supplier Database Report or Summary | |
| Completed and signed SBD 4 | |
| Completed and signed SBD 6.1 | |
| Completed and signed SBD 8 | N/A |
| Completed and signed SBD 9 | N/A |
| Certified valid B-BBEE Certificate | |

EVALUATION PROCESS

All bids will be evaluated as follows:

Evaluation will be based on price.

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: