

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION (RFQ) FOR THE PROVISION OF TRAINING WITH REGARDS TO DEMONSTRATING KNOWLEDGE PERTAINING TO THE PREPARATION, CONDUCTING, RECORDING AND FOLLOW-UP ACTIONS OF A PLANNED TASK OBSERVATION IN A WORKING PLACE. SAQA ID 120337.

RFQ NUMBER: TECH/TR/BRAAM/10344960/03/25/

Cost-effectiveness of the proposal.

Cost-effectiveness of the Proposal (Please fill in the specific costs (R) for each section to complete the table. If you need any further assistance, feel free to ask!)

Introduction

The purpose of this tender is to invite qualified training providers to submit proposals for the provision of training on demonstrating knowledge pertaining to the preparation, conducting, recording, and follow-up actions of a planned task observation in a working place, in accordance with the South African Qualifications Authority (SAQA) Unit Standard ID 120337.

Expected modules to be covered

The training provider will be responsible for delivering comprehensive planned task observation in a working place training that covers the following key areas:

- Preparation for Planned Task Observation: Explain the purpose and importance of planned task observations.
- Conducting Planned Task Observations: Demonstrate the steps involved in conducting a planned task observation.
- Recording Observations: Detail the methods and importance of accurately recording observations.
- Follow-Up Actions: Explain the necessary follow-up actions after conducting a planned task observation.
- Access available support systems and emergency services in case of incidents and accidents.

Target Audience

The training is intended for individuals who are responsible for provision of training on demonstrating knowledge pertaining to the preparation, conducting, recording, and follow-up actions of a planned task observation in a working place in industrial and manufacturing settings. Beneficiary learners will be attending planned task observation training for the first time with no prior knowledge. ***This is not a refresher training.*** Due to this fact the training program will be effected and to be completed within a reasonable time-frame, typically 4 days or more.

Delivery Method

The training should include a combination of theoretical instruction and practical hands-on training. Theoretical sessions can be conducted in a classroom setting, while practical sessions should be conducted in a controlled environment with access to planned task observation and relevant materials. Training provider should make provision for practical's, it can be at their venue for practical's at their own expenses.

1. Course Duration

Specific Outcomes	Number of Days	Number of Candidates	Cost for Lunch per Candidate
Preparation for Planned Task Observation: Explain the purpose and importance of planned task observations.	1	13	R
Conducting Planned Task Observations: Demonstrate the steps involved in conducting a planned task observation.	1	13	R
Recording Observations: Detail the methods and importance of accurately recording observations.	1	13	R
Follow-Up Actions: Explain the necessary follow-up actions after conducting a planned task observation.	1	13	R
Total	4	52	R

2. Practical Training

Practical Training	Number of Days <i>Please Complete empty blocks</i>	Number of Candidates	Cost per Candidate
Preparation for Planned Task Observation and Conducting the Observation		13	R
Recording Observations and Follow-Up Actions		13	R
Total		34	R

3. Transport Cost - Refer to the delivery method item.

Transport Cost	Number of Days	Number of Candidates	Cost per Candidate/Day
Transport cost	1	13	R
Total	1	13	R

4. Course Learning Materials

Course Learning Materials	Number of Days	Number of Candidates	Cost per Candidate
Preparation for Planned Task Observation: Explain the purpose and importance of planned task observations.	1	13	R
Conducting Planned Task Observations: Demonstrate the steps involved in conducting a planned task observation.	1	13	R

Course Learning Materials	Number of Days	Number of Candidates	Cost per Candidate
Recording Observations: Detail the methods and importance of accurately recording observations.	1	13	R
Follow-Up Actions: Explain the necessary follow-up actions after conducting a planned task observation.	1	13	R
Total	4	52	R

5. Course Content

Course Content	Number of Days	Number of Candidates	Cost per Day
Facilitator	1	13	R
Assessor	1	13	R
Moderator	1	13	R
Total	3	39	R

NB: Learners to be provided with accredited training certificates.

6. Refreshment

	Amount
Breakfast & Lunch	R

Summary of above completed (NB: Please Complete empty blocks)

Description	Total Days	Total Candidates	Total Amount (R)
Course Duration		13	R
Practical Training		13	R
Transport Cost		13	R
Course Learning Materials		13	R
Refreshment		R	R
Total			R
VAT @ 15%			R
Grand Total			R