SECTION A: TRAINING REQUEST SPECIFICATION

Name of Training Requested:	PRINCE2, Agile Foundation and Digital Core Guidance Course
Duration:	Between 3 days
Total Number of Trainees:	2
Participants Choice:	Professional Certification Course – PRINCE2 Agile Foundation
Venue:	(Online Training Platform)
Learning Method:	Virtual instructor-led training.

1. SCOPE

The course aims to equip participants with foundational knowledge of PRINCE2 Agile principles, project management practices and digital core concepts. It focuses on applying Agile methodologies, using digital tools and improving project delivery, collaboration and organisational efficiency, while preparing participants for the relevant Foundation examination.

2. LEARNING CONTENT

1. **Understanding PRINCE2 Agile Principles:** Exploring project management principles, processes and governance within ICT environments.
2. **Applying Agile ICT Methodologies:** Understanding Scrum, Kanban and Agile practices in ICT project delivery.
3. **Managing ICT Projects:** Exploring ICT project planning, risk management, stakeholder engagement and team coordination
4. **Understanding Digital Core Concepts:** Exploring digital technologies, ICT systems, digital transformation and technology integration.
5.**Preparing for the Foundation Examination:** Applying PRINCE2 Agile concepts through practical exercises and examination preparation.

LEARNING OUTCOMES

Upon successful completion of the course, participants should be able to:

1. **Explain** PRINCE2 Agile principles and their application in ICT project environments
2. **Apply** Agile methodologies to support effective ICT project implementation and delivery.
3. **Manage** ICT project activities, stakeholder engagement, risks and team collaboration.
4. **Identify** digital technologies and solutions that support ICT operations and organisational efficiency
5. **Demonstrate** knowledge of PRINCE2 Agile principles in preparation for the Foundation examination.

PARTICIPANT CHOICE: - **PROFESSIONAL CERTIFICATION COURSE – PRINCE2 AGILE FOUNDATION**

Supplier Requirements

- Provide proof of authorised PeopleCert training provider status, where applicable.
- Provide the official course details and programme outline.
- Provide the course curriculum and learning content covering PRINCE2 Agile principles, ICT project management and Agile methodologies.
- Provide facilitator CVs, qualifications and relevant project management experience.
- Outline the training methodology and assessment methods.
- Confirm online examination arrangements and requirements.
- Confirm certification arrangements and identify PeopleCert as the awarding body.
- Provide details of virtual training delivery, duration, schedule and online learning platform.
- Provide participant support and access to learning materials.
- Submit supporting documentation demonstrating the supplier's capacity to deliver the training and examination.

Supplier Expected applicable learning method

The supplier must deliver training through:

- Virtual instructor-led training.
- Interactive presentations and discussions.
- Practical exercises and case studies.
- Group activities and demonstrations.
- Online learning materials and examination preparation.

Assessment type Expected from the Supplier

- Online knowledge assessments.
- Practical exercises and case studies.
- Multiple-choice assessments.
- Interactive sessions, group discussions, Participant presentation and demonstratio

Award / Recognition

Award / Recognition

The supplier must facilitate and provide participants with an internationally recognised PRINCE2 Agile Foundation certificate issued by PeopleCert upon successful completion of the online examination.

PARTICIPANT: - TRAINING REQUEST SPECIFICATION APPROVAL AND ENDORSEMENT

The undersigned confirm that the training specification/request has been reviewed and is supported.

Directorate Representative: Initials & Surname: M.S TEMA

Directorate: EUS Branch SSI

Signature: Date: 11 / 11 / 26.

SECTION B: SERVICE PROVIDER REQUIREMENTS

EVALUATION CRITERIA

The evaluation process will be conducted in two stages as given on the table below:

Evaluation stages

Stage	Description
Stage 1	Technical Evaluation

TECHNICAL REQUIREMENTS

The NOTES below explains the requirements that supplier's/service providers must meet when responding to the training specification in Section A.

No.	Supplier requirements	Expected evidence / documentation
1	Facilitator Requirements: CV	Proof copies Facilitators' CVs, detailing relevant qualifications, PRINCE2 Agile experience and training delivery experience.
2	Facilitators Qualifications	Proof of Certified Qualifications document • Project Management Professional (PMP). • Certified associate in project management (CAPM). • Bachelor's degree in project management or equivalent.

3	Certifications	Proof of any of the below certification documents certifieid • PRINCE2 Agile Foundation. • PRINCE2 Agile Practitioner (Version 2). • PRINCE2 Foundation. • PRINCE2 Practitioner. • Certified ScrumMaster (CSM). • Professional Scrum Master (PSM).
4	Award / Recognition	Proof of certified document of the below: Recognised PRINCE2 Agile Foundation certificate issued by PeopleCert
5	Learning Content and Outcome	Provide copies a document outlining the proposed content and outcome on Prince 2 Agile Foundation and Digital Guidance
6	Company Registration	Certified proof of the below: • CIPC Company Registration • Company Registration Number • Company Profile • Valid Tax Compliance Status • B-BBEE Certificate
7	Accreditation Status	Please provide a valid QCTO accreditation certificate or relevant accreditation/approval confirming that your company is authorised to deliver the following training programmes: 1. PRINCE2 Agile Foundation. 2. Digital Core Guidance. Kindly also provide the relevant accreditation scope or programme approval documentation for verification

8 Online Training Materials and Resources

The supplier must provide all digital training materials, including course manuals, learner guides, presentations, practical exercises, case studies, mock examinations and access to relevant online learning resources, as well as technical support throughout the training.

9 (Supplier) Online Training Materials and Resources

The supplier must provide appropriate and comprehensive learning materials relevant to the requested training as below

- Digital PRINCE2 Agile course manual.
- Electronic learner guides and study materials.
- Digital presentation slides.

- Online practical exercises and case studies.
- Digital PRINCE2 Agile templates and reference materials.
- Online mock examinations and practice questions.
- Access to an online learning platform (LMS), where applicable.
- Access to official PeopleCert learning resources, where applicable.
- Electronic assessment and examination preparation materials.
- Online technical support and learner assistance during training.

Disqualification Clause: Failure to comply with the mandatory technical requirements will result in disqualification, and the bidder will not be evaluated further.

TRAINING SPECIFICATION APPROVAL AND ENDORSEMENT

HRU&D: Training and Development

The undersigned confirm that the training specification/request has been reviewed and is supported.

Designation: Skills Development Facilitator (SDF): Initials & Surname SL Mngomezulu

Signature: _____ Date: 1/1/2026

Supporting on Section B- Qualified and experienced facilitators:

SERVICE PROVIDER REQUIREMENTS Point Number 2

Name the actual qualifications that a trainer could have, examples include

PARTICIPANT CHOICE: - PROFESSIONAL CERTIFICATION COURSE – PRINCE2 AGILE FOUNDATION

Supplier Requirements

- Provide proof of authorised PeopleCert training provider status, where applicable.
- Provide the official course details and programme outline.
- Provide the course curriculum and learning content covering PRINCE2 Agile principles, ICT project management and Agile methodologies.
- Provide facilitator CVs, qualifications and relevant project management experience.
- Outline the training methodology and assessment methods.
- Confirm online examination arrangements and requirements.
- Confirm certification arrangements and identify PeopleCert as the awarding body.
- Provide details of virtual training delivery, duration, schedule and online learning platform.
- Provide participant support and access to learning materials.

Submit supporting documentation demonstrating the supplier's capacity to deliver the training and examination

Qualifications

1. Project Management Professional (PMP).
2. Certified associate in project management (CAPM).

3. Bachelor's degree in project management or equivalent.
4. Advanced Diploma in Project Management.

Certifications any of the below

1. PRINCE2 Agile Foundation.
2. PRINCE2 Agile Practitioner (Version 2).
3. PRINCE2 Foundation.
4. PRINCE2 Practitioner.
5. Certified ScrumMaster (CSM).
6. Professional Scrum Master (PSM).

Stage 2: Price and specific goals

Price = 80

Preferential points = 20 as follows:

THE SECOND STAGE OF EVALUATION IS BASED ON PRICE AND SPECIFIC GOALS, WHICH WILL BE EVALUATED USING THE FOLLOWING CRITERIA AND POINTS:

POINTS AWARDED FOR PRICE

Stage 1: Price evaluation (80 points)

Criteria	Points
Price evaluation $Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$	80

The following formula will be used to calculate the points for price:

Where:

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

6.2.2 POINTS AWARDED FOR SPECIFIC GOALS (20 POINTS)

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 preference point system)	Percentage ownership equity (To be completed by Tenderer)	Number of points claimed (80/20 preference point system) (To be completed by Tenderer)
Black	**10**		
Women	**5**		
Disability	**2**		

Youth (35 years and below)	3		

a. Stats SA reserves the right to require of the bidder, either before a tender is adjudicated or any time subsequently, to substantiate any claim regarding preferences in any manner required.

b. The following formula must be applied to calculate the number of points for Black, Women, Disability, Youth.

Where:

$$SG = W\ X\ \frac{POE}{100}$$

SG = Points awarded for specific goals

W = The number of points allocated for preference points

POE = The percentage of equity ownership by bidder

c. Bidders who wish to claim points in terms of the table above, need to provide proof for each point claimed as guided below:

i. Race: (Black) -attach copy of company registration document which shows ownership percentage (CIPC), BBBEE Certificate/Sworn affidavit, CSD report to show /substantiate ownership equity.

ii. Women: - attach copy of company registration document which shows ownership percentage (CIPC), BBBEE Certificate/Sworn affidavit, CSD report to show/ substantiate ownership equity.

iii. Disability – attach medical certificate from a medical practitioner registered with the Health Professional Council of South Africa (HPCSA) confirming the disability.

iv. Youth – attach company of registration document which shows ownership percentage (CIPC), BBBEE Certificate/Sworn affidavit, CSD report to show substantiate ownership equity.

TRAINING SPECIFICATION APPROVAL AND ENDORSEMENT

Supply Chain Management: Acquisition

The undersigned confirm that the training specification price and specific goals has been reviewed and is supported.

Designation: Initials & Surname_____

Signature: _____ Date: ____ / ____