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Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

SECTION A: TRAINING REQUEST SPECIFICATION

Name of Training Requested: Business Continuity Management and ISO 22301

Duration: 3 – 5 days

Total No. of Trainees: 1 **Venue**: Facilitators Venue

Learning Method: Face to Face

Learning Content

The learning content topics should cover the below

1. **Introduction to Business Continuity Management and ISO 22301**
Introduction to Business Continuity Management (BCM), including key concepts, terminology, principles and benefits of a Business Continuity Management System (BCMS), the purpose and structure of ISO 22301, the role of business continuity in organisations, and the importance of organisational resilience.
2. **Business Continuity Context and Risk Assessment**
Understanding the organisational context and requirements for establishing a BCMS, including interested parties, business continuity objectives, risk assessment, risk identification, risk analysis, risk evaluation, and the identification of threats and vulnerabilities that may disrupt critical business activities.
3. **Business Impact Analysis and Business Continuity Strategies**
Understanding Business Impact Analysis (BIA), including identification of critical products, services and processes, impacts of disruption, recovery priorities, Recovery Time Objectives (RTOs), Recovery Point Objectives (RPOs), and the development of appropriate business continuity and recovery strategies.
4. **Business Continuity Planning, Implementation and Testing**
Understanding the development and implementation of business continuity plans and procedures, including roles and responsibilities, communication and escalation procedures, incident response, recovery procedures, resource requirements, testing and exercising of business continuity arrangements, and evaluation of test results.

5. **BCMS Performance Evaluation, Improvement and ISO 22301 Examination Preparation**
Understanding BCMS monitoring, measurement, internal audits, management review, corrective actions and continual improvement. The training should also cover ISO 22301 compliance requirements and provide learners with appropriate preparation for the relevant ISO 22301 certification examination

LEARNING OUTCOMES

Learning Outcomes

By the end of the **Business Continuity Management System (BCMS) – ISO 22301** course, learners should be able to:

1. **Explain** the key principles, concepts, requirements and structure of ISO 22301 and the role of a BCMS in achieving organisational resilience.
2. **Identify and assess** business continuity risks, threats and vulnerabilities and determine their potential impact on critical organisational activities.
3. **Conduct a Business Impact Analysis (BIA)** and determine recovery priorities, including appropriate Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs).
4. **Develop and implement** appropriate business continuity strategies, plans and procedures, including incident response, communication, recovery and testing arrangements.
5. **Evaluate and improve** a BCMS through monitoring, measurement, internal audits, management reviews, corrective actions and continual improvement, in line with ISO 22301 requirements.

PARTICIPANT CHOICE: CREDIT-BEARING COURSE/S ☐

Supplier Requirements

Where a credit-bearing course is requested, the supplier must provide evidence that the programme is appropriately accredited/recognised.

Participant Assessment Type

Please indicate the applicable assessment method:

☑ Class Test

☑ Practical Exercise

☑ Group Work

☑ Presentation

☑ Assignment

☑ POE – Portfolio of Evidence

☑ EXAM – Formal Examination

☐ Workplace Assessment

☐ Other: _____

Award / Recognition

☑ Certificate of Competency

☐ Qualification / Part-Qualification, where applicable

☐ Statement of Results, where applicable

☐ Other: _____

TRAINING MANUAL / LEARNING MATERIAL REQUIREMENTS

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

Training Manual/Learner Guide: ☑ Yes ☐ No

Workbook: ☑ Yes ☐ No

Presentation Slides: ☑ Yes ☐ No

Practical Exercises: ☐ Yes ☐ No

Other Learning Materials:

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 W Modupi

Directorate: Server Management Branch SSI

Signature: _____ Date: 15 / 10 / 2026

Stage	Description
Stage 1	Technical Evaluation
Stage 2	Price and specific goals

Stage 1

TECHNICAL REQUIREMENTS

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

Stage 1

TECHNICAL REQUIREMENTS

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

No.	Supplier Requirement	Explanation	Type of Document / Evidence Required
1	Company Registration	**Provide:** • CIPC Company Registration Certificate • Company registration number • Company name as registered • Company profile • Valid tax compliance status • B-BBEE certificate	Certified copies of Registration
2	Facilitators Qualifications	• PECB Certified ISO – 22301 Lead Implementation or • PECB Certified ISO – 22301 Lead Auditor • Relevant ISO – 22301 • Train the Trainer (TTT) or Occupationally Directed Education, Training and Development Practitioner. (ODETDP) or Facilitation Qualifications • Relevant Business Continuity Management (BCM/BXMS) Qualification	Proof of Certified Qualifications

3	Facilitators Curriculum	The CV must clearly outline the facilitator's relevant qualifications and experience in presenting, facilitating, face -face **instructor-led ISO 22301 training**.	Copy of the CV
4	Examination	The examination venue and date should be confirmed in writing, with both the lectures and examination to be conducted at the facilitator's venue.	Written confirmation should be provided
5	Laptop	The service provider should provide laptops with all relevant software, tools, and resources required for the ISO 22301 training and examination.	ISO – 22301, software
6	Learning content and outcomes	The service provider must provide comprehensive learning content for the **ISO 22301 course**, clearly indicating the topics to be covered, knowledge and skills to be acquired, and competencies learners are expected to demonstrate upon completion of the training.	Copies of the Learning Content and Outcomes
7	Assessment methods	Provide a written outline of the **assessment methods and activities**, indicating how learner competence and achievement of learning outcomes will be measured.	**Written** Assessment methods to be provided
9	Certificate recognition	Type of certificate to be awarded upon successful completion of the course.	Written confirmation of the certificate to be awarded.
10	Accreditation Status	• PECB – authorised/accredited trainer for ISO – 22301 • Valid ISO – 22301 Lead Implementer and/or Lead Auditor Certification issued by PECB (Professional Evaluation and Certification Board)	Proof of accreditation/authorisation must be provided in the letterhead and valid for the duration of the training programme.
11	Quality assurance	Supplier must demonstrate how it will monitor the quality and effectiveness of the training after training	In writing confirm submission of • Training evaluation/feedback forms • Learner satisfaction surveys and evaluation reports

N.B: Failure to comply with all technical requirements will result in disqualification and 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): Name & Surname Sibongile Mngomezulu

Signature: _____ Date: 28/10/2026

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:

Training Subject	Appropriate Trainer Qualification
Business Continuity Management and ISO 22301	• PECB Certified ISO – 22301 Lead Implementation or • PECB Certified ISO – 22301 Lead Auditor • Relevant ISO – 22301 • Train the Trainer (TTT) or Occupationally Directed Education, Training and Development Practitioner. (ODETDP) or Facilitation Qualifications • Relevant Business Continuity Management (BCM/BXMS) Qualification

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

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

POINTS AWARDED FOR SPECIFIC GOALS (20 POINTS)

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by Tenderer)	Number of points claimed (80/20 system) (To be completed by Tenderer)
.Race (black)	**10**		
.Women	**5**		
.Disabled	**2**		
.Youth (below 35 years)	**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 equity ownership by an Historical Disadvantaged Individuals (HDI):

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity Ownership by an HDI

EP = The percentage of equity ownership by an HDI Within the enterprise or business

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

d. Race: (Black) - attach certified copy of Identity document (Id) and certified company registration document, CSD full detail report to show substantiate ownership equity.

e. Women: - attach certified copy of Identity Document (ID) and certified company registration document, CSD full detail report to show substantiate percentage ownership equity.

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

g. Youth – attach certified copy of Identity Document (ID) and certified company registration document, CSD report to show substantiate percentage ownership equity.

- **CIPC and Identity documents, with a certification stamp older than 6 months, will be considered invalid. Such documents will result in forfeiture of points allocated for specific goals.**

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: ____ / ____