

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:	23 November 2021	REQUISITION NUMBER	REQ0003405
CLOSING DATE:	26 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: Talent management best practices training

Talent Management Best Practices Course

Please quote on virtual facilitator-led online course.

Date: TBC

Venue: Virtual facilitator-led online

No of delegates: One (1)

The below is compulsory requirements when quoting:

1. Must be virtual facilitator-led online course

Course Objectives

- Understand what HR planning is and how it can contribute to organisational effectiveness
- Understand the advantages and limitations of HR planning
- Analyse the practical use of succession planning
- Learn the fundamental processes of effective performance appraisal
- Apply the use of career path planning in your organisation

Course Outline

An Introduction to Human Resources Planning (HRP)

- The context of Workforce Planning
- People as a competitive edge
- HR as a strategic tool to support business and organisational goals
- The process of Workforce , Human Resources & Manpower Planning
- Workforce Planning information systems and analysis

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TALENT MANAGEMENT & SUCCESSION PLANNING

- Planning human resources requirements
- Supply planning and issues of "flow"
- Talent development needs /gaps
- How talent management and succession planning differ
- Succession planning methods

PERFORMANCE MANAGEMENT AND APPRAISAL

- Understanding performance management and how to use it
- Implementing a successful appraisal scheme
- Types of assessment and appraisal systems
- Common reasons for failure and mistakes made
- Performance management in a multi – cultural setting

CAREER PATH PLANNING AND DEVELOPMENT ISSUES

- What is a career and why it matters to some people more than others
- Understanding the psychology of personal development
- Techniques for career planning explored
- Mentoring techniques and strategies for the new millennium workforce
- Career planning and its relationship to succession planning

LATEST RESEARCH UPDATES ON TALENT MANAGEMENT • Competency Based Training – the debate • The learning styles - latest research and findings • Distinguish between coaching, mentoring and counselling • Personal action planning (PAP)														
Expected date of delivery:	To be confirmed													
Contract or once-off:	Once-off													
Technical / Mandatory requirements:	N/A													
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)														
<table border="1"> <tr> <td>Central Supplier Database Report or Summary</td> <td></td> </tr> <tr> <td>Completed and signed SBD 4</td> <td></td> </tr> <tr> <td>Completed and signed SBD 6.1</td> <td></td> </tr> <tr> <td>Completed and signed SBD 8</td> <td></td> </tr> <tr> <td>Completed and signed SBD 9</td> <td></td> </tr> <tr> <td>Certified valid B-BBEE Certificate</td> <td></td> </tr> </table>			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	
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Certified valid B-BBEE Certificate Certified valid B-BBEE Certificate (Please note bidders will not be disqualified for not submitting a valid certified BBBEE 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: