

**REQUEST FOR QUOTATION**

<b>Reference No:</b>	<b>ProgrammeManagement2026</b>
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You are hereby requested to submit a quotation in respect of goods and services as per **Annexure A**, and/or attached Specification/Terms of Reference.

SUPPLIER DETAILS	
Name of supplier	
Contact person	
Fax number / Email	
Contact number	

BUSINESS CLASSIFICATION					
(TICK appropriate box below)					
<b>Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance</b>					
Exempted Micro-Enterprises (EMEs) R0.00 to R10m				Qualifying Small Enterprises (QSE)	Large Company
Small	Micro	Medium	Cooperative	>R10m <R50m	>R50 million

ENQUIRIES AND SUBMISSION DETAILS	
<b>Contact person</b>	Jane Kekana/ Matome Mokala
<b>e-mail address</b>	DSBDEexternalrfq@dsbd.gov.za
<b>Telephone number</b>	082 749 8356 or 082 896 9474
<b>Issue/Request date</b>	01 July 2026
<b>Closing date and time</b>	08 July 2026 @ 11H00

Terms and Conditions		
#	REQUIREMENTS	COMMENTS E.g.: ( N/A, Done, Not Done, Provided, Not Provided, Included, Not Included)
1	Quotations should be dated.	
2	Quotations should be valid up until 31 March 2027	
3	All prices quoted must be VAT inclusive, if no indication is indicated prices will be evaluated as inclusive.	
4	Should you not be registered for VAT it should be clearly indicated on the quotation.	
5	Please indicate the delivery period and confirm whether the delivery period is firm.	
6	Please indicate whether the prices quoted are firm for the duration of the validity period of the quotation.	
7	Please indicate whether the quotation is strictly to specification and if not state deviations and reasons for deviating from the requested specifications.	
8	This quotation is subject to the <b>Department of Small Business Development's</b> general conditions of contract unless otherwise stated by the supplier.	
9	Quotations should be on the service provider's letter head.	
10	<b>Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate you quotation</b>	

**Please note:**

Quotations with amounts less than R30 000.00 (vat inclusive) will be evaluated based on the quoted price and quotations with a value of R30 000.00 and above but not exceeding R499 999.99 80/20 preference point system shall be applied where 80 points will be allocated towards price and 20 points allocated towards the suppliers contributing BEE level status.

ANNEXURE A

REQUIREMENTS LIST			
Item No	No of units	Item description	Tick if Included in quote <b>OR</b> Price (excluding VAT)-Rand
		<p>Quotation for Training course in <b>Programme Management for 20 delegates</b>, including: Venue, Parking 2X Teas, Luch (2 meats, 2 veggies, 2 salads, 1X soft drink per person, 2 X water per person, sweets, desserts – as a minimum, training materials and certificates)</p> <p><b>This programme is mainly aimed at Senior Managers – delivery must meet this requirement / standard.</b></p> <p>Upon completion, delegates should be able to;</p> <ul style="list-style-type: none"> <li>• Demonstrate the ability to apply, integrate and demonstrate Effective coordination of multiple related projects</li> <li>• Enhance governance, reporting, and stakeholder management.</li> <li>• <b>Programme Planning and Setup:</b> <ul style="list-style-type: none"> <li>Develop a programme management framework</li> <li>Define programme structure, roadmap, and timelines</li> <li>Establish governance structures and processes</li> <li>Develop programme charter and implementation plan</li> </ul> </li> <li>• <b>Programme Coordination and Delivery:</b> <ul style="list-style-type: none"> <li>Oversee and coordinate multiple projects within the programme</li> <li>Manage interdependencies across projects</li> <li>Support project managers with alignment and execution</li> </ul> </li> </ul>	

		<p>Effectively manage the budget of a programme / multiple projects.</p> <ul style="list-style-type: none"> <li>• <b>Risk and Issue Management</b></li> </ul> <p>Identify programme-level risks and issues</p> <p>Maintain a risk and issue register</p> <p>Develop mitigation and contingency plans.</p>	
2.		<ul style="list-style-type: none"> <li>• The programme must be aligned to NQF 6 or higher (<b>No POE required</b>)</li> <li>• The service provider must be SAQA / SETA accredited to offer the training.</li> <li>• Years of experience as training SP and training in this area - 3 years and above (includes presenter)</li> <li>• At least 3 references from previous clients for similar training.</li> <li>• A summary / presentation of the training course.</li> </ul>	
3.		Training must be conducted in 3 days.	
4.		General / Overall Course Cost must include facilitation, materials, certification. Training will be in person therefor service provider must also provide Venue and catering for the 20 officials who will be attending the training.	
5.		Noting the public service context – <b>the course content must be relevant to the public sector</b>	
6.		<p>Must be a standard offering by the institution or organisation – the DSBD does not require a customised or newly developed course.</p> <p>The service provider must be SAQA accredited to offer the training.</p>	
7.		Service provider must at least have 3 referral letters from different institutions that they have conducted the training from	
8.		Quotes must be valid until 31 March 2027	
9.		Service provider must have at least 3 to 6 years of experience in conducting such a training	
10		<b>VAT @ 15%, if applicable</b>	
11.		<b>TOTAL INCLUDING VAT</b>	
<b>Compulsory documents to be returned</b>		<b>Detailed quote, Course content/outline, SBD, 4, 6.1, 7, 8 and 9, CSD Report, Certified copy of BEE Certificate, Tax clearance and/or Affidavit.</b>	

<b>Schedule extracted from the National Small Business Amendment Act, 2003</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Sector or subsector in accordance with the Standard Industrial Classification</b>	<b>Size of Class</b>	<b>The total full-time equivalent of paid employees</b>	<b>Total Turnover</b>	<b>Total Gross asset value (fixed property excluded)</b>
Agriculture	Medium	100	R5 million	R5 million
	Small	50	R3 million	R3 million
	Very Small	10	R0.50 million	R0.50 million
	Micro	5	R0.20 million	R0.10 million
Mining and Quarrying	Medium	200	R39 million	R23 million
	Small	50	R10 million	R6 million
	Very Small	20	R4 million	R2 million
	Micro	5	R0.20 million	R0.10 million
Manufacturing	Medium	200	R51 million	R19 million
	Small	50	R13 million	R5 million
	Very Small	20	R5 million	R2 million
	Micro	5	R0.20 million	R0.10 million
Electricity, Gas and Water	Medium	200	R51 million	R19 million
	Small	50	R13 million	R5 million
	Very Small	20	R5.10 million	R1.9 million
	Micro	5	R0.20 million	R0.10 million
Construction	Medium	200	R26 million	R5 million
	Small	50	R6 million	R1 million
	Very Small	20	R3 million	R0.50 million
	Micro	5	R0.20 million	R0.10 million
Retail and Motor Trade and Repair Services	Medium	200	R39 million	R6 million
	Small	50	R19 million	R3 million
	Very Small	20	R4 million	R0.60 million
	Micro	5	R0.20 million	R0.10 million
Wholesale Trade, Commercial Agents and Allied Services	Medium	200	R64 million	R10 million
	Small	50	R32 million	R5 million
	Very Small	20	R6 million	R0.60 million
	Micro	5	R0.20 million	R0.10 million
Catering, Accommodation and other Trade	Medium	200	R13 million	R3 million
	Small	50	R6 million	R1 million
	Very Small	20	R5.1 million	R1.9 million
	Micro	5	R0.20 million	R0.10 million
Transport, Storage and Communications	Medium	200	R26 million	R6 million
	Small	50	R13 million	R3 million
	Very Small	20	R3 million	R0.60 million
	Micro	5	R0.20 million	R0.10 million
Finance and Business Services	Medium	200	R26 million	R5 million
	Small	50	R13 million	R3 million
	Very Small	20	R3 million	R0.5 million
	Micro	5	R0.20 million	R0.10 million
Community, Social and Personal Services	Medium	200	R13 million	R3 million
	Small	50	R6 million	R3 million
	Very Small	20	R1 million	R0.60 million
	Micro	5	R0.20 million	R0.10 million