



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Tender Preparation For New Business Ventures Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 114593 · NQF Level 4 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips aspiring entrepreneurs and new business owners with the essential skills to prepare competitive and compliant tender submissions. Participants will learn to navigate the tender process, from identifying opportunities to compiling bid documents that meet procurement requirements.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	114593
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify and analyze tender opportunities relevant to new business ventures.
- Apply the principles of tender documentation and compliance requirements.
- Prepare a complete tender submission package, including pricing and supporting documents.
- Evaluate tender specifications and align business capabilities with bid requirements.
- Demonstrate understanding of ethical and legal considerations in the tendering process.

WHO SHOULD ATTEND

- This course is designed for new business owners, entrepreneurs, and startup managers who need to secure contracts through tendering.
- It is also suitable for small business advisors and procurement officers seeking to understand the tender preparation process.

COURSE OUTLINE

Day 1: Foundations of Tender Preparation

- Overview of the South African tendering environment (PPFA, CIDB, B-BBEE requirements)
- Types of tenders: open, closed, competitive, and negotiated
- Sourcing tender opportunities: government portals, private sector, and networking
- Anatomy of a tender document: sections, terms, conditions, and evaluation criteria
- Compliance essentials: tax clearance, company registration, and B-BBEE certificates
- Introduction to tender response strategies: go/no-go decisions
- Basic cost estimation and pricing models for new ventures
- Document management and checklists for submission readiness

Day 2: Crafting Winning Tender Responses

- Structuring the technical proposal: methodology, resources, and risk management
- Writing persuasive executive summaries and capability statements
- Developing project schedules, work breakdown structures, and resource plans
- Financial submissions: pricing schedules, cash flow projections, and financial statements
- B-BBEE scoring and how to maximise points as a new venture
- Common pitfalls in tender submissions and how to avoid them
- Review and quality control: proofreading, compliance checks, and final packaging
- Submission methods: online portals, physical delivery, and deadlines
- Post-submission: debriefing, appeals, and lessons learned for future tenders

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **5 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	13 Aug 2026	On-Campus	Mauritius
18 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	19 Aug 2026	On-Campus	Durban, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 114593) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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