



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

Project Tender Preparation And Submission Process Training

Culture and Arts / Visual Arts

Unit Standard 117515 · NQF Level 5 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the practical skills and knowledge required to prepare and submit tender documents for projects in a corporate environment. Participants will learn to interpret tender specifications, compile compliant bid responses, and manage the submission process effectively. The course aligns with SAQA Unit Standard 117515, ensuring a standardised approach to tender preparation and submission.

Category	Culture and Arts
Subfield	Visual Arts
Unit Standard	117515
Accreditation	SAQA Accredited · NQF Level 5 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse tender documentation to identify key requirements and evaluation criteria.
- Prepare compliant tender responses that address all specified criteria.
- Demonstrate the ability to compile and submit tender documents within stipulated deadlines.
- Evaluate tender submission processes to identify areas for improvement.
- Apply ethical practices and transparency in the tender preparation and submission process.

WHO SHOULD ATTEND

- This course is designed for project managers, procurement officers, contract administrators, and anyone involved in preparing or submitting tenders for projects within their organisation.

COURSE OUTLINE

Day 1: Introduction to Tender Preparation and Regulatory Framework

- Overview of the tender process and procurement lifecycle.
- Key legislation: PPPFA, PFMA, MFMA, and BBBEE requirements.
- Types of tenders: open, closed, negotiated, and requests for proposals.
- Stakeholders: client, contractor, consultant, and regulatory bodies.
- Ethical considerations and transparency in tendering.
- Introduction to tender documentation and standard forms.

Day 2: Tender Documentation and Compliance Requirements

- Reading and interpreting tender notices and bid documents.
- Compliance documents: tax clearance, CIDB grading, and BBBEE certificates.
- Technical vs. functional specifications and how to address them.
- Pricing schedules, bills of quantities, and cost breakdowns.
- Pre-qualification criteria and mandatory requirements.
- Common pitfalls in documentation and how to avoid them.

Day 3: Preparing a Competitive Tender Submission

- Structuring the tender response: executive summary, methodology, and schedules.
- Writing compelling responses to technical and functional criteria.
- Pricing strategies: cost-plus, fixed price, and unit pricing.
- Risk management and contingency planning in tender pricing.
- Quality assurance and peer review of tender submissions.
- Checklists and submission deadlines management.

Day 4: Submission Process, Evaluation, and Post-Tender Activities

- Submission methods: online portals, courier, and hand delivery.
- Evaluation process: functionality, price, and preference points.
- Responding to clarifications and site inspections.
- Negotiation and best-and-final-offer (BAFO) processes.
- Post-tender feedback: debriefing and lessons learned.
- Record keeping and compliance with procurement policies.

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 **7 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 21,500.00	R 21,500.00
1	In-House	R 27,900.00	R 27,900.00
1	On-Campus (Pretoria)	R 32,300.00	R 32,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	20 Aug 2026	On-Campus	Pretoria, 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 117515) 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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