



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Tender Procurement Process Management

Business, Commerce and Management Studies / Public Administration

Unit Standard 243112 · NQF Level 6 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the competencies to manage the tender procurement process in accordance with South African regulatory frameworks, including the PPPFA and relevant treasury regulations. Participants will gain the skills to plan, coordinate, and evaluate tenders effectively, ensuring compliance, transparency, and value for money in procurement activities.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	243112
Accreditation	SAQA Accredited · NQF Level 6 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of the legislative and regulatory framework governing tender procurement in South Africa.
- Plan and prepare tender documentation in compliance with organisational policies and relevant legislation.
- Manage the tender evaluation process using fair and transparent criteria.
- Apply principles of ethics, accountability, and risk management throughout the procurement cycle.
- Evaluate and recommend improvements to tender procurement processes based on performance analysis.
- Implement strategies to ensure effective contract management post-award.

WHO SHOULD ATTEND

- Procurement officers, supply chain managers, and professionals involved in tender management within public and private sector organisations seeking to enhance their procurement governance and operational efficiency.

COURSE OUTLINE

Day 1: Introduction to Tender Procurement and Regulatory Framework

- Overview of the procurement cycle
- Constitutional and legislative framework (PPPFA, PFMA, MFMA)
- Roles of National Treasury, SCM units, and bid committees
- Types of procurement: competitive bidding, quotations, and limited bidding
- Supply Chain Management (SCM) policy alignment
- Ethical considerations and conflict of interest
- Introduction to tender documentation

Day 2: Planning and Preparation for Tenders

- Strategic procurement planning
- Needs identification and specification development
- Market analysis and supplier identification
- Developing terms of reference (TOR)
- Budgeting and cost estimation techniques
- Risk assessment in procurement planning
- Pre-tender meetings and industry engagement

Day 3: Tender Documentation and Advertising

- Components of a tender document: conditions, scope, evaluation criteria
- Drafting evaluation criteria and weighting
- Preferential procurement: B-BBEE scorecards and goals
- Tender advertising: publication requirements and timelines
- Tender briefing sessions and site visits
- Handling queries and issuing addenda
- Submission procedures and deadlines

Day 4: Tender Evaluation Process

- Evaluation committee composition and roles
- Functionality assessment: minimum thresholds and scoring
- Price evaluation: comparison and adjustments
- Preference points system: B-BBEE and other criteria
- Scoring and consensus building
- Handling incomplete or non-responsive bids
- Documenting evaluation outcomes

Day 5: Tender Adjudication and Award

- Adjudication committee: responsibilities and decision-making
- Award criteria: best value vs. lowest price
- Approval processes and delegation of authority
- Notification of bidders: award letters and regret letters
- Handling objections and appeals
- Negotiations after award (when permitted)
- Contracting and signing agreements

Day 6: Contract Management and Performance Monitoring

- Contract management lifecycle
- Performance monitoring and key performance indicators (KPIs)
- Managing contract variations and extensions
- Dispute resolution and breach of contract
- Payment processes and invoicing
- Record keeping and audit trails
- Reporting to management and stakeholders

Day 7: Integrated Case Study, Review, and Assessment

- Integrated case study: from planning to contract management
- Common pitfalls and how to avoid them
- Ethical dilemmas and decision-making
- Review of key concepts and legislation
- Summative assessment (written test or assignment)
- Course evaluation and feedback
- Action planning for implementation

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 **10 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 31,000.00	R 31,000.00
1	In-House	R 40,400.00	R 40,400.00
1	On-Campus (Pretoria)	R 46,500.00	R 46,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	11 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	12 Aug 2026	On-Campus	Mauritius
05 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	18 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Mauritius

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 243112) 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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