



How to Complete Tender Documents

Course Outline



Your business outcomes are our priority. Proving impact in real time.

How to Complete Tender Documents

Aim

This workshop will assist the delegates with the completion of tender documents. It will give insight into the basic requirements that need to be in place for any government tenders as well as how to physically procure the document and complete it in a logical and organised manner, ensuring a professional submission.

About this Course...

How you ensure that your tender documents are fully completed and comply to all legal and auditing requirements.

Who Should Attend this Course?

This course will benefit all management, support staff and small business owners who are involved in the submission of tenders.

Outcome

The qualifying learner is capable of:

- Procuring and reviewing a tender document.
- Preparing and completing a tender document.
- Submitting a tender document.

SAQA US ID	NQF Level	Credits	US Title
119712	3	8	Tender for business or work in a selected new venture

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

Content

Topic	Key Learning Points
Understanding what a tender is and what the auditing requirements are for the client	• Understanding the thinking as to why companies go out to tender • What are the auditing requirements for the allocation of tenders • How does this impact on the tenderer • Where do we find these tendered opportunities
Tendering for the larger jobs	• Any company that tenders for corporates or for larger government opportunities will need to have some basics in place. • Ensuring that you have easy access to the basic information • Partnering to ensure the legal requirements • Understanding the local content requirements
Prepare for the completion of a tender document	• Establishing whether you comply with the requirements • Bidder's meetings and other compliance requirements • Work breakdown schedules • Risk cost calculation • Calculations and mark-ups, profits and payment • Taking industry knowledge into account
Completion of the document	• Being methodical and organised • Pre closure liaison with the client • Checking for accuracy • Making it logical • On time submission

Duration: 1-Day

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

[Enneagram Group Coaching Journey](#)[Enneagram: Insight to Action](#)