

Tendering and Business Acquisition Skills

1. Overview

This programme is designed to equip participants with the knowledge and practical skills required to successfully engage in tender processes and secure contracts or projects for their business. Learners will gain insights into identifying opportunities, evaluating tenders, and applying strategic approaches to maximize their chances of winning competitive bids.

2. Learning Outcome:

- Identify key information sources for business opportunities and new markets accessible through tendering processes
- Analyse and interpret tender documents to assess feasibility for new ventures
- Understand the relationship between costs, revenue, and profits in preparing competitive tenders
- Negotiate with suppliers and evaluate new products or services to apply cost-effective and competitive tender pricing

Qualification:

Certificate of Completion

Duration:

1-Month

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0865

SAQA US:

114593

NQF Level:

3

Credits:

5

Entry Requirements:

Communication & Mathematical Literacy at NQF 2

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Learners Required:

(1) Online, (1) Blended & (1) Face-to-face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(114593 US):** Tender to secure business for a new venture

4. Topics

- Module 1: Understanding the Tendering Process
- Module 2: Evaluating and Interpreting Tender Documents
- Module 3: Financial Analysis: Costs, Revenue, and Profit in Tenders
- Module 4: Developing Competitive Tender Pricing Strategies

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding
- **Practical Assignments:** Hands-on tasks related to course topics
- **Workplace Assignments and Logbook:** Application of skills in real-world settings

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation