

Tendering for Business or Work

Course Outline

I. Procuring and Reviewing Tendering Documents

- Introduction to Tendering
- A. Tender Work Prospecting
- B. Procuring a Tender Document
- C. Reviewing a Tender Document
- D. Joint Contracts
- E. External Resources and Expertise

II. Preparing and Completing a Tender Document

- A. Information from Bidders' Meetings and Tender Documents
- B. Tender Requirements
- C. The Work Breakdown and Product Itemisation
- D. Calculating Unit Costs
- E. Profit Mark-Ups
- F. Completion of the Schedule

III. Submitting a Tender Document

- A. Completing Tender Documents
- B. Submitting Tender Documents

Training Plan

Training Objectives:

1. Enhance participants' understanding of the procuring and reviewing of tendering documents
2. Develop skills to prepare and complete tender documents
3. Familiarise participants with the process of submitting tender documents.

Materials and Resources:

- Case studies
- Role-Playing Scenarios
- Handouts and worksheets

Training Methodology:

- Face-to-Face Class Attendance at ENJO Consultants according to the training schedule.
- Virtual Attendance via MS Teams according to the training schedule.
- Training can also be presented at the company's premises.
- Virtual Attendance via MS Teams specifically tailored for the client's staff.

Assessment and Evaluation:

- Short quizzes or knowledge checks throughout the day.
- Optional Assessments depending on the client's requirements.

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07
Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543
Web: www.enjoconsultants.co.za | Email: training@enjoconsultants.co.za

Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Block 8, Central Office Park, 257 Jean Avenue, Die Hoewes, Centurion, 0157

ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | QCTO QCTOSDP00180907-1302
Services SETA 07-SERVICES/SDP150722-6874 | SABPP: 58116L125EC



This training plan aims to provide a comprehensive understanding of emotional intelligence and its practical application in a corporate setting. Adjustments can be made to tailor the course to the specific needs and goals of the corporate clients.

Certification

- Short Courses are Non-Accredited Training.
- A Certificate of Attendance will be issued after the training.

Bookings

Telephone: 012 667-1985

Email: training@enjoconsultants.co.za

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