



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

SECTION A: TRAINING REQUEST SPECIFICATION

Name of Training Requested
PRINCE2 Foundation Certification Training, Project Management (Version 7)
Duration
Between 3–5 days
Total Number of Trainees
29
Venue
Stats SA Training Venue
Learning Method:
Face-to-Face

1. SCOPE

1.1 Purpose

The purpose of the training is to strengthen and equip project management support personnel with project management competencies, to address identified project management skills gaps to enhance project planning and implementation, improve monitoring and control, and promote the consistent application of recognised project management principles and methodologies across Statistics South Africa (Stats SA) through PRINCE2 Project Management Foundation (Version 7) training.

This training will help the PMO members working in their different Stats SA projects to enhance project management application skills and a wider methodological approaches to various projects; provide them with the knowledge and practical skills to apply PRINCE2 Project Management Foundation (Version 7) principles, practices and processes, address project management skills gaps, and improve project delivery in alignment with Stats SA's strategic objectives, governance framework and mandate to produce official statistics.

1.2 LEARNING CONTENT

It is envisaged that, the training should cover, among other things, the learning content/topics below:

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| 1. Introduction to PRINCE2 Project Management (Version 7) Introduction to the PRINCE2 Project Management method, including its purpose, structure, key features, benefits, and application to projects of varying sizes and complexity. |
| 2. PRINCE2 Project Management Principles Study of the seven PRINCE2 principles: ensuring continued business justification, learning from experience, defining roles and responsibilities, managing by stages, managing by exception, focusing on products, and tailoring the method to suit the project environment. |
| 3. PRINCE2 Project Management Practices Understanding and application of the seven PRINCE2 practices used throughout the project lifecycle, namely business case, organizing, plans, quality, risk, issues, and progress. |
| 4. PRINCE2 Project Management Processes Understanding the seven PRINCE2 processes: starting up a project, directing a project, initiating a project, controlling a stage, managing product delivery, managing a stage boundary, and closing a project. |
| 5. Applying and Tailoring PRINCE2 Project Management Practical application of PRINCE2 Project Management (Version 7) to real-world projects, including tailoring the method to different project environments, integrating people and sustainability considerations, digital and data management, effective communication, and the use of PRINCE2 tools and techniques to support successful project delivery. |

1.3 LEARNING OUTCOMES

At the end of the training session the staff members should be able to:

1. Explain the purpose, structure, benefits, and application of PRINCE2 Project Management (Version 7) in managing Stats SA projects and programmes of different sizes and complexity.
2. Demonstrate and apply the seven PRINCE2 principles in the planning and execution of statistical projects, ensuring continued business justification, accountability, learning from experience, and appropriate tailoring to the Stats SA projects environment.
3. Utilise the seven PRINCE2 practices to support business case development, project organisation, planning, quality assurance, risk management, issue resolution, and progress monitoring in statistical operations.
4. Implement the seven PRINCE2 processes while coordinating project roles, responsibilities, stakeholder communication, collaboration, and people management across Stats SA project teams.
5. Integrate PRINCE2 Project Management (Version 7) into real-world Stats SA projects, incorporating data governance, digital transformation, statistical quality, confidentiality, sustainability, and compliance with relevant organisational requirements.

2. PARTICIPANT CHOICE: CREDIT-BEARING COURSE/S

2.1 Supplier Requirements

Where a credit-bearing course is requested, the supplier must provide evidence that the programme is appropriately accredited/recognised.

The supplier must, where applicable:

- Be **QCTO- SAQA accredited** for the relevant occupational qualification, part-qualification or programme.
- Provide valid proof of accreditation certificate.
- Provide relevant qualification/programme details.
- Provide the relevant NQF level, where applicable.
- Provide learning content - curriculum information.
- Provide facilitator CVs and qualifications.
- Provide assessor and moderator credentials, where applicable.
- Provide assessment requirements and methodology.

- Provide POE (Portfolio of Evidence) requirements, where applicable.
- Provide examination requirements, where applicable.
- Provide certification arrangements.
- Provide supporting documents demonstrating the supplier's legitimacy and capability to deliver the programme.

2.2 Participant Assessment Type

applicable assessment method expected:

- ☐ Class Test
 ☒ Practical Exercise
 ☒ Group Work
- ☒ Presentation
 ☐ Assignment
 ☐ POE – Portfolio of Evidence
- ☒ EXAM – Formal Examination
 ☐ Workplace Assessment
- ☐ Other: _____

2.3 Award / Recognition

- ☒ Certificate of Competency
- ☐ Qualification / Part-Qualification, where applicable
 ☐ Statement of Results, where applicable
- ☐ Other: _____

3. PARTICIPANT: - TRAINING REQUEST SPECIFICATION APPROVAL AND ENDORSEMENT

The undersigned confirm that the training specification/request has been reviewed and is supported.

Directorate Representative: Initials & Surname: K.A. Mathabatha

Directorate: Project Management Support Branch Office of the SG

Signature: KMathabatha Date: 28 / 10 / 2026

4. SECTION B: SERVICE PROVIDER REQUIREMENTS

The service provider must:

1. Demonstrate relevant PRINCE2 qualifications, experience and expertise.
2. Provide qualified and experienced PRINCE2 facilitators. Certification in PMI Project Management Professional (PMP), AgilePM Practitioner, Certified associate in project

management (CAPM) or International Project Management Association will be an added advantage.

3. Submit facilitator CVs and relevant qualifications.
4. Provide PRINCE2 training materials.
5. Provide the training programme and learning outcomes.
6. Demonstrate experience in delivering PRINCE2 training and/or project management methodologies.
7. Confirm the availability of resources required for training delivery.
8. Provide details of the assessment process, where applicable.
9. Confirm whether the training includes a PRINCE2 certification examination and certificate.

5. EVALUATION CRITERIA

The evaluation process will be conducted in two stages as given on the table below:

6.1 Evaluation stages

Stage	Description
Stage 1	Technical Evaluation

6. TECHNICAL REQUIREMENTS

The table below explains the requirements that supplier's/service providers must meet when responding to the training specification in Section A.

7. SUPPLIER REQUIREMENTS

PRINCE2 Project Management Foundation (Version 7) Training

The supplier must submit the following documentation and information as part of its proposal:

1. Company Registration and Profile

- Valid company registration documents.
- Comprehensive company profile outlining the company's background, services offered, areas of specialisation, and experience in providing project management training.
- Evidence of the company's capacity and capability to deliver project management training including PRINCE2 Foundation (Version 7) training.

2. Accreditation and Recognition Documents

- Valid QCTO accreditation certificate, where applicable to the qualification or programme being offered.
- Proof of relevant accreditation or recognition by the appropriate professional or certification body, where applicable.
- Supporting documentation confirming the supplier's authorisation or eligibility to offer PRINCE2 Foundation (Version 7) training and certification.

3. Facilitator Qualifications and Certification

- Curriculum Vitae (CVs) of the proposed facilitators.
- Relevant academic qualifications and professional credentials.
- Valid PRINCE2 Project Management Foundation (Version 7) certification or other relevant PeopleCert certification.
- Evidence of facilitator accreditation, approval or authorisation by PeopleCert to deliver PRINCE2 training, where applicable.
- Demonstrated experience in facilitating PRINCE2 Foundation training.
- Train-the-Trainer certificate or equivalent supporting document demonstrating the facilitator's training and facilitation competence.
- Copies of relevant professional qualifications and certifications for the proposed facilitators.
- Evidence of PRINCE2 Practitioner certification issued through PeopleCert, or an accepted alternative professional project management credential, such as Project Management Professional (PMP), AgilePM Practitioner, Certified Associate in Project Management (CAPM), or a relevant credential from the International Project Management Association (IPMA), as applicable to the proposed training and facilitator role.

4. Curriculum and Learning Content

- Detailed curriculum for PRINCE2 Project Management Foundation (Version 7).
- Learning content covering the PRINCE2 principles, practices, processes, and practical application of the methodology.
- Training methodology, duration, delivery approach, and assessment arrangements.
- Details of the learning materials and resources to be provided to participants.

5. Relevant Experience and Track Record

- Evidence of previous experience in conducting training on PRINCE2 Foundation (Version 7) and /or other project management methodologies.
- Details of organisations or clients for whom similar training programmes have been delivered.
- Relevant testimonials, reference letters, or client confirmations demonstrating successful delivery of PRINCE2 and project management methodologies training before the publication of this advertisement.
- Each testimonial or reference letter must clearly state the name of the organisation where the training was conducted, the name of the facilitator who delivered the Project Management Methodologies including PRINCE2 training, the type of training provided, and the period or date when the training took place.
- Evidence of previous training outcomes, where available.

6. Examination and Certification Arrangements

- Confirmation of the arrangements for the official PRINCE2 Foundation (Version 7) examination.
- Details of examination fees included in the training cost.
- Confirmation of the certification process through PeopleCert, subject to successful completion of the applicable examination.
- Details of any additional learner support or examination preparation provided.

N.B: Failure to comply with all technical requirements will result in disqualification and bidder will not be evaluated further.

8. TRAINING MANUAL / LEARNING MATERIAL REQUIREMENTS

The supplier must provide appropriate and comprehensive learning materials relevant to the requested training.

Training Manual/Learner Guide: ☒ Yes ☐ No

Workbook: ☒ Yes ☐ No

Presentation Slides: ☒ Yes ☐ No

Practical Exercises: ☒ Yes ☐ No

Laptops/Computers with relevant software ☒ Yes ☐ No

Other Learning Materials: _____

9. TRAINING SPECIFICATION APPROVAL AND ENDORSEMENT

9.1 HRU&D: Training and Development

The undersigned confirm that the training specification/request has been reviewed and is supported.

Designation: Skills Development Facilitator (SDF): Initials & Surname S.L. Mngomezulu

Signature: 

Date: 28/10/2026

Supporting on Section B- Qualified and experienced facilitators:

10. SERVICE PROVIDER REQUIREMENTS Point Number 2

Name the actual qualifications that a trainer could have, examples include

Facilitator Qualifications and Certification

The service provider must submit the following for each proposed PRINCE2 Foundation Version 7 facilitator:

1. Curriculum Vitae (CV).
2. Valid PRINCE2 Foundation Version 7 certification issued by PeopleCert.
3. Valid PRINCE2 Practitioner certification issued by PeopleCert, where applicable and/or an accepted alternative professional project management credential, such as Project Management Professional (PMP), AgilePM Practitioner, Certified Associate in Project Management (CAPM), or a relevant credential from the International Project Management Association (IPMA)
4. Evidence of PeopleCert accreditation or authorisation to deliver PRINCE2 training, where applicable.
5. Demonstrated experience in facilitating PRINCE2 Foundation training.
6. Train-the-Trainer certificate or equivalent evidence of facilitation competence.
7. Copies of relevant academic qualifications and professional certifications.
8. Proof of certification for verification by the procuring institution.

11. Evaluation Stages

Stage	Description
Stage 2	Price and specific goals

Stage 2: Price and specific goals

Price = 80

Preferential points = 20 as follows:

12. THE SECOND STAGE OF EVALUATION IS BASED ON PRICE AND SPECIFIC GOALS, WHICH WILL BE EVALUATED USING THE FOLLOWING CRITERIA AND POINTS:

12.1 POINTS AWARDED FOR PRICE

Price evaluation (80 points)

Criteria	Points
Price evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

The following formula will be used to calculate the points for price:

Where:

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

12.2 POINTS AWARDED FOR SPECIFIC GOALS (20 POINTS)

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by Tenderer)	Number of points claimed (80/20 system) (To be completed by Tenderer)
.Race (black)	10		
.Women	5		
.Disabled	2		
.Youth (below 35 years)	3		

- Stats SA reserves the right to require of the bidder, either before a tender is adjudicated or any time subsequently, to substantiate any claim regarding preferences in any manner required.
- The following formula must be applied to calculate the number of points for equity ownership by an Historical Disadvantaged Individuals (HDI):

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity Ownership by an HDI

EP = The percentage of equity ownership by an HDI Within the enterprise or business

- Bidders who wish to claim points in terms of the tables above, need to provide proof for each point claimed as guided below:
- Race: (Black) - attach certified copy of Identity document (Id) and certified company registration document, CSD full detail report to show substantiate ownership equity.
- Women: - attach certified copy of Identity Document (ID) and certified company registration document, CSD full detail report to show substantiate percentage ownership equity.
- Disabled – attach medical certificate from a medical practitioner registered with the Health Professional Council of South Africa (HPCSA) confirming the disability.

- g. Youth – attach certified copy of Identity Document (ID) and certified company registration document, CSD report to show substantiate percentage ownership equity.
- **CIPC and Identity documents, with a certification stamp older than 6 months, will be considered invalid. Such documents will result in forfeiture of points allocated for specific goals.**

13. TRAINING SPECIFICATION APPROVAL AND ENDORSEMENT

Supply Chain Management: Acquisition

The undersigned confirm that the training specification price and specific goals has been reviewed and is supported.

Designation: Initials & Surname _____

Signature: _____ Date: ____ / ____