

119712 Tender for Business or Work in a Selected New Venture

Purpose of this Unit Standard

This unit standard is a core standard and forms part of the qualification, FETC in New Venture Creation and is registered at level 2 on the National Qualifications Framework (NQF). Learners working towards this standard will be working within a SMME (Small, Medium, Micro Enterprise) environment, specialising in New Venture Ownership and Management, where the acquisition of competence against this standard will add value to one's job. This standard will also add value to entrepreneurs who are seeking to develop their entrepreneurial skills so that they can become more marketable for bigger contracts, including commercial and public sector contracts, for example the Department of Public Works programmes.

The qualifying learner is capable of:

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

Learning Assumed To Be In Place And Recognition Of Prior Learning

The learner must be competent in mathematical literacy and communications at NQF level 2.

Outcomes

SO1: Procure and review a tender document
 SO2: Prepare and complete a tender document
 SO3: Submit a tender document

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
119712	NQF Level 3	8	Tender for Business or Work in a Selected New Venture

**Duration: Check:
2-Days**

Content

Outcome 1

Procure and review a tender document

- A tender work prospecting system is identified and set up within the context of the business plan.
- The process of procuring a tender document is followed.
- Tender documents are reviewed to determine if it is viable to pursue tender in relation to business opportunities and risks.
- Where relevant the prospect of pursuing tenders on a joint-contract basis with other small enterprises is determined in order to meet tender capacity and resource requirements.
- Where relevant, external sources and expertise are sought to assist in completing tender documents.

Outcome 2

Prepare and complete a tender document

- Information is extracted from bidders meetings and tender documents.
- The tender requirements are listed and the venture's ability to comply is determined.
- A work breakdown/product itemisation is performed.
- Allowable unit costs for all work activities/product items are calculated.
- Profit mark-ups are implemented to produce selling prices.
- The schedule of quantities/products/services are completed.
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Outcome 3

Submit a tender document

- The tender completed tender document is checked to ensure compliance to criteria outlined in tender document.
- Information relating to tender submission is extracted from the tender documents.
- The tender is submitted within the time, manner and criteria stipulated in the tender document.

<https://www.stafftraining.co.za/workshops/119712-tender-for-business-or-work-in-a-selected-new-venture>



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