

Specification,

The appointed training provider will be required to provide fundamentals of BCM in line with BCI Certified Membership focusing on the following but not limited to:

- Understanding the BCM lifecycle covering the following key areas: Policy and programme management (policy, BCP, all related governance documents)
- Embedding BCM in business operations
- Business continuity strategies
- Validation and testing of business continuity plan, DRP to assess adequacy
- Properly implementing Business Continuity end-to-end
- Developing, implementing and maintaining a customized Business Continuity Plan
- Ensuring confidence in the organization's recovery capability following a crisis
- Establishing essential business processes, rating these in terms of criticality and identifying the activities and necessary resources within each process (BIAs).
- Determining likely crisis scenarios, their impact on operations and financial risks.
- Ensuring when changes in the business, services, risks or priorities occur that these are incorporated, and plans are continually optimized.

Benefits for attending BCM Training:

Provide a detailed insight into Business Continuity Management and practical guidance for the application of methodologies for undertaking the required activities relating to BCM

Provide in-depth guidance on the implementation of BCM in line with best practice standards, this will help the employees understand their evolving role in BCM.

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BOARD

Ms. R Letwaba (Chairperson), Mr. P Mngqibisa (Deputy Chairperson),
Mr. S Zamxaka (Chief Executive Officer), (Ms. S Lockman-Naidoo) Company Secretariate
Ms. K Skhosana, Ms. C Morangwe-Diale, Ms. B Mgobozi, Ms. N Mathenjwa, Adv. TC
Mahange Ka Mzizi
Ms. S Sekhitla, Mr. S Mkhize, Mr. A Mawela, Mr. A Mashele, Mr. B Ngobeni

Deliverables:

2-3 days BCM training for 5 participants (training to be physical).

Training Outcomes:

Issuance of training certificate to all attendees

Requirements:

The following are requirements for potential service providers to be considered:

- Proof of registration with the National Treasury Central Supplier Database (CSD);
- Certified copies of company registration documents as issued by the CIPC;
- Certified copies of the ID of the company directors;
- Company profile;
- Proof that tax matters with SARS are in order (e.g., SARS PIN number/ Tax clearance certificate).

Qualifications and Experience:

The Bidder must have at least 5 years' experience in facilitating BCM training in public or private sector.

The facilitator must be in possession of the following qualifications:

- BCI Certified Membership (AMBCI/MBCI/FBCI)- Compulsory

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Company reference letters of completed similar service:

- 3 valid reference letters (not older than 3 years) issued by the bidders' previous client for conducting similar service in BCM training in public or private sector.
- Reference letters must be on the client's letterhead, must indicate contactable references, the periods, and year(s) rendered similar services in nature to the required scope. The reference letters must confirm the years of experience in conducting training (BCM).

Service provider to include a methodology of the training.

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