MASTERCLASS 2026

How to Submit Compliant Bids & Win Government Tenders

A practical, interactive two-day masterclass for professionals who need to understand, prepare and submit compliant public-sector tenders.

25-26 NOVEMBER 2026	EMPERORS PALACE Kempton Park	09:00–15:30 2 days

Why attend?

✓ Understand the full tender process and the requirements for responding to bids and quotations.

✓ Work through practical case studies and examples under the guidance of an experienced facilitator.

✓ Build a stronger understanding of National Treasury procurement regulations and legislative requirements.

✓ Improve your ability to prepare compliant, effective responses to public-sector tenders.

✓ Suitable for both novice delegates and seasoned professionals.



MASTERCLASS OUTLINE

25-26 November 2026 · Emperors Palace, Kempton Park

DAY 1
1. The Preferential Procurement Policy Framework Act
2. Preferential Procurement Regulations, 2022
3. National Treasury's Supply Chain Regulations
4. Instruction Notes to Government Institutions
5. Guidelines for Government Institutions
6. Circulars to Government Institutions
7. Threshold values in tenders
8. Petty Cash Procurement by Government Institutions
9. Definition of a Request for Quotation (RFQ)
10. Definition of a Request for Bid (RFB)
11. How tenders are advertised by Government Institutions
12. Rules with regards to respond time to tenders
13. Different types of Government Institutions
14. eTenders website – how to navigate through all the advertised tenders
15. Tender lead providing service companies – which are the best
16. Attending Briefing Sessions
17. Points to remember in compiling the tender proposal
18. Complying with submission instructions
19. Duties of Bid Evaluation Committees
20. Duties of Bid Awarding Committees
21. Rules regarding the cancellation of Government Tenders
22. Remedies for non-award of Government Tenders
23. The importance in complying with Government Tenders
24. Central Supplier Database Registration
25. Obtaining a Tax PIN
26. B-BBEE certificates and B-BBEE Sworn Affidavits
27. Complying with Pre-Qualification Criteria
28. Writing a Functionality proposal – best practice

DAY 2
1. Understanding the Preference Point systems – both 80/20 and 90/10
2. General guidelines on tender Pricing
3. Explaining Specific Goals and how it is applied in Government tenders
4. Objective Criteria in Government tenders
5. Using Joint Ventures, Consortia and Sub-contracting in responding to Government tenders
6. Writing Policies and Procedures to comply with Government Tenders
7. Standard Bidding Documents (SBD) – General rules applicable in completing these documents
8. Correctly completing SBD 1
9. Explaining and completing the different sections on SBD 3.2 (Non-firm Prices)
10. Explaining and completing SBD 3.3 (Professional Services Prices)
11. SBD 4 – Bidder's Disclosure – explaining all the relevant fields to be completed by the Bidder
12. Claiming specific Goal points on the SBD 6.1
13. Local Content
14. Understanding Local Content
15. Explaining the different Designated Sectors (28 in total)
16. Calculating Local Content percentages using the Local Content Formula
17. Exemptions and the exemption process
18. How to Complete: Annexure C
19. How to Complete: Annexure D
20. How to Complete: Annexure E
21. Explaining and completing SBD 6.2
22. Review – Completing a general knowledge test on the two day's training material

BOOKING SPECIAL

Group Booking Special: Book for 4 or more delegates and get 10% discount.

Bookings are done via completion of the last page on the brochure and sending back to **bookings@publicsectorindaba.co.za** or call +27102140078



REGISTRATION & BOOKING

25-26 NOVEMBER 2026

How to Submit Compliant Bids and Win Government Tenders Masterclass 2026

Emperors Palace • Kempton Park

DURATION	TIME	FEE	GROUP SPECIAL
2 days	**09:00–15:30**	**R7,500 per delegate**	**4+ delegates: 10% discount**

DELEGATE REGISTRATION FORM

Please complete the form below and return it to Goodwill at bookings@publicsectorindaba.co.za or call 010 214 0078 / 0799667601.

FULL COMPANY NAME

AUTHORISER'S NAME

POSTAL ADDRESS

PHYSICAL ADDRESS

TELEPHONE NUMBER

EMAIL ADDRESS

PURCHASE ORDER NUMBER

VAT NUMBER

DATE

SIGNATURE

BANKING DETAILS

Account Name: Public Sector Indaba (Pty) Ltd
Bank Name: First National Bank
Account Number: 62657042596
Branch Code: 257705
SWIFT Code: FIRNZAJJ

BOOKING SPECIAL & CONTACT

Book 4 or more delegates and get 10% discount.

Email: bookings@publicsectorindaba.co.za

Tel: 010 214 0078 | 0799667601

Complete this form and return it to the email above.

Delegate Name & Surname	Designation	Cell Number	E-mail Address	Amount (Rands)

TERMS & CONDITIONS

By signing and returning the registration form, the authorising signatory on behalf of the stated company accepts the following terms and conditions:

· Delegate substitutions are welcome at any time and do not incur additional costs. Please notify Public Sector Indaba in writing of any changes.

· All delegate cancellations must be received in writing. Cancellations received 7 days before the start of the event qualify for a credit voucher for the value paid, usable for up to one year from the date of issue.

· Any cancellation received less than 7 days before the start of the event is subject to the full fee, with no refund. If a registered delegate does not cancel and fails to attend, this is treated as a cancellation and no credit voucher or refund will be given.

· Transfer requests must be made in writing 7 days before the start of the event. Speakers and topics were confirmed at the time of publishing. Public Sector Indaba reserves the right to alter advertised speakers and/or topics.