
Provision of Training for Demand Planning Services for Public Procurement South Africa

1. Background

The South African Medical Research Council (SAMRC) has identified demand planning within the Supply Chain Management (SCM) function as a critical area that requires implementation, as a Schedule 3 public entity operating within the State-owned public procurement. Supply Chain is a systematic process that ensures that goods and services are delivered to the right place, in the right quantity, of the right quality, at the right cost, and at the right time. This can be achieved through alignment of planning with the elements of Supply Chain Management (SCM) processes, such as Demand Management, Acquisition Management, and Contracts/Performance Management.

The application of demand management is still recent, and an emerging topic within SCM. The concept of customers wanting a product or a specific service is called 'demand'. Demand management is the process of predicting, planning, and managing the demand for products, services, or movable and immovable assets. Determining what the demand might be in the future and planning how to manage it, is demand management.

In response to this need, the organisation intends to initiate a structured demand planning process. As a foundational step, it is essential to equip relevant stakeholders with the necessary knowledge and skills through targeted Demand Management training. This training will serve to build internal capacity, enhance planning accuracy, and align SCM practices with legislative and institutional requirements.

2. Purpose

The institution therefore seeks to appoint a suitably qualified and experienced service provider to deliver intermediate, interactive, outcomes-based Demand Management training to SCM officials. The training is expected to incorporate practical exercises, real public-sector case studies and examples, group discussions, and scenario-based analysis to ensure effective knowledge transfer and application.

Furthermore, the facilitator must cover key elements essential to demand planning and management, and must be supported by customized training materials, tools, templates, and checklists to enable ongoing application within the organization.

3. Scope of work: Training for Demand Planning Services should include, amongst other topics

- Conducting needs analysis and applying demand forecasting techniques
- Developing a structured demand planning framework aligned to SCM prescripts, ensuring compliance with National Treasury regulations. PFMA, PPPFA
- Preparation and management of the Annual Procurement Plan (APP) / Demand Management Plan (DMP)
- Application of spending analysis to identify trends and cost-saving opportunities
- Strengthening inventory and stock management practices
- Market analysis and application of strategic sourcing principles
- Introduction and use of systems, tools, and analytics (e.g., ERP, spend analysis tools)
- Enhancing cross-functional collaboration and stakeholder engagement
- Strengthening reporting practices and overall governance

4. Deliverables

- Demand Planning Framework
- Annual Procurement Plan
- Spend Analysis Report
- Training Materials
- SOPs
- Final Report
- Attendance Certification
- Manuals for training.

5. Minimum Requirements

- Training provider must be ETDP SETA Accredited or other relevant accreditations.
- Specialist facilitator with experience in public sector Supply Chain management, PFMA-related regulations, and procedures.

6. Evaluation Criteria

Table 1. Evaluation / selection guidance criteria

Criteria	Ref No.	Description	Weight (%)	Min pre-qualification percentage	Preference points system
Functionality (Total=100%)	1.	<p>Methodology/Approach</p> <p>The training plan and how the training will be executed, as outlined in section 3 (the scope of work) For example;</p> <ul style="list-style-type: none"> • Public sector demand planning expertise • Procurement of lifecycle management • Data analytics and forecasting • Strategic Sourcing principles • Regulatory compliance • Inventory and stock management 	40	75%	
	2.	<p>Company profile</p> <ul style="list-style-type: none"> • Core business should be training • The company footprint is in South Africa • Proof of Accreditation 	20		
	3.	<p>References</p> <ul style="list-style-type: none"> • Bidders must provide evidence of competency and relevant project experience. A Minimum of 3 reference letters (on a company letterhead, with contact details) for related work completed within the last three years. 	20		

	4.	Experiences <ul style="list-style-type: none"> A comprehensive CV with relevant experience (8-10 years) in SCM, and qualifications of the facilitator. Minimum 5 years as an ETDP SETA-accredited Facilitator. Relevant qualification in SCM with 8-10 years' Experience in public sector Supply Chain management within the South African Context. 	20		
Price(Scope of Work)					80%
Specific Goal					20%
					100%

Guideline for evaluation

No.	Scoring Guideline (Points)
1.Methodology/Approach	24–30: Comprehensive methodology with a clear approach and easy to implement within a Schedule 3a entity. 15–23: Satisfactory methodology and timelines. 9–14: Methodology provided, but gaps exist. 0–8: Little or no methodology or unclear approach.
2. Company Profile	16–20: Detailed company profile, core business is training, facilitator accredited, qualified, and is an experienced expert in SCM, specifically within a PFMA-regulated environment. 10–15: Sufficient information on company profile, limited experience within SCM, and public procurement regulations. 6–9: Company profile provided, but gaps exist. 0–5: Little or no company profile or unclear details.
3. References	16–20: More than 3 comprehensive and verifiable references for training work completed within the past three years. 10–15: Three comprehensive and verifiable references for training work completed within the past three years. 6–9: Two comprehensive and verifiable references for training work completed within the past three years 0–5: One comprehensive and verifiable reference for training work completed within the past three years
4. Experience (Facilitator)	16–20: a comprehensive CV, qualifications, proof of accreditation, and 8-10 years of experience in public supply chain. 10–15: A comprehensive CV, qualifications, and accreditation with 5-8 years of experience in public SCM. 6–9: A comprehensive CV, qualifications, and accreditation

	with 5 years of experience in public SCM. 0–5: A comprehensive CV, qualifications, and accreditation with very little experience in public SCM.
--	---

- **Expected Outcomes:**

Improved service delivery, reduced wastage, and enhanced compliance with public sector SCM regulation.

9.. Other information

- Duration: 1-day workshop
- A maximum of 16 Supply chain practitioners, Senior management, including the Chief Financial Officer
- The facilitator should also be equipped to deal with FAQs.
- Travel and other expenses should be included in the final offer.
- July project dates, Strategic planning 8th July: Krystal Beach Hotel. (Organize own logistics, lunch will be served.

Queries:

Queries around this requisition should be addressed to: scm@mrc.ac.za with an RFQ number quoted on the subject line.