STATE DIAMOND TRADER

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OR Tambo International Airport Special Economic Zone Precinct 1, Cnr Bonaero Drive and Elgin Road, ACSA Precinct,1619

SPECIFICATION

SERVICE PROVIDER TO PROVIDE RISK MANAGEMENT TRAINING

1. INTRODUCTION

The State Diamond Trader hereby requests a suitable service that will provide Risk Management training for 12 candidates.

2. Background

The State Diamond Trader is a state-owned entity established in terms of section 14 of the diamonds act, 56 of 1986 as amended ("the act"). It is classified as schedule 3B entity of the Public Finance Management Act (PFMA). The office is situated in OR Tambo International Airport Special Economic Zone Precinct 1, Cnr Bonaero Drive and Elgin Road, ACSA Precinct,1619.

3. Services Required: Specification

To provide Risk Management training.

1. Unit requesting goods/services	**Human Resources Department**
2. Quantity (ties) required	One (1) service provider – to train **12 candidates on Risk Management**
3. Description of Services Summary	3.1 The Human Resources Department is requesting procurement of one (1) service provider who will train **12 candidates** within Executive Management and Junior Management teams on **Risk Management** as per the below terms of references: 3.2 **Outsourcing or subcontracting the training to a third party will not be permitted; the appointed service provider must deliver the training directly.**
4. Description of goods or services - Listed	**4.1 Submit the training Content.** 4.1.1 Draft and submit the training content for discussion with the Chief Executive Officer and Company Secretary before training dates. The training content should be broken down to the number of training days whereby training starts from 09:00am and finishes at 15:00pm.
	4.3 Conduct training on the designated dates 4.3.1 Conduct training for 12 candidates at the State Diamond Trader Board Room.
	4.3.2 Ensure that the attendance register is completed correctly by all attendees with the facilitator's signature. 4.3.3 Refreshments during training shall be provided by the State Diamond Trader. 4.3.4 Print and submit attendance certificates 4.**4 The training should cover the following:** • An overview of the global risks and diamond sector risk environment • Risk architecture, strategy and protocols • Strategic risk register • Operational risk register • Emerging risk register • Risk Incident register • The Risk Policy • The Risk Strategy

	• Combined Assurance Framework • Risk assessment, Risk identification, Likelihood, Impact, analysis and evaluation Inherent Risk and Residual Risk • Risk culture, appetite and tolerance • Organizational risk management, emerging risks and future developments • The concepts and definitions of risk and risk management • Risk management standards • Industry specific Risks, Risk responses and Risk treatment. • Training to be aligned to the SDT's Risk Management Policies and Frameworks • Effective Risk Management & Responsibility for Risk Management/ **4.5 Deliverables:** • In-person training- Kempton Park; (44 Bonaero Dr, Bonaero Park, Kempton Park, 1622) • Training Manual: Electronic would be ideal **4.6 Pricing /Costing** The Costing breakdown required should include the following: • Training Material costs • Delivery of the course costs/Training • Travel claim, -No of kilometers and SARS rates should be used • Total	

5. Functionality Evaluation	**5.1 Business Experience** 5.1.1 The service provider must have five (5) years' experience or more in Risk Management training. Points will be allocated as follows: • More than five (5) years' experience = 50 points • Five (5) years' experience = 40 points • Below five (5) years' experience = 0 5.1.2 Business profile and reference letters must be submitted as proof of experience. One (1) reference letter is required.	

	5.2 Accreditation 5.2.1 **The** training provider must have any **SETA** and the **Institute of Risk Management South Africa – IRMSA accreditation** whereby Risk Management is one of the courses they are accredited to train on. Points will be allocated as follows: • Proof of SETA and IRMSA accreditation in Risk Management training = 30 points • No SETA accreditation = 0 points 5.2.2 SETA and IRMSA accreditation documents	
	5.3 Facilitator Qualifications and Risk Management Certification 5.3.1 The Facilitator must have an **NQF level** 8 or 9 qualification; this should be a relevant qualification: Risk, Audit, Compliance or Governance Related Postgraduate Qualification **-IRMSA accreditation/certificate** to facilitate the Risk management Course. Points will be allocated as follows: • NQF level 9 or 8 with IRMSA accreditation/certificate = 20 points • NQF level 7 qualification with IRMSA accreditation/certificate = 15 points	

	• Below NQF 7 qualification with or no IRMSA accreditation/certificate = 0 points 5.3.2 Facilitator's CV, qualifications and IRMSA accreditation/certificate	
	Section 4 Points Scoring Threshold	**85**
	Section 4 Points Scoring Total	**100**
6. Training Dates Period	6.1 Training dates preferred period shall be between November and December 2026, subject to availability of candidates	

4. Roles and Responsibilities of the entity

(i) The SDT will be responsible for the payment within 15 days of invoicing after service has been successfully rendered.

5. VALUATION METHODOLOGY / CRITERIA Compliance review:

(i) Each submission is checked for compliance.

(ii) The following documentation is required.

Compliance Criteria
SBD 4 SBD 6.1 CSD report

6. PRICING

(i) Cost must be VAT inclusive and quoted in South African Rand
(ii) Quotations will be evaluated on price and specific goals on the SBD

6.1. **Quotations must be sent to the following email address:**

quotation@statediamondtrader.gov.za

7. Closing date for submission of quotation 13 November 2026: 16h00.

Enquiries Contacts:

Nonjabulo Ngwenya: Email:

nonjabulon@statediamondtrader.gov.za

SCM enquiries Tel:010-003-0310 /0317

Archellis Reed Enquiries **only Email**: archellisr@statediamondtrader.gov.za