



TENDER ADDENDUM

TO	:	TO ALL TENDERERS	DATE	:	24 May 2026
FROM	:	B. BLESSIE	REF NR	:	ATNS/RFQ/03/2026/46/ATS_MS Training_HO
SUBJECT	:	ADDENDUM NO. 1			

AIR TRAFFIC AND NAVIGATION SERVICES FOR:

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION AND DELIVERY OF MICROSOFT OFFICE TRAINING (WORD, EXCEL, POWERPOINT, OUTLOOK, TEAMS, SHAREPOINT, AND FORMS) AT BASIC, INTERMEDIATE, AND ADVANCED LEVELS FOR A PERIOD OF TWELVE (12) MONTHS, ON AN AS-AND-WHEQUIRED BASIS – FOR THE ATS DEPARTMENT.

ADDENDUM NO. 1

COMPILED BY

ATNS

Private Bag X15

KEMPTON PARK

1620

This addendum forms part of the RFQ above mentioned document.

Each tenderer for this contract shall incorporate the following amendments and additions in this tender.

Tender information

1. Each tenderer for this contract shall incorporate the following amendments and additions in this RFQ.

Each tenderer is required to acknowledge receipt and acceptance of the amendments and additions contained in this addendum and to submit the completed addendum with the tender.

2. Take note of **page 14** (Functionality Criteria)
3. The following RFQ information has been updated.

4. **Previous Specification Schedule:**

5. Please note that the functionality criteria have been reviewed and corrected accordingly. The RFQ was issued on 19 June 2026 with a scheduled closing date of 03 July 2026 at 11:00. It was subsequently identified that the scoring requirement of the experience of the proposed facilitators in the functionality criteria provided had been captured incorrectly. The criteria have since been reviewed and corrected accordingly.

6. **Updated Specification is as follows:**

Item	Functionality Criteria	Updated Functionality Criteria	Points
Experience of Proposed Facilitators	<p>Minimum of two (2) facilitator CVs evaluated against ALL criteria:</p> <p>Each CV must demonstrate:</p> <ol style="list-style-type: none"> 1. ≥ 3–5 years' experience in Microsoft training. 2. Relevant Microsoft certifications (MOS, MCT or equivalent) 3. Experience in corporate training environments. 4. Experience delivering Microsoft 365 tools training 5. Experience training MS Office applications (covering Microsoft Word, Excel, PowerPoint, Outlook, Teams, SharePoint, and Forms) <ul style="list-style-type: none"> • Scoring: • Both CVs meet ALL 4 criteria = 30 • One CV meet All 4 criteria = 20 • Any CV fails to meet ANY one criterion = 0 	<p>Minimum of two (2) facilitator CVs evaluated against ALL criteria:</p> <p>Each CV must demonstrate:</p> <ol style="list-style-type: none"> 1. ≥ 3–5 years' experience in Microsoft training. 2. Relevant Microsoft certifications (MOS, MCT or equivalent) 3. Experience in corporate training environments. 4. Experience delivering Microsoft 365 tools training 5. Experience training MS Office applications (covering Microsoft Word, Excel, PowerPoint, Outlook, Teams, SharePoint, and Forms) <p>Scoring:</p> <p>Both CVs meet ALL 5 criteria = 30 One CV meet All 5 criteria = 20 Any CV fails to meet ANY one criterion = 0</p>	30

7. **Closing Date**

03 July 2026 at 11:00

8. **AVAILABLE INFORMATION**

The available information will be loaded on the ATNS website and eTender Portal.

9. **ACCEPTANCE AND INCORPORATION OF ADDENDUM NO. 1**

I/We accept that Addendum No. 1 forms part of the tender documents.

I/We confirm that I/We

(a) have noted the contents of this addendum

(b) have fully considered the addendum

(c) have incorporated the amendments and additions contained in this addendum in my/our tender for **ATNS/RFQ/03/2026/46/ATS_MS Training_HO**

NOTE: Bidders are required to fully comply with all updated functionality criteria outlined in this addendum. Failure to adhere to these revised requirements will result in the bid being deemed non-responsive and therefore invalid.

SIGNED ON BEHALF OF THE TENDERER:

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NAME OF SIGNATORY (BLOCK LETTERS):

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NAME OF TENDERER (BLOCK LETTERS):

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TENDERER'S ADDRESS:

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TENDERER'S FAX No.

.....

WITNESSES:

.....

NAME OF WITNESS 1 (BLOCK LETTERS)

.....

SIGNATURE

.....

NAME OF WITNESS 2 (BLOCK LETTERS)

.....

SIGNATURE

DATE:

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