



**TENDER ADDENDUM**

**APPOINTMENT OF A SERVICE PROVIDER TO ADMINISTER MENTORING AND COACHING PROGRAMME FOR EMPLOYEES IN THE OFFICE OF THE PREMIER FOR A PERIOD OF NINE (09) MONTHS.**

NO.	ORIGINAL STATEMENT	CORRECTIONS TO BE CONSIDERED BY BIDDERS
	<p><b>3. Scope of work</b></p> <p><b>3.3 Phase 3: Monitoring and Evaluation</b></p> <p><b>New</b></p> <p><b>4. Expected deliverables</b></p> <p>All reports and assessment results remain the intellectual property of the Office of the Premier and must be handed over to the department as part of the Close out report.</p>	<p><b>3. Scope of work</b></p> <p>The coaching and mentoring will have a minimum of 12 physical group sessions during the contract period.</p> <p>The virtually coaching session will be held weekly with the mentees at mutually agreed times.</p> <p><b>Phase 3: Monitoring and Evaluation</b></p> <p>4. Monitoring the progress of mentees against their agreed Individual Development Plans (IDPs) and results of competency assessments.</p> <p>5. Collecting feedback from mentees through surveys, reports or review sessions to assess the effectiveness of the mentoring relationships.</p> <p><b>4. Expected deliverables</b></p> <p>All reports remain the intellectual property of the Office of the Premier and must be handed over to the department as part of the Close out report.</p> <p><b>Bullet no.7 : Mentees must be issued with competency certificates</b></p>



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**Bullet no.7** Mentees must be issued with competency certificates that are accredited by SAQA.

**5. Competency and expertise requirements:**

Service Providers must possess a Comensa Senior Practitioner or Comensa Master Practitioner professional certificate in coaching (Coaches and mentors of South Africa).

**6. Costing:**

***NB! (To be included in the quotation document)***

**Accommodation Rate Compliance**

Accommodation will be costed in line with the comparable rate for Band 3 (3-Star Accommodation) as prescribed by the South African Tourism Grading Council (SATGC) for standard public sector travel requirements.

• **Transport Rates**

Monthly transport rates will be applied for all travel-related costs as required. Mileage or shuttle rates (where applicable) will not exceed standard approved monthly transport tariffs.

**RFQ Closing date:** 20 March 2026 @11h00

**5. Competency and expertise requirements:**

Service Providers must possess a Comensa Senior Practitioner or Comensa Master Practitioner professional certificate in coaching (Coaches and mentors of South Africa) and/ International Coaching Federation (ICF) / European Mentoring and Coaching Council (EMCC) / Association for Coaching (AC).

**6 Costing:**

*Service providers will be liable for their travel and accommodation costs.*

**Condition:**

*The successful service provider will be expected to present their proposed methodology to the Department prior to commencement of the mentoring and coaching programme.*

**Pricing Schedule:** Amended new pricing schedule attached.

***New RFQ closing date:*** 31 March 2026 @ 11h00



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**PRICING SCHEDULE – FIRM PRICES**

Name of bidder.....

Bid number: **OTP- 25/26-559**

Closing date: 31 March 2026

Closing time: 11H00

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL RFQ PRICE IN RSA CURRENCY</b>
1	Phase 1 of the scope of works		
2	Phase 2 of the scope of works		
3	Phase 3 of the scope of works		
<b>Sub Total</b>			
<b>Vat (15%) – if applicable</b>			
<b>TOTAL AMOUNT</b>			