



*Request for Proposal:*

**APPOINTMENT OF SERVICE  
PROVIDER/S FOR TALENT  
DEVELOPMENT PROGRAMMES**

Contract N<sup>o</sup>  
CDC/279/25 et al

**Classification: Public**

***October 2025***

**Name of Bidder:** \_\_\_\_\_



## **DOCUMENT INFORMATION SHEET**

**Title of Document** : *Appointment of Service Provider/s for Talent Development Programmes.*

**Type of Document** : *Request for Proposal*

**Contract Number** : *CDC/279/25 et al*

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## DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.




**PROJECT NAME :** *Appointment of Service Provider/s for Talent Development Programmes.*

**DOCUMENT TITLE :** *Request for Proposal - Appointment of Service Provider/s for Talent Development Programmes.*

**DOCUMENT No. :** *CDC-CS-PLN-002-25*

### SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

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<b>Distribution:</b>	Bid Specification Committee
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### REVISION CHART

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REVISION 3	Name:	Name:	Name:
Date:	Signature:	Signature:	Signature:

## REQUEST FOR PROPOSAL

### TABLE OF CONTENTS

1.	INVITATION TO BID .....	3
2.	INTRODUCTION.....	11
3.	SCOPE OF WORK.....	12
4.	PRICING SCHEDULE .....	14
5.	DURATION OF THE CONTRACT .....	18
6.	BID EVALUATION CRITERIA.....	18
6.1	Stage 1 – Timeous Submissions .....	19
6.2	Stage 2 – Responsiveness Assessment.....	19
6.3	Stage 3 - Functionality Assessment .....	20
	Table A1: CDC/371/25 – Executive Leadership and Coaching Programme .....	21
	Table A2: Indicators for the Scoring of Functionality Criteria.....	22
	Table A3: CDC/281/25 – Coaching Programme for Senior Management .....	24
	Table A4: Indicators for the Scoring of Functionality Criteria.....	26
	Table A5: CDC/280/25 – Leadership Development Programme .....	28
	Table A6: Indicators for the Scoring Of Functionality Criteria .....	30
	Table A7: CDC/279/25 – Middle Management Development Programme (Mmdp) .....	32
	Table A8: Indicators for the Scoring of Functionality Criteria.....	34
6.4	Stage 4 - Quantitative Assessment.....	38
6.5	Stage 5 - Qualitative Assessment.....	39
6.6	Final Outcomes of the Procurement Process .....	39
7.	DISQUALIFICATION .....	39
8.	PENALTIES.....	40
9.	COPYRIGHT .....	40
10.	FORMAT OF BID SUBMISSIONS.....	40
11.	CONFIDENTIALITY AND MEDIA PROTOCOL .....	41
12.	ANNEXURES .....	42

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## REQUEST FOR PROPOSAL

**CONTRACT NUMBER: CDC/279/25 et al**

**APPOINTMENT OF SERVICE PROVIDER/S FOR TALENT DEVELOPMENT PROGRAMMES**

*The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders in the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialization and logistics zones. The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, technology integration while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.*

*The CDC attracts local and foreign investment into the Coega Special Economic Zone (SEZ) and the Nelson Mandela Bay Logistics Park (NMBLP); conceptualises and develops complex, multi-disciplinary projects; and provides programme management, strategic advisory, economic research and human capital services. It manages the entire development and service provision through innovative approaches that combine multi-disciplinary skills.*

### **1. INVITATION TO BID**

The Coega Development Corporation (CDC) is a dynamic organisation with strength anchored on its intellectual capital base in a context where the South African work environment is highly volatile, with talent mobility and competition for skills becoming a challenge more particularly in the public sector. To further strengthen its talent base and pipeline, the CDC seeks to appoint Service Provider(s) for three (3) years, that will provide the Talent Development Programmes, which will be reviewed annually based on the performance.

Details of the programmes and tender information are listed on Table 1 below:

Contract Number	Project Name	Project Scope	Primary objectives
<b>CDC/279/25</b>	Middle Management Development Programme (28 Delegates)	<p>New managers and high potential specialists for management responsibility</p> <ul style="list-style-type: none"> <li>• Leadership and Emotional Intelligence (EI) and self-actualisation,</li> <li>• Managing Innovation and Technology.</li> <li>• Coaching, Mentoring and On-the-Job Training</li> </ul>	<ul style="list-style-type: none"> <li>a. Develop capacity to manage self and others,</li> <li>b. Ability to create and maintain relationships,</li> <li>c. Realise personal growth,</li> <li>d. Enhance decision making capacity, and</li> <li>e. Effective contribution towards organisational objectives</li> </ul>
<b>CDC/280/25</b>	Leadership Development Programme (30 Delegates)	<ul style="list-style-type: none"> <li>• Leadership development for Senior Management</li> <li>• Emotional Intelligence (IE) and self-Efficacy</li> <li>• Inspiring Shared Vision</li> <li>• Rapport Building and Listening</li> <li>• Advance culture of accountability and responsibility</li> <li>• Results driven/based Leadership.</li> <li>• Optimize high performance teams,</li> <li>• Business Acumen</li> </ul>	<ul style="list-style-type: none"> <li>a. Personal mastery and personal branding,</li> <li>b. Leadership maturity and integrity,</li> <li>c. Enhance critical thinking abilities,</li> <li>d. Develop and instil ethical behaviour, and</li> <li>e. Diversity management and capacity to develop others</li> </ul>
<b>CDC/281/25</b>	Coaching Programme for Senior Management (31 Delegates)	<ul style="list-style-type: none"> <li>• Succession Coaching,</li> <li>• Behavioural Coaching,</li> <li>• Skills Coaching, and</li> <li>• Transformational Coaching</li> </ul>	<ul style="list-style-type: none"> <li>a. Personal effectiveness and maturity,</li> <li>b. Performance Improvement,</li> <li>c. Leadership development and management effectiveness,</li> <li>d. Talent retention and optimisation of potential,</li> <li>e. Capacity to manage difficult conversations, and</li> <li>f. Navigating through and ensuring Business Continuity.</li> </ul>
<b>CDC/371/25</b>	Executive Leadership and Coaching Programme (11 Delegates)	<ul style="list-style-type: none"> <li>• Executive Coaching,</li> <li>• Career Development Coaching,</li> <li>• Leadership coaching</li> </ul>	<ul style="list-style-type: none"> <li>a. Support and develop leaders that lead operationally, tactically and strategically in the business</li> </ul>

			<ul style="list-style-type: none"> <li>b. Enhance Strategic Leadership Skills</li> <li>c. Strengthen Emotional Intelligence and Self-Awareness</li> <li>d. Improve Communication and Influence</li> <li>e. Develop Coaching and Mentoring Capabilities</li> <li>f. Foster Ethical and Accountable Leadership</li> </ul>
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### **CONDITIONS OF TENDER**

- (a) The CDC's Procurement Policy and Procedures shall apply.
- (b) The following shall apply:
  - (i) Public Finance Management Act (PFMA);
  - (ii) National Treasury Regulations;
  - (iii) Preferential Procurement Policy Framework Act, 2000;
  - (iv) Preferential Procurement Regulations, 2022;
  - (v) National Qualifications Framework Amendment Act, (12 of 2019);
  - (vi) Skills Development Act, (97 of 1998);
  - (vii) Occupational Health and Safety Act and Regulations, Act (85 of 1993);
  - (viii) Compensation for Occupational injuries and disease Act (130 of 1993);
  - (ix) BBBEE – Broad Based Black Economic Empowerment Act Number 53 of 2003 (as amended by Act number 46 of 2013); and
  - (x) Disaster Management Act (57 of 2002);
  - (xi) Protection of Personal Information Act, (Act No. 4 of 2013)
  - (xii) Employment Equity Act (Act 55 of 1998).
  - (xiii) The National Road traffic Act (Act 93 of 1996) and Regulations.
  - (xiv) Labour Relations Act No. 66 of 1995.
  - (xv) Basic Conditions of Employment Act No. 75 of 1995.
  - (xvi) National Archives of SA Act No. 43 of 1996.
  - (xvii) Promotion of Access to Information Act No. 2 of 2000.
  - (xviii) Provincial by-laws where applicable and
  - (xix) Any other regulations
- (c) The 80/20 preference point system will be used where points allocation will be as follows:
  - Price – 80.00,
  - Specific Goals – 20.00
- (d) Bidders must be VAT registered, and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore

- immediately upon award of the contract register with the South African Revenue Services (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (e) Bidders (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA0.
  - (f) CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders (and all the members in the Bidding Team in the case of Consortia or Joint Ventures) will be verified through CSD and South African Revenue Services (SARS) website.
  - (g) Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.
  - (h) Bidders and all its Consortium/JV members if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
  - (i) Bidders must complete and sign the POPI Act consent form. In case of Joint Venture/Consortium, a separate form in respect of each party to the JV must be completed.
  - (j) The CDC will not award more than five (5) active projects to one bidder, unless three (3) projects have reached 80% completion stage and beyond. Capacity assessment may be conducted in an event that the recommended bidder is the only responsive service provider and has already been awarded five (5) contracts.
  - (k) Bidders will be evaluated on functionality and are expected to meet a minimum of 60% threshold in order to be evaluated further. The evaluation criteria for measuring functionality and weight of each criterion are provided under Table A1 & A2 of the RFP document.
  - (l) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993); Compensation for Occupational Injuries and Disease Act, Act (130 of 1993) and Disaster Management Act, Act (57 of 2002) and, all relevant legislations throughout the duration of the contract.
  - (m) Public servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations.
  - (n) In case of JVs/Consortia the Bidder must include the JV Agreement to enter into a JV/Consortium Agreement.
  - (o) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the RFP Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be



- realised. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
- (p) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of the RFP and signs the submission as a correct and sound documentation that the CDC could put its reliance on.
  - (q) Bidders are requested to submit a tightly or securely packed bid document to avoid loose papers, with index and dividers. Bidders may use binders/ arch liver files and/or heavy-duty staplers to bind their bid document. Submission with loose papers shall be rejected.
  - (r) The CDC reserves the right, in its sole discretion, to reject any bid where it appears to the Employer/Client that the bidder does not comply with any of the requirements set out above.
  - (s) The tender validity period for this project is **twelve (12) weeks** from closing date.

The RFP documents can be downloaded at no cost from the CDC Website: [www.coega.co.za](http://www.coega.co.za) or National Treasury e-tender portal publication or Eastern Cape Provincial portal from **12h00 on 03 October 2025**. The CDC will not take responsibility for any errors that may occur in the downloading of documents. Bidders are therefore required to ensure that they download the full pack with no missing pages.

A **Mandatory briefing Meeting** will be held on **Monday, 13 October 2025 at 10H00** at the following address: **Coega Development Corporation Main Office (Enkundleni Boardroom), Coega Business Centre, Cnr. Alcyon Road & Zibuko Street, Zone 1 Coega SEZ, Gqeberha, 6001.**

Briefing minutes will be shared with potential bidders who attended the mandatory briefing meeting.

Queries relating to this RFP may be addressed to Ms. Zine Mtanda, Unit Head: Supply Chain Management strictly via e-mail: [tenderscdc27925@coega.co.za](mailto:tenderscdc27925@coega.co.za) between the period of **03 October 2025 to 20 October 2025**. No new queries received **after 20 October 2025** will be considered.

The **closing date** and time for receipt of complete bid documents is on **Monday, 27 October 2025 at 12H00. One original completed bid document** shall be placed in a sealed envelope clearly marked with **CONTRACT NUMBER: CDC/279/25 et al - APPOINTMENT OF A SERVICE PROVIDER FOR TALENT DEVELOPMENT PROGRAMMES**

Bids are lodged and submitted at **Document Control office**, at the **Coega Development Corporation Main Office, Coega Business Centre, Cnr. Alcyon Road & Zibuko Street, Zone 1 Coega SEZ**. RFP documents will not be opened in public; and no late submissions will be considered.

Bidders must ensure that all bid documents are submitted in a secure, sealed, tamper-proof envelope or container. The submission must be secure against any form of tampering, alteration, removal, or insertion of documents. Any bid submission received in packaging that appears to be torn, unsealed, loose papers or otherwise compromising the integrity of the contents may be deemed non-responsive and disqualified at the discretion of the CDC.

Incomplete RFP Documents and failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive.

**No telephonic or any other form of communication with any CDC member of staff, other than the individual named above, relating to this request for tender will be permitted. All enquiries regarding this tender must be in writing only and must be directed to**

Ms Zine Mtanda, Unit Head: Supply Chain Management; e-mail: tenderscdc27925@coega.co.za

***The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.***

*There shall be no disclosure, other than to the Clients legal and technical advisors of the tender amounts, method of work, terms, conditions, etc, to any other service, bidder nor to any parties who have not submitted tender documents.*

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	CDC/279/25 et al	CLOSING DATE:	27 October 2025	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER/S FOR TALENT DEVELOPMENT PROGRAMMES				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Coega Business Centre, Cnr Alcyon Rd and Zibuko Street, Zone 1, Coega SEZ, Gqeberha					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	SCM Unit Head: Zine Mtanda		CONTACT PERSON	N/A	
TELEPHONE NUMBER	Not allowed to phone		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tenderscdc27925@coega.co.za		E-MAIL ADDRESS	tenderscdc27925@coega.co.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 2.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 2.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 2.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 2.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g., company resolution)

DATE: .....

## 2. INTRODUCTION

The CDC is a dynamic organisation with strength anchored on its intellectual capital base in a context where the South African work environment is highly volatile, characterised by high talent mobility and competition for skills particularly in the public sector. Conventional approaches and organisational practices for retention of talent are continuously refuted due to the fast paced change in the global and domestic operating context resulting in organisations operating under unprecedented conditions of competition, instability, and increasing difficulty to attract and retain talented employees with critical and scarce skills.

The CDC as an organisation is directly exposed and affected by the challenge, and as such has a justifiable and compelling business case to dynamically and proactively champion strategies for the retention of critical skills and strengthening of its talent base. The CDC can be classified as a knowledge based and professional services organisation, where the quality of skills and services, as well as the strength of its leadership capability are almost the only points of leverage that the organisation has, to create and maintain a competitive advantage. In addition, the CDC is a maturing organisation with a blended workforce wherein new entrants are joining the organisation, and on the other hand, there is a limited pool of experienced and knowledgeable workforce that has come of age over the recent decades, and this presents a dilemma of its own in the management of talent and ensuring demonstrable gender representation across all levels.

Furthermore, the financial constraints and limited resources in an environment which is becoming complex and highly competitive are compelling the organisation to become creative, innovative, strategic, proactive and consistent in its interventions and approaches to retain critical talent by ensuring the CDC's sustainability and relevance, development of ethical, credible, and dynamic human capital to grow and lead the organisation into the future.

It is in the context above that the Coega Development Corporation (CDC) seeks to appoint Service Provider(s) that will provide the Talent Development Programmes to be outlined under the scope of services in Section 2 below. The Service Provider(s) that will provide the Talent Development Programmes will be appointed for three (3) years, , which will be reviewed annually based on the performance.

### 3. SCOPE OF WORK

The scope of the programmes listed above is as outlined below in Table 2:

Contract Number	Project Name	Project Scope	Primary objectives
<b>CDC/279/25</b>	Middle Management Development Programme (28 Delegates)	<p>New managers and high potential specialists for management responsibility</p> <ul style="list-style-type: none"> <li>• Leadership and Emotional Intelligence (EI) and self-actualisation,</li> <li>• Managing Innovation and Technology.</li> <li>• Coaching, Mentoring and On-the-Job Training</li> </ul>	<ul style="list-style-type: none"> <li>a. Develop capacity to manage self and others,</li> <li>b. Ability to create and maintain relationships,</li> <li>c. Realise personal growth,</li> <li>d. Enhance decision making capacity, and</li> <li>e. Effective contribution towards organisational objectives</li> </ul>
<b>CDC/280/25</b>	Leadership Development Programme (30 Delegates)	<ul style="list-style-type: none"> <li>• Leadership development for Senior Management</li> <li>• Emotional Intelligence (IE) and self-Efficacy</li> <li>• Inspiring Shared Vision</li> <li>• Rapport Building and Listening</li> <li>• Advance culture of accountability and responsibility</li> <li>• Results driven/based Leadership.</li> <li>• Optimize high performance teams,</li> <li>• Business Acumen</li> </ul>	<ul style="list-style-type: none"> <li>a. Personal mastery and personal branding,</li> <li>b. Leadership maturity and integrity,</li> <li>c. Enhance critical thinking abilities,</li> <li>d. Develop and instil ethical behaviour, and</li> <li>e. Diversity management and capacity to develop others</li> </ul>
<b>CDC/281/25</b>	Coaching Programme for Senior Management (31 Delegates)	<ul style="list-style-type: none"> <li>• Succession Coaching,</li> <li>• Behavioural Coaching,</li> <li>• Skills Coaching, and</li> <li>• Transformational Coaching</li> </ul>	<ul style="list-style-type: none"> <li>a. Personal effectiveness and maturity,</li> <li>b. Performance Improvement,</li> <li>c. Leadership development and management effectiveness,</li> <li>d. Talent retention and optimisation of potential,</li> <li>e. Capacity to manage difficult conversations, and</li> <li>f. Navigating through and ensuring Business Continuity.</li> </ul>

<b>CDC/371/25</b>	Executive Leadership and Coaching Programme (11 Delegates)	<ul style="list-style-type: none"> <li>• Executive Coaching,</li> <li>• Career Development Coaching,</li> <li>• Leadership coaching</li> </ul>	<ul style="list-style-type: none"> <li>g. Support and develop leaders that lead operationally, tactically and strategically in the business</li> <li>h. Enhance Strategic Leadership Skills</li> <li>i. Strengthen Emotional Intelligence and Self-Awareness</li> <li>j. Improve Communication and Influence</li> <li>k. Develop Coaching and Mentoring Capabilities</li> <li>l. Foster Ethical and Accountable Leadership</li> </ul>
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## 4. PRICING SCHEDULE

### 1. CDC/371/25 - : Executive Leadership and Coaching Programme

Please provide an ALL INCLUSIVE total cost per delegate including training fee, training material & disbursements (travel and accommodation).

Item description	Rate per delegate	No. delegates	Total Rate (R)
Training fees		11	
Training Material		11	
Disbursements			
<b>Travel</b>			
<b>Accommodation</b>			
Grand Total			

Please note that CDC will provide and be responsible for the following:

1. Training venue, which will be in Port Elizabeth
2. Refreshments

Name of Company \_\_\_\_\_ Authorised Signature: \_\_\_\_\_



## 2. CDC/281/25 - Coaching Programme for Senior Management:

Please provide an ALL INCLUSIVE total cost per delegate including training fee, training material & disbursements (travel and accommodation).

Item description	Rate per delegate	No. delegates	Total Rate (R)
Training fees		31	
Training Material		31	
Disbursements			
<b>Travel</b>			
<b>Accommodation</b>			
Grand Total			

Please note that CDC will provide and be responsible for the following:

1. Training venue, which will be in Port Elizabeth
2. Refreshments

Name of Company \_\_\_\_\_ Authorised Signature: \_\_\_\_\_

### 3. CDC/280/25 - Leadership Development Programme

Please provide an ALL INCLUSIVE total cost per delegate including training fee, training material & disbursements (travel and accommodation).

Item description	Rate per delegate	No. delegates	Total Rate (R)
Training fees		30	
Training Material		30	
Disbursements			
<b>Travel</b>			
<b>Accommodation</b>			
Grand Total			

Please note that CDC will provide and be responsible for the following:

1. Training venue, which will be in Port Elizabeth
2. Refreshments

Name of Company \_\_\_\_\_ Authorised Signature: \_\_\_\_\_

#### 4. CDC/279/25 - Middle Management Development Programme

Please provide an ALL INCLUSIVE total cost per delegate including training fee, training material & disbursements (travel and accommodation).

Item description	Rate per delegate	No. delegates	Total Rate (R)
Training fees		28	
Training Material		28	
Disbursements			
<b>Travel</b>			
<b>Accommodation</b>			
Grand Total			

Please note that CDC will provide and be responsible for the following:

1. Training venue, which will be in Port Elizabeth
2. Refreshments

Name of Company \_\_\_\_\_ Signature: \_\_\_\_\_



## 5. DURATION OF THE CONTRACT

The Service Providers will be engaged for an indicative thirty six (36) months.

## 6. BID EVALUATION CRITERIA

The evaluations of bids will be carried out in five (5) stages as indicated in the **Table 3** below.

**Table 3: Stages and areas of Assessment of Bidders' Submissions to this RFP.**

Stage of Assessment	Area of Assessment	Requirements
<b>Stage 1</b>	Timeous Submission	<ul style="list-style-type: none"> <li>All the submissions must be received on time before the closing date and time reflected on the <b>RFP Invitation</b> (First page of this RFP Document).</li> <li>Bids must be submitted in a sealed envelope clearly marked and bid document securely packed.</li> </ul> <b>Refer to Section 6.1</b>
<b>Stage 2</b>	Responsiveness Assessment	<p>Submissions will be considered as being non-responsive if the required documentation/information has:</p> <ul style="list-style-type: none"> <li>Not been provided or submitted partially complete;</li> <li>Been altered and not initialled by the duly authorised person;</li> <li>Correcting fluid used to alter some information;</li> <li>Not meeting the mandatory requirements of this RFP Document;</li> <li>Has not been signed by the duly authorised Bidder(s)' Representative.</li> </ul> <b>Refer to Section 6.2</b>
<b>Stage 3</b>	Functionality assessment	<p>Bidder(s) will be evaluated on functionality and are expected to meet the minimum of 60 points threshold in order to be evaluated further.</p> <b>Refer to Section 6.3, Table A1 to A8.</b>
<b>Stage 4</b>	Quantitative Assessment	<p>This is aimed at assessing if the Bidder(s) that have gone through the Responsiveness Assessment in Stage 2; and will be further evaluated on Price and Specific Goals. 80/20 preference point system will be applied, whereby the points for price will be 80 for all Bidder(s).</p> <b>Refer to Section 6.4</b>
<b>Stage 5</b>	Qualitative Assessment	<p>This is aimed at assessing if the Bidder(s) that have gone through the Quantitative Assessment in Stage 4 pose any commercial risks.</p> <b>Refer to Section 6.5</b>

### 6.1 Stage 1 – Timeous Submissions

- (a) All the bids must reach the CDC by the stated date and time of closure of this RFP Process.
- (b) Bids must be submitted in a sealed envelope clearly marked and bid document securely packed. Bid document must be securely bound with no loose pages. Bids with loose pages will be eliminated.
- (c) Any late submission will be returned unopened to the respective bidder.

### 6.2 Stage 2 – Responsiveness Assessment

- (a) In order for the bidder to be considered as being responsive and eligible for the next stage of assessment, it has to pass the Responsiveness Assessment Stage. This will be determined from the submitted bid and Returnable Documents meeting the mandatory requirements that are listed in **Table 4** below.
- (b) If any of the items reflected in **Table 4** are not furnished fully, filled in erasable ink or not signed and initialled on each page by the duly authorised bidder's representative, then the submitted bid will be considered as null and void and shall be considered as non-responsive and will therefore not be assessed further.

**Table 4: MANDATORY REQUIREMENTS**

NO.	DESCRIPTION
(1)	Completed and Signed <b>SBD 1 FORM: Invitations to Bid</b> . In case of a Joint Venture/Consortium the information of all the entities CSD registration numbers should be reflected on the SBD 1 Form.
(2)	Completed and signed <b>Bidders Disclosure Form (SBD 4)</b> . In case of a Joint Venture/Consortium, a separate <b>Bidders Disclosure Form (SBD 4)</b> in respect of each party to the JV must be completed and submitted.
(3)	Qualifications of key personnel with relevant experience and expertise to execute the services Key personnel who will be delivering the services for the Coaching Programme CDC/281/25 must present a Certificate of Professional Accreditation or Registration as a coach. This requirement is only applicable to Coaching. It can be in any of the Accreditation Bodies: <b>ICF – International Coaching Federation; EMCC – European Mentoring and Coaching Council; Association for Coaching (AC); International Coaching Council (ICC); Certified Coaches Alliance (CCA); IACTM – International Association of Coaches, Therapists &amp; Mentors; International Coaching Register (ICR); COMENSA – Coaches and Mentors of South Africa; ICF South Africa (Charter Chapter)</b>
(4)	Completed and Signed Certificate of Authority of Signatory to be signed by all bidders. Proof of authority to sign may be submitted in a form of company resolution.
(5)	Original fully completed, priced and signed financial proposal / Pricing Schedule clearly legible with permanent ink.

	Should a bidder fail to price one item in the pricing schedule, it will be deemed non-responsive.
(6)	Bidder must attend the mandatory briefing meeting. Completed and Signed Attendance Register at the mandatory briefing meeting. The attendance register must be completed in the name of the entity that will tender. <b>One delegate may not represent more than one bidding entity.</b>

***Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non-responsive” and therefore not considered.***

**Table 5: ADDITIONAL INFORMATION REQUIRED**

NO.	DESCRIPTION	YES	NO
(1)	Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.		
(2)	Completed and signed Form <b>SBD 6.1</b> preference points claim form in terms of the Preferential Procurement Regulations 2022		
(3)	Bidders are required to complete, sign, and submit Protection of Personal Information Act (POPIA) consent form.		
(4)	Comprehensive Company Profile; and Detailed CVs of the identified key personnel.		

### 6.3 Stage 3 - Functionality Assessment

- 1) Proposals that meet the Responsiveness Assessment will be adjudicated further on Functionality.
- 2) The Bidder must meet a minimum of 60 points in order to be considered for the next stage of evaluation. See Table A1 to A8 below:
  - a) **Table A1-A8:** Functionality Criteria Score & Indicators for the Scoring of Functionality Criteria.

Bids that do not meet the minimum threshold score of 60 points following the Functionality Assessment shall not be considered further

## FUNCTIONALITY CRITERIA SCORE

**Table A1: CDC/371/25 – EXECUTIVE LEADERSHIP AND COACHING PROGRAMME**

Functional Criteria	Sub-criteria		Requirements from Bidders
	Description	Max Points	
<b>CAPACITY</b>			
Availability of appropriate skills and resources to competently deliver the services (CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years in the field)		30	Bidders must clearly demonstrate the availability of skills and resources for the execution of the work for the Leadership and Coaching Programme. Bidders must submit CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years in the field and experience
<b>PREVIOUS WORK OF A SIMILAR NATURE EXECUTED OVER THE PAST 7 YEARS</b>		20	
Examples of work and overall performance on previous contracts of a similar nature			Bidders must provide proof of work experience in the form of at least 2 reference letters or performance reports on previous projects of a similar nature which have been carried out over the past 7 years.  Example: - Reference letter from Client, Evidence of output, Performance/Close Out Reports submitted, Feedback from participants, etc.
<b>APPROACH, METHODOLOGY AND DELIVERY MODEL</b>		30	
			Bidders must submit a document that will demonstrate the approach and methodology to be adopted in assisting the CDC with coaching at the different levels. It is acknowledged that there are many approaches to roll out an Executive Leadership and Coaching Programme and therefore, it is important that in the submission the respondents are specific on the philosophical approach and process, relevant method of delivery, tentative roll-out schedule, clarity of objectives, sustainability of concepts, and realisation of outcomes over a period of one year.



<b>MONITORING AND EVALUATION</b>	20	With CDC being a State Owned Entity (SOE), it is of critical importance to demonstrate value for money. A strong proposition and criteria to indicate how the CDC will be assisted in monitoring and evaluation of the programme. Recommended tools to monitor and evaluate value and growth of candidates.

**Table A2: INDICATORS FOR THE SCORING OF FUNCTIONALITY CRITERIA**

#	Functionality criteria	Evaluation Indicators				
		No response (score 0%)	Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
1.0	<b>CAPACITY</b>  Bidders should clearly demonstrate the availability of skills and resources for the execution of the work for the Coaching Programme. CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years in the field and experience	Failed to provide information	Less than 5 years' experience in relevant field	More than 5 and less than 10 years' experience in relevant field	More than 10 and less than 15 years' experience in relevant field	15 years' experience and above in relevant field

2.0	<b>PREVIOUS WORK OF SIMILAR NATURE EXECUTED OVER THE PAST 7 YEARS</b>  Examples of work and overall performance on previous contracts of a similar nature	Failed to provide information	Bidders must provide one (1) reference letters from previous projects of similar nature completed in the last 7 years	Bidders must provide two (2) reference letters from previous projects of similar nature completed in the last 7 years	Bidders must provide three (3) reference letters from previous projects of similar nature completed in the last 7 years	Bidders must provide four (4) or more reference letters from previous projects of similar nature completed in the last 7 years
3.0	<b>APPROACH, METHODOLOGY AND DELIVERY MODEL</b>  Clear and detailed document that demonstrates the approach and methodology to be adopted in assisting the CDC with coaching at the different levels.	Failed to provide information	The proposed methodology, work schedule and resource plan do not correlate with the required scope of works. There is lack of clarity.	The proposed methodology, work schedule and resource plan correlate with the required scope of works, but there are minor inconsistencies between project deliverables and proposed methodology, work schedule and resource plan.	The work schedule and resource plan is consistent with the proposed methodology and with the required scope of works	Besides meeting the “good” rating, the bidder has provided a detailed and concise methodology. The bidder has outlined in the methodology how a cost-saving can be implemented, by optimising the use of resources or by any alternative provision. Bidder can demonstrate knowledge and experience in coaching management and delivery
4.0	<b>MONITORING AND EVALUATION</b>	Failed to provide information	The monitoring and evaluation plan and associated criteria is unclear	The proposed plan and criteria for monitoring and evaluation correlates with the required scope of works set	The proposed plan and criteria for monitoring and evaluation is consistent and in sync with the required scope of works set	The criteria and plan provided is detailed, concise, and clearly outlined. Bidder demonstrates knowledge, experience, and a soundtrack record in assessing

				scope of works and set objectives	objectives, and programme delivery	usefulness and success of caching programmes
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**Table A3: CDC/281/25 – COACHING PROGRAMME FOR SENIOR MANAGEMENT**

Functional Criteria	Sub-criteria		Requirements from Bidders
	Description	Max Points	
<b>CAPACITY</b>	Availability of appropriate skills and resources to competently deliver the services (CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years in the field)	30	Bidders must clearly demonstrate the availability of skills and resources for the execution of the work for the Coaching Programme. Bidders must submit CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years in the field and experience
<b>PREVIOUS WORK OF A SIMILAR NATURE EXECUTED OVER THE PAST 7 YEARS</b>	Examples of work and overall performance on previous contracts of a similar nature	20	Bidders must provide proof of work experience in the form of at least 2 reference letters or performance reports on previous projects of a similar nature which have been carried out over the past 7 years. Example: - Reference letter from Client, Evidence of output, Performance/Close Out Reports submitted, Feedback from participants, etc.
<b>APPROACH, METHODOLOGY AND DELIVERY MODEL</b>		30	Bidders must submit a document that will demonstrate the approach and methodology to be adopted in assisting the CDC with coaching at the different levels. It is acknowledged

		that there are many approaches to coaching and therefore, it is important that in the submission the respondents are specific on the philosophical approach and process, relevant method of delivery, tentative roll-out schedule, clarity of objectives, sustainability of concepts, and realisation of outcomes over a period of one year.
<b>MONITORING AND EVALUATION</b>	20	With CDC being a State Owned Entity (SOE), it is of critical importance to demonstrate value for money. A strong proposition and criteria to indicate how the CDC will be assisted in monitoring and evaluation of the programme. Recommended tools to monitor and evaluate value and growth of candidates.

Minimum combined weighted point threshold must be 60 points for further consideration of the tender. If the combined weighed score is less than 60 points, then the tender is disqualified from further evaluation.

**Table A4: INDICATORS FOR THE SCORING OF FUNCTIONALITY CRITERIA**

#	Functionality criteria	Evaluation Indicators				
		No response (score 0%)	Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
1.0	<b>CAPACITY</b>  Bidders should clearly demonstrate the availability of skills and resources for the execution of the work for the Coaching Programme. CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years in the field and experience	Failed to provide information	Less than 5 years' experience in relevant field	More than 5 and less than 10 years' experience in relevant field	More than 10 and less than 15 years' experience in relevant field	15 years' experience and above in relevant field
2.0	<b>PREVIOUS WORK OF A SIMILAR NATURE EXECUTED OVER THE PAST 7 YEARS</b>  Examples of work and overall performance on previous contracts of a similar nature	Failed to provide information	Bidders must provide one (1) reference letters from previous projects of similar nature completed in the last 7 years	Bidders must provide two (2) reference letters from previous projects of similar nature completed in the last 7 years	Bidders must provide three (3) reference letters from previous projects of similar nature completed in the last 7 years	Bidders must provide four (4) or more reference letters from previous projects of similar nature completed in the last 7 years

3.0	<b>APPROACH, METHODOLOGY AND DELIVERY MODEL</b>  Clear and detailed document that demonstrates the approach and methodology to be adopted in assisting the CDC with coaching at the different levels.	Failed to provide information	The proposed methodology, work schedule and resource plan do not correlate with the required scope of works. There is lack of clarity.	The proposed methodology, work schedule and resource plan correlate with the required scope of works, but there are minor inconsistencies between project deliverables and proposed methodology, work schedule and resource plan.	The work schedule and resource plan is consistent with the proposed methodology and with the required scope of works	Besides meeting the “good” rating, the bidder has provided a detailed and concise methodology. The bidder has outlined in the methodology how a cost-saving can be implemented, by optimising the use of resources or by any alternative provision. Bidder can demonstrate knowledge and experience in coaching management and delivery
4.0	<b>MONITORING AND EVALUATION</b>	Failed to provide information	The monitoring and evaluation plan and associated criteria is unclear	The proposed plan and criteria for monitoring and evaluation correlates with the required scope of works and set objectives	The proposed plan and criteria for monitoring and evaluation is consistent and in sync with the required scope of works set objectives, and programmes delivery	The criteria and plan provided is detailed, concise, and clearly outlined. Bidder demonstrates knowledge, experience, and a soundtrack record in assessing usefulness and success of caching programmes

**TABLE A5: CDC/280/25 – LEADERSHIP DEVELOPMENT PROGRAMME**

Functional Criteria	Sub-criteria		Requirements from Bidders
	Description	Max Points	
<b>CAPACITY</b>	Availability of appropriate skills and resources to competently deliver the services (CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years in the field)	20	Bidders must clearly demonstrate the availability of skills and resources for the execution of the work for the Coaching Programme. Bidders must provide CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years and experience in the field
<b>PREVIOUS WORK OF A SIMILAR NATURE EXECUTED OVER THE PAST 7 YEARS</b>	Examples of work and overall performance on previous contracts of a similar nature	10	Bidders must provide proof of work performance in the form of at least 2 reference letters or performance reports on previous projects carried out over the past 5 years done of similar nature. Example:- Instruction letter from Client, Evidence of output, Performance Report Provide proof of work performance on previous projects of a similar nature which have been carried out over the past 7 years. Example: - Instruction/Appointment letter from Client, Evidence of output, Performance/Close Out Reports submitted, Feedback from participants, etc.
<b>LEADERSHIP DEVELOPMENT MODEL AND STRUCTURE OF THE PROGRAMME</b>		20	Submit a CONCEPT document and MODEL that will anchor and situate the programme and propose an appropriate structure on how the programme will be executed and managed. It is acknowledged that there are many approaches and varying philosophies to leadership development and therefore, it is important that in the submission the respondents are specific on the recommended model and structure of the programme over a period of one year.

<b>BENEFITS AND IMPACT</b>	25	Outline your value proposition and proven benefits and impacts that the CDC can realise based on previous experiences, and achievements and strength of the proposed model and competence of the team that will deliver the programme
<b>MONITORING AND EVALUATION</b>	25	With CDC being a State Owned Entity (SOE), it is of critical importance to demonstrate value for money. A strong proposition and criteria to indicate how the CDC will be assisted in monitoring and evaluation of the programme. Recommended tools to monitor and evaluate value and development of candidates.

**Table A6: INDICATORS FOR THE SCORING OF FUNCTIONALITY CRITERIA**



#	Functionality criteria	Evaluation Indicators				
		No response (score 0%)	Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
1.0	<b>CAPACITY</b>  Bidders should clearly demonstrate the availability of skills and resources for the execution of the work for the Leadership Development Programme. CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years and experience in the field	Failed to provide information	Less than 5 years' experience in relevant field	More than 5 and less than 10 years' experience in relevant field	More than 10 and less than 15 years' experience in relevant field	15 years' experience and above in relevant field
2.0	<b>PREVIOUS WORK OF A SIMILAR NATURE EXECUTED OVER THE PAST 7 YEARS</b>  Examples of work and overall performance on previous contracts of a similar nature	Failed to provide information	Bidders must provide one (1) reference letters from previous projects of similar nature completed in the last 7 years	Bidders must provide two (2) reference letters from previous projects of similar nature completed in the last 7 years	Bidders must provide three (3) reference letters from previous projects of similar nature completed in the last 7 years	Bidders must provide four (4) or more reference letters from previous projects of similar nature completed in the last 7 years

3.0	<b>LEADERSHIP DEVELOPMENT MODEL AND STRUCTURE OF THE PROGRAMME</b>  Clear and detailed document that demonstrates the approach and methodology to be adopted in assisting the CDC with Leadership Development Programme.	Failed to provide information	The proposed methodology, work schedule and resource plan do not correlate with the required scope of works. There is lack of clarity.	The proposed methodology, work schedule and resource plan correlate with the required scope of works, but there are minor inconsistencies between project deliverables and proposed methodology, work schedule and resource plan.	The work schedule and resource plan is consistent with the proposed methodology and with the required scope of works	Besides meeting the “good” rating, the bidder has provided a detailed and concise methodology. The bidder has outlined in the methodology how a cost-saving can be implemented, by optimising the use of resources or by any alternative provision. Bidder can demonstrate knowledge and experience in coaching management and delivery
4.0	<b>BENEFITS AND IMPACT</b>  Outline your value proposition and proven benefits and impacts that the CDC can realise based on previous experiences, and achievements and strength of the proposed model and competence of the team that will deliver the programme	Failed to provide information	Benefits and impact not clearly outlined and with poor correlation to the LDP	Value proposition and benefits do not align and satisfactorily clarify the expected impact	Value proposition, benefits and impact are very sound and exceptionally outlined	Value proposition provides for sustainability of benefits and impact to the organisation beyond programme implementation

5.0	<b>MONITORING AND EVALUATION</b>	Failed to provide information	The monitoring and evaluation plan and associated criteria is unclear	The proposed plan and criteria for monitoring and evaluation correlates with the required scope of works and set objectives	The proposed plan and criteria for monitoring and evaluation is consistent and in sync with the required scope of works set objectives, and programme delivery	The criteria and plan provided is detailed, concise, and clearly outlined. Bidder demonstrates knowledge, experience, and a sound track record in assessing usefulness and success of Leadership Development Programmes
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**TABLE A7: CDC/279/25 – MIDDLE MANAGEMENT DEVELOPMENT PROGRAMME (MMDP)**

Functional Criteria	Sub-criteria		Requirements from Bidders
	Description	Max Points	
<b>CAPACITY</b>		20	
Availability of appropriate skills and resources to competently deliver the services (CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years in the field)			Bidders should clearly demonstrate the availability of skills and resources for the execution of the work for the MMDP. CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years and experience in the field
<b>PREVIOUS WORK OF A SIMILAR NATURE EXECUTED OVER THE PAST 7 YEARS</b>		10	
Examples of work and overall performance on previous contracts of a similar nature			Provide proof of work performance on previous projects carried out over the past 7 years done of similar nature. Example:- Instruction letter from Client, Evidence of output, Performance/Progress/Close-out Report

<b>MIDDLE MANAGEMENT DEVELOPMENT MODEL AND STRUCTURE OF THE PROGRAMME</b>	20	Submit a CONCEPT document and MODEL that will anchor and situate the programme and propose an appropriate structure on how the programme will be executed and managed. It is acknowledged that there are many approaches and varying philosophies to management development and therefore, it is important that in the submission the respondents are specific on the recommended model and structure of the programme over a period of one year.
<b>BENEFITS AND IMPACT</b>	25	Outline your value proposition and proven benefits and impacts that the CDC can realise based on previous experiences, and achievements and strength of the proposed model and competence of the team that will deliver the programme
<b>MONITORING AND EVALUATION</b>	25	With CDC being a State Owned Entity (SOE), it is of critical importance to demonstrate value for money. A strong proposition and criteria to indicate how the CDC will be assisted in monitoring and evaluation of the programme, including monitoring and evaluation tools to be used to monitor and assess candidate development

**TABLE A8: INDICATORS FOR THE SCORING OF FUNCTIONALITY CRITERIA**

#	Functionality criteria	Evaluation Indicators				
		No response (score 0%)	Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
1.0	<b>CAPACITY</b>  Bidders should clearly demonstrate the availability of skills and resources for the execution of the work for the Middle Management Development Programme. CV's of the assigned personnel to demonstrate skills and capabilities by showing current and previous work done as well as number of years and experience in the field	Failed to provide information	Less than 5 years' experience in relevant field	More than 5 and less than 10 years' experience in relevant field	More than 10 and less than 15 years' experience in relevant field	15 years' experience and above in relevant field
2.0	<b>PREVIOUS WORK OF A SIMILAR NATURE EXECUTED OVER THE PAST 7 YEARS</b>	Failed to provide information	Bidders must provide one (1) reference letters from previous projects of similar nature completed in the last 7 years	Bidders must provide two (2) reference letters from previous projects of similar nature completed in the last 7 years	Bidders must provide three (3) reference letters from previous projects of similar nature completed in the last 7 years	Bidders must provide four (4) or more reference letters from previous projects of similar nature completed in the last 7 years

	Examples of work and overall performance on previous contracts of a similar nature					
3.0	<b>MIDDLE MANAGEMENT DEVELOPMENT PROGRAMME MODEL AND STRUCTURE OF THE PROGRAMME</b>  Clear and detailed document that demonstrates the approach and methodology to be adopted in assisting the CDC with the Middle Management Development Programme	Failed to provide information	The proposed methodology, work schedule and resource plan do not correlate with the required scope of works. There is lack of clarity.	The proposed methodology, work schedule and resource plan correlate with the required scope of works, but there are minor inconsistencies between project deliverables and proposed methodology, work schedule and resource plan.	The work schedule and resource plan is consistent with the proposed methodology and with the required scope of works	Besides meeting the “good” rating, the bidder has provided a detailed and concise methodology. The bidder has outlined in the methodology how a cost-saving can be implemented, by optimising the use of resources or by any alternative provision. Bidder can demonstrate knowledge and experience in MDP management and delivery
4.0	<b>BENEFITS AND IMPACT</b>  Outline your value proposition and proven benefits and impacts that the CDC can realise based on previous experiences, and achievements and strength of the proposed model and	Failed to provide information	Benefits and impact not clearly outlined and with poor correlation to the MMDP	Value proposition and benefits do not align and satisfactorily clarify the expected impact	Value proposition, benefits and impact are very sound and exceptionally outlined	Value proposition provides for sustainability of benefits and impact to the organisation beyond programme implementation

	competence of the team that will deliver the programme					
5.0	<b>MONITORING AND EVALUATION</b>	Failed to provide information	The monitoring and evaluation plan and associated criteria is unclear	The proposed plan and criteria for monitoring and evaluation correlates with the required scope of works and set objectives	The proposed plan and criteria for monitoring and evaluation is consistent and in sync with the required scope of works set objectives, and programme delivery	The criteria and plan provided is detailed, concise, and clearly outlined. Bidder demonstrates knowledge, experience, and a sound track record in assessing usefulness and success of management development programmes

#### 6.4 Stage 4 - Quantitative Assessment

Bids that pass the functionality assessment Stage will be further evaluated on Price and Specific Goals. Bids will be evaluated according to the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022. 80/20 preferential point system will be used to evaluate Price and Specific Goals. Points for Specific Goals is provided in SBD 6.1.

**Table 6: Preferential Scoring System**

Area of Adjudication	Maximum Points
Tendered Price ( $S_P$ )	80
Specific Goals ( $S_E$ )	20
<b>Total Points (S)</b>	<b>100</b>

#### 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$P_s = 80 \left[ 1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

Where:

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

**Table 7: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor 1	20	
B-BBEE Status Level of Contributor 2	18	
B-BBEE Status Level of Contributor 3	14	
B-BBEE Status Level of Contributor 4	12	



B-BBEE Status Level of Contributor 5	8	
B-BBEE Status Level of Contributor 6	6	
B-BBEE Status Level of Contributor 7	4	
B-BBEE Status Level of Contributor 8	2	
Non-compliant contributor	0	

## 6.5 Stage 5 - Qualitative Assessment

- (a) Qualitative Assessment will be conducted on the three (3) highest scoring bidders to determine the acceptable lowest tender price and to ascertain other possible commercial risks pertaining to the bidder's capacity, past performance and other risks.
- (b) The prices will be scrutinized to check for arithmetic errors to communicate with the bidders to acknowledge and decide if their bottom-line price still stands.
- (c) Tender offers will be compared against the cost estimate as well as the market average to confirm if the tender offers are market-related with no risks around the pricing.
- (d) The bidders will be assessed on their procurement integrity to establish whether the bidder or any of its directors been convicted of a corrupt or fraudulent act in competing for or executing any contract, whether the bidder or any of its directors is currently government employees and whether there is conflict of interests and/or collusion.
- (e) The bidders will also be checked if they do not appear on the National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters.
- (f) Assessment of all the risks associated with contract execution and completion of the contract.

## 6.6 Final Outcomes of the Procurement Process

- (a) Once the bid evaluation is complete, a recommendation for award of the successful bidder will be made to the delegated bid adjudication committee for approval of award.
- (b) Unsuccessful bidders will be advised of the outcome of their bids in the procurement process.

## 7. DISQUALIFICATION

Respondents will be disqualified immediately during the tendering stage or during the tender evaluation and adjudication stage or after the contract has been awarded if they are found to have conducted or committed any of the following:

- a) The bidder has failed to meet the tender conditions and/or requirements and deemed non-responsive;
- b) There has been an effort by the bidder, representatives of the bidder or acquaintances of the bidder to influence the process of submissions which may be interpreted as a corrupt or fraudulent act or improper conduct;
- c) The bidder has communicated with other members of CDC Members, or CDC Agent about the contract other than the specified person;
- d) The bidder has misrepresented the information submitted;
- e) There is an evidence of Fraud, fronting, etc.;
- f) The bid document is faxed or emailed or not on original document;
- g) The bid document has been filled in pencil and /or have correcting fluid markings or not duly signed where changes are made;
- h) Bidder appears on the National Treasury register of restricted suppliers or National Treasury list of defaulters.

## 8. PERFORMANCE MEASURES/OUTCOMES

The appointed service providers are encouraged to sub-contract practitioners from previously disadvantaged groups (black, female and with disability) where scope and credentials permit. Service providers will also be required to ensure transfer of skills to the CDC's managers through training and development initiatives to ensure sustainability and effective implementation of the concepts learnt and applied. The service provider needs to clearly indicate how they will transfer the skills.

## 9. PENALTIES

- a) The client shall without prejudice to his/her other remedies under the contract or in law, be entitled to levy a penalty for failure by service provider to provide the service in accordance with the performance specification at the rate stated in (b) below;
- b) Penalty rate will be 5% of the invoice amount, in case of the breach of the Service Level Agreement (SLA) requirements.

## 10. COPYRIGHT

Copyright of this Document is vested in the CDC. It cannot be copied, in whole or in part, in any form or in any format without the prior written consent of the CDC.

## 11. FORMAT OF BID SUBMISSIONS

For ease of reference and uniformity of the submissions, the bidders are required to package their Bid Submissions to this RFP as follows:

- (a) Cover Page, reflecting the:
  - (i) Title of the RFP.

- (ii) Bid Number; and
  - (iii) Name of the Bidder.
- (b) SBD 1 Form – Invitation to Bid.
- (c) Table of Contents.
- (d) The Proposal; and
- (e) Annexures, i.e., the Returnable Documents as indicated in **Section 11** of this document and any other supporting documents.
- (f) Bidders were requested to submit a tightly or securely packed bid document to avoid loose papers, with index and dividers. Bidders may use binders/ arch liver files and/or heavy-duty staplers to bind their bid document. Submission with loose papers shall rejected.

## 12. CONFIDENTIALITY AND MEDIA PROTOCOL

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence. The CDC reserves the right to announce the names of Respondents to the media.

In submitting a response, a Respondent agrees that it shall not be entitled to any information disclosed by another applicant to the CDC, which the CDC has determined to be of a confidential nature. The content and details of the evaluation of submissions will remain confidential to the CDC.

### **13. ANNEXURES**

**ANNEXURE A: SBD 4 BIDDERS DISCLOSURE FORM**

**ANNEXURE B: SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE  
PREFERENTIAL PROCUREMENT REGULATIONS 2022**

**ANNEXURE C: EME AND QSE AFFIDAVIT TEMPLATES**

**ANNEXURE D: BIDDERS PREVIOUS WORK EXPERIENCE**

**ANNEXURE E: POPIA CONSENT FORM**

**ANNEXURE F: AUTHORITY OF SIGNATURE**

**ANNEXURE G: DETAILS OF THE PROPOSED KEY PERSONNEL PARTICIPATING  
IN THE PROJECT**

## ANNEXURE A

### SBD 4 BIDDERS DISCLOSURE FORM

#### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

#### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.


Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

2.1.2 If so, furnish particulars:

.....  
.....

2.2 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However,

communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.**

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.**

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....  
Signature Date  
.....  
Position Name of bidder

## ANNEXURE B

### SBD 6.1

#### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

#### 1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
--	--------



<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor 1	20	
B-BBEE Status Level of Contributor 2	18	
B-BBEE Status Level of Contributor 3	14	
B-BBEE Status Level of Contributor 4	12	
B-BBEE Status Level of Contributor 5	8	
B-BBEE Status Level of Contributor 6	6	
B-BBEE Status Level of Contributor 7	4	
B-BBEE Status Level of Contributor 8	2	
Non-compliant contributor	0	

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[Tick applicable box]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to

such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## ANNEXURE C EME AND QSE AFFIDAVIT TEMPLATES

### SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	

<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none"> <li>(a) who are citizens of the Republic of South Africa by birth or descent; or</li> <li>(b) who became citizens of the Republic of South Africa by naturalisation- <ul style="list-style-type: none"> <li>i. before 27 April 1994; or</li> <li>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</li> </ul> </li> </ul>
<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> <li>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(d) Black people living in rural and underdeveloped areas;</li> <li>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</li> </ul>

3. I hereby declare under Oath that:

The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9.

(1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- c The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- c The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- c Black Designated Group Owned % Breakdown as per the definition stated above:

- c Black Youth % = \_\_\_\_\_%
- c Black Disabled % = \_\_\_\_\_%
- c Black Unemployed % = \_\_\_\_\_%
- c Black People living in Rural areas % = \_\_\_\_\_%
- c Black Military Veterans % = \_\_\_\_\_%

- c Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of (DD/MM/YYYY), the

- annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- c Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Commissioner  
of Oaths  
Signature &  
stamp Date:

### SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Vat Number (If applicable)</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none"><li>(a) who are citizens of the Republic of South Africa by birth or descent; or</li><li>(b) who became citizens of the Republic of South Africa by naturalisation-<ul style="list-style-type: none"><li>i. before 27 April 1994; or</li><li>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</li></ul></li></ul>



<b>Definition of "Black Designated Groups"</b>	<p>"Black Designated Groups means:</p> <ul style="list-style-type: none"> <li>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(d) Black people living in rural and underdeveloped areas;</li> <li>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</li> </ul>
--	--

3. I hereby declare under Oath that:

- c The Enterprise is \_\_\_\_\_% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9.
- (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- c The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- c The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- c Black Designated Group Owned % Breakdown as per the definition stated above:
  - c Black Youth % = \_\_\_\_\_%
  - c Black Disabled % = \_\_\_\_\_%
  - c Black Unemployed % = \_\_\_\_\_%
  - c Black People living in Rural areas % = \_\_\_\_\_%
  - c Black Military Veterans % = \_\_\_\_\_%
- c Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_(DD/MM/YY YY), the annual Total Revenue was between R 10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

- c Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commis  
sioner  
of  
Oaths  
Signatur  
e &  
stamp

Date:

## **ANNEXURE D: BIDDERS PREVIOUS WORK EXPERIENCE**

Bidders must provide proof of work experience in the form of at least 2 reference letters or performance reports on previous projects of a similar nature which have been carried out over the past 5 years.

Example: - Reference letter from Client, Evidence of output, Performance/Close Out Reports submitted, Feedback from participants, etc.

## **ANNEXURE E PROTECTION OF PERSONAL INFORMATION: CONSENT FORM**

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

As part of its business activities, the Coega Development Corporation (CDC) obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the CDC from time to time. The CDC confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

In order to comply with procurement principles, set out in Section 217 of the Constitution and national procurement legislative prescripts, the names of all entities that submitted a bid, the tendered price thereof and the subsequent award will be made public.

The CDC hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Unless directed to do so by an order of court, the CDC does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and will be seized with information of a personal nature pertaining to the CDC. Some of the information may, because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the CDC requires that Bidders which receive or have access to its personal information process any such information in a manner compliant with the requirements of the POPIA.

## **AGREEMENT**

1. The CDC and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
  - (a) They process the information only for the express purpose for which it was obtained.
  - (b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
  - (c) They will introduce, and implement all reasonable measures to ensure the protection of all personal information from unauthorized access and/or use.
  - (d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
  - (e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
  - (f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organisation.
3. Bidder's Obligations:
  - a) The Bidder is required to notify the Information Officer of CDC, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorised access or unlawful use of any of the CDC's personal information.
  - b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.

- c) The Bidder shall be required to provide the CDC with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
- d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of CDC.

**On behalf of the Bidder:**

.....	.....
Signature	Date
.....	.....
Position	Name of the Bidder

**On behalf of the Client:**

.....	.....
Signature	Date
.....	.....
Position	Name of Client Representative

## ANNEXURE F: AUTHORITY OF SIGNATURE

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

### A. Certificate for Company

I, ....., chairperson

of the board of .....,

hereby confirm that by resolution of the board (copy attached) taken on

..... 20...., Mr/Ms .....

acting in the capacity of ....., was authorised to sign all documents in connection with this tender for Bid No: 152118 and any contract resulting from it on behalf of the company.

### As witnesses:

1. ....

Chairman: .....

2. ....

Date: .....

## B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as .....

....., hereby authorise

Mr/Ms .....,

acting in the capacity of .....

....., to sign all documents in connection with this tender for

Bid No: 152118 and any contract resulting from it on our behalf.

Name	Address	Signature	Date

*Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

## C. Certificate for Joint Venture (Continue)

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise

Mr/Ms ....., authorised signatory of the company

....., acting in the capacity of lead

partner, to sign all documents in connection with this tender for Bid No: 152118 and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.



Name of Firm	Address	Authorising Name and Capacity	Authorising Signature

**D. Certificate for Sole Proprietor**

I, ....., hereby confirm that I am

the sole owner of the business trading as .....

**As witnesses:**

1. ....

Sole Owner: .....

2. ....

Date: .....

## E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as

.....

.....

hereby

authorise

Mr/Ms

.....

acting in the capacity of .....,

to sign all to sign all documents in connection with this tender for Bid No: 152118 and any contract resulting from it on our behalf.

Name	Address	Signature	Date

*Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

# **ANNEXURE G: DETAILS OF THE PROPOSED KEY PERSONNEL PARTICIPATING IN THE PROJECT**

Discipline	Nominated Key Personnel	Years of Experience in relevant field	Consent Signature of Nominated Key Personnel

## **NB:**

- (i) Key personnel may not be nominated for two (2) or more competing bidders as this constitutes a Conflict of Interest.*
- (ii) Where the Service Provider bids for more than one Talent Development Programme, they should not have the same key personnel in more than one, unless they can demonstrate capacity to execute the Programmes.*
- (iii) The Key personnel listed should be the same people whose CVs have been submitted.*

Name: .....

Signature: .....

Date: .....

Organisation: .....

**END OF RFP DOCUMENT**