

## REQUEST FOR QUOTATION OF GOODS AND SERVICES

### RFQ NO:10-2023: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF EXECUTIVE COACHING SERVICES TO THE SADPMR FOR A PERIOD OF 36 MONTHS

Kindly furnish us with a written quotation as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and submitted not later than **12 June 2023 @11h00 AM to email address: [quotations@sadpmr.co.za](mailto:quotations@sadpmr.co.za)**

#### The following conditions will apply:

- 1) Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms of Preferential Procurement Regulations, 2022:  
**80 points for price**  
**20 points for specific goals as follows:**
  - Enterprise owned by Black people – 5 points.
  - Enterprise owned by Black women – 5 points.
  - Small, medium and Micro Enterprise – 5 points
  - Enterprises owned by people with disabilities –5 points.
- 5) Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.
- 6) Attach Certified copy of ID. Proof of residence/ CSD
- 7) Copies of ID's / CIPC / CSD
- 8) CSD / BEE certificate / Sworn Affidavit
- 9) Copies of ID's / CIPC / CSD
- 10) Late responses will not be considered.

ISSUED BY:	CONTACT PERSON (SPECIFICATION)	CONTACT PERSON (ADMINISTRATION)
<b>THE CHIEF EXECUTIVE OFFICER SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR P.O. BOX 16001 DOORFONTEIN 2028</b>  <b>Tel: (011) 223 7000 Fax: (011) 334 8898</b>	<b>Ms. Cynthia Khadiamovha</b>  <b>E-mail: <a href="mailto:cynthiak@sadpmr.co.za">cynthiak@sadpmr.co.za</a></b>	<b>Mr. Njabulo Mavuma</b>  <b>E-mail: <a href="mailto:njabulom@sadmr.coza">njabulom@sadmr.coza</a></b>

## **Table Content**

**NO.**

- 1. INVITATION OF BIDS (SBD 1)**
- 2. DECLARATION OF INTEREST (SBD 4)**
- 3. PREFERENCE POINTS CLAIM FORM (SBD 6.1)**
- 4. TERMS OF REFERENCE**

**PART A****INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>				
BID NUMBER:	RFQ: 10-2023		CLOSING DATE & TIME:	12 June 2023 @11h00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF EXECUTIVE COACHING SERVICES TO THE SADPMR FOR A PERIOD OF 36 MONTHS			
<b>BID RESPONSE DOCUMENTS SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>				
<b>RESPONSES SHOULD BE SUBMITTED:</b> The quotation must be submitted on the letterhead of your business and submitted not later than <b>12 June 2023 @11h00 AM to email address: <a href="mailto:quotations@sadpmr.co.za">quotations@sadpmr.co.za</a></b>				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	C Khadiamovha		CONTACT PEOPLE	N Mavuma
TELEPHONE NUMBER	(011) 223 7000		TELEPHONE NUMBER	(011) 223 7000
FACSIMILE NUMBER			FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:cynthiak@sadpmr.co.za">cynthiak@sadpmr.co.za</a>		E-MAIL ADDRESS	<a href="mailto:njabulom@sadpmr.co.za">njabulom@sadpmr.co.za</a>
<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:		<b>O R</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>		<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

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

#### **1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **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."

#### **BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## BIDDER'S DISCLOSURE

### 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.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

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<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.

.....  
.....

- 2.3** 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**

- 2.3.1** 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

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<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.

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 PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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



## 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

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
PRICE	80
SPECIFIC GOALS	20
<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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = Price of highest 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:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by Black people		5		
Enterprise owned by Black women		5		
Small, medium and Micro Enterprise		5		
Enterprises owned by youth.		5		

**NB: Please submit all supporting documents to substantiate the above goals, failure to submit will result in no allocation of points.**

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. 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]

4.6. 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.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

# **TERMS OF REFERENCES ON THE PROVISION OF EXECUTIVE COACHING SERVICES TO THE SADPMR FOR A PERIOD OF 36 MONTHS**

## **1. INTRODUCTION**

The South African Diamond and Precious Metals Regulator (SADPMR) is a Schedule 3A entity of government charged with the mandate of regulating the buying and selling of diamonds and precious metals. The entity operates from Johannesburg with 3 satellite offices located in Kimberley, Cape Town and well as Durban. The SADPMR is one of the entities that reports to Minister of the Department of Mineral Resources and Energy.

## **2. OBJECTIVE**

The SADPMR currently has a need for Executive Coaching service with accredited executive coaches who can coach the SADPMR executives and senior managers. The bidder will be required to understand the organisational context at both micro and macro levels and ensure that matching of coaches with the executives is properly done. The successful bidder will need to understand the current and emerging leadership skills requirements of the entity and offer agile and cost-effective executive coaching that is adaptable to the dynamic business environment in which the SADPMR operates.

## **3. SCOPE**

The SADPMR requires reputable institutions/company with vast knowledge, and relevant experience in conducting executive coaching.

The programme should focus on the following high-level aspects:

- Drive transformational change and provide critical challenge and support to an individual executive and top management.
- Provide business and corporate coaching.
- Equip executives/top management with the knowledge and opportunities they need to develop themselves and become more effective in their roles by assisting them to gain self-awareness, clarify goals, achieve their development objectives, and unlock their potential to build and lead effective teams.
- Individualized, confidential partnership with skilled leadership coach.

## **4. DELIVERABLES**

The bidder is required to clearly state the approach they will follow in offering effective coaching services to the SADPMR.

The bidder will be expected to deliver on the following:

- Introduction of the bidder and executive coaches to the nominated Executives and Managers.

- The bidder will be required to project manage the introduction of the company and its service delivery approach as well as the available executive coaches to the nominated individuals.
- At these engagements it would be recommended that initial sessions are set up between coaches and individuals to further the establishment of a formal coaching relationship between the parties concerned.
- The bidder must be able to offer team coaching.

#### **Assessment, including pre-coaching needs analysis, data gathering and planning.**

- It is expected that the coach gets to know the individual – their personal and professional background, role, goals and targets, experience in the organization, preferred way of learning, any previous assessment and development that the individual previously participated in e.g. 360-degree or other assessments, and their current challenges.
- Where previous 360-degree assessment reports or similar information is available, the individual would be encouraged to share the outcomes with the service provider to guide the executive coaching programme.
- Although the coaching is aimed at business or professional performance, it is important for the coach to understand a little about the individuals' personal or life experiences because these may affect the way they behave at work. For instance, very stressful personal events are likely to make it hard to perform to full capacity in the office.

#### **Goal setting, development of a coaching plan and contracting with the individual (and line manager) Executive coaching must be focused and purposeful, so we anticipate that coaching goals would need to be negotiated. These goals relate to the individual's performance at work and will assist both parties to be clear about the parameters of the coaching sessions.**

- The executive coach will be expected to assist the individual in formulating these goals, along with ways of measuring progress, which are realistic for the individual's working context. Furthermore, the coach and individual must agree specific objectives of each session and agree topics for discussion.
- Goals would need to be agreed upon by the second coaching session, though as the coaching progresses, they may be reviewed and amended.
- Interaction with direct line managers may be facilitated both at the needs analysis and contracting stages.

#### **Implementation of the coaching plan**

- Following goal setting and contracting the coaching sessions must focus on working towards the agreed goals.
- A session's content can vary, and we will expect the bidder to ensure relevant methods are explored throughout the coaching sessions. This could include discussions on a particular issue, the executive coach can talk through a useful model or framework, or the coach could request the individual to work through certain exercises, like rehearsing a presentation, role-playing a difficult conversation, or preparing for a meeting or workshop.
- One-on-one interactions must provide time to reflect, consider new perspectives, discover insight and clarity, and optimize skills.
- Coaches will also be required to give the individual feedback during sessions and create a

platform for open and honest communication.

- Measuring and reporting on the results against the plan.
- After several coaching sessions (we suggest a minimum of 5 sessions) a review of the achievement against the initial goals as set out initially as well as the effectiveness of the coaching will need to be reviewed.
- At this stage, the individual and / or the coach, in consultation with the line manager and SADPMR, may decide to extend the coaching contract for more sessions to continue working on the original goals or to work on different goals.

### **Transitioning to long-term development**

- Once the goals have been achieved the executive coach will be required to wrap up the coaching process by summarizing insights and assisting the individual in determining future development actions.

### **Additional Requirements:**

- The bidder must be flexible in terms of meeting arrangements, and available to coach managers on a national basis.
- A diverse team of executive coaches should be available to work on the assignment for SADPMR.
- Quarterly reporting on the coaching will be required.
- The bidder will also need to provide the necessary project management, change management, communication, and administration (incl. information management and record keeping) for the duration of the contract.
- Executive Coaches must be qualified with the skills to help the managers as well as SADPMR to unlock their full potential and maximize their performance.
- Executive Coaches must preferably be competent in four key areas including business acumen; organization knowledge; coaching knowledge; and psychological knowledge.
- Executive coaches must be experienced executives who can share their insight and skills on the path to increasing success of the SADPMR Managers.

## **5. EVALUATION METHODOLOGY / CRITERIA**

The evaluation of the project will be in two phases i.e., functionality as well as price.

### **Administrative Compliance**

The Administrative Compliance Evaluation will include the following:

<b>EvaluationCriteria</b>	<b>Supporting Document</b>
1. In the event of the bidder being in a joint venture (JV), a signed	JV Agreement

JV agreement must be submitted (where applicable).	
2. Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person:  - SBD 1  - SBD 6.1	Standard Bidding Document (SBD 1, SBD 6.1) Forms
3. Bidders must submit their company registration documents.	CK Document
4. Bidders must submit the latest downloaded CSD report with a tax compliant status.	CSD Registration Report

### Mandatory Compliance

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

Evaluation Criteria	Supporting Document
1. The bidder must submit a fully completed and signed bidders' disclosure form.	SBD 4.

### 6. PHASE 1: FUNCTIONALITY CRITERIA

No	Evaluation Criteria	Weighting (%)
1	<b>Company Experience:</b>  Number of years the institution/company has been providing executive coaching should not be less than 5 years.  Have business coaches that are from diverse backgrounds and business experiences.	25
2	<b>References (Only relevant references)</b>	25



	<p>The bidder must provide evidence that they have successfully implemented executive coaching. The bidder must provide not less than 5 references where similar programme was successfully conducted.</p> <p>The signed reference letters with company letter head and contact details must be provided to substantiate such claims.</p>	
3	<p><b>Experience of the team member(s)</b></p> <p>The accredited coaches with HPSA certificate, who will be involved in this project must not have less than 5 years' experience conducting coaching sessions with executives. A comprehensive CV must be provided indicating when coaching was conducted, and the number of people coached.</p>	20
4	<p><b>Methodology and Approach:</b></p> <p>The bidder must demonstrate their understanding of the key requirements and expectations of SADPMR as outlined in this document. A detailed approach, methodology and tools on how they will assist SADPMR in achieving the objectives of this request, must be provided, including an outline of the project deliverables, indicating key milestones and turnaround times.</p> <p><b>POPIA COMPLIANCE IS KEY AND NEED TO DEMONSTRATE THIS.</b></p> <p><b>NEED TO DEMONSTRATE INNOVATION THROUGH SYSTEMS/TECHNOLOGY TO MONITOR ALL ASPECTS OF COACHING, INTERACTION AND REPORTING</b></p>	30
	TOTAL	100

**NB: ONLY BIDDERS OBTAINING 80% OR MORE SHALL PROCEED TO PHASE TWO OF EVALUATION WHICH IS PRICE AND PREFERENCE POINTS.**

Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

**PHASE 2: The 80/20 Principle is based on Price and specific goals for SADPMR.**

The following formula is to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

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 price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{min}$  = Price of highest acceptable bid

A maximum of 20 points to be awarded to a bidder for the specific goals listed on the SADPMR preferential procurement policy as follows:

Special Goals	80/20 Points System	Relevant Evidence
Enterprises owned by black people.	5	Copies of ID's / CIPC / CSD
Enterprises owned by black women.	5	Copies of ID's / CIPC / CSD
Entities that are small, medium, and micro enterprises.	5	CSD / BEE certificate / Sworn Affidavit
Entities owned by people with disabilities.	5	Letter from General Practitioner / Specialist / CSD

**The following must be submitted to claim the points for specific goals:**

CIPC proof and CSD Report for the last three (3) months from the closing date of this RFQ bidders are encouraged to obtain the latest CIPC proof of registration and CSD Registration Report from <https://eservices.cipc.co.za/>. Failure to submit the CIPC proof and CSD Report will result in zero (0) scoring for specific goals.

The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Final appointment to be awarded to the tenderer scoring the highest points.

## **MONITORING AND REPORTING**

The successful bidder will report directly to SADPMR Human Resources Division

- The HR Division for technical matters
- The SCM Division for terms of contract

## **7. COMPLETION DATE**

This service is required annually for period of three (3) years in the following manner: -

- Six (6) sessions per person per year for six (6) executive management including the CEO. However additional sessions may be accommodated with approval of Human Resources division.

## **8. BRIEFING SESSION**

**None**

## **9. ENQUIRIES**

In the event where a bidder has enquiries regarding the technical aspects of this project please contact Ms Masingita Nkomo-Fumani at 011 223 7000 or [masingitanf@sadpmr.co.za](mailto:masingitanf@sadpmr.co.za)

## ANNEXURE A

No	Criteria	Proof required	Points allocation	Weight
1	<b>Company Experience:</b> The number of years bidder has been providing executive coaching programme	Company profile explicitly indicating the number of years the bidder has been conducting executive coaching programme	Less than 5 years – <b>0 points</b> 5 – 7 years – <b>10 points</b> More than 7 years – <b>25 points</b>	25%
2	<b>References (Only relevant references)</b> The bidder must provide evidence that they have successfully provided executive coaching programme.	Signed Reference Letters on company letter head	Less than 5 references – <b>0 points</b> 5 < 6 references – <b>10 points</b> More than 6 references – <b>25 points</b>	25%
3	<b>Experience of the team member(s)</b> The accredited coaches with HPSA certificate that will be involved in this project must not have less than 5 years' experience on conducting coaching sessions with executives.	A comprehensive CV must be provided indicating similar projects, the number of people coached, as well as the organisation(s) where such coaching took place.	Less than 5 years – <b>0 points</b> 5- 7 years – <b>10 points</b> More than 7 years – <b>20 points</b>	20%

4	<b>Methodology and Approach</b>  The bidder must demonstrate their understanding of the key requirements and expectations of SADPMR as outlined	Detailed Methodology, Approach and GanttChart/timeline.	Non-submission or poor methodology and approach – <b>0 points</b> The approach is innovative and well-articulated, the timeframes and project plan are not suited to the project needs. The work plan is not in sync with the project scope and deliverables– <b>7 points.</b>  The approach is innovative and well-articulated, the timeframes and project plan are suited to the project needs. The work plan is in sync with the project scope and deliverables – <b>30%points.</b>	30%
<b>Total</b>				<b>100%</b>