

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	12 November 2024	REQUISITION NUMBER	REQ0005389
CLOSING DATE:	25 November 2024	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Leadership Development focusing on Executive and Leadership Coaching		Quantity required												
1	<p>SANAS requires the services of a 51% black owned to provide coaching to build/ enhance /elevate action learning in line with managers work experiences differentiating between Senior Managers and Middle Manager. The coaching framework is divided into two: 5 Executive Team Members 20 Middle Managers</p> <p>The panel of coaches are expected to assist the leadership team in improving, developing and learning new skills and achieving career aims by managing work and personal challenges in order to maximize performance. The scope of work is inclusive of executive and leadership coaching, leadership conversations and team coaching. The coaching output needs to be aligned to our leadership pillars and themes developed from our culture survey as stipulated below:</p> <table><tr><th>Leadership Pillar</th><th>Theme</th></tr><tr><td>Leading self</td><td>Personal Mastery and Emotional Intelligence</td></tr><tr><td>Leading others</td><td>Strategy and Business Innovation</td></tr><tr><td>Leading in Communities</td><td>Relationship Building & Collaborations</td></tr><tr><td>Leading change</td><td>Leading organizational change</td></tr><tr><td></td><td></td></tr></table>	Leadership Pillar	Theme	Leading self	Personal Mastery and Emotional Intelligence	Leading others	Strategy and Business Innovation	Leading in Communities	Relationship Building & Collaborations	Leading change	Leading organizational change			1 Service provider required
Leadership Pillar	Theme													
Leading self	Personal Mastery and Emotional Intelligence													
Leading others	Strategy and Business Innovation													
Leading in Communities	Relationship Building & Collaborations													
Leading change	Leading organizational change													
Expected date of delivery:	December 2024													
Contract or once-off:	12 Months contract													

Technical / Mandatory requirements:	Requirement	Evidence
	1. Coaches who will be responsible for the process must have a minimum of 5 years experience in executive and leadership coaching and facilitation.	<p>1.Detailed profile of the coaches who will be responsible for the process; inclusive of the below:</p> <ul style="list-style-type: none"> • Certificate as qualified coach • Certificate as qualified Facilitator • Specify the years of experience in executive and leadership coaching and facilitation <p>2.Detailed Facilitators CV outlining relevant experience:</p> <ul style="list-style-type: none"> • Organizational Development / People Practice specialist • Ability to administer and interpret Enneagram assessment reports
	Requirement	Evidence
	2.The service provider must have a minimum of 10 years experience in leadership work.	A company profile, stipulating years of experience rendering similar service.
	Requirement	Evidence
	3.Written and verifiable references, on company letterheads, of clients where a similar service was offered in the past 36 months	<p>3 verifiable references on company letterhead</p> <p>Reference letter to include signature, dates, contact name, contact number and email address.</p>
	Requirement	Evidence
	4.Ability to administer and interpret assessments	<ul style="list-style-type: none"> • Proof of registration as a psychometrist • Enneagram assessment certificate • Valid proof of HPCSA registration
	Requirement	Evidence
	5. The Executive and Leadership coaching service provider must be able to finalise the coaching process within a 12-month period. Detailed project outline.	<p>Detailed project outline with timelines and specifying the below:</p> <ul style="list-style-type: none"> • Communication strategy • Stakeholder engagement • How to choose a coach (chemistry engagement sessions) • Feedback session • Coaching Reports • Align project timelines to tangible completion dates/days.
	Requirement	Evidence
	6. Registration requirements of the service provider	<ul style="list-style-type: none"> • Accredited and professionally registered by the professional body for executive coaching (Copy of the Registration Certificate to be attached) • Coaches & Mentors Society of SA (COMENSA) and • Coach Educators and Training Association of South Africa (CETASA). • Accredited by the relevant SETA

	<p>7. Detailed coaching process/steps including but not limited to:</p> <table border="1"> <tr> <td>Executive Coaching</td> </tr> <tr> <td>Introduction session and presentation on methodology to ExCo team</td> </tr> <tr> <td>Enneagram Assessments for 5 executive members</td> </tr> <tr> <td>Individual feedback session to 5 executive members</td> </tr> <tr> <td>8 individual Coaching sessions</td> </tr> <tr> <td>1 group Feedback relating to Executive team dynamics in line with Enneagram report</td> </tr> <tr> <td>3 group coaching sessions post completion of the coaching process</td> </tr> <tr> <td>Middle Managers Coaching</td> </tr> <tr> <td>Introductory session to middle managers (talking them through the process and expectations)</td> </tr> <tr> <td>iEQ9 Enneagram for teams (middle managers)</td> </tr> <tr> <td>Individual feedback sessions for middle managers (20 sessions)</td> </tr> <tr> <td>6 group coaching session</td> </tr> <tr> <td>Two Individual coaching sessions per manager (max of 40 sessions)</td> </tr> <tr> <td>Team Feedback session relating to team dynamics in line with the appropriate assessment tool used (1 session)</td> </tr> <tr> <td>Miscellaneous</td> </tr> <tr> <td>2 leadership conversation (combined group of Executive and Middle management)</td> </tr> </table>	Executive Coaching	Introduction session and presentation on methodology to ExCo team	Enneagram Assessments for 5 executive members	Individual feedback session to 5 executive members	8 individual Coaching sessions	1 group Feedback relating to Executive team dynamics in line with Enneagram report	3 group coaching sessions post completion of the coaching process	Middle Managers Coaching	Introductory session to middle managers (talking them through the process and expectations)	iEQ9 Enneagram for teams (middle managers)	Individual feedback sessions for middle managers (20 sessions)	6 group coaching session	Two Individual coaching sessions per manager (max of 40 sessions)	Team Feedback session relating to team dynamics in line with the appropriate assessment tool used (1 session)	Miscellaneous	2 leadership conversation (combined group of Executive and Middle management)
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Other information:	<p>Complete Pricing table on the last page</p> <p>Compulsory briefing session to be held as follows:</p> <p>Tuesday 19 October 2024 10:00 – 11:00 via Microsoft teams, follow the link below:</p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_Nzc1ODU3ZmUtMTI1Ny00YjhiLTk0NjgtOGEzMWQ5NjI0NjI%40thread.v2/0?context=%7b%22Tid%22%3a%22771a188f-45d4-4a64-aa41-05bc63f529dc%22%2c%22Oid%22%3a%229bc5f750-df85-498c-8d7e-e47456064816%22%7d</p>																

SECTION TO BE COMPLETED BY SUPPLIER

2. SUPPLIER DETAILS

Supplier name:	
CSD number:	
Contact person:	
Contact number:	
Email:	
VAT number (if applicable):	
Physical address:	

3. SCM COMPLIANCE REQUIREMENTS (please tick)

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	N/A
Completed and signed SBD 9	N/A
Certified valid B-BBEE Certificate	

EVALUATION PROCESS

All bids will be evaluated as follows:

The First stage, bids will be evaluated first for Administrative requirements, Bidders are required to submit the following administrative documents to be considered for evaluation.

- Completed and signed SBD 4
- Completed and signed SBD 6.1
- Valid BBBEE certificate or sworn affidavit signed by the commissioner of oath
- Valid tax pin, Central Supplier Database Report or Summary with compliant tax status

No	Name of Administrative Required Document	Clarification Time
1	Completed and signed SBD 4	48 working hours
2	Valid tax pin, Central Supplier Database Report or Summary with compliant tax status	7 Working days

Bidders who do not adhere to the indicated response time for clarifications requested by the SANAS will be deemed to be non-responsive and their submissions will not be evaluated further.

Stage 2: Price and SANAS specific goals:

PREFERENTIAL PROCUREMENT REFORM:

The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000. SANAS Preferential Procurement (PP) requirements as per the SANAS Supply Chain Management Policy, states that SANAS shall deal with suppliers in accordance with the SANAS specific goals. The application of the specific goals will be as per the applicable pricing formula, the 80/20 system.

SANAS specific goals are in support of the following:

- Previously disadvantaged groups by allocating points for black owned businesses. Black owned businesses are defined as per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 which states that "Black People" is a generic term which means Africans, Coloureds and Indians who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalisation before 27 April 1994 or on or after 27 April 1994; and who would have been entitled to acquire citizenship by naturalization prior to that date.
- Black women as per the 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.

- Black people who are youth as defined in the National Youth Commission Act of 1996.
- 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.
- Exempt micro enterprises (EMEs) and thus promoting small businesses.
- Qualifying small enterprises (QSEs).

All responsive tender offers shall be evaluated in terms of Price and SANAS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

Points will be allocated in terms of the SANAS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates or sworn affidavit to claim points on specific goals.

PRICE	80
SANAS SPECIFIC GOALS	20

Note: To claim points Bidders must submit a valid BBBEE certificate or sworn affidavit signed by the commissioner of Oath together with a fully completed and signed SBD 6.1. Bidders are required to indicate the preference point claimed in the SBD 6.1.

Specific Goal	20	10
100% Black Owned	6	4
51% - 99% Black Owned	4	2
100% Black Women Owned	6	3
51% - 99% Black Women Owned	4	2
5% Youth Owned	2	1
2% Owned by Persons with Disabilities	1	1
Exempt Micro Enterprise (EME)	5	0
Qualifying Small Enterprise (QSE)	3	1

This RFQ will be evaluated according to the above SANAS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim SANAS specific goals in the provided SBD 6.1 attached.

4. QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

5. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:.....

Signature:

Date:

PRICING TABLE: LEADERSHIP DEVELOPMENT

Description	Quantity	Unit price	Total
Introduction session and presentation on methodology to ExCo team	1		
Enneagram Assessments for 5 executive members	5		
Individual feedback session to 5 executive members	5		
8 individual Coaching sessions for Executives	40		
1 group Feedback relating to Executives team dynamics in line with Enneagram report	1		
3 group coaching sessions post completion of the coaching process	3		
Introductory session to middle managers (talking them through the process and expectations)	1		
iEQ9 Enneagram for teams (middle managers)	20		
Individual feedback sessions for middle managers (20 sessions)	20		
6 group coaching sessions	6		
Two Individual coaching sessions per manager (max of 40 sessions)	40		
Team Feedback session relating to team dynamics in line with the appropriate assessment tool used (1 session)	1		
2 leadership conversations (combined group of Executive and Middle management)	2 (maximum of 5 hours each)		
Total			
VAT			
Total Inc VAT			