

REQUEST FOR PROPOSAL

APPOINTMENT OF A SERVICE PROVIDER FOR TALENT DEVELOPMENT PROGRAMMES

CONTRACT NO: CDC/279/25 et al

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 industrialisation 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.

INVITATION AND SCOPE OF SERVICES

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:

Table 1: Contracts and Tender Information

#	Contract Number	Contract Description/ Services	Brief Scope of Works
1	CDC/279/25	Middle Management Development Programme	Leadership, Emotional Intelligence & self-actualisation, Managing innovation and Technology, Coaching, mentoring and On-the-job training.
2	CDC/280/25	Leadership Development Programme	Emotional Intelligence & self-efficacy, Inspired shared vision, Rapport Building and Listening, Advance Culture of Accountability & Responsibility, Results driven or based leadership, Optimise high performance team and Business Acumen
3	CDC/281/25	Coaching Programme for Senior Managers	Succession Coaching, Behavioural Coaching, Skills Coaching and Transformation Coaching
4	CDC/371/25	Executive Leadership and Coaching	Executive Coaching, Career Development Coaching, Leadership Coaching,

Respondents may provide a proposal for either one or all the advertised contracts. The scope of work for the services to be rendered for each contract is detailed in the RFP document.

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);

(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.Provincial by-laws where applicable; and

(xviii) Any other regulations
- (c) The **80/20** preference point system will be used where points allocation will be as follows:

(i) Price - **80**

(ii) Specific Goals - **20**
- (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. MAAAO.
- (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 points 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 contract is twelve (12) weeks form closing date.

The RFP documents can be downloaded at no cost from the CDC Website: 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 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.

Telegraphic, telexed, typexed, facsimiled, emailed submissions will not be accepted.

No telephonic or any other form of communication relating to this request for tender will be permitted with any CDC member of staff, other than the individual named below.

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 address: 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.

TIP-OFFS ANONYMOUS HOTLINE:
STOP: THEFT / FRAUD / DISHONESTY / BRIBERY /
BLACKMAIL / INTIMIDATION
Call Toll-free TODAY: 0800 007 035 and remain anonymous.



• right **PLACE** • right **TIME** • right **CHOICE**

BBBEE LEVEL 1 CONTRIBUTOR
ISO 9001:2015 • ISO 14001:2015 • ISO 45001:2018
ISO 20000-1:2018 • ISO 27001:2022

