



Tender Briefing Session

FOR THE APPOINTMENT OF AN EXECUTIVE COACHING SERVICE ON AN 'AS AND WHEN' REQUIRED BASIS FOR A PERIOD OF THREE YEARS (3) YEARS.

TCC/2024/01/0001/54512/RFP



Presented By:

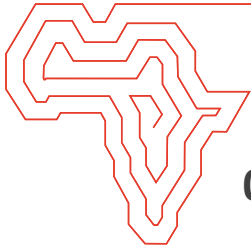
NHLANHLA CALUZA

STRATEGIC SOURCING MANAGER:
PROCUREMENT OPERATIONS (TCC)

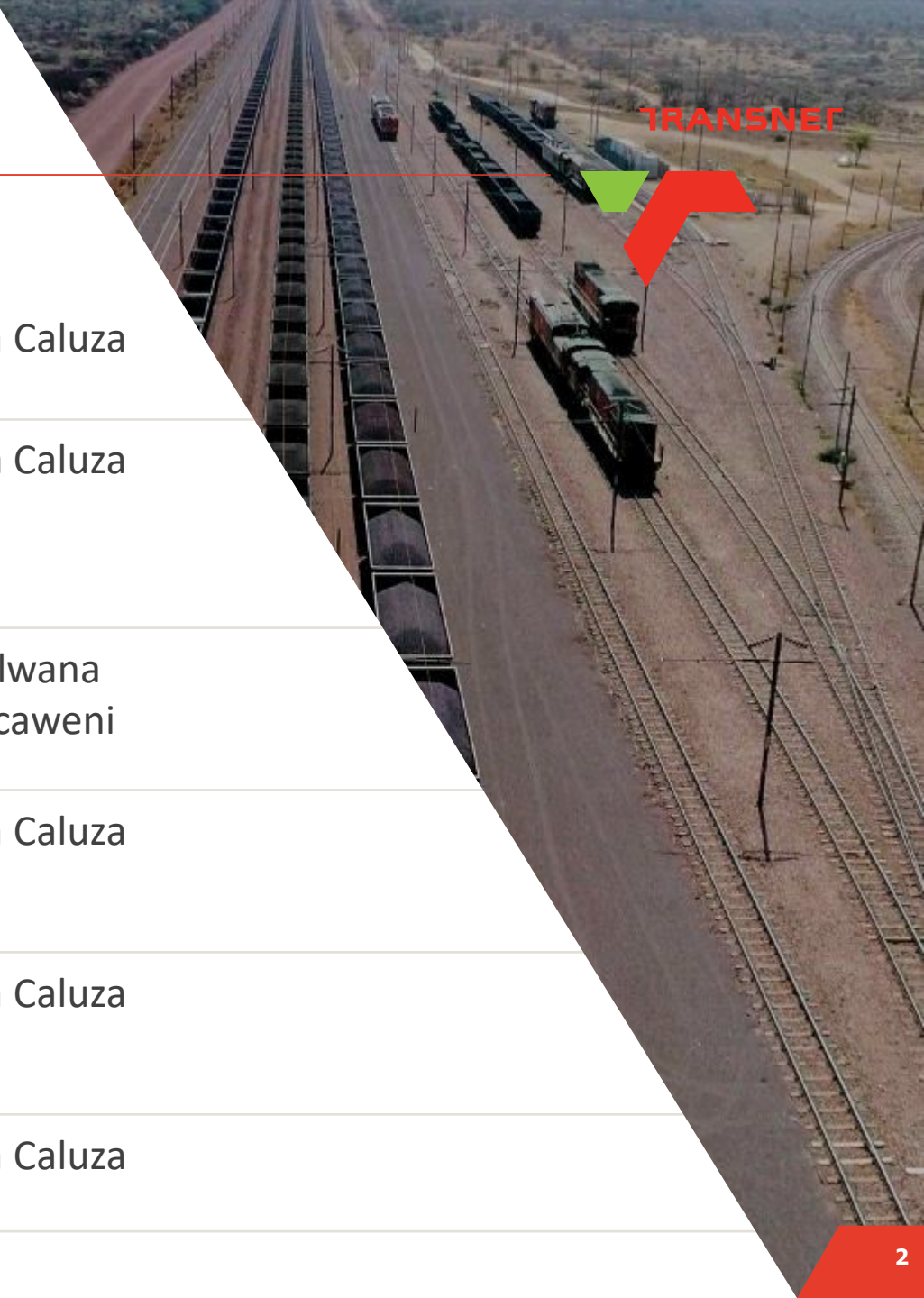
04 March 2024

AGENDA

Time allocation and presenters



01	Welcome and Introductions	10min	Nhlanhla Caluza
02	Rules of Engagement <ul style="list-style-type: none">- Timeline and key dates- Submission Guidelines	5min	Nhlanhla Caluza
03	Scope of Work <ul style="list-style-type: none">- Key Deliverables	35min	Lulu Pohlwana Cami Ngcaweni
04	Procurement Process <ul style="list-style-type: none">- Submission Guidelines	10min	Nhlanhla Caluza
04	Evaluation Methodology <ul style="list-style-type: none">- Evaluation Criteria	10min	Nhlanhla Caluza
05	Q/A	20min	Nhlanhla Caluza



TRANSNET



Introduction





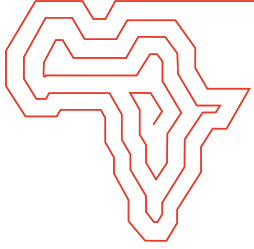
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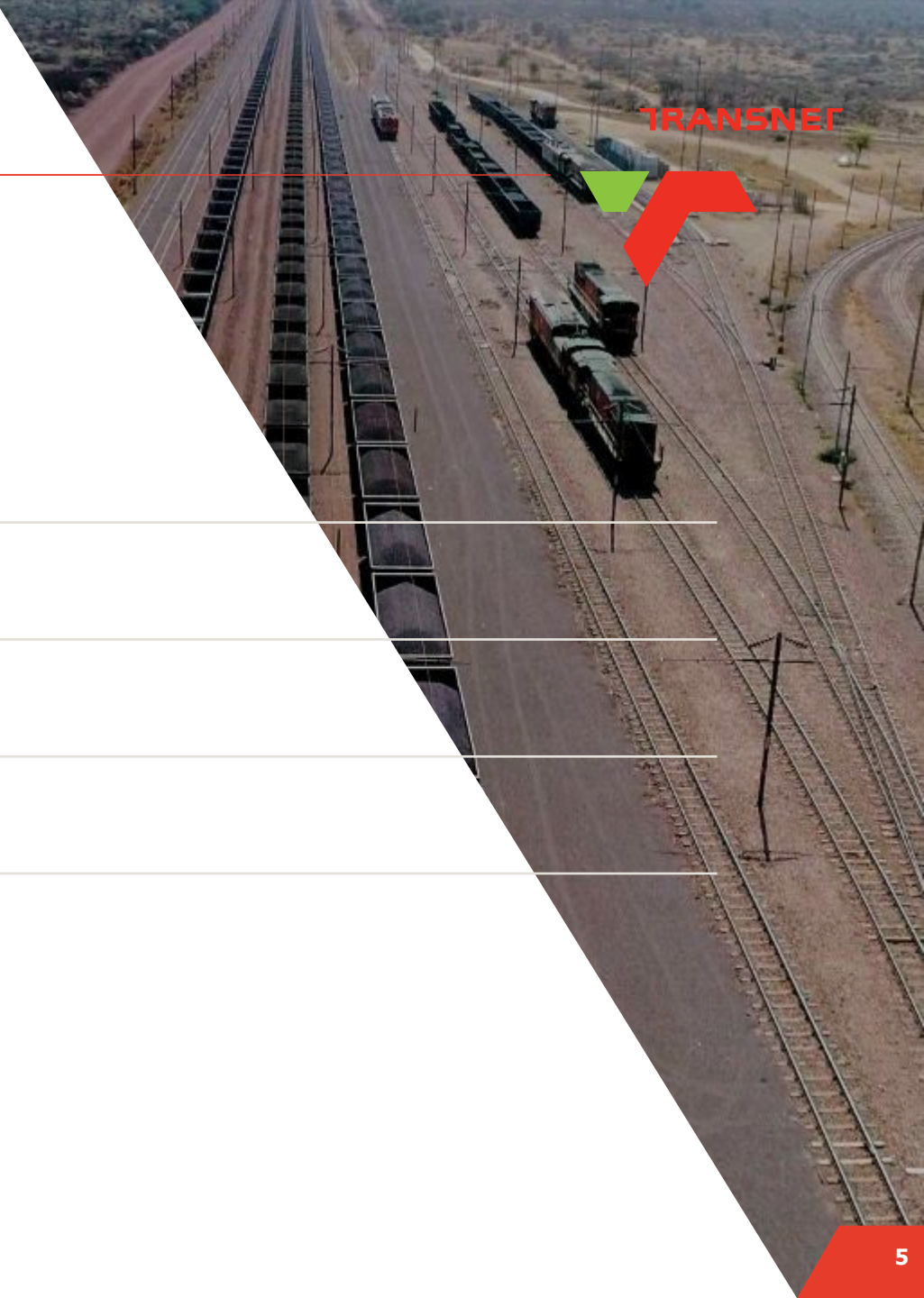
Contact Person Email Address	Nhlanhla.Caluza@transnet.net	
Issue Date	22/02/2024	15:22:30 PM
Briefing Date and Time	04/03/2024	11:00:00 AM
Closing Date	11/04/2024	17:00:00 PM

WELCOME

Team Introductions



01	Procurement	Nhlanhla Caluza
02	Procurement	Keoagile Molefe
03	Faculty of Leadership	Lulu Pohlwana
04	Faculty of Leadership	Cami Ngcaweni





- This briefing session is compulsory.
- An approximate time allocation of 1 hour 30 minutes has been catered for, the session could end sooner or later, depending on the volumes of clarification questions.
- An opportunity for Clarification questions and answers will be provided after each briefing category.
- All questions will be recorded, and the answers will be consolidated and forwarded to all bidders whose attendance has been confirmed by Transnet. The aim is to provide the consolidated response within 48 hours after the session. Any additional clarification questions hereafter will only be accepted by Transnet until **12h00 on 05 March 2024**.
- Response to clarification questions will be provided to bidders via email.
- All communication subsequent to this briefing session, before the closing date and time, must only be directed to the Nhlanhla.Caluza@transnet.net
- A copy of this presentation will be provided to all bidders who attended the meeting.



Brief Introduction to Transnet SOC Ltd

WHO WE ARE

TRANSNET IS A CUSTODIAN OF RAIL, PORTS AND PIPELINES

TRANSNET



Transnet Freight Rail

- Owns the largest railway in Africa and is among the top 10 freight railways in the world
- Provides strategic links between ports, terminals and production hubs in the SADC region
- Maintains 30 400km of railway track (80% of Africa's total rail)
- 1 500km dedicated heavy haul lines
- Runs 1 200 trains per day
- Operates the award-winning luxury Blue Train



Transnet Engineering

- Manufacturing division of Transnet, with 143 depots and six main factories
- Core capabilities in research, design, testing, manufacturing, remanufacturing, assembly and maintenance of railway rolling stock, including locomotives, freight wagons, passenger coaches and port equipment
- Expanded its products offerings not just locally, but also in the continent and the world



Transnet National Ports Authority

- 8 Commercial seaports along 2 798km of coastline
- Plans, provides, maintains and improves port infrastructure
- Provides marine-related services, including dredging, aids to navigation, ship repairs and marine operations



Transnet Port Terminals

- 16 sea cargo terminals across 7 commercial ports
- 3 inland terminals in KZN, Northern Cape and North West
- Cargo handling across four sectors namely: containers, mineral and agricultural bulk, break bulk and automotive (roll-on roll-off/RORO)



Transnet Pipelines

- Owns, operates and maintains a 3 116km network of crude, gas and multi-product pipelines in South Africa
- Pipelines market share:
- Transports 65% of the total inland demand of refined petroleum products
 - More than 70% of all jet fuel requirements for OR Tambo Airport
 - 100% crude requirements for Natref
 - 100% methane-rich gas from Secunda to KZN



Transnet Property

- One of South Africa's most significant property owners with a national footprint
- Manages a portfolio of properties used for core operations and investment properties generating revenue from external tenants
- Provides specialised property services including valuations, municipal valuations, roll analysis, land surveys, drawing of plans and deeds management



TRANSNET



Overview of the Tender & Scope of Services





EXECUTIVE OVERVIEW

Executive coaching is one of our Leadership Development Programmes that supports the Transnet Talent Management Process aimed at advancing and enhancing our leadership capacity whilst ensuring continuous improvement as well as appreciating and retaining our talent.

It is anticipated that the executive coaching programme design will include a minimum of one (1) contact session every 3 – 6 weeks (ideally monthly), consisting of 1 – 2 hours each, over a period of 6 – 12 months. A minimum of 6 sessions and a maximum of 10 sessions.



1 BACKGROUND

Transnet requires a service provider who will be able to provide Executive Coaching services for a period of three (3) years for approximately 200 managers per annum.

1.2. The expected outcomes of executive coaching include inter alia:

1.2.1. An enhanced understanding of self and others:

1.2.1.1. Increased intra-personal skills – self-awareness of own behaviour and the effect of own behaviour on the other

1.2.1.2. Increased inter-personal skills – self-awareness of inter-personal relationships within and between teams and groups across the organisation

1.2.1.3. Increased intra-groups skills – awareness of overt and covert social and power dynamics within teams and groups

1.2.1.4. Increased inter-group skills – awareness of overt and covert social and power dynamics between different teams and groups across the organisation

1.2.1.5. A conscious understanding of own leadership authority, power and presence in taking various situational leadership roles within and across various team and group boundaries within and outside the organisation.

1.2.2. Better task focus orientation in getting the task done by influencing people and teams to lead beyond power dynamics in the context of change.

1.2.3. Increased resilience in taking up leadership roles in the context of transformational change.

1.2.4. Increased sense of Emotional Intelligence in relation to thought control and mood management when taking leadership roles within teams and between teams.

1.2.5. Expanded communication and presentation styles and strategies; and

1.2.6. Better work-life balance:

1.2.6.1. Develop ability to build more productive and effective professional and personal relationships

1.2.6.2. Reduce stress through appropriate stress management techniques

1.2.6.3. Gaining more career and life satisfaction.



2. DELIVERABLES

The service provider will be expected to deliver on the following:

2.1. Introduction of the service provider and executive coaches to the nominated Transnet managers. The managers are in Grade level A – D in Transnet, as agreed during career discussions.

2.1.1. Transnet will undertake to brief all executive coaches on the company, the structures, products and services, and values, the Transnet Leadership Competency Framework as well as the Coaching Framework and Guidelines.

2.1.1.1. The Transnet Leadership Competency framework consist of four (4) areas including: Strategy & Sustainability, Business Performance & Delivery, Personal Mastery, Managing Relationships, Inspirational Leadership and Ethical Leadership and competencies.

2.1.2. The service provider will therefore be expected to be guided by the Transnet Coaching Framework and Guidelines.

2.1.3. The service provider 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.

2.1.4. 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.

2.1.5. Service provider must be able to offer team coaching as and when the need arises.



2.2. Assessment, incl. pre-coaching needs analysis, data gathering and planning

2.2.1. It is expected that the coach gets to know the individual – their personal and professional background, role, goals and targets, experience in the organisation, 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.

2.2.2. 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.

2.2.3. Although the coaching is aimed at the 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 very stressful personal events are likely to make it hard to perform to full capacity in the office.

2.3. Goal setting, development of a coaching plan and contracting with the individual (and line manager)

2.3.1. Executive coaching must be focused and purposeful, so it is anticipated 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.

2.3.2. 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.

2.3.3. Goals would need to be agreed upon by the second coaching session, though as the coaching progresses, they may be reviewed and amended.

2.3.4. Interaction with direct line managers may be facilitated both at the needs analysis and contracting stages.



2.4. Implementation of the coaching plan

2.4.1. Following goal setting and contracting the coaching sessions must focus on working towards the agreed goals.

2.4.2. Sessions content can vary and the service provider will be expected 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.

2.4.3. One-on-one interactions must provide for time to reflect, consider new perspectives, discover insight and clarity, and optimise skills.

2.4.4. It is our experience that coaches usually require something to be done between sessions – reading or reflection on an issue or trying in practice something discussed. This is important because coaching only works if people act on the guidance.

2.4.5. Coaches will also be required to give the individual feedback during sessions and create a platform for open and honest communication.

2.5. Measuring and reporting on the results against the plan

2.5.1. 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.

2.5.2. At this stage, the individual and/or the coach, in consultation with the line manager and Transnet, may decide to extend the coaching contract for more sessions to continue working on the original goals or to work on different goals.

2.6. Transitioning to long-term development

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

2.7. The service provider's coaches will be expected to provide Coach supervision to Transnet internal coaches.



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Submission Guidelines

PROCUREMENT PROCESS

Overview

TRANSNET



- The tender was advertised on the National treasury website and Transnet website.
- The RFP closing date and time is on **11 March 2024 at 16:00**.
- Late submissions will be disqualified.
- **For Instructions on the RFP submission:**

please refer to **RFP, Section 2 paragraph 3**.
- **For details of all returnable documents that need to accompany your RFP submission:**

please refer to **RFP, Section 3, *Returnable Documents***.



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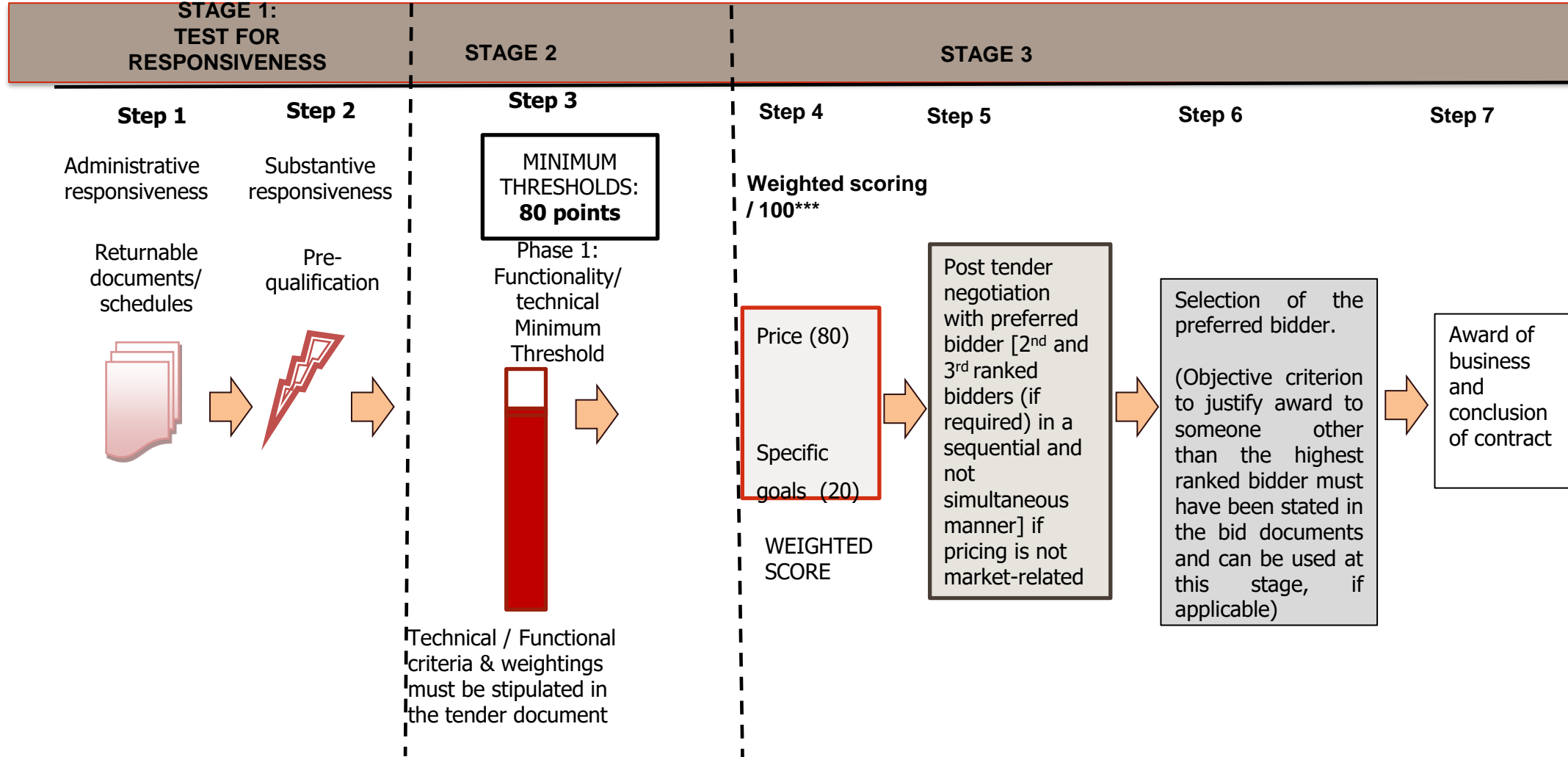
Eligibility & Evaluation Criteria



PROCUREMENT PROCESS

Overview

EVALUATION METHODOLOGY





TEST FOR RESPONSIVENESS

Step 1: Administrative Responsiveness

- Whether the bid has been lodged on time. (Section 2 Paragraph 3)
- Whether all returnable documents and/or schedules [where applicable] were completed and returned by the closing date and time. (Section 5)
- Verify the validity of all returnable documents. (Section 5)
- Verify if the bid documents has been duly signed by authorised respondent. (All sections)
- Whether the Bidder has attended Compulsory Briefing session.

Step 2: Substantive Responsiveness

- Whether the bid contains a priced offer as prescribed in the pricing schedule. (Section 4)
- Whether any technical Pre-Qualification Criteria/minimum requirements/ legal requirements have been met as follows: Annexure M: Bidder to confirm the acceptance of scope of work for the appointment of an executive coaching service on an as and when required basis for a period of three (3) years. (Section 3 & Annexure M)
- The Service provider must provide evidence of registration with the Coaches and Mentors of South Africa.

❖ ***The test for substantive responsiveness [Step Two] must be passed for a Respondent's Proposal to progress to Step Three for further Evaluation.***



TECHNICAL: COMPANY EXPERIENCE

STEP 3: PHASE 1: Minimum Threshold 80 points for Technical Criteria.

<p>Bidder's Experience</p> <p>Bidders to provide signed client reference letters on client letterhead demonstrating relevant experience in executive coaching services preferably in large scale companies or state-owned enterprises in the last 8 years with a contract value of between R6mil – R20mil. Letters must rate the level of service received from the bidder.</p> <ul style="list-style-type: none">➤ No letters and No experience [0]➤ 1 – 2 letters showing combined experience of 1 - 2 years' experience in providing executive coaching services preferably in large scale companies or state-owned enterprises within the last 8 years. [10]➤ 3 – 4 letters showing combined experience of 3 - 4 years' experience in providing executive coaching services preferably in large scale companies or state-owned enterprises within the last 8 years. [15]➤ 4 – 5 letters showing combined experience of 5 - 6 years' experience in providing executive coaching services preferably in large scale companies or state-owned enterprises within the last 8 years [20]➤ 4 – 5 letters showing combined experience of more than 6 years' experience in providing executive coaching services preferably in large scale companies or state-owned enterprises within the last 8 years [30]	<p>30</p>
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TECHNICAL: KEY RESOURCES:

<p>Key Resource</p> <p>The bidder must provide an organogram of the project team with CVs and qualifications of key resources to be assigned to this project demonstrating experience in managing executive coaching contract and/or coaching as executive coach</p> <p>(Experience will be evaluated and scored on an average of the combined total number of years of the resource team assigned to this project – CVs and qualifications)</p> <ul style="list-style-type: none">➤ No experience➤ 1- 2 years' experience as project manager and/or executive coach accompanied by at least an NQF 7 qualifications.[5]➤ 3- 5 years' experience as project manager and/or executive coach accompanied by at least an NQF 7 qualifications. [10]➤ 6 -8 years' experience as project manager and/or executive coach accompanied by at least an NQF 7 qualifications. [15]➤ 9 or more years' experience as project manager and/or executive coach accompanied by at least an NQF 7 qualifications [25]	<p>30</p>
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TECHNICAL: METHODOLOGY

<p>Methodology and approach</p> <p>The bidder must provide the detailed methodology and approach on how the required services will be provided to Transnet. The methodology and approach must be aligned to the scope of requirements detailing the following:</p> <ul style="list-style-type: none">• Assessment including pre-coaching needs analysis, data gathering and planning. This includes for example conducting assessments, and or a desktop analysis of existing documentation or conducting structured interviews;• Goal setting, development of a coaching plan and contracting with the individual (and line manager);• Implementation of the coaching plan through coaching sessions focused on specific competencies or areas identified in the initial needs analysis and in accordance with the coaching plan;• Measurement and reporting on the results against the plan;• Transitioning to long-term development;• Project management, change management, communication and administration (project management methodology, reporting including Return on Investment (ROI) reporting and information management). <p>➤ no evidence [0]</p> <p>➤ Methodology and approach mentioned but not described on deliverables [10]</p> <p>➤ High level methodology and approach presented with little to no description provided on deliverables [15]</p> <p>➤ Methodology and approach presented with brief description and overview on deliverables [20]</p> <p>➤ Methodology and approach presented with comprehensive information provided for all the deliverables [30]</p>	40
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WEIGHTED SCORING & NEXT STEPS

Step 4: Price and Specific Goals

- Only bidders who have met step 3 will proceed to this step .
- Points will be allocated as follows:
 - Price (80); and
 - Specific Goals (20)

Step 5: Post Tender Negotiations (if applicable)

Step 6: Objective Criteria (if applicable)

Step 7: Award of business and conclusion of contract



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Q&A SESSION



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Thank you