

09 May 2025

REF: CLARIFICATION NO: 2

RFB NO: 048/2025/HR&OD/COACHING/RFB

**APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT LEADERSHIP DEVELOPMENT AND COACHING SERVICES FOR A PERIOD OF 24 MONTHS**

Dear Bidder,

TCTA response to Requests for Clarification during the briefing session held on 25 April 2025 listed below as agreed. The applicable response to each request for clarification is provided in the attached table under each item.

#	CLARIFICATION	TCTA'S RESPONSE
1.	<p><b>Project Personnel Costs:</b></p> <p>The bid documentation outlines the requirement for key personnel such as a Programme Manager and Programme Coordinator, however the pricing structure provided does not appear to allocate specific line items for these roles. Could you kindly confirm whether we should:</p> <ul style="list-style-type: none"> <li>Amend the pricing schedule to include these roles as separate line items, or</li> <li>Incorporate the associated costs within the existing "Coaching implementation plan for the project duration" line item?</li> </ul>	<p>The pricing schedule may not be amended as this project is output based.</p> <p>Kindly refer to annexure J: Pricing schedule notes which state that "All the rates must be inclusive of preparations, all professional fees and travel time to deliver on the scope of work", that is all personnel to be involved with the project.</p>
2.	<p><b>Leadership Development Sessions:</b></p> <p>With reference to the 6 x Leadership Development sessions, could you please clarify whether:</p> <ul style="list-style-type: none"> <li>The expectation is to deliver six different topic workshops, each presented once (i.e. six sessions total), or</li> </ul>	<p>The expectation is to deliver six different topic workshops, each presented once (i.e. six sessions total).</p>

	<ul style="list-style-type: none"> <li>Each of the six topics is to be presented multiple times to different teams, resulting in more than six total deliveries?</li> </ul>	
3.	When will gate access codes be issued?	The access code will be sent closer to the bid closing date as it is valid for one entry within the week of issue

Yours faithfully

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**Azwianewi Nelwamondo**

**Senior Manager: SCM**