



MEMORANDUM

To: Anastasia Chellan , Procurement Manager:
From : Kgomotso Monyeki, Senior Procurement Buyer
Date 05 February 2025
Subject: Request to update the Evaluation criteria in time of submission
Tender Number: COR77132024RFP
Tender Description: Coaching Panel for Professional Services Coaching for Airports Company South Africa for a period of sixty (60) months

Dear Anastasia

Background

The Tender, COR77132024RFP for Coaching Panel for Professional Services Coaching for Airports Company South Africa was published on 25 January 2025. The Bid Specification committee discovered an error on the Functional Criteria under Accreditation and Certification that the Mandatory Requirements, Disqualified and Mandatory to qualified should be removed as indicated below:

- Coaches accredited by ICF or COMENSA (20 Points- Mandatory Requirements),
- At least 50% of coaches accredited, and the rest trained and undergoing accreditation: 15 points (Disqualified) and
- 100% of coaches accredited: 20 points (Mandatory to qualified).

The TPEC members agreed to rectify the error by removing the Mandatory requirements, Disqualified and Mandatory, to qualified as part of accreditation. Section 3: Evaluation Criteria under clause 3.4 Table 1 (Functional Breakdown Criteria) here-follows the change on the minimum requirements of each element to be achieved should read as follows:

FUNCTIONALITY BREAKDOWN CRITERIA		Minimum Requirements	Maximum Requirements
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Tel +27 11 723 1400 Fax +27 11 453 9354
 Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng,
 South Africa, 1632
 P O Box 75480, Gardenvue, Gauteng, South Africa, 2047
www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: F Zikalala Mvelase (Interim Chairperson), Dr K Badimo, D Hlatshwayo, A Khumalo, G Mancotywa, L Mbotya (Chief Financial Officer), M Mpofu (Chief Executive Officer), Y Pillay, S Sambo, N Siyotula, F Sefara (Company Secretary)



1	Accreditation and Certification (20 Points): Coaches accredited by ICF or COMENSA: • <u>No accredited</u> coaches: 0 points • <u>At least 50%</u> of coaches accredited, and the rest trained and undergoing accreditation: 15 points • <u>100%</u> of coaches accredited: 20 points	15	20
2	Experience (20 Points): Proven experience in the specific coaching type(s) proposed (executive, management, or team coaching): • Less than 3 years 'Experience : 0 points • 4 – 6 years : 15 points • Above 7 years: 20 points	15	20
3	Track Record in Specific Coaching Types (15 Points): Proven track record in the specific coaching type(s) proposed (executive, management, or team coaching), supported by Reference letters: • No reference letters : 0 points • 3 to 4 reference letters : 12 points • 5 and Above Reference letters : 15 points	12	15
5	Customisation and Alignment for Different Coaching Needs (15 Points): Ability to tailor coaching programmes to meet the specific needs of the proposed coaching type(s): • No evidence of customisation: 0 points • Limited alignment with organisational goals for the proposed coaching type(s): 10 points • Comprehensive alignment with goals and tailored solutions for the proposed coaching type(s): 15 points	10	15
6	Capacity (15 Points) Team size and scalability: • 1 to 2 coaches and no evidence of scalability beyond 2 additional coaches: 8 points • 3–5 coaches with evidence of scalability up to 4 additional coaches: 10 points • 6+ coaches with evidence of scalability more than 10 additional coaches: 15 points	8	15
7	Coaching Methodology and Approach (15 Points): Clarity and detail of the coaching methodology, demonstrating flexibility to address diverse coaching requirements: • No methodology provided - The submission does not include any documentation or description of a coaching methodology.: 0 points • Partially developed methodology - A methodology is submitted, but it addresses fewer than four (4) of the following components or provides only minimal detail: 10 points ○ Defined coaching objectives.	10	15

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	○ Approach to tailoring coaching for individual or organisational needs. ○ Description of tools or techniques to be applied during coaching sessions. ○ Process for measuring coaching outcomes or impact. • Comprehensive, clear, and well-structured methodology addressing all coaching types - The methodology addresses all four (4) components with sufficient clarity and detail: 15 points ○ Clearly defined coaching objectives tied to organisational goals. ○ A structured approach adaptable to various coaching needs (e.g., executive coaching, team coaching, first-time managers). ○ Detailed description of tools, techniques, or frameworks to be used. ○ A measurable process for evaluating coaching effectiveness, including predefined metrics or evaluation criteria.		
Total		70	100

Furthermore, on Page 19 Section 4 : Returnable documents and Schedule clause 4.3 No pricing is required and the Table should read as

4.3 PRICE AND PREFERENCE RETURNABLE DOCUMENTS

4.3.1 PRICING DATA <i>REFER APPENDICES FOR DETAILED REQUIREMENTS</i>	Completed and/or Submitted [Yes or No]
No Pricing Required	

And Page 20 Clause 4.4 the Table should read as follows

4.4 OBJECTIVE CRITERIA RETURNABLE DOCUMENTS

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REFER SECTION 3 – EVALUATION CRITERIA FOR DETAILED REQUIREMENTS	Completed and/or Submitted [Yes or No]
N/A	

Anastasia Chellan

SIGNED

SIGNED

05 February 2025

DATE

5 February 2025

DATE

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