

REQUISITION FOR LIMITED BIDDING

DATE SUBMITTED:	08 April 2026
TYPE:	
DESCRIPTION: (AS PER PROCUREMENT PLAN)	OD Facilitator for LHWP Team Effectiveness
DURATION:	4 months
REQUESTOR:	Shaun Ryan
DIVISION:	HR&OD
DEPARTMENT:	CoE
DATE REQUIRED:	April 2026
ESTIMATED CONTRACT VALUE:	R200 000-00
NAME OF SERVICE PROVIDER/S:	BeSolid Consulting Pty Ltd
STATUS OF CURRENT OR PREVIOUS BIDS	Previous bid successful

BACKGROUND

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BeSolid Consulting was appointed in February 2025 to facilitate the Organisational Development and Team Effectiveness project for the LHWP. Although a detailed project plan was developed, delays from both the LHWP Maseru office and the RSA Delegates based in Gauteng resulted in the deliverables not being completed by the planned deadline of 20 February 2026. A variation order request was prepared in late February; however, it was submitted after the 20 February 2026 deadline, at which point the contract had already expired.

GUIDANCE

For Limited Bidding

1. A Limited Bidding Process can only be followed where the supplier possesses goods and/or services that are:
 - a) Unique, and
 - b) Singularly available capacity to meet the requirements of TCTAs specifications.
2. A limited bid is still a bidding process under the terms of the PPPFA and is not exempt from the requirements thereof.

3. A limited bidding process can be issued irrespective of the estimated value of the procurement.
4. The process to be followed for Limited bids is as follows:
 - a) A requisition shall be submitted to the Procurement Department, including motivation for deviating from a normal bidding process, the specifications or scope of work, proof that the supplier meets the requirements above and the name of the supplier.
 - b) The requisition for limited bidding must be approved by the RD and the relevant authority in terms of the ODOA before the requisition can be allocated within the Procurement Department.
 - c) Once the requisition has been approved, the SM: P or delegated representative shall allocate a Procurement Specialist to the request.
 - d) The Procurement Specialist and the RD shall compile the draft bid document to be issued to prospective bidders.
 - e) The bid document shall be submitted to the relevant committee for approval depending on the thresholds and the ODOA.
 - f) The bid shall be invited using the standard RFB document. The document shall detail all the information, such as specifications and evaluation criteria, etcetera;
 - g) The Bid Evaluation Committee (BEC) shall evaluate the proposal;
 - h) The relevant committee shall be approached to approve the award of the contract to the bidder should they meet all TCTAs requirements as per the bid document; and
 - i) Once the appointment has been approved, the Procurement Specialist must issue a Letter of Award to the bidder

MOTIVATION

BeSolid Consulting was appointed to facilitate an OD, Team Effectiveness project in the LHWP. The target audience is the Professionals in the TCTA project office in Maseru and the 6 RSA Delegates, only one of which is based in Maseru. Since this contract did not require travel to the Maseru Office, most of the work was conducted virtually, through online meetings and workshops. However, due to the nature of remote work with the professionals being on site in Lesotho with limited connectivity and difficulty in getting the RSA Delegates to attend meetings and workshops, there have been some delays in deliverables. In addition, there were significant delays on the part of the LHWC in finalising their strategic plan which was critical for the formulation of the LHWP operational plan.

BeSolid Consulting itself, however, have delivered satisfactory work and have persistently, and often successfully, engaged employees with vastly different employment contracts from three different organisations namely: The DWS, the LHWC and the TCTA.

HR&OD therefore requests that of BeSolid Consulting be requested to complete the outstanding deliverables on the project plan for a further 4 months. These outstanding tasks involve the finalisation of Individual Performance contracts; the development of PDPs for all employees and change management initiatives to entrench team effectiveness deliverables already completed.

BeSolid have implemented the project plan since its inception and have completed just over 80% of the deliverables. At this late stage in the project it is not advisable to onboard any other provider since deliverables still to be completed are dependent on deliverables already completed and it will require that a new service provider and the TCTA contract manager spend considerable time and effort on updating and working through the deliverables already completed. Also, the LHWP team is comfortable with and has trust in the current facilitator.

Finally, due to the current changes within the LHWP team, there is currently low staff morale amongst team members and it is now imperative for TCTA to finish the project that was started at the beginning of 2025 to prevent further negative impact on the team.

SCOPE OF WORK

DETAILED DESCRIPTION OF GOODS/SERVICES

The service provider will be required to provide the following services:

1. Change Management for LHWP: A strategic Change Canvas to be introduced.
2. Job Profiles and Performance Contracts: Provisional gap analysis between role profiles and performance contracts completed to be completed for all roles.
3. Performance Reviews and PDP Development: Workshop to be scheduled for March 2026
4. Performance Management Plan Development for 2026/2027: Review and analysis of performance management procedure.
5. Ownership and Accountability of Deliverables: Accountability Plan implementation
6. Handover to OD and HRBP

COMPANY EXPERIENCE REQUIRED

The bidder must have at least 3 projects in Facilitation and Project Coordination of Organisational Development Projects. The Bidder must provide a minimum of 3 relevant reference letters (on clients' letterheads) signed by their clients and containing all contact details (name & surname, telephone number

& email address) pertaining to the Facilitation and Project Coordination of Organisational Development Projects

PERSONNEL EXPERIENCE REQUIRED

The Organisational Development (OD) Specialist must have 5 years' experience in the facilitation and project coordination of Organisational Development Projects

DELIVERABLES

The deliverables below do not limit the scope of work but seek to highlight the documents used to manage the service providers performance in respect to the contract. The service provider will still be required to provide the entire scope of work in full.

	Deliverables	Evidence	Measure	Timeline
1.	IPCs signed and aligned to role profiles	Signed IPCs	Accurate on a TCTA template	April 2026
2.	Role Profiles completed for all roles	Signed Role Profiles	Accurate on a TCTA template	May 2026
3	Completed PDPs	Approved PDPs	On TCTA PDP App	May 2026
4	Change management embedding plan implemented	Embedding plan	100% completion	June 2026

PROPOSED FUNCTIONALITY CRITERIA

NOT APPLICABLE

PRICING/BREAKDOWN OF COSTS

ATTACHMENTS (YES/NO/NOT APPLICABLE)

BUDGET CHECKER	YES
CORRESPONDENCE TO SERVICE PROVIDER	YES
INVOICES/ESTIMATES	YES
BUSINESS CASE	NO

REQUESTING DIVISION:

	NAME:	DESIGNATION:	SIGNATURE	DATE
PREPARED BY:	Shaun Ryan	OD Specialist		
APPROVED BY:	Uma Hira	Senior Manager: CoE, HR&OD		

The signatory of this document hereby guarantees that they are authorised to do so in line with TCTA Operational Delegation of Authority as amended from time to time, as at the time of signature.

PROCUREMENT APPROVAL:

DESIGNATION	NAME	SIGNATURE	DATE
APPROVED BY: Senior Manager: SCM	Azwianewi Nelwamondo		

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