

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	08 November 2021	REQUISITION NUMBER	REQ0004163
CLOSING DATE:	12 November 2021	CLOSING TIME:	11:00
QUOTE VALIDITY:	120 days	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Leadership Development focusing on Executive and Leadership Coaching

SANAS requires the services of a 51% black owned to provide coaching to build/ enhance / elevate action learning in line with managers work experiences differentiating between Senior Managers and Middle Manager. The coaching framework is divided into two:

- 5 Executive Team Members
- 20 Middle Managers

The panel of coaches are expected to assist the leadership team in improving, developing and learning new skills and achieving career aims by managing work and personal challenges in order to maximize performance. The scope of work is inclusive of executive and leadership coaching, leadership conversations and team coaching. The coaching output needs to be aligned to our leadership pillars and themes developed from our culture survey as stipulated below :

Leadership Pillar	Theme
Leading self	Personal Mastery and Emotional Intelligence
Leading others	Strategy and Business Innovation
Leading in Communities	Relationship Building & Collaborations
Leading Change	Leading organizational change

SUBMISSION REQUIREMENTS

1. Detailed profile of the coaches who will be responsible for the process.

Requirement	Evidence
Minimum of 5 years experience in executive and leadership coaching and facilitation	Certificate as qualified coach Certificate as qualified Facilitator Detailed Facilitators CV outlining relevant experience <ul style="list-style-type: none"> ▪ Organizational Development / People Practice specialist ▪ Ability to administer and interpret Enneagram assessment reports ▪ Must have post graduate qualification ▪ Provide a list of 5 sample list that they have been involved in the past 24 months

2. The Service provider must have a minimum of 10 years' experience in leadership work

Requirements	Evidence
A minimum of 10 years experience in leadership work	<ul style="list-style-type: none"> -A company profile, stipulating years of experience rendering similar service. -Provide a list of at least 5 leadership projects that one has been involved in with verifiable contact details

3. Ability to administer and interpret assessment reports

Requirement	Evidence
Ability to administer and interpret assessments	<ul style="list-style-type: none"> - Proof of registration as a psychometrist - Enneagram assessment certificate - Valid proof of HPCSA registration

4. Detailed coaching process/ steps including but not limited to:

Executive Coaching
Introduction session and presentation on methodology to ExCo team
Enneagram Assessments for 5 executive members
Individual feedback session to 5 executive members
6 - 8 Coaching sessions
1 Feedback relating to leadership dynamics in line with Enneagram report
An option of 2- 3 sessions post completion of the coaching process
Facilitation of 1 leadership conversation with 5 Executive
Middle Managers Coaching
Introductory session to middle managers (talking them through the process and expectations)
Appropriate coaching assessments for middle managers that is inclusive of Emotional intelligence
Individual Feedback sessions to middle managers
6 – 8 coaching session
1 Feedback session relating to leadership dynamics in line with the appropriate assessment tool used
An option of 2- 3 sessions post completion of the coaching process
Facilitation of 1 leadership conversation with middle management team
Miscellaneous
1 - 2 leadership conversation (combined group of Executive and Middle management
Any other activity that may be required to cover all four areas of the leadership pillars and themes

5. Written and verifiable references, on company letterheads, of clients where a similar service was offered in the past 36 months.

Requirements	Evidence
Written and verifiable references, on company letterheads, of clients where a similar service was offered in the past 36 months	3 verifiable references on company letterhead Reference letter to include signature, dates, contact name, contact number and email address.

6. Detailed project plan with time lines, but not limited to:

Requirements	Evidence
Detailed project outline	Project plan with : <ul style="list-style-type: none"> - Communication strategy - Stakeholder engagement - How to choose a coach (chemistry engagement sessions) - Feedback session

		-Coaching Reports
7.Registration Requirements		
Requirements	Evidence	
Registration requirements of the service provider	<ul style="list-style-type: none"> - Accredited by South African Business Schools Association. - Accredited and professionally registered by the professional body for executive coaching (Copy of the Registration Certificate to be attached) - Coaches & Mentors Society of SA (COMENSA) and - Coach Educators and Training Association of South Africa (CETASA) will be an added advantage. - Advantageous: Professional Coach certified through the ICF (International Coach Federation) - Advantageous Accredited by the relevant SETA 	
ASSIGNMENT TIMELINE		
The Executive and Leadership coaching service provider must be able to finalise the coaching process within a 12 months period.		
Requirements	Evidence	
The Executive and Leadership coaching must be able to finalise the coaching process within a 12 months period	Align project timelines to tangible completion dates/days.	
Expected date of delivery:	12 Months	
Contract or once-off:	Contract	
Technical / Mandatory requirements:	Stated above.	
Other information:	Compulsory briefing session 10 November 2021 @ 12h00	
SECTION TO BE COMPLETED BY SUPPLIER		
1. SUPPLIER DETAILS		
Supplier name:		
CSD number:		
Contact person:		
Contact number:		
Email:		
VAT number (if applicable):		
Physical address:		

2. SCM COMPLIANCE REQUIREMENTS (please tick)

Central supplier database report (CSD)	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	
Completed and signed SBD 9	
Certified valid B-BBEE Certificate/Sworn affidavit	

Certified valid B-BBEE Certificate

(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points.

EVALUATION PROCESS

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements, Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated for compliance to submission requirements. Bids that comply to the submission requirements will be evaluated further on price and BBEE.
- **The Third stage**, bids will be evaluated in terms of price and BBEE ,80/20 preference point system will be applied.

3. QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

4. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:

Signature:

Date:

Costing Table

Description	Quantity	Unit price	Total
Cost per coaching session inclusive of all deliverables	16		
Enneagram assessment & Feedback per individual	5		
Coaching assessment and feedback for middle managers	20		
Group Feedback	2		
Reports linked to the project inclusive of proposed interventions	1		
Administration of the programme	1		
An option of 3 sessions post completion of the coaching process	3		
Facilitation of leadership conversations with executives, middle managers and both teams combined	3		
Leadership conversation (combined group of Executive and Middle management	2		
Total			
VAT			
Total Including VAT			

The above costing table should be included on your proposal