



Request for Proposals (RFP)

The provision of Executive Coaching Services to the CSIR for a period of 36 months

RFP No. 1020/19/08/2022

Date of Issue	Wednesday, 03 August 2022	
Closing Date	Friday, 19 August 2022 at 16h30	
Enquiries and submission of proposals	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional Services	

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SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. Through collaboration with national and international institutions, CSIR undertakes directed and multidisciplinary research and technological innovation that contributes to the socio-economic development of the country which has a direct impact on the improvement of the quality of life of South Africans.

The CSIR has a staff complement of about 2200 employees, over 60% of which are scientists, engineers, and technologists. The organisation's main operations are located in Pretoria, Gauteng while it is represented in other provinces of South Africa, namely Kwa-Zulu Natal, Western Cape and the Eastern Cape through regional offices.

The CSIR has recently gone through a strategic shift, with the recent unveiling of its new industrial development strategy. Our new vision is to be accelerators of socio-economic prosperity in South Africa through leading innovation. This is underpinned by our mission to collaboratively innovate and localise technologies while providing knowledge solutions for the inclusive and sustainable advancement of industry and society.

This strategic shift requires support that drives a positive organisational culture which enhance individual, team, and organisational performance. A positive organisational culture is underpinned by leadership that is conducive for employee engagement and talent retention. In support of the new strategy, the CSIR has revamped its leadership and management development framework to take a blended approach to people development. Executive coaching was identified as one of the key aspects that will be included in this blended approach.

CSIR Culture

The CSIR is a mandate-cantered, people-oriented organisation, forming an integral part of the National System of Innovation (NSI) – made up of relationships between industries, universities, and government research institutes. We regard ourselves as inter-dependent with all other elements of the NSI and we build and value our strong partnerships with other role

players in this system in the public and private sector domains. The CSIR has a culture that values people and society and promotes both innovation and business excellence as well as strong ethical behaviour.

CSIR values (EPIC):

Excellence - We excel at R&D and industrial innovation solutions that address South Africa's challenges

People-centred – We care about people – our impact through innovation aims to improve lives.

Integrity – We value integrity – in ourselves and in others

Collaboration – We are keen to learn from one another and collaborate across the organisation and with external partners.

2 BACKGROUND AND PROBLEM STATEMENT

A concerted, coordinated effort to develop strong leaders within the CSIR is critical for its long-term sustainability. Therefore, the CSIR currently has a need for a panel of **Executive Coaching service providers** with accredited executive coaches who are capable of coaching the CSIR executives, group managers and senior managers. The service providers will be required to understand the organisational context at both micro and macro levels and ensure that matching of coaches with the executives is properly done.

It is against the above background that CSIR seeks to appoint a panel of capable service providers who will be able to assist in providing executive coaching services for a period of two years on an “as and when required” basis. The successful service providers will need to understand the current and emerging leadership skills requirements of the organisation and offer agile and cost-effective executive coaching that is adaptable to the dynamic business environment in which the CSIR operates.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the provision of Executive Coaching Services to the CSIR for a period of 3 years, which is renewable subject to satisfactory performance of the service provider for a further two (2) years.

The CSIR is looking to make use of the services of a panel of experienced Executive Coaching companies or service providers. The CSIR will not appoint a single company but will work with different service providers who once they have demonstrated the ability to fulfil the functionality criteria and are the most competitive in terms of price and B-BBEE will become preferred suppliers and will be approached as and when required.

Service providers are required to submit proposals of how they will provide Executive Coaching to the CSIR and to demonstrate their capability thereof. Bidders who qualify through the minimum functionality score, following the CSIR approved evaluation process based on the evaluation criteria set out in section 5 below (evaluation process and criteria), will be appointed and contracted to form part of the panel to provide the required services on an “as and when required” basis for a period of 3 years and will be registered on the CSIR supplier database as well as given a fair opportunity to bid for future work following the CSIR procurement policy.

4 PROPOSAL SPECIFICATION & REQUIRED DOCUMENTATION

All proposals are to be submitted in a format specified in this RFP.

Bidders are to submit responses in the following format prescribed below. Failure to adhere to this may result in disqualification and the tender may be deemed as non-responsive.

4.1 Technical Proposal

The following must be submitted as part of the **technical** proposal:

- Covering letter.
- Company profile clearly stipulating the number of years rendering similar services.
- Service provider's performance on past and current projects – Provide not less than five (5) contactable client references for similar services provided.
- CVs and/or profiles of the executive coaches who will work on the assignment
- Provide a clear methodology and approach with timelines for delivering the required outcomes as outlined in this enquiry.

4.2 Financial Proposal:

The following must be submitted as part of the **financial** proposal:

- Cover letter
- Proposed cost/ commercial offer on official company letterhead.
- The pricing must be firm and inclusive of all costs and disbursements required to render the required services to the CSIR.
- A detailed cost breakdown of the proposed cost in line with scope of work and deliverables.
- Provide a valid copy of a B-BBEE certificate or valid sworn affidavit (RSA suppliers only).

5 SCOPE OF WORK AND DELIVERABLES

The CSIR requires reputable institutions/company with vast knowledge, and relevant experience in conducting executive coaching.

The programme should focus on the following high-level aspects:

- Drive transformational change and provides critical challenge and support to an individual executive and top management.
- Provide business and corporate coaching
- Equip executives/top management with the knowledge and opportunities they need to develop themselves and become more effective in their roles by assisting them to gain self-awareness, clarify goals, achieve their development objectives, and unlock their potential in order to build and lead effective teams.
- Individualized, confidential partnership with skilled leadership coach.

Service providers are required to clearly state the approach they will follow in offering effective coaching services to the CSIR.

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

- ❖ Introduction of the service provider and executive coaches to the nominated Executives and Managers.

- 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.
- 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.
- Service provider must be able to offer team coaching
- ❖ Assessment, incl. pre-coaching needs analysis, data gathering and planning
 - 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.
 - 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.
 - 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 instance, very stressful personal events are likely to make it hard to perform to full capacity in the office.
- ❖ Goal setting, development of a coaching plan and contracting with the individual (and line manager) Executive coaching must be focused and purposeful, so we anticipate 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.
 - 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.
 - Goals would need to be agreed upon by the second coaching session, though as the coaching progresses, they may be reviewed and amended.
 - Interaction with direct line managers may be facilitated both at the needs analysis and contracting stages.

- ❖ Implementation of the coaching plan
 - Following goal setting and contracting the coaching sessions must focus on working towards the agreed goals.
 - Session's content can vary, and we will expect the service provider 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.
 - One-on-one interactions must provide for time to reflect, consider new perspectives, discover insight and clarity, and optimise skills.
 - Coaches will also be required to give the individual feedback during sessions and create a platform for open and honest communication.
- ❖ Measuring and reporting on the results against the plan
 - After a number of 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.
 - At this stage, the individual and / or the coach, in consultation with the line manager and CSIR, may decide to extend the coaching contract for more sessions to continue working on the original goals or to work on different goals.
- ❖ Transitioning to long-term development
 - Once the goals have been achieved the executive coach will be required to wrap up the coaching process by summarizing insights and assist the individual in determining future development actions.

Additional Requirements:

- The service provider must be flexible in terms of meeting arrangements, and available to coach managers on a national basis.
- A diverse team of executive coaches should be available to work on the assignment for CSIR.
- Quarterly reporting on the coaching will be required.
- The service provider will also need to provide the necessary project management, change management, communication, and administration (incl. information management and record keeping) for the duration of the contract.

- Executive Coaches must be qualified with the skills to help the managers as well as CSIR to unlock their full potential and maximise their performance.
- Executive Coaches must preferably be competent in four key areas including business acumen; organisation knowledge; coaching knowledge; and psychological knowledge.
- Executive coaches must be experienced executives who can share their insight and skills on the path to increasing success of the CSIR Managers.

6 DURATION OF SERVICES

This service is required to last 36 months, with a possibility for continuation, during which the deliverables listed above must be completed and accepted by the CSIR.

7 FUNCTIONAL EVALUATION CRITERIA

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

No.	Evaluation Criteria	Weighting (%)
1	<p>Company Experience:</p> <p>Number of years the institution/company has been providing executive coaching should not be less than 5 years.</p> <p>Have business coaches that are from diverse backgrounds and business experiences.</p>	25
2	<p>References (Only relevant references)</p> <p>The service provider must provide evidence that they have successfully implemented executive coaching. The service provider must provide not less than 5 references where similar programme was successfully conducted.</p> <p>Reference letters with contact details must be provided to substantiate such claims. Reference letters must be completed on the attached form (Appendix C). <u>Annexure C MUST</u> be completed for each reference provided.</p>	25
3	<p>The accredited coaches who will be involved in this project must not have less than 5 years' experience conducting coaching sessions with executives. A comprehensive CV must be provided indicating when coaching was conducted, the number of people coached, as well as the organisation(s) where such coaching took place.</p>	20

4	<p>Methodology and Approach</p> <p>The service provider must demonstrate their understanding of the key requirements and expectations of CSIR as outlined in this document and a briefing session that will be arranged. A detailed approach, methodology and tools on how they will assist CSIR in achieving the objectives of this request, must be provided, including an outline of the project deliverables, indicating key milestones and turnaround times.</p> <p>POPIA COMPLIANCE IS KEY AND NEED TO DEMONSTRATE THIS. NEED TO DEMONSTRATE INNOVATION THROUGH SYSTEMS/TECHNOLOGY TO MONITOR ALL ASPECTS OF COACHING, INTERACTION AND REPORTING</p>	30
	TOTAL	100

7.1 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70 %** and less than **50 %** on any of the individual criteria will be eliminated from further evaluation.

7.2 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

8 PRICING SCHEDULE:

Bidders must price as per the below pricing schedule for the purposes of evaluation:

No.	Deliverable / Item Description	Notes	Number of Candidates	Unit Price (Excl. VAT)
1	Chemistry Session/s	Cost per Session [ZAR]	TBC	
2.	Assessment, including pre-coaching needs analysis, data gathering and planning	Cost per person [ZAR]	TBC	
3.	Team Coaching (as and when required)	Cost per team session [ZAR]	TBC	
			Sub-total	
			VAT	
			Total	

No.	Deliverable / Item Description	Notes	Number of sessions	Unit Price (Excl. VAT)
4.	1 on 1 Coaching Goal-setting (including Developing of a coaching plan, contracting with Line Manager & Individual)	Cost Per Session (Minimum One (1) hour [ZAR]	TBC	
			Sub-total	
			VAT	
			Total	

No.	Deliverable / Item Description	Notes	Quantity	Unit Price (Excl. VAT)
5.	Monthly Reporting (Progress/Status Report)	Cost per Month [ZAR]	TBC	
6.	Programme Management	Once of fee	1	
			Sub-total	
			VAT	
			Total	

Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market related, CSIR may not award the contract to that bidder. CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP.
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFP.
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFP.
- If a market-related price is not agreed with the bidder scoring the third highest points, CSIR may cancel the RFP.

NB: The above cost must be inclusive of all costs required to render the required services as per above scope of work and deliverables.

9 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline.
- Proposals submitted at incorrect location (Bids must be submitted electronically at tender@csir.co.za);
- Non-submission or incomplete SBD 1 form.
- Non-submission of Bidder Declaration Form
- Non- submission of completed and duly signed Bidder Disclosure Form- SBD 4
- Bidders that are listed on the National Treasury (NT) database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.

10 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a valid copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only).

SECTION B – TERMS AND CONDITIONS

11 PROCEDURE FOR SUBMISSION OF PROPOSALS

11.1 All proposals must be submitted electronically to tender@csir.co.za.

11.2 Respondents must use the RFP number as the subject reference number when submitting their bids.

11.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.

11.4 The naming/labelling syntax of files or documents must be short and simple (e.g., Product Catalogues).

11.5 All documents submitted electronically via e-mail must be clear and visible.

11.6 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

12 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: 03 August 2022
- Last date for submission of queries: 12 August 2022
- Closing / submission Date: 19 August 2022

13 SUBMISSION OF PROPOSALS

13.1 All proposals are to be submitted electronically to tender@csir.co.za. No late proposals will be accepted.

13.2 Responses submitted by companies must be signed by a person or persons duly authorised.

13.3 All e-mailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate e-mails with the following subject:

PART 1: Technical Proposal RFP No.: 1020/19/08/2022

PART 2: Pricing Proposal RFP No.: 1020/19/08/2022

13.4 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price, and B-BBEE.

13.5 Proposals submitted must be in the following file formats:

- PDF

14 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the e-mail address mentioned above no later than the closing date of ***Friday, 19 August 2022***, during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated e-mail address, it will be regarded as a late submission. Late submissions will not be considered.

15 AWARDING OF TENDERS

15.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

16 EVALUATION PROCESS

The RFP evaluation process will include only the functionality/technical evaluation. No price evaluation will be done at this stage. To be appointed as part of the panel, the service provider shall meet the minimum threshold for functionality and must meet the pre-qualification requirements. An official contract will be concluded with each supplier on the panel.

NB: Bidders still need to indicate their rates per the pricing schedule include in this RFP.

17 APPOINTMENT OF PANEL

The contract(s) will be awarded to bidders who meets and/or exceeds the minimum functional score of 70%, except where the law permits otherwise.

Appointment as a successful service provider(s) shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.

Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

18 UTILISATION OF PANEL GUIDELINES

The appointed provider/s will be issued with a formal purchase order if and when there is a need for any contracted services. The selection of the service providers from the appointed panel will be performed on a rotational basis as well as a per needs basis. There is no guarantee that any panel member will be issued with any or a specific number of task orders (Purchase Orders) during the duration of the contract.

Should the successful bidders not be in a position to provide CSIR with the required services via the Purchase Order process, the CSIR then reserves the right to contact other service providers through a separate procurement process.

18.1 Preference points system

The 80/20 preference point system will be used where applicable- where 80 points will be dedicated to pricing and 20 points to B-BBEE status. If all tenders received are more than R50m, the proposal will be cancelled and re-issued.

19 PRICING PROPOSAL

- 19.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 19.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations indicated.
- 19.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 19.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.
- 19.5 Bidders must quote as per the pricing schedule.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

- 19.6 Payment will be according to the CSIR Payment Terms and Conditions.

20 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of 120 business days calculated from the closing date.

21 APPOINTMENT OF SERVICE PROVIDER

- 21.1** The contract will be awarded to the tenderer/s who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 21.2** Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, CSIR reserves the right to appoint an alternative supplier.
- 21.3** Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

22 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at tender@csir.co.za with **RFP No: 1020/19/08/2022 – “The provision of Executive Coaching Services to the CSIR for a period of 36 months”** subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

23 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

24 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

25 CORRECTNESS OF RESPONSES

- 25.1** The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 25.2** The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

26 VERIFICATION OF DOCUMENTS

- 26.1** Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. The CSIR will accept no liability concerning anything arising from the fact that pages are missing or duplicated.
- 26.2** Only one electronic copy of the proposal (Technical and Financial) must be submitted via e-mail to tender@csir.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.
- Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate e-mail and no such information should be available in the technical proposal.

27 SUB-CONTRACTING

- 27.1** A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 27.2** A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

28 ADDITIONAL TERMS AND CONDITIONS

- 28.1** A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

- 28.2** Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 28.3** In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture Agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
- 28.4** An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 28.5** Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

29 PERSONAL INFORMATION

- 29.1** Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The Client further agrees to comply with all CSIR’s reasonable internal governance requirements pertaining to data protection.
- 29.2** Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities, governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).
- 29.3** The Client consents to the transfer of such information to CSIR’s business contacts outside South Africa in order to further its business interests.
- 29.4** While performing any activity where a Party is handling personal information as a “responsible party” (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party’s instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 29.5** Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an

internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.

- 29.6** Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors, and mandataries shall comply with the provisions of this clause 12 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

30 CSIR RESERVES THE RIGHT TO

- 30.1** Extend the closing date;
- 30.2** Verify any information contained in a proposal;
- 30.3** Request documentary proof regarding any tendering issue;
- 30.4** Give preference to locally manufactured goods;
- 30.5** Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 30.6** Award this RFP as a whole or in part;
- 30.7** Cancel or withdraw this RFP as a whole or in part.

31 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No: 1020/19/08/2022

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFP No. 1020/19/08/2022** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:.....

32 ANNEXURE A

No.	Criteria	Proof required	Points allocation	Weight
1	Company Experience: Number of years the company has been providing executive coaching should not be less than 5 years.	Company profile explicitly indicating the number of years the company has been conducting executive coaching programme	< 5 years – 0 points 5 – 7 years – 7 points >7 years – 10 points	25%
2	References (Only relevant references) The service provider must provide evidence that they have successfully provided executive coaching programme.	Reference Letters and Completed Reference Form	< 5 references – 0 points 5 - 6 references – 7 points >6 references – 10 points	25%
3	Experience of the team member(s) The accredited coaches that will be involved in this project must not have less than 5 years' experience conducting coaching sessions with executives.	A comprehensive CV must be provided indicating similar projects, the number of people coached, as well as the organisation(s) where such coaching took place.	< 5 years – 0 points 5- 7 years – 7 points >5 years – 10 points	20%
4	Methodology and Approach The service provider must demonstrate their understanding of the key requirements and expectations of CSIR as outlined	Detailed Methodology, Approach and Gantt Chart/time line	Non-submission or poor methodology and approach – 0 points Approach is specifically tailored to suit the requirements and will meet the needs. The project plan does meet requirements. The	30%

	in this document. A detailed approach, methodology and tools on how they will assist CSIR in achieving the objectives of this request, must be provided, including an outline of the project deliverables, indicating key milestones and turnaround times.		<p>project plan is specifically tailored to meet CSIR requirements – 7 points</p> <p>The approach is innovative and well-articulated, the timeframes and project plan are suited to the project needs. The work plan is in sync with the project scope and deliverables – 10 points</p>	
Total				100

33 SCHEDULE OF BIDDER'S REFERENCE INFORMATION (NB- To be submitted with technical proposal)

The bidder must provide details of the bidder's current experience in providing similar services. Only references for work done in the past 5 years must be provided.

Client / Company Name	Contact person, email, and Telephone Number	Description of goods and/or services delivered	Value of the goods and/or services delivered (Inclusive of Vat)	Date when goods and/or services were delivered to client

34 ANNEXURE B RETURNABLE CHECKLIST

NOTE: The bidder is required to complete each and every schedule listed below to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the bidder. Failure of a bidder to complete the schedules and forms to the satisfaction of the CSIR will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The bidder must complete the following returnable documents:

RETURNABLE DOCUMENTS –		
PART A: TECHNICAL RETURNABLES		
Description	Included	
	Yes	No
Proof of trainer's relevant qualifications, in executive coaching – (Provide certificate)		
Company Experience – (Company Profile) Number of years the company has been conducting executive coaching. The company must not have less than 5 years training in medium to large organisations.		
Company Experience – (Client reference letters) The service provider must provide evidence that they have successfully provided executive coaching programme. The service must provide not less than 5 references where similar training was conducted. Reference letters must be provided to substantiate such claims. Reference letters must be completed on the attached form (Appendix C). Annexure C MUST be completed for each reference provided.		
Team member/s Experience – (Comprehensive trainer CV) The team members that will be involved in this project must not have less than 5 years' experience in conducting executive coaching. A comprehensive CV must be provided indicating when training was conducted, the number of people coached, as well as the organisation(s) where such coaching took place		
Methodology and Approach including Work plan/timelines – (Detailed Methodology, Approach and Gantt Chart) The service provider must explain their understanding of the objectives of the assignment, approach to the assignment and the methodology for		

carrying out the assignment. The main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the approach and methodology.		
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PART B: PRICING PROPOSAL			
32	Pricing Proposal / Complete Pricing Schedule		
33	B-BBEE Certificate or Sworn affidavit		
34	Completed and duly signed Bidder Declaration form		
35	Completed and duly signed Invitation to Bid Form- SBD1		
36	Completed and duly signed Bidder Disclosure Form- SBD 4		

Any other relevant document may be submitted, to substantiate the bidder's proposal.

35 ANNEXURE C REFERENCE FORM

TO BE COMPLETED FOR EACH REFERENCE SUBMITTED (FORM TO BE COMPLETED BY REFERENCE AND NOT BIDDER):

It is critical for the referee to complete the form fully. CSIR will not give scores for incomplete forms

Referee Company legal Name:

Bid Description (reference provided for):

Describe the service/work done:

.....

.....

Project Start Date: Project End Date:

Contract Amount:

Rate Service Provider (Put a mark to the relevant score)

Indicator	Excellent	Very good	Good	Poor	Unacceptable
Score	5	4	3	2	1

Would you use the service provider again: Yes / No

Referee Contact Person:

Referee Designation:

Referee Contact number:

Referee Email:

I hereby declare that to the best of my knowledge, information completed above is true and correct.

Bidder's referee signature: Date: