

TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SUPPLY CHAIN MANAGEMENT		
SCM - 542	Approved by Branch Manager: February 2024	Version: 10

TENDER NO: 167S/2024/25

TENDER DESCRIPTION: PROVISION OF COACHING SERVICES AND COACH CAPACITY BUILDING TO THE CITY OF CAPE TOWN

CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT

CLOSING DATE 06 March 2025

CLOSING TIME 10:00 am

TENDER BOX NUMBER 200

TENDER FEE R200

Non – refundable tender fee payable to the City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (hereinafter the "Tenderer")	
TRADING AS (if different from above)	
Registration number of Tenderer	
Physical address and chosen domicilium citandi et executandi of Tenderer	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

TENDER SERIAL NO.:	
SIGNATURES OF CCT OFFICIALS AT TENDER OPENING	
1	
2	
3	

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THE TENDER

T.1 GENERAL TENDER INFORMATION

TENDER ADVERTISED	:	31 January 2025
SITE VISIT/CLARIFICATION MEETING	:	Time: 11:00 on Date: 14 February 2025 (Not compulsory, but strongly recommended)
VENUE FOR SITE VISIT/CLARIFICATION MEETING	:	https://teams.microsoft.com/join/19%3ameeting_MTgyYzNiNGQtYTkxYS00NiU4LWJiMzYtMTk3YjFmNGM4Yjll%40thread.v2/0?context=%7b%22id%22%3a%22ff731495-b3c8-44b3-93f8-6fca8fc5a699%22%2c%22oid%22%3a%228cb871bf-4a87-46f0-bbe1-c97b4ff2c698%22%7d
TENDER BOX & ADDRESS	:	Tender Box as per front cover at the Tender & Quotation Boxes Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town. The Tender Document (which includes the Form of Offer and Acceptance) completed and signed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the endorsement "TENDER NO. 167S/2024/25 - TENDER DESCRIPTION: Provision of coaching services and coaches capacity building to the City of Cape Town]", the tender box number. and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time. If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. It remains the tenderer's responsibility to ensure that the tender is placed in either the original box or as alternatively instructed.
CCT TENDER REPRESENTATIVE	:	Email: OD.Tenders@capetown.gov.za

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS "OR EQUIVALENT"

T.2 CONDITIONS OF TENDER

2.1 General

2.1.1 Actions

2.1.1.1 The City of Cape Town (hereafter referred to as the "CCT") and each tenderer submitting a tender offer (hereinafter referred to as the "tenderer" or the "supplier") shall comply with item T.2 of this Tender Document Goods and Services (hereinafter referred to as these "Conditions of Tender"). The tenderer and the CCT shall collectively hereinafter be referred to as the "Parties" and individually a "Party"). In their dealings with each other, the Parties shall discharge their duties and obligations as set out in these Conditions of Tender, timeously and with integrity, and behave equitably, honestly and transparently, and shall comply with all legal obligations imposed on the Parties herein and in accordance with all applicable laws.

The Parties agree that this tender Tender Document Goods and Services (hereinafter referred to as the "Tender" / "Tender Document"), its evaluation and acceptance and any resulting contract shall also be subject to the CCT's Supply Chain Management Policy ('SCM Policy') that was applicable on the date the bid was advertised and as amended from time to time. If the CCT adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender (hereinafter referred to as the "Contract"), such clause shall also be applicable to that Contract. Please refer to this document contained on the CCT's website.

Abuse of the supply chain management system is not permitted and may result, inter alia, (1) in the tender being rejected; (2) cancellation of the contract; (3) restriction of the supplier, and/or (4) the exercise by the CCT of any other remedies available to it as provided for in the SCM Policy and/or the the Contract and/or this tender and/or any applicable laws .

2.1.1.2 The CCT, the tenderer and their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the CCT shall declare any conflict of interest to the CCT at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

2.1.1.3 The CCT shall not seek, and a tenderer shall not submit a tender, without having a firm intention and capacity to proceed with the contract.

2.1.2 Interpretation

2.1.2.1 The additional requirements contained in Annexure F to the contract (hereinafter referred to as the "returnable documents" / "Returnable Schedules") are part of these Conditions of Tender and are specifically hereby incorporated into these Conditions of Tender.

2.1.2.2 These Conditions of Tender and returnable Documents which are required for CCT's tender evaluation purposes herein, shall form part of the Contract arising from the CCT's corresponding invitation to tender.

2.1.3 Communication during tender process

Verbal or any other form of communication, from the CCT, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the CCT, unless communicated by the CCT in writing to suppliers / tenderers by its Director: Supply Chain Management or his nominee. Similarly, any communication of the tenderer / supplier that is not reduced to writing by the tenderer / supplier, its employees, agents or advisors, shall not be regarded as binding on the CCT, unless communicated to the CCT in writing by the suppliers / tenderers, or their duly authorised representatives.

2.1.4 The CCT's right to accept or reject any tender offer

2.1.4.1 The CCT may accept or reject any tender offer and may cancel the corresponding tender process or reject all tender offers at any time before the formation of a contract. The CCT may, prior to the award of the tender, cancel a tender if:

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable tenders are received; or
- (d) there is a material irregularity in the tender process; or
- (e) the Parties are unable to negotiate market related pricing.

The CCT shall not accept or incur any liability to a tenderer for such cancellation or rejection, but will give written reasons for such action upon receiving a written request to do so.

2.1.5 Procurement procedures

2.1.5.1 General

Unless otherwise stated in the tender conditions, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points. In order for tenderer's submission to be considered, the tenderer must tender for PART 1 and/or PART 2.

PART 1: Provision of external coaches

The CCT intends to appoint two (2) tenderers, the highest ranked tenderer (winner) and an alternative, **for each of the four coaching categories**. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.

Service providers may respond to all four categories as stipulated below or to any one or more of the four categories. It is not a requirement of this tender that any service provider must respond to all four categories in PART 1 in order to be responsive.

Suppliers, once appointed and subject to operational requirements, will be invited to deliver the services, whereby the order will always be offered and, if accepted, allocated to the highest ranked tenderer ("the winner"), and only if he refuses will the work be offered to the next highest ranked tenderer or alternate tenderer.

The award will be made as:

PART 1:

Category 1: Executive / Leadership Coaching – one highest ranked tenderer (winner) and one alternative tenderer.

Category 2: Management Coaching – one highest ranked tenderer (winner) and one alternative tenderer.

Category 3: Team Coaching – one highest ranked tenderer (winner) and one alternative tenderer.

Category 4: Coach Supervision – one highest ranked tenderer (winner) and one alternative tenderer.

PART 2: Coaching Capacity Building events for City of Cape Town internal coaches

The CCT intends to appoint two (2) tenderers, the highest ranked tenderer (winner) and an alternative for the allocation of work. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.

Suppliers, once appointed and subject to operational requirements, will be invited to deliver the services, whereby the order will always be offered and, if accepted, allocated to the highest ranked tenderer ("the winner"), and only if he refuses will the work be offered to the next highest ranked tenderer or alternate tenderer.

The contract period shall be for a period of **36 months** from the commencement date of the contract.

2.1.5.2 Proposal procedure using the two stage-system

A two-stage system will not be followed.

2.1.5.3 Nomination of Standby Bidder

“Standby Bidder” means a bidder, identified by the CCT at the time of awarding a bid that will be considered for award should the contract be terminated for any reason whatsoever. In the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included its SCM Policy, as amended from time to time.

2.1.6 Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court

2.1.6.1 Disputes, objections, complaints and queries

In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005):

- a) Persons aggrieved by decisions or actions taken by the CCT in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.

2.1.6.2 Appeals

- a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the CCT, may appeal against that decision by giving written notice of the appeal and reasons to the City Manager within 21 days of the date of the notification of the decision.
- b) An appeal must contain the following:
 - i. Must be in writing
 - ii. It must set out the reasons for the appeal
 - iii. It must state in which way the Appellant's rights were affected by the decision;
 - iv. It must state the remedy sought; and
 - v. It must be accompanied with a copy of the notification advising the person of the decision
- c) The relevant CCT appeal authority must consider the appeal and **may confirm, vary or revoke** the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

2.1.6.3 Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000

The sub- clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA).

- 2.1.6.4 All requests referring to sub clauses 2.1.6.1 and 2.1.6.2 must be submitted in writing to:
The City Manager - C/o the Manager: Legal Compliance Unit, Legal Services Department, Office of the City Manager
Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001
Via post at: Private Bag X918, Cape Town, 8000
Via email at: MSA.Appeals@capetown.gov.za

- 2.1.6.5 All requests referring to clause 2.1.6.3 must be submitted in writing to:
The City Manager - C/o the Manager: Access to Information Unit, Legal Service Department, Office of the City Manager
Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001
Via post at: Private Bag X918, Cape Town, 8000
Via email at: Access2info.Act@capetown.gov.za

2.1.6.6 The minimum standards regarding accessing and 'processing' of any personal information belonging to another in terms of Protection of Personal Information Act, 2013 (POPIA).

For purposes of this clause 2.1.6.6, the contract and these Conditions of Tender, the terms “data

subject", "Personal Information" and "Processing" shall have the meaning as set out in section 1 of POPIA, and "Process" shall have the corresponding meaning.

The CCT, its employees, representatives and sub-contractors may, from time to time, process the tenderer's and/or its employees', representatives' and/or sub-contractors' Personal Information, for purposes of, and/or relating to, the tender, the contract and these Conditions of Tender, for research purposes, and/or as otherwise may be envisaged in the CCT's Privacy Notice and/or in relation to the CCT's Supply Chain Management Policy or as may be otherwise permitted by law. This includes the Processing of the latter Personal Information by the CCT's due diligence assurance provider, professional advisors and the Appeal Authority as applicable. The CCT's justification for the processing of such aforesaid Personal Information is based on section 11(1)(b) of POPIA, i.e., in terms of which the CCT's Processing of the said Personal Information is necessary to carry out actions for the conclusion and/or performance of the contract, to which the applicable data subject (envisaged in this clause 2.1.6.6 above) is a party.

All requests relating to data protection must be submitted in writing to:
The City Manager - C/o the Information Officer, Office of the City Manager
Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001
Via post at: Private Bag X9181, Cape Town, 8000
Via email at: Popia@capetown.gov.za.

2.1.6.7 Compliance to the CCT's Appeals Policy.

In terms of the CCT's Appeals Policy, a fixed upfront administration fee will be charged. In addition, a surcharge may be imposed for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals.

The current approved administration fee is R300.00 and may be paid at any of the Municipal Offices or at the Civic Centre in Cape Town using the GL Data Capture Receipt attached as Annexure F.13: Appeal Application Form. Alternatively, via EFT into the CCT's NEDBANK Account: CITY OF CAPE TOWN and using Reference number: 198158966. You are required to send proof of payment when lodging your appeal.

The current surcharge for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals will be calculated as $\frac{1}{2}$ (Administrative cost of the tender appeal) + 0.25 % (Appellant's tender price).

Should the payment of the administration fee of R300.00 or the surcharge not be received, such fee or surcharge will be added as a Sundry Tariff to the bidder's municipal account.

In the event where the bidder does not have a Municipal account with the CCT, the fee or surcharge may be recovered in terms of the CCT's Credit Control and Debt Collection By-law, 2006 (as amended) and its Credit Control and Debt Collection Policy.

2.1.7 CCT Supplier Database Registration

Tenderers are required to be registered on the CCT Supplier Database as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the CCT's Supplier Database may collect registration forms from the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5). Registration forms and related information are also available on the CCT's website www.capetown.gov.za (follow the Supply Chain Management link to Supplier registration).

It is each tenderer's responsibility to keep all the information on the CCT Supplier Database updated.

2.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration

Tenderers are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a service provider. Tenderers must register as such upon being requested to do so in writing and within the

period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address <https://secure.csd.gov.za>.

It is each tenderer's responsibility to keep all the information on the National Treasury Web Based Central Supplier Database (CSD) updated.

2.2 Tenderer's obligations

2.2.1 Eligibility Criteria

2.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document and the Conditions of Tender. An 'acceptable tender must "COMPLY IN ALL" aspects with the tender, Conditions of Tender, all Specifications (i.e., item C.5 below, hereinafter the "Specifications"), pricing instructions herein and the Contract including its conditions.

2.2.1.1.1 Submit a tender offer

Only those tender submissions from which it can be established, *inter alia* that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.

2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures

Only those tenders that are compliant with the requirements below will be declared responsive:

- a) A completed **Details of Tenderer** to be provided (applicable schedule below to be completed);
- b) A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule below to be completed);
- c) A copy of the partnership / joint venture / consortium agreement to be provided, where applicable.
- d) A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule below to be completed);
- e) A completed **Declaration – Conflict of Interest and Declaration of Bidders' past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- f) A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule below to be completed);
- g) The tenderer (including any of its representatives, directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,
- h) The tenderer's tax matters with SARS are in order, or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS;
- i) The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage;
- j) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, who is directly or indirectly involved or associated with the bid specification committee;
- k) A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the CCT** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- l) The tenderer (including any of its representatives, directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
- m) The tenderer (including any of its representatives, directors or members), has not been found guilty on any other basis listed in the Supply Chain Management Policy.

2.2.1.1.3 Compulsory clarification meeting

Not Applicable

2.2.1.1.4 Minimum score for functionality

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive.

The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.

Bidders may tender for 1 or more of the categories and must submit appropriate information per category tendered for, to allow the City to assess their bid. Bidders to note that the functionality assessment is designed per category and each Part is separate and distinct from the other.

2.2.1.1.4.1 PART 1: Provision of external coaches CATEGORY 1: Individual Coaching – Executive / Leadership (Executive Director/Director) functionality assessment

Evaluation Criteria	Applicable values/points	Weight
The <u>Service Provider's previous Relevant Experience</u> in individual coaching assignments at leadership / executive level (as defined in the specifications of the tender) in assignments of a similar nature and size (Multi-faceted) large organisation and as per City of Cape Town (CCT) requirements as per this tender as per the past 10 years (work being done in the past 10 years from close of tender will be applicable as per the requirements for coaching practice in the industry / sector – most relevant and recent thinking - and due to changes in methodology and approaches to coaching). Details to be evident in company profile that must be submitted by the tenderer. Note: Large organisation – public or private sector	Size of organisations (10) in which executive / leadership coaching has been offered - Large organisations with a staff compliment of 1000 or less: – 3 points - Large organisations with a staff compliment of 1001 – 5000: – 5 points - Large organisations with a staff compliment of 5001 – 10 000: - 8 points - Large organisations with a staff compliment of 10 000 or more: -10 points Coaching Interventions (10) - Less than 25 individual coaching interventions at executive/leadership level in a large multi-faceted organisation in the past 10 years - 0 points 25 to 35 individual coaching interventions at executive/leadership level in a multi-faceted organisation in the past 10 years - 5 points 36 to 45 individual coaching interventions at executive/leadership level in a multi-faceted organisation in the past 10 years – 7 points 46 and more individual coaching interventions at executive/leadership level in a multi-faceted organisation in the past 10 years– 10 points	20
<u>Experience of coaches offered to CCT in individual leadership / executive coaching (Use CV template provided in this tender – see annexure after schedule F13)</u> A coaching profile and CV confirming a coaching approach and relevant experience - Providing individual leadership / executive coaching at executive management levels worked with, specified hours of coaching (more than 100 hours) and company references. - Confirmation of the level at which coaching was provided e.g. CEO,	Experience (10): - Less than 5 years' relevant experience coaching people at executive/leadership level in a multi-faceted / large organisation - 0 points 5 - 8 years' relevant experience coaching people at executive/leadership level in a multi-faceted / large organisation – 5 points - More than 8 years' relevant coaching people at executive/leadership level in a multi-faceted / large organisation – 10 points	30

CFO, COO, Board member, Group Director, Director-General, or equivalent. - Years of relevant experience clearly defined in CV. - Type of qualification stipulated – as per criteria in this tender. - Confirmation of ICF / COMENSA or equivalent registration Note: Coaches proposed must be ICF / COMENSA or equivalent organisation registered.	Qualification (10): - Qualifications of less than 50% of coaches proposed are not at coaching diploma/certificate/degree level – 0 points - Qualifications of 50% to 90% of the coaches proposed are at coaching diploma / certificate/degree level from a recognised training institution that offers a coaching training programme – 5 points - Qualifications of 90% or more coaches proposed are at coaching diploma/certificate/degree level from a recognised training institution that offers a coaching training programme – 10 points Registration (10) - Less than 50% of coaches are not ICF / COMENSA or equivalent organisation registered – 0 points 50% to 90% of the coaches are ICT / COMENSA or equivalent organisation registered – 5 points 90% or more of the coaches are ICT / COMENSA or equivalent organisation registered – 10 points	
<u>Expertise in individual leadership / executive coaching:</u> <u>Criteria for coaching practice (20):</u> - Initiation of the coaching engagement – context, outcomes, time schedule - Coaching sessions / process including roles and responsibilities - Resources allocation - Coaching approach and methodology - Timeframes / project plan (maximum period of 12 months) - Evaluation and closure – criteria - Approach to feedback to a coaching client and client organisation and format thereof (Above information to be evident in the business profile of the service provider and to be confirmed against Schedule F13)	<u>Criteria (20):</u> - The service provider has outlined their expertise in individual coaching practice of coaches to be assigned and as per the criteria - 20 points - The service provider has outlined their expertise in individual coaching practice of coaches to be assigned as per the criteria, but omitted up to two of the criteria - 15 points - The service provider has outlined their expertise in individual coaching practice of coaches to be assigned as per the criteria, but omitted three or four of the criteria - 10 points - The service provider has outlined their expertise in individual coaching practice of coaches to be assigned as per the criteria, but omitted five or more of the criteria - 5 points - The service provider did not provide or outline their expertise in individual coaching practice of coaches to be assigned as per the criteria - 0 points	40

Coaching / facilitation methodology (20): 1. Coaching practice aligned to City of Cape Town approach 2. Relevant coaching practice and models for leadership / executive coaching 3. Processes followed in line with coaching industry standards 4. Process and approach proposed are aligned to the CCT intent with the coaching intervention	Methodology (20): • Understands executive / leadership coaching in all four areas - 20 points ○ relevant coaching models; ○ relevant processes; ○ aligns to CCT coaching practice ○ aligns to CCT coaching approach • Has understanding of executive / leadership coaching, but only in 3 of the 4 areas - 10 points • Have understanding in 2 or less areas in understanding of executive / leadership coaching - 0 points	
Coaches available (that has the experience and qualification required as stipulated in this evaluation criteria applicable to category 1) • Individual leadership / executive coaches The City has a diverse group of leaders and managers and the service provider will need to consider that their panel of coaches need to be representative of the demographics of the South African population as far as possible, ensuring City staff could access coaches of different ethnic origins and gender.	• Less than 15 coaches available for executive / leadership level coaching – 0 points • 15 to 20 coaches available for executive / leadership coaching – 5 points • More than 20 coaches available for executive / leadership coaching – 10 points	10
Total		100

The minimum qualifying score for functionality is 70 out of a maximum of 100.

2.2.1.1.4.2 PART 1: Provision of external coaches

CATEGORY 2: Individual Coaching - Management (Managers / Heads / Principal Professionals that manage staff) functionality assessment

Evaluation Criteria	Applicable values/points	Weight
The Service Provider's previous Relevant Experience in individual coaching assignments at management level (as defined in the specifications of the tender) in assignments of a similar nature and size (Multi-faceted) large organisation and as per City of Cape Town (CCT) requirements as per this tender as per the past 10 years (work being done in the past 10 years from close of tender will be applicable as per the requirements for coaching practice in the industry / sector – most relevant and recent thinking - and due to changes in methodology and approaches to coaching). Details to be evident in company profile that must be submitted by the tenderer. Note: Large organisation– public or private sector	Size of organisations (10) in which management coaching has been offered • Large organisations with a staff compliment of 1000 or less: – 3 points • Large organisations with a staff compliment of 1001 – 5000: – 5 points • Large organisations with a staff compliment of 5001 – 10 000: - 8 points • Large organisations with a staff compliment of 10 000 or more: -10 points Coaching Interventions (10) • Less than 100 individual coaching interventions at management level in a multi-faceted organisation in the past 10 years - 0 points • 100 to 150 individual coaching interventions at management level in a multi-faceted organisation in the past 10 years - 5 points	20

	• 151 to 200 individual coaching interventions at management level in a multi-faceted organisation in the past 10 years – 7 points • More than 200 individual coaching interventions at management level in a multi-faceted organisation in the past 10 years – 10 points	
Experience of coaches offered to CCT in individual management coaching (Use CV template provided in this tender – see annexure after schedule F13) A coaching profile and CV confirming a coaching approach and relevant experience 1. Providing individual coaching at functional and middle management levels worked with, specified hours of coaching (more than 150 hours) and company references. 2. Confirmation of the level at which coaching was provided e.g. Senior manager, Manager, Functional heads, Professional Team Leads, or equivalent 3. Years of relevant experience clearly defined in CV. 4. Type of qualification stipulated – as per criteria in this tender. 5. Confirmation of ICF / COMENSA or equivalent registration Note: All coaches proposed must be ICF / COMENSA or equivalent organisation registered.	Experience (10): • Less than 5 years' relevant experience coaching people at management level in a multi-faceted organisation – 0 points • 5 - 8 years' relevant experience in coaching people at management level in a multi-faceted organisation – 5 points • More than 8 years' relevant experience in coaching people at management level in a multi-faceted organisation – 10 points Qualification (10): • Qualifications of less than 50% of coaches proposed are not at coaching diploma/certificate/degree level from a recognised training institution that offers a coaching programme - 0 points • Qualifications of 50% to 90% of the coaches proposed are at coaching diploma / certificate/degree level from a recognised training institution that offers a coaching programme – 5 points • Qualifications of 90% or more coaches proposed are at coaching diploma/certificate/degree level from a recognised training institution that offers a coaching programme – 10 points Registration (10) • Less than 50% of coaches are not ICF / COMENSA or equivalent organisation registered – 0 points • 50% or more of the coaches are ICT / COMENSA or equivalent organisation registered – 5 points • 90% or more of the coaches are ICT / COMENSA or equivalent organisation registered – 10 points	30
Expertise in individual management coaching: Criteria for coaching practice (20): 1. Initiation of the coaching engagement – context, outcomes, time schedule 2. Coaching sessions / process	Criteria (20): • The service provider has outlined their expertise in individual coaching practice of coaches to be assigned and as per the criteria - 20 points • The service provider has outlined their expertise in individual coaching practice of	40

including roles and responsibilities 3. Resources allocation 4. Coaching approach and methodology 5. Timeframes / project plan (maximum period of 12 months) 6. Evaluation and closure – criteria 7. Approach to feedback to a coaching client and client organisation and format thereof (Above information to be evident in the business profile of the service provider and to be confirmed against Schedule F13) <u>Coaching / facilitation methodology (20):</u> 1. Coaching practice aligned to City of Cape Town approach 2. Relevant coaching practice and models for management coaching 3. Processes followed in line with coaching industry standards 4. Process and approach proposed are aligned to the CCT intent with the coaching intervention	coaches to be assigned as per the criteria, but omitted at least two of the criteria - 15 points • The service provider has outlined their expertise in individual coaching practice of coaches to be assigned as per the criteria, but omitted at least three or four of the criteria - 10 points • The service provider has outlined their expertise in individual coaching practice of coaches to be assigned as per the criteria, but omitted at least five or more of the criteria - 5 points • The service provider did not outline their expertise in individual coaching practice of coaches to be assigned as per the criteria - 0 points Methodology (20): • Understands management coaching - 20 points ○ relevant coaching models; ○ relevant processes; ○ aligns to CCT coaching practice ○ aligns to CCT coaching approach • Has understanding of management coaching, but only in 3 of the 4 areas - 10 points • Have understanding in 2 or less areas in understanding of management coaching - 0 points	
Coaches available (that has the experience and qualification required as stipulated in this evaluation criteria applicable to category 2) • Individual management coaches The City has a diverse group of leaders and managers and the service provider will need to consider that their panel of coaches need to be representative of the demographics of the South African population as far as possible, ensuring City staff could access coaches of different ethnic origins and gender.	• Less than 20 coaches available for management coaching – 0 points • 21 – 30 coaches available for management coaching – 4 points • 31 to 50 coaches available for management coaching – 7 points • More than 50 coaches available for management coaching – 10 points	10
Total		100

The minimum qualifying score for functionality is 70 out of a maximum of 100.

Evaluation Criteria	Applicable values/points	Weight
The <u>Service Provider's previous Relevant Experience</u> in team coaching of teams at management level (Executives / Directors / Managers and their teams) in assignments of a similar nature and size (Multi-faceted) large organisation and as per City of Cape Town (CCT) requirements as per this tender as per the past 10 years (work being done in the past 10 years from close of tender will be applicable as per the requirements for coaching practice in the industry / sector – most relevant and recent thinking - and due to changes in methodology and approaches to coaching). Details to be evident in company profile that must be submitted by the tenderer. Note: Large organisation – public or private sector	Size of organisations (10) in which team coaching has been offered - Large organisations with a staff compliment of 1000 or less: – 3 points - Large organisations with a staff compliment of 1001 – 5000: – 5 points - Large organisations with a staff compliment of 5001 – 10 000: - 8 points - Large organisations with a staff compliment of 10 000 or more: -10 points Coaching Interventions (10) - Less than 10 team coaching interventions at management level in a multi-faceted organisation in the past 10 years - 0 points 10 to 15 team coaching interventions at management level in a multi-faceted organisation in the past 10 years - 5 points 16 to 20 team coaching interventions at management level in a multi-faceted organisation in the past 10 years –7 points - More than 20 team coaching interventions at management level in a multi-faceted organisation in the past 10 years – 10 points	20
<u>Experience of coaches offered to CCT in team coaching at management level (Use CV template provided in this tender – see annexure after schedule F13)</u> A coaching profile and CV confirming coaching approach and relevant experience. - Providing team coaching at management levels worked with, specified hours of coaching and references. - Confirmation of the level at which team coaching was provided e.g. team of executives, director and their management team, etc. or equivalent - Years of relevant experience clearly defined in CV. - Type of qualification stipulated - Confirmation of ICF / COMENSA or equivalent registration	Experience (10): - Less than 5 years' relevant experience in team coaching at management level in a multi-faceted organisation – 0 points 5 to 8 years' relevant experience in coaching teams at management level in a multi-faceted organisation– 5 points - More than 8 years' relevant experience in coaching teams at management level in a multi-faceted organisation – 10 points Qualification (10): - Qualifications of less than 50% of coaches proposed are not at coaching diploma/certificate/degree level from a recognised training institution that offers a coaching programme – 0 points - Qualifications of 50% to 90% of the coaches proposed are at coaching diploma / certificate/degree level from a recognised training institution that offers a coaching programme – 5 points - Qualifications of 90% or more coaches proposed are at coaching	30

	diploma/certificate/degree level from a recognised training institution that offers a coaching programme – 10 points Registration (10) • Less than 50% of coaches are not ICF / COMENSA or equivalent organisation registered – 0 points • 50% or more of the coaches are ICT / COMENSA or equivalent organisation registered – 5 points • 90% or more of the coaches are ICT / COMENSA or equivalent organisation registered – 10 points	
Expertise in <u>team coaching</u>: <u>Criteria for coaching practice (20):</u> 1. Initiation of the coaching engagement and facilitation – context, outcomes, time schedule 2. Baseline assessment and feedback session as foundation for team coaching sessions 3. Coaching sessions approach including roles and responsibilities 4. Timeframes / project plan (maximum period of 6 months) 5. Evaluation and closure – criteria 6. Approach to feedback to coaching client and client organisation and format thereof Coaching / facilitation methodology (20): 1. Coaching practice aligned to City of Cape Town approach 2. Relevant coaching practice and models for team coaching 3. Processes followed in line with coaching industry standards 4. Process and approach proposed are in line with CCT intent with the coaching intervention	Criteria (20): • The service provider has outlined their expertise in team coaching / facilitation practice of coaches to be assigned and as per the criteria – 20 points • The service provider has outlined their expertise in team coaching / facilitation practice of coaches to be assigned as per the criteria, but omitted at least one or two of the criteria – 15 points • The service provider has outlined their expertise in team coaching / facilitation practice of coaches to be assigned as per the criteria, but omitted at least three of four of the criteria – 10 points • The service provider has outlined their expertise in team coaching / facilitation practice of coaches to be assigned as per the criteria, but omitted at least five or more of the criteria – 5 points • The service provider did not outline their expertise in team coaching / facilitation practice of coaches to be assigned as per the criteria - 0 points Methodology (20): • Understands team coaching in all four areas - 20 points ○ relevant coaching models; ○ relevant processes; ○ aligns to CCT coaching practice ○ aligns to CCT coaching approach • Has understanding of team coaching, but only in 3 of the 4 areas - 10 points • Have understanding in 2 or less areas in understanding of team coaching - 0 points	40

Coaches available (that has the experience and qualification required as stipulated in this evaluation criteria applicable to category 3) Team coaches The City has a diverse group of leaders and managers and the service provider will need to consider that their panel of coaches need to be representative of the demographics of the South African population as far as possible, ensuring City staff could access coaches of different ethnic origins and gender.	- Less than 4 coaches available for team coaching – 0 points 4 to 6 coaches available for team coaching – 4 points 7 to 10 coaches available for team coaching – 7 points - More than 10 coaches available for team coaching – 10 points	10
Total		100

The minimum qualifying score for functionality is 70 out of a maximum of 100.

2.2.1.1.4.4 PART 1: Provision of external coaches
CATEGORY 4: Coach Supervision functionality assessment

Evaluation Criteria	Applicable values/points	Weight
The Service Provider's previous Relevant Experience in providing coach supervisors for coaches in organisations in assignments of a similar nature and size (Multi-faceted) large organisation and as per City of Cape Town (CCT) requirements as per this tender as per the past 10 years (work being done in the past 10 years from close of tender will be applicable as per the requirements for coaching practice in the industry / sector – most relevant and recent thinking - and due to changes in methodology and approaches to coaching). Details to be evident in company profile that must be submitted by the tenderer. Note: Large organisation– public or private sector	Size of organisations (10) in which coaching supervision has been offered - Large organisations with a staff compliment of 1000 or less: – 3 points - Large organisations with a staff compliment of 1001 – 5000: – 5 points - Large organisations with a staff compliment of 5001 – 10 000: - 8 points - Large organisations with a staff compliment of 10 000 or more: -10 points Coaching Interventions (10) - Less than 15 team / individual coach supervision interventions in a multi-faceted organisation in the past 10 years - 0 points 15 to 20 team / individual coach supervision interventions in a multi-faceted organisation in the past 10 years - 5 points 21 to 25 team / individual coach supervision interventions in a multi-faceted organisation in the past 10 years – 7 points - More than 25 team / individual coach supervision interventions in a multi-faceted organisation in the past 10 years – 10 points	20
Experience of coach supervisors offered to CCT in coach supervision (Use CV template provided in this tender – see annexure after schedule F13) A coaching profile and CV confirming coach supervision approach and relevant experience.	Experience (10): - Less than 5 years' relevant experience in coach supervision – 0 points 5 to 7 years' relevant experience in coach supervision – 5 points	30

1. Providing supervision to coaches – the coach levels worked with, specified hours (250 hours) of coaching and confirmatory references. 2. Years of relevant experience clearly defined in CV. 3. Type of qualification stipulated as per the criteria in this tender. 4. Confirmation of ICF / COMENSA or equivalent registration – portfolio of evidence	• More than 7 years' relevant experience in coach supervision– 10 points Qualification (10): • Qualifications of less than 50% of coaches proposed are not at coaching diploma/certificate/degree level from a recognised training institution that offers a coaching programme – 0 points • Qualifications of 50% to 90% of the coaches proposed are at coaching diploma / certificate/degree level from a recognised training institution that offers a coaching training programme – 5 points • Qualifications of 90% or more coaches proposed are at coaching diploma/certificate/degree level from a recognised training institution that offers a coaching training programme – 10 points Registration (10) • Less than 50% of coaches are not ICF / COMENSA or equivalent organisation registered – 0 points • 50% or more of the coaches are ICT / COMENSA or equivalent organisation registered – 5 points • 90% or more of the coaches are ICT / COMENSA or equivalent organisation registered – 10 points	
Expertise in <u>coach supervision</u> Criteria (20): 1. Process for initiation of the session. 2. The coaching supervision process to be followed. 3. Approach and methodology to be applied. 4. Timeframes (Ideally 2 – 3 - hour investment per session over 4 sessions per annum as a minimum). 5. Evaluation and closure – criteria to be applied and way forward. 6. Approach to feedback to CCT and coach and format thereof.	Criteria (20): • The service provider has outlined their expertise in coach supervision and as per the criteria – 20 points • The service provider has outlined their expertise in coach supervision, but omitted at least one or two of the criteria – 15 points • The service provider has outlined their expertise in coach supervision, but omitted at least three of the criteria – 10 points • The service provider has outlined their expertise in coach supervision, but omitted at least five or more of the criteria – 5 points • The service provider did not outline their expertise in coach supervision of coaches – 0 points	40

Coach supervision methodology (20): 1. Coaching supervision practice aligned to City of Cape Town approach 2. Relevant coaching practice and models for coach supervision 3. Processes followed in line with coaching industry standards 4. Process and approach proposed are in line with CCT intent with coach supervision	Methodology (20): • Understands coach supervision in all four areas - 20 points ○ relevant coaching models; ○ relevant processes; ○ aligns to CCT coaching practice ○ aligns to CCT coaching approach • Has understanding of coach supervision, but only in 3 of the 4 areas - 10 points • Have understanding in 2 or less areas in understanding of coach supervision - 0 points	
Coach supervisors available (that has the experience and qualification required as stipulated in this evaluation criteria applicable to category 4) The City has a diverse group of leaders and managers and the service provider will need to consider that their panel of coaches need to be representative of the demographics of the South African population <u>as far as possible</u> , ensuring City staff could access coaches of different ethnic origins and gender.	• Less than 4 coaches available for coach supervision – 0 points • 4 to 6 coaches available for coach supervision – 4 points • 7 to 10 coaches available for coach supervision – 7 points • More than 10 coaches available for coach supervision – 10 points	10
Total		100

The minimum qualifying score for functionality is 70 out of a maximum of 100.

PART 2: Functionality Scoring for Coaching Capacity Building

Evaluation Criteria	Applicable values/points	Weight
• Proposed coaching capacity building programme for facilitator sessions and workshops – <u>Content areas to include</u>; Outline of coaching capacity building events / projects approach (include evidence of both in person facilitation sessions and workshops, and online facilitation sessions and workshops) and more specifically: 1. Programme aims, objectives and outcomes 2. the facilitation methodology e.g. format and its application including outline, 3. management of learning outcomes 4. management of resources 5. practical application sessions, 6. timeframes and programme logistics, 7. programme evaluation and follow-up 8. supporting templates, case studies, hand-outs, etc.	• 40 points – Comprehensive programme that covers <u>all content areas</u> required and more with 96% -100% of evaluation criteria evident • 30 points – More than 75% and up to 95% of the programme content offered evident as per the evaluation criteria with some omissions on content detail. • 20 points – Between 50% and 74% of programme content offered evident as per the evaluation criteria with some omissions on content detail. • 10 points - Programme offers less than 50% of required content	40

NB: Provide an example for both an online and in-person programme for facilitation sessions and workshops		
• Previous experience in providing capacity building sessions on topics relevant to coaching. In support of this item, please provide a company profile confirming: 1. Details around experience in other companies including examples of facilitation and workshops provided, content, methodology and outcomes, both online and in-person sessions and number of people that has attended a typical session 2. CV's of all coaches that have been / will be facilitating capacity building events (online and in person facilitation / workshops to be highlighted) 3. At least 5 letters of reference confirming capacity building events hosted or presented in the past 5 years (confirming online and in person sessions) (Use CV template provided in this tender – see annexure after schedule F13)	Scope / breadth: • 40 points - Experienced and understand the full scope of coaching capacity building programmes and meet 96% - 100% of the requirements in the evaluation criteria. • 30 points - Experienced and has understanding of the coaching capacity building programmes and meet 75% and up to 95% of the requirements in the evaluation criteria. • 20 points - Has understanding of the coaching capacity building programmes and between 50% and 74% of programme content offered evident as per the evaluation criteria with some omissions on content detail. • 10 points – submission offers less than 50% of required content	40
• Years of experience of the Tenderer: Evidence to be found in company profile confirming companies worked with and years of experience	• 10 points - Have been providing coaches capacity building events (workshops and facilitation sessions as in-person and online sessions) as an organisation for more than 5 years. • 5 points - Have been providing coaches capacity building events (workshops and facilitation sessions as in-person and online sessions) as an organisation for more than 3 - 5 years. • 0 points - Have been providing coaches capacity building events (workshops and facilitation sessions as in-person and online sessions) as an organisation for 3 years or less.	10
• Individual facilitators (minimum five) CV's of coaches confirming years of experience in offering capacity building events (facilitation / workshops) in the coaching field both in person and online. (Use CV template provided in this tender – see annexure after schedule F13)	• 10 points – Each individual facilitator have 5 or more years' relevant capacity building facilitation / workshops experience with in-person and online events. • 5 points – 50 – 90% of the facilitators presented have 5 or more years' relevant capacity building facilitation / workshops experience with in- person and online events. • 0 points – Less than 50% of the individual facilitators presented have 5 or more years' relevant capacity building facilitation / workshops experience with in- person and online events.	10
Total		100

PART 2: The minimum qualifying score for functionality is 70 out of a maximum of 100.

Where the entity tendering is a Joint Venture the tender must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

A more detailed explanation of the functionality criteria is given below:

Explanation of the functionality criteria

PART 1: PROVISION OF EXTERNAL COACHES

Technical and Professional Evaluation Criteria and Evidence to be considered

The successful service provider awarded to any of the four coaching categories, must have **proven relevant experience and expertise as applicable**:

1. Executive/Leadership coaching (46 or more individual coaching interventions in senior management / executive level coaching)
2. Management coaching (200 or more individual coaching interventions in management level coaching)
3. Team coaching facilitation (20 or more team coaching interventions),
4. Coaching supervision (25 or more team / individual coach supervision interventions (post registration and accreditation of each coach supervisor)

The above experience are to be demonstrated in a company profile, with details of the experience in the relevant coaching category. Points will be allocated according to the number of interventions provided and as per the points in the functionality table depicted above.

Experience of coaches

The delivery of **Executive and Management coaching** requires confirmation of the experience / expertise of the coaches available and offered by the Service Provider to coach a City staff member. CV's of the proposed resources and their experience with similar coaching assignments as well as the relevant coaching qualifications they hold, will be required, as follows:

- A CV of the coaches (20 or more for executive coaching and 50 or more for management coaching)) with ideally more than 8 years relevant experience each in individual coaching assignments at management / senior management level. The submission must include:
 - For each of the individual coaches: a coaching profile and CV confirming coaching approach, application, and experience.
 - Confirmation of coaches providing individual coaching at management / senior management level in a large multi faceted organisation – please identify the levels of management worked with as most relevant to the requirements of the CCT People Strategy and coaching approach, specify hours of coaching and company references.
 - Years of relevant experience clearly defined in CV.

(Use CV template provided in this tender – see annexure after schedule 13)

- Type of qualification (or equivalent) of the proposed coaches
A relevant post matric qualification in coaching e.g. certificate, diploma or degree from a recognised coaching training institution e.g. a university or accredited coaching training provider.

Points will be allocated according to the number of coaches with relevant experience provided and as per the points in the functionality table depicted above.

The delivery of **team coaching** requires confirmation of the experience / expertise of the coaches available and offered by the Service Provider to facilitate and guide the team coaching experience. CV's of the proposed resources (Ideally more than 10 coaches) and their experience with coaching assignments as well as the relevant coaching qualifications they hold, will be required, as follows:

- A CV of the coaches (Ideally more than 10) with more than 8 years relevant experience each in coaching of management teams. The submission must include:
 - For the individual team coaches: a coaching profile and CV confirming coaching approach and application / experience.
 - Confirmation of coaches providing team coaching in a large organisation – please identify the levels of management worked with as most relevant to the requirements of the CCT People Strategy and coaching approach, specify hours of coaching and company references.
 - Years of relevant experience clearly defined in CV.

(Use CV template provided in this tender – see annexure after schedule 13)

- Type of qualification (or equivalent) of the proposed coaches
A relevant post matric qualification in coaching e.g. certificate, diploma or degree from a recognised coaching training institution e.g. a university or accredited coaching training provider.

Points will be allocated according to the number of coaches with relevant experience provided and as per the points in the functionality table depicted above.

The delivery of **coaching supervision** requires confirmation of the experience / expertise of the coaches available and offered by the Service Provider to facilitate and guide a coach and facilitate a conversation on the coach's debrief, review of performance and competence development. CV's of the proposed resources (More than 5 coaches) and their experience with coaching supervision as well as the relevant coaching qualifications they hold, will be required, as follows:

- A CV of the coaches (More than 10) with more than 7 years relevant experience each in offering supervision to coaches. The submission must include:
 - A coaching profile and CV confirming coaching supervision approach and application / experience.
 - Confirmation of coaches providing coaching supervision in a large organisation – please identify the levels of coaches worked with as most relevant as well as hours of coaching supervision and company references.
 - Years of relevant experience clearly defined in CV.

(Use CV template provided in this tender – see annexure after schedule 15)

- Type of qualification (or equivalent) of the proposed coaches (minimum 3 coaches)
A relevant post matric qualification in coaching/coaching supervision e.g. certificate, diploma or degree (minimum 12 months coaching qualification) from a recognised coaching training institution e.g. a university or accredited coaching training provider.

Points will be allocated according to the number of coaches with relevant experience provided and as per the points in the functionality table depicted above.

Framework and project plan for coaching categories:

Based on previous experience in **individual coaching at executive / leadership level**, provide a **framework and a project plan** for a typical coaching intervention that will address:

- Individual coaching initiation.
- The individual coaching process to be followed.
- The resource/s allocated from your organisation.
- Approach and methodology to be applied including coaching models and application
- Timeframes (maximum period of 12 months per staff member).

- Evaluation and closure – criteria to be applied and way forward.
- Approach to feedback to the CCT and client and format thereof.
- How the intervention will benefit the individual and the City of Cape Town.
- Coaching practice alignment with CCT approach
- Process alignment with coaching industry standards and CCT intent for executive/leadership level coaching

Based on previous experience in **individual coaching at management level**, provide a **framework and a project plan** for a typical coaching intervention that will address:

- Individual coaching initiation.
- The individual coaching process to be followed.
- The resource/s allocated from your organisation.
- Approach and methodology to be applied including coaching models and application
- Timeframes (maximum period of 12 months per staff member).
- Evaluation and closure – criteria to be applied and way forward.
- Approach to feedback to the CCT and client and format thereof.
- How the intervention will benefit the individual and the City of Cape Town.
- Coaching practice alignment with CCT approach
- Process alignment with coaching industry standards and CCT intent for management level coaching

Based on previous experience in **team coaching**, provide a **framework and a project plan** for a typical team coaching intervention / facilitation sessions that will address:

- Team coaching engagement / facilitation initiation.
- The team coaching / facilitation process to be followed.
- Baseline assessment and feedback
- The resource/s allocated from your organisation.
- Approach and methodology to be applied.
- Timeframes (maximum period of up to 6 months).
- Evaluation and closure – criteria to be applied and way forward
- Approach to feedback to the CCT and the client and format thereof.
- How the intervention will benefit the team and individuals in the team and then the City of Cape Town.
- Coaching practice and team coaching models aligned to CCT approach
- Process alignment with coaching industry standards and CCT intent for team coaching

Based on previous experience in **coaching supervision**, provide a **framework and a project plan** for a typical coaching supervision intervention / facilitation sessions that will address:

- Initiation of the session.

- The coaching supervision process to be followed.
- The resource/s allocated from your organisation.
- Approach and methodology to be applied.
- Timeframes (Ideally 2 – 3-hour investment per session over 4 sessions per annum as a minimum).
- Evaluation and closure – criteria to be applied and way forward.
- Approach to feedback to CCT and format thereof.
- How the intervention will benefit the individual coach and the City of Cape Town.
- Coaching supervision practice aligned to City of Cape Town approach
- Relevant coaching practice and models for coach supervision
- Process alignment with coaching industry standards and CCT intent for coaching supervision

Tenderers and their coaches should be registered with a professional body (CoMenSa or ICF or any other recognised coaching institution).

PART 2: COACHING CAPACITY BUILDING

Tenderers and their coaches should have more than 5 years relevant experience and coaches and the tenderer should be registered with a professional body (CoMenSa or ICF). The Tenderer must be an accredited training provider.

The tenderer(s) must have a venue that is immediately available in the Metropolitan Area of Cape Town for capacity building purposes that can be run in-person with groups. Details, as per tender specification, of venue to be submitted with tender submission. Details of the training venue includes, but not limited to layout, location, costs, equipment, etc. – see specification.

The tenderer(s) must also have an online platform for the capacity building sessions. The facilitators must be well versed in the ability to offer facilitation / training online.

Evidence to support the functionality criteria above must be submitted as part of this tender submission. This will include but is not limited to:

- o A comprehensive business / company profile that must include details around, amongst others, the company's mission/vision, business practices, processes, systems, organisational structure, industry status, portfolio of work completed in coaching facilitation and workshops. This must include evidence of accreditation as a training institution that can offer training or capacity building events.
- o The CVs (Curriculum Vitae) outlining the 5 years or more experience and registration details of all the persons that will be responsible for the training, proving their good standing with one of the professional bodies responsible for coaching. **(Use CV template provided in this tender – see annexure after schedule 13)**
- o Letters of reference of companies confirming successful coaching training / capacity building provided.
- o An example of a comprehensive coaching capacity building programme either being offered currently or already offered inclusive of content, methodology, templates, exercises, etc. and the tenderer's comprehensive proposal.
- o A proposed coaching capacity building programme for facilitation sessions and workshops for 1) Online and 2) in-person. As per the evaluation criteria stipulated in PART 2: Functionality scoring for coaching capacity building.
- o An ability to offer the programme and sustain such offering over the 3 year contract period and manage contingencies

Where the entity tendering is a Joint Venture, the tenderer's tender response must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

2.2.1.1.7 Provision of samples

Only those tenders submitted by tenderers who provided acceptable samples as stated in the Tender Specifications will be declared responsive.

2.2.2 Cost of tendering

The CCT will not be liable for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

2.2.3 Check documents

The documents issued by the CCT for the purpose of a tender offer are listed in the index of this tender document.

Before submission of any tender, the tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing is indistinct, or if the Price Schedule contains any obvious errors, the tenderer must apply to the CCT at once to have the same rectified.

2.2.4 Confidentiality and copyright of documents

The tenderer shall treat as strictly confidential all matters arising in connection with the tender. Use and copy the documents issued by the CCT only for the purpose of preparing and submitting a tender offer in response to the invitation.

2.2.5 Reference documents

The tenderer shall obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, Conditions of Contract and other publications, which are not attached but which are incorporated into the tender document(s) by reference.

2.2.6 Acknowledge and comply with notices

The tenderer shall acknowledge receipt of notices to the tender documents, which the CCT may issue, and shall fully comply with all instructions issued in the said notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account. Notwithstanding any requests for confirmation of receipt of the said notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile, or registered post or other lawful means.

2.2.7 Clarification meeting

The tenderer shall attend, where required, a clarification meeting at which tenderers may familiarise themselves with aspects of the proposed work, services or supply and pose questions. Details of the meeting(s) are stated in the General Tender Information (i.e., in item T.1 above).

Tenderers should be represented at the site visit/clarification meeting by a duly authorised person who is suitably qualified and experienced to comprehend the implications of the work involved.

2.2.8 Seek clarification

The tenderer shall request clarification of the tender documents, if necessary, by notifying the CCT at least one week before the closing time stated in the General Tender Information (i.e., in item T.1 above), where possible.

2.2.9 Pricing the tender offer

2.2.9.1 The tenderer shall comply with all pricing instructions as stated on the Price Schedule.

2.2.10 Alterations to documents

The tenderer shall not make any alterations or additions to the tender documents, except to comply with instructions issued by the CCT in writing, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

2.2.11 Alternative tender offers

2.2.11.1 Unless otherwise stated in the Conditions of Tender, the tenderers may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted.

If a tenderer wishes to submit an alternative tender offer, he/she/it shall do so as a separate offer on a complete set of tender documents. The alternative tender offer shall be submitted in a separate sealed envelope clearly marked "Alternative Tender" in order to distinguish it from the main tender offer.

Only the alternative of the highest ranked acceptable main tender offer (that is, submitted by the same tenderer) will be considered, and if appropriate, recommended for award.

Alternative tender offers of any but the highest ranked main tender offer will not be considered.

An alternative tender offer to the highest ranked acceptable main tender offer that is priced higher than the main tender offer may be recommended for award, provided that the ranking of the alternative tender offer is higher than the ranking of the next ranked acceptable main tender offer.

The CCT will not be bound to consider alternative tenders and shall have sole discretion in this regard.

In the event that the alternative is accepted, the tenderer warrants that the alternative offer complies in all respects with the CCT's standards and requirements as set out in the tender document.

2.2.11.2 Acceptance of an alternative tender offer by the CCT may be based only on the criteria stated in the Conditions of Tender or applicable criteria otherwise acceptable to the CCT.

2.2.12 Submitting a tender offer

2.2.12.1 The tenderer is required to submit one tender offer only on the original tender documents as issued by the CCT, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the Conditions of Contract and described in the Specifications. Only those tenders submitted on the tender documents as issued by the CCT together with all Tender Returnable Documents duly completed and signed will be declared responsive.

2.2.12.2 The tenderer shall return the entire tender document to the CCT after completing it in its entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

2.2.12.3 The tenderer shall sign the original tender offer where required in terms of the Conditions of Tender. The tender shall be signed by a person duly authorised by the tenderer to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation / founding document of the joint venture or any other document signed by all Parties, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised

to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner.

2.2.12.4 Where a two-envelope system is required in terms of the Conditions of Tender, place and seal the returnable documents listed in the Conditions of Tender in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CCT's address and identification details stated in the General Tender Information (i.e., item T.1 above), as well as the tenderer's name and contact address.

2.2.12.5 The tenderer shall seal the original tender offer and copy packages together in an outer package that states on the outside only the CCT's address and identification details as stated in the General Tender Information. . If it is not possible to submit the original tender and the required copies (see 2.2.12.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY" in addition to the aforementioned tender submission details.

2.2.12.6 The CCT shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.2.12.7 Tender offers submitted by facsimile or e-mail will be rejected by the CCT, unless stated otherwise in the Conditions of Tender.

2.2.12.8 By signing the offer part of the Form of Offer (**Section 5, Part A hereto**) the tenderer warrants and agrees that all information provided in the tender submission is true and correct.

2.2.12.9 Tenderers shall properly deposit its bid in the designated tender box (as detailed on the front page of this tender document) on or before the closing date and before the closing time, in the relevant tender box at the Tender & Quotation Boxes Office situated on the 2nd floor, Concourse Level, Civic Centre, 12 Hertzog Boulevard, Cape Town. If the tender submission is too large to fit in the allocated box, please enquire at the public counter for assistance.

2.2.12.10 The tenderer must record and reference all information submitted contained in other documents for example cover letters, brochures, catalogues, etc. in the Returnable Schedule titled **List of Other Documents Attached by Tenderer**.

2.2.13 Information and data to be completed in all respects

Tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the CCT as non-responsive.

2.2.14 Closing time

2.2.14.1 The tenderer shall ensure that the CCT receives the tender offer, together with all applicable documents specified herein, at the address specified in the General Tender Information herein prior to the closing time stated on the front page of the tender document.

2.2.14.2 If the CCT extends the closing time stated on the front page of the tender document for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

2.2.14.3 The CCT shall not consider tenders that are received after the closing date and time for such a tender (late tenders).

2.2.15 Tender offer validity and withdrawal of tenders

2.2.15.1 The tenderer shall warrant that the tender offer(s) remains valid, irrevocable and open for acceptance by the CCT at any time for a period of 120 days after the closing date stated on the front page of the tender document.

2.2.15.2 Notwithstanding the period stated in clause 2.2.15.1 above, bids shall remain valid for acceptance for a period of twelve (12) months after the expiry of the original validity period, unless the CCT is notified

in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than six months subject to mutual agreement by the parties, administrative processes and upon approval by the City Manager, unless the required extension is as a result of an appeal process or court ruling.

In circumstances where the validity period of a tender has expired, and the tender has not been awarded, the tender process is considered "completed", despite there being no decision (award or cancellation) made. This anomaly does not fall under any of the listed grounds of cancellation and should be treated as a "non award". A "non award" is supported as a recommendation to the CCT's Bod Adjudication Committee ("BAC") for noting.

2.2.15.3 A tenderer may request in writing, after the closing date, that its tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the CCT after consideration of the reasons for the withdrawal, which shall be fully set out by the tenderer in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the tenderer agrees that:

- a) it shall be liable to the CCT for any additional expense incurred or losses suffered by the CCT in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender;
- b) the CCT shall also have the right to recover such additional expenses or losses by set-off against monies which may be due or become due to the tenderer under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the tenderer or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the CCT shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss, without prejudice to the CCT's other rights and/or remedies available to it in accordance with any applicable laws.

2.2.16 Clarification of tender offer, or additional information, after submission

Tenderer's shall promptly provide clarification of its tender offer, or additional information, in response to a written request to do so from the CCT during the evaluation of tender offers within the time period stated in such request. No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: This clause does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the CCT elect to do so.

Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CCT's written request may render the tender non-responsive.

2.2.17 Provide other material

2.2.17.1 Tenderer's shall promptly provide, upon request by the CCT, any other material that has a bearing on the tender offer, the tenderer's commercial position (including joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CCT for the purpose of the evaluation of the tender. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CCT's request, the CCT may regard the tender offer as non-responsive.

2.2.17.2 The tenderer shall provide, on written request by the CCT, where the transaction value inclusive of VAT exceeds R 10 million:

- a) audited annual financial statement for the past 3 years, or for the period since establishment if established during the past 3 years, if required by law to prepare annual financial statements for auditing;
- b) a certificate signed by the tenderer certifying that the tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
- c) particulars of any contracts awarded to the tenderer by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;

- d) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.

Each entity to a Consortium/Joint Venture bid shall submit separate certificates/statements in the above regard.

2.2.17.3 Tenderers shall be required to undertake to fully cooperate with the CCT's external service provider appointed to perform a due diligence review and risk assessment upon receipt of such written instruction from the CCT.

2.2.18 Samples, Inspections, tests and analysis

Tenderers shall provide access during working hours to premises for inspections, tests and analysis as provided for in the Conditions of Tender or Specifications.

If the Specifications requires the tenderer to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification.

If such samples are not submitted as required in the bid documents or within any further time stipulated by the CCT in writing, then the bid concerned may be declared non-responsive.

The samples provided by all successful bidders will be retained by the CCT for the duration of any subsequent contract. Bidders are to note that samples are requested for testing purposes therefore samples submitted to the CCT may not in all instances be returned in the same state of supply and in other instances may not be returned at all. Unsuccessful bidders will be advised by the Project Manager or dedicated CCT Official to collect their samples, save in the aforementioned instances where the samples would not be returned.

2.2.19 Certificates

The tenderer must provide the CCT with all certificates as stated below:

2.2.19.1. Preference Points for Specific Goals

In order to qualify for preference points for HDI and/or Specific Goals, it is the responsibility of the tenderer to submit documentary proof (Company registration certification, Central Supplier Database report, BBBEE certificate, Proof of Disability, Financial Statements, commissioned sworn affidavits, etc.) in support of tenderer claims for such preference for that specific goal.

Tenderers are further referred to the content of the Preference Schedule for the full terms and conditions applicable to the awarding of preference points.

2.2.19.2 Evidence of tax compliance

Tenderers shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant subject to the requirements of clause 2.2.1.1.2.h. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender. The tenderer must record its Tax Compliance Status PIN number on the **Details of Tenderer** pages of the tender submission.

Each party to a Consortium/Joint Venture shall submit a separate Tax Compliance Status Pin.

Before making an award the CCT must verify the bidder's tax compliance status. Where the recommended bidder is not tax compliant, the bidder should be notified of the non-compliant status and be requested to submit to the CCT, within 7 working days, written proof from SARS that they have made arrangement to meet their outstanding tax obligations. The proof of tax compliance submitted by the bidder must be verified by the CCT via CSD or e-Filing. The CCT should reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated herein.

Only foreign suppliers who have answered "NO" to all the questions contained in the Questionnaire to Bidding Foreign Suppliers section on the **Details of Tenderer** pages of the tender submission, are not required to

register for a tax compliance status with SARS.

2.2.20 Compliance with Occupational Health and Safety Act, 85 of 1993

Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard the Tenderer shall submit **upon written request to do so by the CCT**, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.

2.2.21 Claims arising from submission of tender

By responding to the tender herein, the tenderer warrants that it has:

- a) Inspected the Specifications and read and fully understood the Conditions of Contract.
- b) Read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract.
- c) visited the site(s) where delivery of the proposed goods will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby.
- d) requested the CCT to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer.
- e) Received any notices to the tender documents which have been issued in accordance with the CCT's Supply Chain Management Policy.

The CCT will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.

2.3 The CCT's undertakings

2.3.1 Respond to requests from the tenderer

2.3.1.1 Unless otherwise stated in the Conditions of Tender, the CCT shall respond to a request for clarification received up to one week (where possible) before the tender closing time stated on the front page of the tender document.

2.3.1.2 The CCT's duly authorised representative for the purpose of this tender is stated on the General Tender Information page above.

2.3.2 Issue Notices

If necessary, the CCT may issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week before the tender closing time stated in the Tender Data. The CCT reserves its rights to issue addenda less than one week before the tender closing time in exceptional circumstances. If, as a result a tenderer applies for an extension to the closing time stated on the front page of the tender document, the CCT may grant such extension and, shall then notify all tenderers who drew documents.

Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

2.3.3 Opening of tender submissions

2.3.3.1 Unless the two-envelope system is to be followed, CCT shall open tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender.

Tenders will be opened immediately after the closing time for receipt of tenders as stated on the front page of the tender document, or as stated in any Notice extending the closing date and at the closing venue as stated in the General Tender Information.

2.3.3.2 Announce at the meeting held immediately after the opening of tender submissions, at the closing venue as stated in the General Tender Information, the name of each tenderer whose tender offer is opened and, where possible, the prices indicated.

2.3.3.3 Make available a record of the details announced at the tender opening meeting on the CCT's website (<http://www.capetown.gov.za/en/SupplyChainManagement/Pages/default.aspx>.)

2.3.4 Two-envelope system

2.3.4.1 Where stated in the Conditions of Tender that a two-envelope system is to be followed, the CCT shall open only the technical proposal of tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender and announce the name of each tenderer whose technical proposal is opened.

2.3.4.2 The CCT shall evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. The CCT shall open only the financial proposals of tenderers, who have submitted responsive technical proposals in accordance with the requirements as stated in the Conditions of Tender, and announce the total price and any preference claimed. Return unopened financial proposals to tenderers whose technical proposals were non responsive.

2.3.5 Non-disclosure

The CCT shall not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

2.3.6 Grounds for rejection and disqualification

The CCT shall determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

2.3.7 Test for responsiveness

2.3.7.1 Appoint a Bid Evaluation Committee and determine after opening whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

2.3.7.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the CCT's opinion, would:

- a) Detrimentially affect the scope, quality, or performance of the goods, services or supply identified in the Specifications,
- b) Significantly change the CCT's or the tenderer's risks and responsibilities under the contract,
- or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of any material deviation or qualification.

The CCT reserves the right to accept a tender offer which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender documents.

2.3.8 Arithmetical errors, omissions and discrepancies

2.3.8.1 Check the responsive tenders for:

- a) The gross misplacement of the decimal point in any unit rate;
- b) Omissions made in completing the Price Schedule; or
- c) Arithmetic errors in:
 - i) line item totals resulting from the product of a unit rate and a quantity in the Price Schedule; or
 - ii) The summation of the prices; or
 - iii) Calculation of individual rates.

2.3.8.2 The CCT must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- b) If pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as tendered shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if Price Schedules apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

2.3.8.3 In the event of tendered rates or lump sums being declared by the CCT to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CCT is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.

The tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the CCT, but this shall be done without altering the tender offer in accordance with this clause.

Should the tenderer fail to amend his tender in a manner acceptable to and within the time stated by the CCT, the CCT may declare the tender as non-responsive.

2.3.9 Clarification of a tender offer

The CCT may, after the closing date, request additional information or clarification from tenderers, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer, which written request and related response shall not change or affect their competitive position or the substance of their offer. Such request may only be made in writing by the Director: Supply Chain Management using any means as appropriate.

2.3.10 Evaluation of tender offers

2.3.10.1 General

2.3.10.1.1 The CCT may reduce each responsive tender offer to a comparative price and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the Conditions of Tender.

2.3.10.1.2 For evaluation purposes only, the effects of the relevant contract price adjustment methods will be considered in the determination of comparative prices as follows:

- a) If the selected method is based on bidders supplying rates or percentages for outer years, comparative prices would be determined over the entire contract period based on such rates or percentages.
- b) If the selected method is based on a formula, indices, coefficients, etc. that is the same for all bidders during the contract period, comparative prices would be the prices as tendered for year one.
- c) If the selected method is based on a formula, indices, coefficients, etc. that varies between bidders, comparative prices would be determined over the entire contract period based on published indices relevant during the 12 months prior to the closing date of tenders.
- d) If the selected method includes an imported content requiring rate of exchange variation, comparative prices would be determined based on the exchange rates tendered for the prices as tendered for year one. The rand equivalent of the applicable currency 14 days prior to the closing date of tender will be used (the CCT will check all quoted rates against those supplied by its own bank).
- e) If the selected method is based on suppliers' price lists, comparative prices would be the prices as tendered for year one.
- f) If the selected method is based on suppliers' price lists and / or rate of exchange, comparative prices would be determined as tendered for year one whilst taking into account the tendered percentage subject to rate of exchange (see sub clause (d) for details on the calculation of the rate of exchange).

2.3.10.1.3 Where the scoring of functionality forms part of a bid process, each member of the Bid Evaluation Committee must individually score functionality. The individual scores must then be interrogated and calibrated if required where there are significant discrepancies. The individual scores must then be added together and averaged to determine the final score.

2.3.10.2 Decimal places

Score financial offers, preferences and functionality, as relevant, to two decimal places.

2.3.10.3 Scoring of tenders (price and preference)

2.3.10.3.1 Points for price will be allocated in accordance with the formula set out in this clause based on the price per item / rates as set out in the **Price Schedule (Section 7)**:

- Based on the sum of the prices/rates in relation to the typical project per category

2.3.10.3.2 Points for preference will be allocated in accordance with the provisions of **Preference Schedule** and the table in this clause.

2.3.10.3.3 The terms and conditions of **Preference Schedule** as it relates to preference shall apply in all respects to the tender evaluation process and any subsequent contract.

2.3.10.3.4 Applicable formula:

The 80/20 preference point system will apply to this tender

The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Price shall be scored as follows:

$$Ps = 80 \times (1 - (Pt - Pmin))$$

Pmin

Where: Ps is the number of points scored for price;
Pt is the price of the tender under consideration;
Pmin is the price of the lowest responsive tender.

Preference points shall be based on the Specific Goal as per below:

Table B1: Awards above R750 000 and up to R50 mil (VAT Inclusive)

#	Specific goals allocated points	Preference Points (80/20) <i>Equal/ below R50 mil</i>	Evidence	Additional Guidance
<i>Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of</i>				
1	Gender are women (ownership)* >75% - 100% women ownership: 5 points >50% - 75% women ownership: 4 points >25% - 50% women ownership: 3 points >0% - 25% women ownership: 2 points 0% women ownership = 0 points	5	- Company Registration Certification - Central Supplier Database report	- Issued by the Companies and Intellectual Property Commission - Report name: CSD Registration report
2	Race are black persons (ownership)* >75% - 100% black ownership: 5 points >50% - 75% black ownership: 4 points >25% - 50% black ownership: 3 points >0% - 25% black ownership: 2 points 0% black ownership = 0 points	5	- B-BBEE certificate; - Company Registration Certification - Central Supplier Database report	- South African National Accreditation System approved certificate or commissioned sworn affidavit - Issued by the Companies and Intellectual Property Commission - Report name: CSD Registration report
3	Disability are disabled persons (ownership)* WHO disability guideline >2% ownership: 3 points >0% - 2% ownership: 1.5 point 0% ownership = 0 points	3	- Proof of disability - Company Registration Certification	- Medical certificate/ South African Revenue Services disability registration - Issued by the Companies and Intellectual Property Commission
<i>Reconstruction and Development Programme (RDP) as published in Government Gazette</i>				
4	Promotion of Micro and Small Enterprises <i>Micro with a turnover up to R20million and Small with a turnover up to R80 million as per National Small Enterprise Act, 1996 (Act No.102 of 1996)</i> <i>SME partnership, sub-contracting, joint venture or consortiums</i>	7	- B-BBEE status level of contributor; - South African owned enterprises; - Financial Statement to determine annual turnover	- Specifically in line with the respective sector codes which the company operates, - South African National Accreditation System approved certificate or commissioned sworn affidavit - Certificate of incorporation or commissioned sworn affidavit - Latest financial statements (1 Year)
	Total points	20		

*Ownership: main tendering entity

2.3.10.5 Risk Analysis

Notwithstanding compliance with regard to any requirements of the tender, the CCT will perform a risk analysis in respect of the following:

- a) reasonableness of the financial offer
- b) reasonableness of unit rates and prices
- c) the tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the CCT reserves the right to consider a tenderer's existing contracts with the CCT in this regard
- d) any other matter relating to the submitted bid, the tendering entity, matters of compliance, verification of submitted information and documents, etc.

The conclusions drawn from this risk analysis will be used by the CCT in determining the acceptability of the tender offer.

No tenderer will be recommended for an award unless the tenderer has demonstrated to the satisfaction of the CCT that he/she has the resources and skills required.

2.3.11 Negotiations with preferred tenderers

The CCT may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers provided that such negotiation:

- a) Does not allow any preferred tenderer a second or unfair opportunity;
- b) Is not to the detriment of any other tenderer; and
- c) Does not lead to a higher price than the tender as submitted.

If negotiations fail to result in acceptable contract terms, the City Manager (or his delegated authority) may terminate the negotiations and cancel the tender, or invite the next ranked tenderer for negotiations. The original preferred tenderer should be informed of the reasons for termination of the negotiations. If the decision is to invite the next highest ranked tenderer for negotiations, the failed earlier negotiations may not be reopened by the CCT.

Minutes of any such negotiations shall be kept for record purposes.

The provisions of this clause will be equally applicable to any invitation to negotiate with any other tenderers.

In terms of the CCT's SCM Policy, tenders must be cancelled in the event that negotiations fail to achieve a market related price with any of the three highest scoring tenderers.

2.3.12 Acceptance of tender offer

Notwithstanding any other provisions contained in the tender document, the CCT reserves the right to:

2.3.12.1 Accept a tender offer(s) which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender document.

2.3.12.2 Accept the whole tender or part of a tender or any item or part of any item or items from multiple manufacturers, or to accept more than one tender (in the event of a number of items being offered), and the CCT is not obliged to accept the lowest or any tender.

2.3.12.3 Accept the tender offer(s), if in the opinion of the CCT, it does not present any material risk and only if the tenderer(s):

- a) is not under restrictions, has any principals who are under restrictions, or is not currently a supplier to whom notice has been served for abuse of the supply chain management system, preventing participation in the CCT's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she

- possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing, complies with the legal requirements, if any, stated in the tender data, and
- e) is able, in the opinion of the CCT, to perform the contract free of conflicts of interest.

If an award cannot be made in terms of anything contained herein, the CCT reserves the right to consider the next ranked tenderer(s).

2.3.12.4 The CCT reserves the right not to make an award, or revoke an award already made, where the implementation of the contract may result in reputational risk or harm to the CCT as a result of (inter alia):

- a) reports of poor governance or unethical behaviour, or both;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the CCT;
- d) negative media reports, including negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; and
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53 of the SCM Policy), where the person is or was negatively implicated in any SCM irregularity.

2.3.12.5 The CCT reserves the right to nominate a Standby Bidder at the time when an award is made and in the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included in its SCM Policy.

2.3.13 Prepare contract documents

2.3.13.1 If necessary, revise documents that shall form part of the contract and that were issued by the CCT as part of the tender documents to take account of:

- a) Notices issued during the tender period,
- b) Inclusion of some of the returnable documents, and
- c) Other revisions agreed between the CCT and the successful tenderer.

2.3.13.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

2.3.14 Notice to successful and unsuccessful tenderers

2.3.14.1 Before accepting the tender of the successful tenderer the CCT shall notify the successful tenderer in writing of the decision of the CCT's Bid Adjudication Committee to award the tender to the successful tenderer. No rights shall accrue to the successful tenderer in terms of this notice

2.3.14.2 The CCT shall, at the same time as notifying the successful tenderer of the Bid Adjudication Committee's decision to award the tender to the successful tenderer, also give written notice to the other tenderers informing them that they have been unsuccessful.

2.3.15 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these Conditions of Tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
SUPPLY CHAIN MANAGEMENT			
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TENDER NO: 167S/2024/25

TENDER DESCRIPTION: PROVISION OF COACHING SERVICES AND COACH CAPACITY BUILDING TO THE CITY OF CAPE TOWN

CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT

THE CONTRACT

THE CITY OF CAPE TOWN	
A metropolitan municipality, established in terms of the Local Government: Municipal Structures Act, 117 of 1998 read with the Province of the Western Cape: Provincial Gazette 5588 dated 22 September 2000, as amended ("the Purchaser") herein represented by	
AUTHORISED REPRESENTATIVE	MONICA PREGNOLATO

AND

SUPPLIER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (The "Supplier" / "tenderer")	
TRADING AS (if different from above)	
REGISTRATION NUMBER	
PHYSICAL ADDRESS / CHOSEN DOMICILIUM CITANI ET EXECTUANDI OF THE SUPPLIER	
AUTHORISED REPRESENTATIVE	
CAPACITY OF AUTHORISED REPRESENTATIVE	

(HEREINAFTER COLLECTIVELY REFERRED TO AS "THE PARTIES" AND INDIVIDUALLY A "PARTY")

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

C.1 DETAILS OF TENDERER/SUPPLIER

1.1 Type of Entity (Please tick one box)

- ☐ Individual / Sole Proprietor
 ☐ Close Corporation
 ☐ Company
☐ Partnership or Joint Venture or Consortium
 ☐ Trust
 ☐ Other:

1.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor	
Trading as (if different from above)	
Company / Close Corporation registration number (if applicable)	
Postal address	Postal Code _____
Physical address (Chosen Domicilium Citandi Et Executandi)	Postal Code _____
Contact details of the person duly authorised to represent the tenderer	Name: Mr/Ms _____ (Name & Surname) Telephone : (____) _____ Fax : (____) _____ Cellular Telephone: _____ E-mail address: _____
Income tax number	
VAT registration number	
SARS Tax Compliance Status PIN	
CCT Supplier Database Registration Number (See Conditions of Tender)	
National Treasury Central Supplier Database registration number (See Conditions of Tender)	
Is tenderer the accredited representative in South Africa for the Goods / Services / Works offered?	☐ Yes ☐ No If yes, enclose proof
Is tenderer a foreign based supplier for the Goods / Services / Works offered?	☐ Yes ☐ No If yes, answer the Questionnaire to Bidding Foreign Suppliers (below)
Questionnaire to Bidding Foreign Suppliers	a) Is the tenderer a resident of the Republic of South Africa or an entity registered in South Africa? ☐ Yes ☐ No
	b) Does the tenderer have a permanent establishment in the Republic of South Africa? ☐ Yes ☐ No
	c) Does the tenderer have any source of income in the Republic of South Africa? ☐ Yes ☐ No
	d) Is the tenderer liable in the Republic of South Africa for any form of taxation? ☐ Yes ☐ No
Other Required registration numbers	N/A

C.2 FORM OF OFFER AND ACCEPTANCE

TENDER 167S/2024/25 : : Provision of coaching services and coach capacity building to the City of Cape Town

C.2.1 Offer (To Be Completed by the Tenderer as Part of Tender Submission)

The tenderer, identified in the offer signature table below,

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the CCT;
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the CCT in accordance with the:
 - 4.1 terms and conditions stipulated in this tender document;
 - 4.2 specifications stipulated in this tender document; and
 - 4.3 at the prices as set out in the **Price Schedule**.
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

SIGNED AT _____ (PLACE) ON THE _____ (DAY) OF _____ (MONTH AND YEAR)

For and on behalf of the Supplier
(Duly Authorised)
Name and Surname:

Witness 1 Signature
Name and Surname:

Witness 2 Signature
Name and Surname:

INITIALS OF CCT OFFICIALS		
1	2	3

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER 167S/2024/25 : : Provision of coaching services and coach capacity building to the City of Cape Town

C.2.2 Acceptance (To Be Completed by the CCT)

By signing this part of this *Form of Offer and Acceptance*, the CCT accepts the tenderer's (if awarded the Supplier's) offer. In consideration thereof, the CCT shall pay the Supplier the amount due in accordance with the conditions of contract. Acceptance of the Supplier's offer shall form an agreement between the CCT and the Supplier upon the terms and conditions contained in this document.

The terms of the agreement are contained in the Contract (as defined) including drawings and documents or parts thereof, which may be incorporated by reference.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the *Tender Returnable Documents* as well as any changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance, are contained in the *Schedule of Deviations* attached to and forming part of this *Form of Offer and Acceptance*. No amendments to or deviations from said documents are valid unless contained in the *Schedule of Deviations*.

The Supplier shall within 2 (two) weeks after receiving a complete, copy of the Contract, including the *Schedule of Deviations* (if any), contact the CCT to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documents to be provided in terms the *Special Conditions of Contract*. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation / breach of the agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the Commencement Date, being the date upon which the Supplier confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including amendments or deviations contained in the *Schedule of Deviations* (if any).

For and on behalf of the City of Cape Town
(Duly Authorised)
Name and Surname:

Witness 1 Signature
Name and Surname:

Witness 2 Signature
Name and Surname:

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER 167S/2024/25 : PROVISION OF COACHING SERVICES AND COACH CAPACITY BUILDING TO THE CITY OF CAPE TOWN

C.2.3 Schedule of Deviations (To be Completed by the CCT upon Acceptance)

Notes:

1. The extent of deviations from the tender documents issued by the CCT before the tender closing date, is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final Contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties to become an obligation of the Contract, shall be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall form part of the Contract.

1 Subject

Details

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2 Subject

Details

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3 Subject

Details

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4 Subject

Details

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By the duly authorised representatives signing this agreement, the CCT and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the *Tender Returnable Documents*, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the Commencement Date, shall have any meaning or effect between the Parties arising from the agreement.

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER 167S/2024/25 : PROVISION OF COACHING SERVICES AND COACH CAPACITY BUILDING TO THE CITY OF CAPE TOWN.

C.2.4 Confirmation of Receipt (To be Completed by Supplier upon Acceptance)

The Supplier identified in the offer part of the Contract hereby confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including the *Schedule of Deviations* (if any) on:

The..... (Day)

Of..... (Month)

20..... (year)

At..... (Place)

For the Supplier: Signature(s)

Name(s)

Capacity

Signature and name of witness:

Signature Name

ONLY TO BE
COMPLETED AT
ACCEPTANCE STAGE

C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

AGREEMENT MADE AND ENTERED INTO BETWEEN THE CCT (HEREINAFTER CALLED THE "CCT")
AND

.....,
(Supplier/Mandatory/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.

I,, representing

....., as an employer
in its own right in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work
will be performed, and all equipment, machinery or plant used in such a manner as to comply with the
provisions of the Occupational Health and Safety Act (hereafter "OHSA") and the Regulations promulgated
thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration
and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured
with an approved licensed compensation insurer.

COID ACT Registration Number:

OR Compensation Insurer: Policy No.:

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of
OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and
Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit
Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health
and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the Occupational Health and Safety Specifications contained
in this tender and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan submitted
and approved in terms thereof.

Signed aton the.....day of.....20....

Witness

Mandatory

Signed at..... on the.....day of.....20

Witness

for and on behalf of
CCT

C.4 PRICE SCHEDULE

Bid specifications may not make any reference to any particular trade mark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words “or equivalent”.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS ‘OR EQUIVALENT’

4.1 Executive / Leadership Coaching (CATEGORY 1)

Item No.	Description	Unit	Price Per Unit (VAT Exclusive)		
			Year 1 Rates (Exclusive of VAT)	Year 2 Rates (Exclusive of VAT)	Year 3- Rates (Exclusive of VAT)
4.1.1a	Executive / Leadership Coach (online/virtual)	Per Hour	R	R	R
4.1.1b	Executive / Leadership Coach (in person)	Per Hour	R	R	R
4.1.2	Coaching Assessment Tool (online/virtual)	Each	R	R	R
4.1.3a	Verbal Feedback (online/virtual)	Per Hour	R	R	R
4.1.3b	Verbal Feedback (in person)	Per Hour	R	R	R
4.1.4	Coaching Report (electronic only)	Each	R	R	R

4.2 Management Coaching (CATEGORY 2)

Item No.	Description	Unit	Price Per Unit (VAT Exclusive)		
			Year 1 Rates (Exclusive of VAT)	Year 2 Rates (Exclusive of VAT)	Year 3- Rates (Exclusive of VAT)
4.2.1a	Management Coaching (non-executive/ leadership) (online/virtual)	Per Hour	R	R	R
4.2.1b	Management Coaching (non-executive/ leadership) (in person)	Per Hour	R	R	R

4.2.2	Coaching Assessment Tool (online/virtual)	Each	R	R	R
4.2.3a	Verbal Feedback (online/virtual)	Per Hour	R	R	R
4.2.3b	Verbal Feedback (in person)	Per Hour	R	R	R
4.2.4	Coaching Report (electronic only)	Each	R	R	R

4.3 Team Coaching (CATEGORY 3)

Item No.	Description	Unit	Price Per Unit (VAT Exclusive)		
			Year 1 Rates (Exclusive of VAT)	Year 2 Rates (Exclusive of VAT)	Year 3- Rates (Exclusive of VAT)
4.3.1a	Team Coaching (online/virtual)	Per Hour	R	R	R
4.3.1b	Team Coaching (in person)	Per Hour	R	R	R
4.3.2	Coaching Assessment Tool (online/virtual)	Each	R	R	R
4.3.3a	Verbal Feedback (online/virtual)	Per Hour	R	R	R
4.3.3b	Verbal Feedback (in person)	Per Hour	R	R	R
4.3.4	Coaching Report	Each	R	R	R

4.4 Coaching Supervision (CATEGORY 4)

Item No.	Description	Unit	Price Per Unit (VAT Exclusive)		
			Year 1 Rates (Exclusive of VAT)	Year 2 Rates (Exclusive of VAT)	Year 3- Rates (Exclusive of VAT)
4.4.1a	Coaching Supervision (online/virtual)	Per Hour	R	R	R
4.4.1b	Coaching Supervision (in person)	Per Hour	R	R	R
4.4.2	Coaching Assessment Tool (online/virtual)	Each	R	R	R
4.4.3a	Verbal Feedback (online/virtual)	Per Hour	R	R	R
4.4.3b	Verbal Feedback (in person)	Per Hour	R	R	R
4.4.4	Coaching Report (electronic only)	Each	R	R	R

PART 2**4.5 Coaching Capacity Building events for City of Cape Town internal coaches**

Item	Description	Unit of measurement	Price per Unit (VAT inclusive)		
			Year 1 Rates (Exclusive of VAT)	Year 2 Rates (Exclusive of VAT)	Year 3- Rates (Exclusive of VAT)
4.5.1	Coaching workshop (in-person sessions)	Per person per day	R	R	R
4.5.2	Coaching workshop (online sessions)	Per person per day	R	R	R
4.5.3	Coaching facilitation session (in-person sessions)	Per person per day	R	R	R
4.5.4	Coaching facilitation session (online sessions)	Per person per day	R	R	R

Pricing Instructions:

- 4.6 State the rates and prices in Rand unless instructed otherwise in the Conditions of Tender.
- 4.7 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- 4.8 All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- 4.9 All prices shall be tendered in accordance with the units specified in this schedule.
- 4.10 Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.
- 4.11 The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. **An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word "included" or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the CCT may also perform a risk analysis with regard to the reasonableness of such rates.**
- 4.12 Provide fixed rates and prices for the duration of the contract that are not subject to adjustment except as otherwise provided for in clause 17 of the Conditions of Contract and as amplified in the Special Conditions of Contract.
- 4.13 Tenderers may elect to submit offers for any of the 4 parts as reflected in the pricing schedule or submit offers for all parts (1 – 4 as reflected in {PS and 5.14 below)

INITIALS OF CCT OFFICIALS		
1	2	3

C.5 SPECIFICATION(S)

5.1 Introduction and context

The CCT People Strategy and Framework drives integration between people attraction, engagement and development, and retention, and the relevant processes, mechanisms and programmes found in the management of change, organisational culture, coaching and mentoring and leadership development and team enablement. The aim is to improve service delivery and to build a customer centric culture. Within this context key programmes such as coaching offers an approach to people development that supports career and succession plans, performance enhancement and individual development; amongst others. For further context, the City's People Strategy can be articulated in 5 main focus areas including:

5.1.1 The integration of 5 organisational values.

In 2023 the City adopted specific values, in Caring, Accountability, Service Excellence, Innovation, and Openness and Transparency, in its efforts to continue to drive a values-led organisation. All associated behaviours of these values are required to be demonstrated in the day-to-day interactions employees have with each other and the residents and communities at large. Values-led behaviours have been incorporated in key people processes and interventions, such as leadership development and recognition and reward. These initiatives seek to embed the values into the organisation and provide consistency in how our employees' behaviour is demonstrated together with the competencies attached to all roles. Coaching can play an integral role in achieving these outcomes. By doing so, the City's culture and overall organisational health improves. When staff embrace and live the values, they deliver, engage and focus in a manner that is consistent with the City's vision and goals. Coaching along the realisation of these values in everyday employee behaviour will be critical for current and future leaders

5.1.2 Organisational culture:

The focus is on driving a culture of innovation and customer centricity while developing and entrenching processes which encourage employees to operate innovatively and transversally. The entrenchment of the five organisational values will be key to ensure success in shifting organisational culture. The City Culture survey (City Pulse) aims to measure the experience of staff in the City as it aligns to Strategy and Leadership, People Development and Engagement, Customer Centric Practices and Organisational Design and Work. In this context, the 2023 City

Pulse also introduced the impact of remote working and how the world of work has changed and thus being experienced by staff in CCT. The outcome of the City Pulse 2025 culture survey will offer insight into staff views and experiences that will lend to coaching to assist staff in creating an understanding of the shift in behaviour required to drive implementation of the changes experienced and thus shape a different organisational culture.

5.1.3 Development of Leadership Capabilities and Leadership Engagement: The City of Cape Town has identified core competencies to be invested in with a renewed focus on the people attraction and development. These will collectively contribute towards achievement of organisational and people strategy and will focus on new staff members to be onboarded more seamlessly into the City of Cape Town. These core competence areas are essential in the CCT leadership and professional levels.

New and existing staff promoted to roles can be developed in support of acquiring a level of competence in core competencies and the resultant change in behaviour and improvement in skills, will require coaching of CCT staff in support of understanding how this impacts their current position in the CCT and how to incorporate “newly found competencies” into their current role in the City. The coach can assist with the transition to be made by the employee to seamlessly integrate the new competence in daily work life and routine.

Building organisational capabilities and specifically the leadership capabilities from across a range of occupational levels, is a critical area of attention when building a service delivery strategy and to ensure the City of Cape Town has the best skill sets to meet the demands of that strategy. The management of leadership talent gives the City the required edge to deliver a customer centric service to the City of Cape Town customers. Leadership programmes and interventions such as the Leadership in Development Programme, the Management in Development Programme and the People Management Programme aims to build a calibre of leadership corps who will lead the complexity of change expected to deliver upon this strategy.

A particular set of behaviours must be moulded and built into character so that a leaders' response, regardless of circumstance, can be forthcoming in line with the 5 values of the City. Such behaviours include accessibility, decisiveness, trustworthiness, fairness, strategic capability, judgement, perseverance, personal mastery, leading others, leading the team, leading the context / stakeholders / the community. Leadership and management coaching must support the embedding of these behaviours in CCT managers, directors and executive directors.

5.1.4 Change Leadership and Management

The transformation journey that accompanies the City's People Strategy and with the rapid growth of change initiated by the future way of working, change is the the norm and individual resilience and performance is crucial for team and organisational success. The way we work is changing; with the largest generational spread in the workforce, rapid advancements in technology, a focus on diversity and inclusion, and a younger workforce that is ready to embrace change. These factors are far too prevalent for leaders to ignore, and if not led properly, will have a negative impact on the performance of the organisation. In order to lead this change, there are great changes to be made, but before making the changes, leaders must first lay the foundation for great change by first changing the culture.

The focus on change leadership is to build a change ready culture in the organisation through assisting with building and authentically communicating a purpose-driven vision to the employees.

In line with the overall organisational development initiatives, integrating coaching at every stage of a change initiative, can enhance employee change readiness and resilience.

5.1.5 Team enablement

In support of the development of individual teams, team coaching provides an opportunity for the team to achieve better cohesiveness and to manage the key elements that drives its effectiveness. The City also facilitates team interventions in support of organisational development focusing on enhancing team characteristics, drive team work in support of meeting goals and objectives, facilitating team culture, values and ethics. These team events and outcomes achieved must be shared by the City in support of team coaching events and vice versa.

5.2 The CCT coaching context

Coaching in the City of Cape Town has evolved over time since the inception of coaching practice in 2014. The application of coaching in the City of Cape Town is defined in a developmental and performance based context, and it is with this in mind that practicing coaches and their clients meet to engage in coaching conversations. The City have over 60 internal coaches trained through academic institutions and issued with a certificate in coaching practice with alignment to CoMeNSA and ICF. These coaches are actively being utilised to coach staff in the City. In the City of Cape Town, both coaching and mentoring as a practice is aligned to organisational culture and the management of staff competence and performance development.

It is imperative that the service provider understands the CCT differentiation of coaching and mentoring albeit that **mentoring will not be at the focus of this tender** but may be referred to in order to draw distinction. In the context of this tender, the City of Cape Town defines coaching and mentoring as follows:

5.2.1 Definition of Coaching

A professional, collaborative and outcomes-driven method of learning that seeks to develop an individual and raise self-awareness so that he or she might achieve specific goals and perform at a more effective level. Coaching refers to a collaborative relationship that unlocks the potential of the person in order to achieve their goals, creativity, targets and also leads to development. This relationship is formal, structured and defined by a specific time period which could be 3 to 12 months and is contracted upfront clearly defining the nature and duration of the relationship. This would normally consist of 8 to 12 contact sessions per coaching assignment. ***Please note that the service provider must take this definition into account when providing details of the content to their coaching approach. The outcomes must achieve the ability to coach in relation to this definition and through the application of coaching models, processes and national / international best practice coaching theory and methodology.***

5.2.2 Definition of Mentoring (FOR INFORMATION PURPOSES AND NOT FOR SOURCING PURPOSES FOR THIS TENDER)

A partnership in which a mentee is assisted in making significant advances in knowledge, perspective and vision in order to develop their full potential; the mentor's wisdom is utilized by the mentee to facilitate and enhance new learning and insight. In mentoring the mentor acts as a guide, who provides advice in relation to a particular discipline in which he or she is a subject matter expert. The mentor should be well experienced in their field and he or she must have the capability to advise in a manner that enhances development and achievement of goals. One of the most significant essentials in mentoring is the rapport of the mentor and the person who is seeking assistance. This relationship should be based on mutual respect and trust between the two and be voluntary. A mentoring arrangement is typically over a period of 6 to 24 months.

Basic differences between Coaching and Mentoring as defined by the City of Cape Town Area	Coaching	Mentoring

Trigger	Outcome of a formal process such a performance review, skills audit, competency assessment, personal development plan or a Recruitment and Selection process; need captured in a personal development plan	The need to address key skills required for a current or future job, career development, leadership development; need captured in a personal development plan
Purpose	Leads the coachee to make decisions for him/herself addressing defined areas of development in order to function at a more effective level	Provide guidance and advice on technical issues that leads to the development of the mentee in order to facilitate and enhance new learning
Duration (normally)	3 – 12 months	6 – 24 months
Relationship	Formal	Formal or informal
Main Impact	Impacts key performance areas and behavioural competencies	Impacts technical skills and knowledge supported by growth in personal competence.

5.3 Scope of work for this tender

This tender and its deliverables will be coordinated and controlled by the Org. Effectiveness and Innovation department and is not a transversal tender. The tender is separated in two parts.

Part 1: The City of Cape Town require coaching partners (Service Providers) that can ensure the offering of coaching services to management teams, Heads of Functional Areas, Managers of Functional Branches, Directors of Functional Departments and Executive Directors through a series of coaching service. In addition, we also require a service provider that can support the continuous professional development and capacity building of existing qualified internal

coaches. Coaching supervision is also key in support of a coach's development and must be available once a certain number of coaching assignments and hours have been invested in by a coach. The use of coach supervisors is critical in ensuring the coach's continuous professional development and will ensure sound coaching practice with improvements measured through ROI.

The City has a diverse group of leaders and managers and the service provider will need to consider that their panel of coaches need to be representative of the demographics of the South African population as far as possible, ensuring City staff could access coaches of different ethnic origins and gender.

Part 2: The City manages its own internal coaching practice and the current coaches may require a level of development in key coaching competence areas as well as practice in coaching methodologies and applications. A service provider with experience in facilitating sessions with coaches to support their development will be key to take the City's coaching practice forward to meeting our objectives in establishing a coaching culture.

The service offerings required of the service providers include:

PART 1:

- Executive/Leadership Coaching
- Management Coaching
- Team Coaching/Interventions
- Coaching supervision

PART 2:

- Capacity building facilitated sessions / workshops

PART 1:

5.4 Coaching categories defined:

5.4.1 Executive /Leadership coaching

Defined as: The facilitation of a professional and personal development process designed to enhance a leaders' success in achieving his or her professional objectives within the context of an organisation's values and business goals. This may assist in the development of senior management and executives to improve their individual

performance. The coaching on offer can also be useful for a person that is appointed to a new position at leadership level. The challenges at the level of senior management in so far as leadership capability and strategic thinking is concerned, is also an area of focus for executive level coaching.

In the City of Cape Town this level applies to Executive Directors and Directors.

Executive Director in CCT: The Head of Directorate or a functional business area within the municipality e.g. Safety and Security portfolio, Urban Mobility portfolio, CFO, Corporate Services. Have a number of departments to lead and direct. Typically, directors will report to the executive director. Similar to Director-General level in National and Provincial Government. Member of the Executive Management Team reporting to the City Manager (CEO level).

Director in CCT: The Head of a Department with full range of management functions in a functional department. In a Corporate Services Directorate (as an example), a director would be the person responsible for a function like Human Resources or IS&T or Legal Services, amongst others. A director has a number of branches to direct and manage. Branch managers / Heads will report to a Director. Similar to a Deputy Director General in National and Provincial Government. Member of the Management Team reporting to an Executive Director.

5.4.2 Management Coaching (non-executive/ leadership)

Defined as: The provision of a one on one coaching relationship with a staff member to facilitate a process of performance enhancement or achieving development goals. The coaching is also very relevant in instances where the person is appointed to a new role, or join a new team or is expected to operate at a different level of competence in a managerial role. The contracting of a coach will be crucial in enhancing people management competence, controlling the demands of the position and off-setting this with service delivery demands that may hamper effectiveness in the position and thereby performance. It is not intended to rectify poor performance issues

In the City of Cape Town this level applies to Managers, Heads and other leadership. The application of individual coaching will be determined on a case to case basis.

Manager in CCT: The manager of a functional branch with a full range of management functions in a branch. In a Corporate Services Directorate (as an example), a Director of

Human Resources will have branch managers for Learning and Development, Employee Relations, Personnel Administration and Payroll, Talent Acquisition, etc. A manager has a number of sections of specialisation to manage. Heads and Principal Professionals will typically report to the Manager of a branch. Branch managers will report to a Director or Executive Director. Similar to a Chief Director in National and Provincial Government. Member of the Management Team reporting to a Director.

Head in CCT: The Head of a section within a branch or department with a full range of management functions in a section within the branch. In a Corporate Services Directorate (as an example), the Head of a section in Human Resources would be the Head for Talent Assessment reporting to the Manager Talent Acquisition. A Head may have a number of divisions to manage. Professionals, administrative and technical staff will typically report to the Head of a section. Similar to a Director in National and Provincial Government. Member of the Management Team reporting to a Manager and / or Director.

5.4.3 Team Coaching

Defined as: The facilitation of selective groups or teams and individuals in the group / team for the purpose of enhancing and developing the team's ability to work together in order to achieve results and develop solution/s to benefit the team.

Different categories of team coaching exist; the City supports a process in which the type of team coaching intervention or approach is implemented and may be supported by the use of individual coaching sessions. The development of teams as a whole in support of managing team dynamics and enhancing team effectiveness (excluding individual coaching), is also invested in. Team coaching will therefore benefit where the team has a level of stability / proper functioning but may require coaching to drive team cohesiveness and improvement of output even further. Team coaching is not intended to rectify poor performance issues.

5.4.4 Coaching supervision

Defined as: The process by which a coach with the help from a (coach) supervisor, can attend to understanding better both the client system and themselves as part of the client/coach system, and by doing so transform their work and develop their craft (Hawkins and Smith, 2006).

The City will require of the service provider to offer one-on-one coach supervision and team supervision. Also, the City will support the following types of supervision:

1. Educational supervision- To assess the skills and needs of a coach and to facilitate the learning for practitioner coaches.
2. Administrative supervision-To monitor the workload of the coaches and ensure that the purpose, vision and goals of coaching are met.
3. Supportive supervision- To provide an environment for practitioner coaches where their emotional needs are met and where they are able to build skills and competence.

5.5 General

The CCT coaching process

The coaching process will commence with the identification of a coaching need. A coaching request will be submitted to the Organisation Development Branch who will assess the coaching request and conduct a proper diagnostic to determine if internal or external coaching is the correct intervention. Upon confirmation of external coaching, the coaching programme coordinator will connect with the coaching service provider to initiate a coaching assignment. The City of Cape Town will require of the service provider to follow a coaching approach that allows for proper engagement with the relevant CCT sponsor (line manager) and CCT OD team in order to ensure the coaching intervention is properly understood and scoped. **The process for contracting work post the award of the tender will include (high level):**

1. The compilation of a work brief for the coaching assignment to be completed. This will be completed by the OD team. This is completed based on the diagnostic concluded by OD to best understand the coaching need.
2. The OD team to forward the work brief to the service provider appointed for the relevant coaching category.
3. The service provider to provide a scope of work for the completion of the coaching assignment and the coaches to be allocated as well as a quotation in order for a purchase order to be generated.
4. Upon receipt of a response, the profiles of the service provider's proposed coaches will be reviewed in lieu of the requirements of the coaching intervention (done by the OD team).
5. The engagement of the service provider with the CCT sponsor (line manager) and the OD team to initiate the coaching assignment. (Service provider, OD and sponsor)

6. In the case of individual coaching at leadership and management level, the process will allow a chemistry session between the staff member and at least three coaches before a final selection is made. (Coachee/ staff member and service provider / coaches)
7. The investment in a proper assessment of the coachee before the coaching commence. (Service provider)
8. If individual coaching, the completion of around 12 coaching sessions per individual coaching assignment with the number of sessions to be determined and included in the quotation (submitted as per step 3). (Coach and coachee)
9. If team coaching, the conclusion of at least six team coaching sessions per team coaching assignment. Number of sessions to be confirmed and included in the quotation (submitted as per step 3).
10. If coaching supervision, the conclusion of at least one coach supervision session per individual or per team. Number of sessions to be confirmed and included in the quotation (submitted as per step 3).
11. The commencement of the coaching intervention, continuous review and feedback on progress.
12. The conclusion of the coaching process and feedback reports (Coach).
13. Submission of an invoice for payment.
14. Measurement of ROI (coach, service provider and OD team).

More details will be shared with the successful providers.

In support of the coaching assignment (individual or team) the service provider / coach may request the client to complete an accredited assessment within the limits of their ethical practice, to determine the most appropriate coaching approach to be applied during the coaching sessions and to extract more information about the client in support of the coaching experience (see step 7 in the process outlined above). The service provider, on conclusion of an individual and / or team coaching assignment, must be available to provide verbal feedback to the CCT and the line manager of the coached employee as well as the employee (client). In addition, a written feedback report of the coaching outcome must be provided upon close out of the coaching arrangement.

The coaches will be partnering with the CCT in its coaching practice and will be requested to align its coaching approach and application to the City processes. This will include the use and application of City coaching documents in:

- Initiation of the coaching assignment;

- Coach-client contracting;
- Coach – client relationship building;
- Use of appropriate assessments (e.g. 360 degree, Enneagram, amongst other recognised assessment tools.)
- Use of recognised coaching models and techniques e.g. Time to Think™, Oncological coaching, Integral Coaching, GROW, KOLB, Neuro Leadership, and other commonly recognised, proven and established coaching models and approaches,
- Feedback reports by the coach on progress made during coaching and on completion of the coaching assignment; and
- Feedback by the client on the coaching experience.

The completion of the above documents is critical to the CCT in order to meet governance requirements and to ensure ROI measurement. These documents will need to be completed over and above the feedback reporting required as per the tender.

The City of Cape Town recognises the requirement to offer coaching through an online platform due to remote working practices or it may be offered on a face-to-face, in-person basis. The City abides by the requirements for observance of social distancing and health and safety protocols to be adhered as preference expressed by staff since the Covid pandemic. The decision on the coaching experience and platform will be decided based on the agreement between coach and client. It is further recognised that team coaching interventions may be better facilitated in person and that coach supervision sessions may also be most effective if completed in person.

The service provider must also be aware that due to cost containment measures implemented by the City of Cape Town, any lunch arrangements or costs for refreshments arranged for team coaching, must be included in the rate per hour for the team coaching and must be aligned to the CCT cost containment regulation. The arrangements for such a lunch must also adhere to the requirements and protocols as set out for public gatherings and the serving of refreshments / catering services. Amongst others, the tenderer to note;

- Threshold values for food / catering must strictly be aligned to CCT Policy on Food and Beverages, the value will be determined from time to time as per the latest applicable policy. This value is subject to adjustment annually and the tender will be amended with the new rate, when applicable, during the contract period. For guideline purposes the current rate is R55 per person and may escalate every year. The catering cost must be incorporated in the rates charged as per the price schedule,
- All meals must include an Halaal option,
- Coaching sessions will be conducted at CCT venues or mutually agreed venues in the case of individual coaching (no additional cost may be charged in such instance),

- CCT will not pay additional fees for travelling expenses of facilitators or any cost associated with the hiring of venues/equipment, etc for team coaching. Venues to be used for team sessions for full day investment must be included in the rates charged in the price schedule.

5.5 PART 2: CAPACITY BUILDING TO CITY OF CAPE TOWN'S EXISTING COACHES

With due consideration of the context provided in the introductory paragraph, the scope of work for this part of the tender for coaching services, will be for the successful service provider to build capacity in current CCT coaches that have completed a professional, accredited coaching qualification. This group of internal coaches are currently practicing coaching in the workplace and will be at different levels of competence. The number of internal coaches participating in the capacity building events will increase over the three-year period of this tender as more coaches with a requisite coaching qualification are appointed to practice coaching in the CCT as an internal coach.

This includes capacity building in the latest coaching techniques / methods / practices for the internal coaches that are trained in coaching practice and may require further capacitation or enhancement in coaching practice. **This will include topics for workshops / facilitation / discussion and not a comprehensive training programme.** The number of CCT staff that will participate in these events will vary in numbers but may attract a minimum of 12 participants at one event. The cost breakdown will be a rate per person to attend any one of the workshops / facilitation events listed below. The facilitation sessions / workshops/ discussion events need to include any one of the following topics as contracted with the service provider:

- **Coaching awareness.** The ability to create awareness of coaching in the organization and as aligned to the people management framework. Successfully conduct conversations for action and relationship building aligned to organizational culture and values.
- **Coaching for change.** Effectively coach people with different attitudes to, and perceptions of change, including leadership.
- **Emotional Intelligence.** Focus on self-awareness, awareness of others, etc. (EQ)
- **Skilfully coach people** (Triad practices, individual and team coaching scenarios). Reviewing coaching skills and techniques of the existing coach as necessary for

effective coaching. Facilitation of case studies and scenarios and practice sessions for coaches to practically deal with coaching capabilities.

- **Making grounded, behaviour-based assessments**, use of coaching assessment techniques to support coaching sessions e.g. Insights; amongst others.
- **Any other topic relevant to coaching practice** (service provider to suggest topical matters in the coaching industry). **Please provide a list of topics relevant to sustain coaching practice for existing coaches with your tender submission.** The City of Cape Town will advise and confirm as to the scope of these events.

It is suggested that a **minimum of 4 events per year** is arranged (12 over the 36-months for the duration of the tender contract period) for the internal coaches. The CCT will advise with regard to the scope for these events over the three-year period of the tender and will work with the Service Provider to plan an event for each quarter of the CCT financial year. The amount of people per event may vary. Only existing internal registered coaches will be eligible to attend. The CCT will engage the Service Provider after which a proposal / intended programme must be submitted by the Service Provider for the City's approval before any work can commence in preparation, development and then the offering of the event. The CCT will also offer feedback to the Service Provider as to the success of the events held.

5.5.1 Arrangements for the capacity building programmes for existing internal coaches

5.5.1.1 Logistics (in-person sessions)

The venue will be selected by the service provider at a site appropriate and conducive for training / facilitation / workshops. The venue will cater for the required equipment including white boards, flipcharts, data-projector, DVD player, sound system, etc. Should this not be available, the service provider will be responsible for supplying the equipment required for the sessions at no further cost to the City of Cape Town. This will also include all stationary requirements, books, material, etc. The City of Cape Town reserves the right to visit the venue to conduct an inspection to confirm that the venue is conducive for the purpose of the capacity building session. The cost for this venue and equipment must be included in the price per person as stipulated in the pricing schedule. The CCT will not be held liable for any additional costs and fees associated with the venue arrangements or any cancellation or booking fees for a venue.

The venue must be located within the metropolitan area of Cape Town as demarcated for the CCT Metropolitan Municipality. The venue must be accessible to staff and must make provision for ample parking. Should parking costs be incurred as a result, then this must be incorporated in the price schedule (price per person) and the necessary arrangements made by the service provider with the proprietor / owners / management of the venue to cover this cost.

It is not a requirement for this tender to make arrangements for overnight accommodation or enter into agreement on any other additional client services on offer from the owners / management / proprietors of the venue and any such unforeseen arrangement will be for the cost of the Service Provider. The City of Cape Town will not be held liable for any such expense outside of the agreed arrangements. The cost of the travel and accommodation of the Service Provider's facilitators is not for the cost of the CCT. **Any overhead and facilitation costs must be included in the price per person.**

Should the venue change from the proposed venue as per the tender submission, the City reserves the right to approve the venue first before the service provider may continue with further arrangements for a capacity building event.

5.5.1.2 Logistics (online sessions)

The online session must be arranged by the service provider in conjunction with the project manager for this tender. The online platform selected must be appropriate and conducive for training / facilitation / workshops. **The City will use Skype for Business and MS Teams as acceptable platforms in the City or equivalent on condition it is a system approved for use in the City of Cape Town.** The online session must cater for easily accessible collaboration/brainstorming tools e.g. whiteboard, Mentimeter, amongst others – please specify. The service provider must ensure that the online session include an MS Powerpoint presentation that will cover the content of the session as well as any additional reading material / YouTube / Podcasts / website links, etc. as applicable to the topic discussed in the session. The CCT reserves the right to require a test of the service provider's ability to facilitate online workshops / training to confirm that the facilitation approach is conducive for the purpose of the capacity building session and to instil learning. The cost for the online approach must be included in the price per person as stipulated in the pricing schedule. The CCT will not be held liable for any additional costs and fees associated with an online facilitation session. Any costs must be included in the price per person.

It is a requirement that the service provider abides by the City of Cape Town Information Services and Technology policies with regard to the use of the software platform on which the facilitation sessions must be run. The service provider will also be required to adhere to any legislation that governs the online learning space either in terms of adherence to intellectual property rights or in terms of the Protection of Personal Information Act, amongst others.

5.5.1.3 The capacity building events

The events can be in the format of a workshop / facilitation/discussion session at a time during normal working hours (typically 08h00 – 16h30) full day event, maximum a 2-day event for e.g. a facilitation session or 2 – 3 day workshop. The proposed events will exclude coaching supervision.

For the purposes of this tender, a workshop on coaching related topics will include a topic briefing and process of application including practical exposure to new or existing coaching concepts and applications and opportunity to experience and offer input to enhance learning.

For the purposes of this tender, a facilitation session on coaching related topics may include a guest speaker and then a facilitator of training in order for participants to obtain more knowledge in a more formal learning environment and gain access to tools on coaching process and practice.

The events may elicit a practical component to allow time for practice during the sessions and after the event and for special arrangements, where necessary, in order to meet the required outcomes. An event can therefore require the submission of assignments / projects or a practical display of learning competence achieved in support of professional development.

The CCT will require the Service Provider to submit a comprehensive programme guide to the event plus an explanation of the intended outcomes to be achieved.

The content of the programme, the design and use of documentation / templates and the facilitation methodology must be agreed to with the City of Cape Town before any sessions may be scheduled. **An example of similar events or programmes as well as a proposed programme, design and facilitation method must be included in the tender submission for evaluation purposes.**

Information for a session will include an evaluation sheet (Evaluation of the service provider's facilitation of each session), case studies, practical sessions (e.g. triad practice) and a collaborative approach to instilling learning and application.

An annual feedback report on the programme including staff progress, status and achievements, must be provided for all events hosted by the Service Provider and as aligned to this tender

5.5.1.4 Service Provider requirements with the tender submission

An example or examples of current or previous coaching capacity building programme/s (also see point 6 above). The example needs to include the full details of the programmes, its aims, target audience, content, admission requirements, how offered, outcomes achieved, practical case scenarios (actual examples required, will require an additional folder containing these examples **to be submitted with the tenderer's tender document**, clearly referenced). **These need to include online as well as in-person facilitation / workshops sessions on coaching capacity building.**

An example of a proposed programme as aligned to the intended topics as stipulated in this tender document. In essence what does the tenderer believe should be the content and methodology at the point of implementation of the coaching capacity building programme whether online or in-person event.

The capacity building programmes must be offered by facilitators who each will possess ideally more than 5 years' experience in facilitating coaching events / coaching training / capacity building programmes similar to the few highlighted in this tender. Such experience must show an ability to facilitate online as well as in-person sessions.

A CV of each of the proposed facilitators must be submitted confirming such experience and relevant qualifications, etc. (see functionality assessment criteria). Such CV must indicate clearly online versus in-person facilitation experience. **To be provided as per the CV template attached in this tender, for each facilitator.**

The tenderer must provide a company profile confirming company details and specifically previous experience in coaching capacity building with ideally 5 years or more relevant capacity building experience as a coaching training Service Provider (online and in-person facilitation).

Confirmation of a suitable training venue in the Cape Metropolitan Area, City of Cape Town.

Provide information on:

- training venue location (Cape Town CBD / Southern / Northern suburbs – Cape Metropolitan Area)
- cost (reasonable, not excessive, all inclusive in price per person as captured in the price schedule)
- layout (seating arrangements, access to training equipment, air conditioning, lighting, size of venue)
- logistics (breakaway rooms, toilet facilities, lunch offered and where to be taken, access to tea/coffee/water)
- access to parking
- accessible via major routes

Confirmation of the online platforms that are used by the service provider confirming compatibility, level of application, systems alignment, accessibility requirements, features, etc.

5.6 Risk Mitigation Plan

Service Provider and client team mitigation plan **(both Part 1 and Part 2):**

In the event of the resignation/internal staff movement from the Service Provider, timeous immediate replacement/s will be required for a full handover to take place to brief his/her successor to ensure that the scope of work runs its course without undue disruption. Team changes must be communicated to the Contract Manager / City representative assigned for this tender from the City of Cape Town, as soon as possible. The onus will be on the Service Provider to ensure that the resources put forward are available and/or a suitable replacement. The replacement of resources by the Service Provider must be done in consultation with the City representative / project manager and is concluded prior to any commencement of contracted work.

General

No material or information derived from the bid submission or the provision of the services under the contract may be used for any purposes other than those of the CCT, except where authorized by the CCT in writing, authorising the Service Provider to do so. All designs/

documentation developed / shared in terms of this tender must be provided to the CCT in open file format and the City reserves the right to amend/re-use at a future date should it choose to.

The CCT **may** enter into a Service Level Agreement with the successful Service Provider and the Service Provider must ensure they have access to a fully resourced training facility/ties within the radius of the Cape Town jurisdictional area. CCT may, at its sole discretion, conduct site visits at the successful service provider's premises before contracting to provide the services intended. The intent would be to determine suitability for the proposed sessions to be hosted. Should the venue not be deemed suitable, the service provider will be allowed an opportunity to source a venue that will meet the City's standards. Such details will be stipulated in the contract management phase of the tender implementation post award. Should the preferred tenderer continue to not meet the CCT requirements, a process of default as described in this tender may be followed and the work will be allocated to the alternative tenderer appointed as per the tender award.

In the case of partnerships/joint ventures/consortiums, a copy of the partnership/joint venture/consortium agreement must be submitted with the tender document. All parties/partners to the partnership/joint venture/consortium agreement must be registered on the City of Cape Town Vendor Database ('CCT Vendor Database'). The successful tenderer will be required to offer services during normal working hours, Monday to Friday between 08h00 – 17h00.

The City of Cape Town recognises the requirement to offer capacity building through an online platform or it may be offered on a face-to-face, in-person basis. The City abides by the requirements for observance of social distancing and health and safety protocols to be adhered to since the Covid pandemic. The decision on the capacity building event and platform will be decided based on the agreement between the City project manager and the service provider. It is further recognised that some capacity building events may be better facilitated in person. The City will assess the circumstances around such events on a case-by-case basis.

The service provider must also be aware that due to cost containment measures implemented by the City of Cape Town, any lunch arrangements or costs for refreshments arranged for capacity building events, must be included in the rate per person per day as per the price schedule in this tender and must be aligned to the CCT cost containment regulation. The arrangements for such a lunch must also adhere to the requirements and protocols as set out for public gatherings and the serving of refreshments / catering services or non-provision of such, as per the National Disaster Management Act Regulations as applicable during the Covid-19 pandemic. Amongst others, the tenderer to note;

- threshold values for food / catering must strictly be aligned to CCT Policy on Food and Beverages, the current threshold value being R55 per person. This value is subject to adjustment annually and the tender will be amended with the new rate, when applicable, during the contract period,
- all meals must include an Halaal option,
- CCT will not pay additional for travelling expenses or any cost associated with the hiring of venues/equipment, catering companies, etc. This should be made provision for in the rates supplied in the price schedule.

[5.7] TRADE NAMES OR PROPRIETARY PRODUCTS

Tenderers/Suppliers must note that wherever this document refers to any particular trade mark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words “or equivalent”.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS ‘OR EQUIVALENT’

[5.8] EMPLOYMENT OF SECURITY PERSONNEL

All security staff employed by the Supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT or its agent, upon request.

[5.9] FORMS FOR CONTRACT ADMINISTRATION

The Supplier shall complete, sign and submit with each invoice, the following:

- a) Monthly Project Labour Report (described below)

The Monthly Project Labour Report must include details of all labour (including that of sub-contractors) that are South African citizens earning less than **[R0]** per day, as adjusted from time to time (excluding any benefits), who are employed on a temporary or contract basis on this contract in the month in question.

In addition to the Monthly Project Labour Report the Supplier shall simultaneously furnish the CCT’s Agent with copies of the employment contracts entered into with such labour, together with certified copies of identification documents, proof of attendance in the form of attendance register or timesheets as well as evidence of payments to such labour in the form of copies of payslips or payroll runs. If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it and proof of such acknowledgement shall be furnished to the CCT’s Agent.

C.6 SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract, referring to the National Treasury – Conditions of Contract (revised July 2010), are applicable to this agreement.

1. Definitions

Insert new clause 1.1A with the following:

- 1.1A “Commencement Date” means the date the Supplier confirms receipt from the Purchaser of 1 (one) complete, signed copy of the Contract, the *Schedule of Deviations* (if any).
- 1.1B “Conditions of Contract” means the general conditions of contract and special conditions of contract including all other contract data incorporated by reference.

Delete Clause 1.15 and substitute with the following

- 1.15 The word ‘Goods’ is to be replaced everywhere it occurs in the GCC with the phrase ‘Goods and / or Services’ which means all of the equipment, machinery, materials, services, products, consumables, etc. that the Supplier is required to deliver to the Purchaser under the agreement. This definition shall also be applicable, as the context requires, anywhere where the words “supplies” and “services” occurs in the GCC.

Delete Clause 1.19 and substitute with the following

- 1.19 The word ‘Order’ is to be replaced everywhere it occurs in the GCC with the words ‘Purchase Order’ which means the official purchase order authorised and released on the Purchaser’s SAP System.

Delete Clause 1.21 and substitute with the following:

- 1.21 ‘Purchaser’ means the City of Cape Town. The address of the Purchaser is 12 Hertzog Boulevard, Cape Town, 8001 (chosen domicilium citandi et executandi).

Add the following after Clause 1.25:

- 1.26 ‘Supplier’ means the provider of Goods and / or Services with whom the Contract is concluded also referred to as “contractor” in the GCC.
- 1.27 "Intellectual Property" means any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, copyright and rights in the nature of copyright, design rights, rights in databases, know-how, trade secrets and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the "look and feel" of any websites
- 1.28 “Working Day” means Monday to Friday excluding weekends and Public Holidays (in the Republic of Sotuh Africa).

3. General Obligations

Delete Clause 3.2 in its entirety and replace with the following clauses.

- 3.2 The Parties will be liable to each other arising out of or in connection with any breach of the obligations detailed or implied in this contract, subject to clause 28.
- 3.3 If the Supplier is a joint venture, all parties in a joint venture or consortium shall be jointly and severally liable to the Purchaser in terms of the Contract and shall carry individually the minimum levels of insurance stated in the Contract, if any.

- 3.4 The Parties shall comply with all laws, regulations and bylaws of local or other authorities having jurisdiction regarding the Delivery of the Goods and/or Services and give all notices and pay all charges required by such authorities.
- 3.4.1 The Parties agree that this Contract shall also be subject to the CCT's Supply Chain Management Policy ("SCM Policy") that was applicable on the date the bid was advertised as amended from time to time. If the Purchaser adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender, such clause shall also be applicable to the Contract. Please refer to this document contained on the CCT's website.
- 3.4.2 Abuse of the supply chain management system is not permitted and may result in termination of the Contract, restriction of the Supplier, and/or the exercise by the CCT of any other remedies available to it as described in the SCM Policy or in law.
- 3.5 The Supplier shall:
- 3.5.1 Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the Purchase Order by the Purchaser and no later than the periods as set out in the Contract:
- a) Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee,
 - b) Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11),
 - c) Initial delivery programme, and
 - d) Other requirements as detailed in the Contract.
- 3.5.2 Only when notified of the acceptance of the bid on the Date of Commencement of Contract, the Supplier shall commence with and carry out the Delivery of the Goods and/or Services in accordance with the Contract, to the satisfaction, of the Purchaser.
- 3.5.3 Provide all of the necessary materials, labour, plant and equipment required for the delivery of the Goods and/or Services including any temporary services that may be required.
- 3.5.4 Insure his workmen and employees against death or injury arising out of the delivery of the Goods.
- 3.5.5 Be continuously represented during the Delivery of the Goods and/or Services by a competent representative duly authorised to execute instructions.
- 3.5.6 In the event of a loss resulting in a claim against the insurance policies stated in clause 11, pay the first amount (excess) as required by the insurance policy.
- 3.5.7 Comply with all written instructions from the Purchaser subject to clause 18.
- 3.5.8 Complete and Deliver the goods within the period stated in clause 10, or any extensions thereof in terms of clause 21.
- 3.5.9 Make good at his own expense, all incomplete and defective Goods during the warranty period.
- 3.5.10 Pay to the Purchaser any penalty for delay as due on demand by the Purchaser. The Supplier hereby consents to such amounts being deducted from any payment due to the Supplier.
- 3.5.11 Comply with the provisions of the OHAS Act & all relevant regulations.
- 3.5.12 Comply with all laws relating to wages and conditions generally governing the employment of labour in the Cape Town area and any applicable Bargaining Council agreements.
- 3.5.13 Deliver the Goods in accordance with the Contract and with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- 3.6 The Purchaser shall:
- 3.6.1 Issue Purchaser Orders for the Goods and/or Services required under this Contract. No liability for payment will ensue for arising out of the Delivery of the Goods and/or Services, unless a Purchase Order

has been issued to the Supplier.

- 3.6.2 Make payment to the Supplier for the Goods and/or Services as set out herein.
- 3.6.3 Take possession of the Goods and /or Services upon Delivery by the Supplier.
- 3.6.4 Regularly inspect the Goods to establish that it is being delivered in compliance with the Contract.
- 3.6.5 Give any instructions and/or explanations and/or variations to the Supplier including any relevant advice to assist the Supplier to understand the Contract.
- 3.6.6 Grant or refuse any extension of time requested by the Supplier of the period stated in clause 10.
- 3.6.7 Inspect the Goods and/or Services to determine if, in the opinion of the Purchaser, it has been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended.
- 3.6.8 Brief the Supplier and issue all documents, information, etc. in accordance with the contract.

5. Use of contract documents and information; inspection, copyright, confidentiality, etc.

Add the following after clause 5.4:

- 5.5 Copyright of all documents prepared by the Supplier in accordance with the relevant provisions of the Copyright Act (Act 98 of 1978) relating to the Contract shall be vested in the Purchaser. Where copyright is vested in the Supplier, the Purchaser shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the agreement and need not obtain the Supplier's permission to copy it for such use. Where copyright is vested in the Purchaser, the Supplier shall not be liable in any way for the use of any of the information other than as originally intended in terms of the agreement and the Purchaser hereby indemnifies the Supplier against any claim which may be made against it by any person / entity, arising from the use of such documentation for other purposes.

The ownership of data and factual information collected by the Supplier and paid for by the Purchaser shall, after payment, vest with the Purchaser.

- 5.6 **Publicity and publication**
The Supplier shall not release public or media statements or publish material related to the services or agreement within two (2) years of Delivery of the Goods, without the written approval of the Purchaser, which approval shall not be unreasonably withheld.
- 5.7 **Confidentiality**
Both Parties shall keep all information obtained by them in the context of the agreement, confidential and shall not divulge it without the written approval of the other Party.
- 5.8 **Intellectual Property**
 - 5.8.1 The Supplier acknowledges that it shall not acquire any right, title or interest in or to the Intellectual Property of the Purchaser.
 - 5.8.2 The Supplier hereby assigns to the Purchaser, all Intellectual Property created, developed or otherwise brought into existence by it for the purposes of the agreement, unless the Parties expressly agree otherwise in writing.
 - 5.8.3 The Supplier shall, and warrants that it shall:
 - 5.8.3.1 Not be entitled to use the Purchaser's Intellectual Property for any purpose other than as contemplated in the agreement;
 - 5.8.3.2 not modify, add to, change or alter the Purchaser's Intellectual Property, or any information or data related thereto, nor may the Supplier produce any product as a result of, including and/or arising from any such information, data and Intellectual Property, and in the event that it does produce any such product, the product shall be, and be deemed in law to be, owned by the Purchaser;

- 5.8.3.3 Not apply for or obtain registration of any domain name, trademark or design which is similar to any Intellectual Property of the Purchaser;
- 5.8.3.4 Comply with all reasonable directions or instructions given to it by the Purchaser in relation to the form and manner of use of the CCT Intellectual Property, including without limitation, any brand guidelines which the Purchaser may provide to the Supplier from time to time;
- 5.8.3.5 Ensure that its employees, directors, members and contractors comply strictly with the provisions of this Clause 5.8.4 above unless the Purchaser expressly agrees to the contrary, in writing and only after obtaining due internal authority for such agreement.
- 5.8.4 The Supplier represents and warrants to the Purchaser that, in providing Goods and/or Services for the duration of the agreement it will not infringe or make unauthorised use of the Intellectual Property rights of any third party and hereby indemnifies the Purchaser from any claims, liability, loss, damages, costs, and expenses arising from the infringement or unauthorised use by the Supplier of any third party's Intellectual Property rights.
- 5.8.5 Upon expiry of the contract period and in the event that the Contract is terminated, ended or is declared void, any and all of the Purchaser's Intellectual Property, and any and all information and data related thereto, shall be immediately handed over to the Purchaser by the Supplier and no copies thereof shall be retained by the Supplier unless the Purchaser expressly and in writing, after obtaining due internal authority, agrees otherwise.

Add the following after clause 5.8:

5.9 Protection of Personal Information Act of 2013

By submitting a tender to the Purchaser, (and by concluding any ensuing related agreement with the City of Cape Town, if applicable), the Tenderer thereby acknowledges and unconditionally agrees:

- 5.9.1 that the tenderer has been informed of the purpose of the collection and processing of its personal information as defined in the Protection of Personal Information Act of 2013 ("POPIA"), which, for the avoidance of doubt is for, and in relation to, the tender process and the negotiation, conclusion, performance and enforcement of the ensuing agreement, if applicable, as well as for the City of Cape Town's reporting purposes;
- 5.9.2 to the collection and processing of the tenderer's personal information by the City of Cape Town and agrees to make available to the City of Cape Town, all information reasonably required by the City of Cape Town for the above purposes;
- 5.9.3 that the personal information the City of Cape Town collects from the tenderer or about the tenderer may be further processed for other activities and/or purposes which are lawful, reasonable, relevant and not excessive in relation to the purposes set out above, for which it was originally collected;
- 5.9.4 that, the tenderer indemnifies the City of Cape Town and its officials, employees, and directors and undertakes to keep the City of Cape Town and its officials, employees, and directors indemnified in respect of any claim, loss, demands, liability, costs and expenses of whatsoever nature which may be made against the City of Cape Town (including the costs incurred in defending or contesting any such claim) in relation to the tenderer or the tenderer's employees', representatives' and/or sub-Suppliers' non-compliance with POPIA and/or the City of Cape Town's failure to obtain the tenderer's consent or to notify the tenderer of the reason for the processing of the tenderer's personal information;
- 5.9.5 to the disclosure of the tenderer's personal information by the City of Cape Town to any third party, where the City of Cape Town has a legal or contractual obligation to disclose such personal information to the third party (or a legitimate interest exists therein);
- 5.9.6 that, under POPIA, the tenderer may request to access, confirm, request the correction, destruction, or deletion of, or request a description of, personal information held by the City of Cape Town in relation to you, subject to applicable law; and

that under POPIA, subject to applicable law, the tenderer also has the right to be notified of a personal information breach and the right to object to, or restrict, the City of Cape Town's processing of its personal information.

5.10 **PERFORMANCE MONITORING**

- 5.10.1 As required by section 116(2)(b) of the Local Government: Municipal Financial Management Act 56 of 2003, the CCT shall monitor the performance of the Supplier on at least a monthly basis, and the Supplier agrees to provide the CCT with its full cooperation in this regard.

7. Performance Security

Delete clause 7.1 to 7.4 and replace with the following:

'Not Applicable. Tenderers must disregard **Form of Guarantee / Performance Security** and are not required to complete same.

8. Inspections, tests and analyses

Delete Clause 8.2 and substitute with the following:

- 8.2 If it is a bid condition that Goods and/or Services to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or Supplier shall be open, at all reasonable hours, for inspection by a representative of the Purchaser or an organisation acting on behalf of the Purchaser.

10. Delivery and documents

Delete clauses 10.1 and 10.2 and replace with the following:

- 10.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified in the contract. The time for Delivery of the goods shall be the date as stated on the Purchase Order. In the case of agreements for Delivery of goods in terms of framework or panel agreements, Purchase Orders for the supply and delivery of goods may be raised up until the expiry of a framework or panel agreement, provided that the goods can be delivered within 30 (thirty) days of expiry of the framework or panel agreement. In this context, the "goods" does not include services and carries its ordinary meaning. All Purchase Orders other than for the supply and Delivery of goods (i.e. supply of services, professional services or constructions works), must be completed prior to the expiry of the contract period.
- 10.2 The Purchaser shall determine, in its sole discretion, whether the Goods and/or Services have been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended. When the Purchaser determines that the Goods and/or Services have been satisfactorily delivered, the Purchaser must issue an appropriate certification, or written approval, to that effect. Invoicing may only occur, and must be dated, on or after the date of such written acceptance of the Goods.

11. Insurance

Add the following after clause 11.1:

- 11.2 Without limiting the obligations of the Supplier in terms of this Contract, the Supplier shall effect and maintain the following additional insurances:
- 11.2.1 Public liability insurances, in the name of the Supplier, covering the Supplier and the Purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than **[R20 million]** for any single claim;
- 11.2.2 Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the Supplier, comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity;
- 11.2.3 Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the Supplier's broker or the insurance company itself (see the Pro Forma Insurance Broker's Warranty).

[11.2.4 In the case of Contracts for delivery of professional services, Professional indemnity insurance providing cover in an amount of not less than **[R5 million]** in respect of each and every claim during the contract period.]

11.2.5 In the event of under insurance or the insurer's repudiation of any claim for whatever reason, the Purchaser will retain its right of recourse against the Supplier.

11.3 The Supplier shall be obliged to furnish the Purchaser with proof of such insurance as the Purchaser may require from time to time for the duration of this Contract. Evidence that the insurances have been effected in terms of this clause, shall be either in the form of an insurance broker's warranty worded precisely as per the pro forma version contained in the Pro forma Insurance Broker's Warranty or copies of the insurance policies.

15. Warranty

Add to Clause 15.2:

15.2 The warranty for this Contract shall remain valid for six (6) months from date of Delivery of the Goods and/or Services.

16. Payment

Delete Clause 16.1 in its entirety and replace with the following:

16.1 Payment of invoices will be made:

16.1.1 Within 30 (thirty) days of receiving the relevant invoice or statement from the Supplier, unless otherwise prescribed for certain categories of expenditure or specific contractual requirements in accordance with any other applicable policies of the Purchaser.

16.1.2 Notwithstanding anything contained above, the Purchaser shall not be liable for payment of any invoice that pre-dates the date of delivery of any Goods and/or Services.

Delete Clause 16.2 in its entirety and replace with the following:

16.2 The Supplier shall furnish the purchaser's Accounts Payable Department with an original tax invoice, clearly showing the amount due in respect of each and every claim for payment.

Add the following after clause 16.4

16.5 Notwithstanding any amount stated on the Purchase Order, the Supplier shall only be entitled to payment for Goods and/or Services actually delivered in terms of the Specification and Drawings, or any variations thereof made in accordance with clause 18. Any contingency sum included shall be for the sole use, and at the discretion, of the Purchaser.

16.6 The Purchaser will only make advanced payments to the Supplier in strict compliance with the terms and conditions as contained in the Pro forma Advanced Payment Guarantee and only once the authenticity of such guarantee has been verified by the Purchaser's Treasury Department.

16.6.1

17. Prices

Add the following after clause 17.1

17.2 If as a result of an award of a contract beyond the original tender validity period, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then the contract may be subject to contract price adjustment for that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Purchaser delegated authority if such was not included in the bid documents.

17.3 If as a result of any extension of time granted, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then contract price adjustment may apply to that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.

Contract price adjustments will not be applicable – the contract will not be subject to price adjustment throughout the tenure of this contract. Prices are to be fixed for Year1, year 2 and year 3 as reflected in the pricing schedule. Bidders are reminded to submit rates for each year, and for all items for the parts per Part of the pricing Scvhedule tendered for, whether selective or all

18. Contract Amendments

Delete the heading of clause 18 and replace with the following:

18. Contract Amendments and Variations

Add the following to clause 18.1:

Variations means changes to the Goods and/or Services, extension of the contract period or increases in the value of the Contract as a result of written instructions issued by the Purchaser to the Supplier. Such changes are subject to prior approval by the Purchaser's delegated authority. Should the Supplier deliver any Goods not described in a written instruction from the Purchaser, the Purchaser's liability for payment shall no arise until such time as the change has been duly approved and such approval communicated to the Purchaser.

20. Subcontracts

Add the following after clause 20.1:

- 20.2 The Supplier shall be liable for the acts, defaults and negligence of any subcontractor, his agents or employees as fully as if they were the acts, defaults or negligence of the Supplier.
- 20.3 Any appointment of a subcontractor shall not amount to a contract between the Purchaser and the subcontractor, or a responsibility or liability on the part of the Purchaser to the subcontractor and shall not relive the Supplier from any liability or obligation under the Contract.

21. Delays in the supplier's performance

Delete Clause 21.2 in its entirety and replace with the following:

- 21.2 If at any time during the performance of obligations contained in the Contract the Supplier or its subcontractors should encounter conditions beyond their reasonable control which impede the timely delivery of the Goods and/or Services, the Supplier shall notify the Purchaser in writing, within 7 (seven) days of first having become aware of these conditions, of the facts of the delay, its cause(s) and its probable duration. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation, and may at his discretion extend the time for Delivery.

Where additional time is granted, the Purchaser shall also determine whether or not the Supplier is entitled to payment for additional costs in respect thereof. The principle to be applied in this regard is that where the Purchaser or any of its agents are responsible for the delay, reasonable costs shall be paid. In respect of delays that were beyond the reasonable control of both the Supplier and the Purchaser, additional time only (no costs) will be granted.

The Purchaser shall notify the Supplier in writing of his decision(s) in the above regard.

- 21.3 No provision in this Contract shall be deemed to prohibit the obtaining of Goods and/or Services from a national department, provincial department, or a local authority.

22. Penalties

Delete clause 22.1 and replace with the following:

- 22.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods and/or Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from amounts payable, as a penalty, a sum as stated herein for each day of the delay until actual Delivery or performance.

The penalty for this contract shall be

- Services not rendered (without acceptable reason being provided) – 100% of Purchase Order Value (Supplier Default)
- Did not adhere to the Individual Project Brief (without acceptable reason being provided) – 30% of Individual Project Value
- Not adhering to individual project timelines (without acceptable reason being provided) – 20% of Individual Project Value

- 22.2 The Purchaser shall, without prejudice to its other remedies under the contract, deduct from amounts payable, financial penalties as contained on the Preference Schedule for breaches of the conditions upon which preference points were awarded.

23. Termination for default

Delete the heading of clause 23 and replace with the following:

23. Termination

Add the following to the end of clause 23.1:

If the Supplier fails to remedy the breach in terms of such notice.

Add the following after clause 23.7:

- 23.8 In addition to the grounds for termination due to default by the Supplier, the Contract may also be terminated:

- 23.8.1 Upon the death of the Supplier who was a Sole Proprietor, or a sole member of a Close Corporation, in which case the contract will terminate forthwith.

- 23.8.2 If the Parties, by mutual agreement, terminate the Contract.

- 23.8.3 If a material irregularity vitiates the procurement process leading to the conclusion of the Contract, rendering the procurement process and the conclusion of the resulting Contract unfair, inequitable, non-transparent, uncompetitive or not cost-effective the Contract may be terminated by the Purchaser (upon conclusion of applicable processes by the City Manager as described in the Purchaser's SCM Policy).

- 23.8.4 Reputational risk or harm to the Purchaser

The Purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, may terminate the contract if the implementation of the contract may result in reputational risk or harm to the Purchaser as a result of (inter alia):

- a) reports of poor governance and/or unethical behaviour;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the Purchaser
- d) negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; or
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53), where the person is or was negatively implicated in any SCM irregularity.

By or in relation to the Supplier, the Contract may be terminated by the Purchaser after providing notice to the Supplier.

- 23.9 If the Contract is terminated in terms of clause 23.8, all obligations that were due and enforceable prior to the date of the termination, must be performed by the relevant Party.

26. Termination for insolvency

Delete clause 26.1 and replace with the following:

- 26.1 In the event of the Supplier becoming bankrupt or otherwise insolvent the Purchaser may elect to:
- 26.1.1 At any time, terminate the Contract by giving written notice to the Supplier; or
- 26.1.2 Accept a Supplier's proposal (via the liquidator) to render delivery utilising the appropriate contractual mechanisms or takes steps to ensure its rights are protected and any negative impact on service delivery is mitigated.
- 26.2 In the event of the Purchaser electing to cancel the Contract in accordance with clause 26.1.1 above, the Purchaser shall make payment of all verified and signed off invoices. In the event of there being any dispute in respect of any outstanding invoices such dispute shall be dealt with in accordance with the dispute resolution mechanism in the Contract.

27. Settlement of Disputes

Amend clause 27.1 as follows:

- 27.1 If any dispute or difference of any kind whatsoever, with the exception of termination in terms of clause 23 arises between the Purchaser and the Supplier in connection with or arising out of the Contract, the Parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

Delete Clause 27.2 in its entirety and replace with the following:

- 27.2 Should the Parties fail to resolve any dispute by way of mutual consultation, either party shall be entitled to refer the matter for mediation before an independent and impartial person appointed by the City Manager in accordance with Regulation 50(1) of the Local Government: Municipal Finance Management Act, 56 of 2003 – Municipal Supply Chain Management Regulations (Notice 868 of 2005). Such referral shall be done by either party giving written notice to the other of its intention to commence with mediation. No mediation may be commenced unless such notice is given to the other party.

Irrespective whether the mediation resolves the dispute, the Parties shall bear their own costs concerning the mediation and share the costs of the mediator and related costs equally.

The mediator shall agree the procedures, representation and dates for the mediation process with the Parties. The mediator may meet the Parties together or individually to enable a settlement.

Where the Parties reach settlement of the dispute or any part thereof, the mediator shall record such agreement and on signing thereof by the Parties the agreement shall be final and binding.

Save for reference to any portion of any settlement or decision which has been agreed to be final and binding on the Parties, no reference shall be made by or on behalf of either party in any subsequent court proceedings, to any outcome of an amicable settlement by mutual consultation, or the fact that any particular evidence was given, or to any submission, statement or admission made in the course of amicable settlement by mutual consultation or mediation.

28. Limitation of Liability

Delete clause 28.1 (a) and (b) and replace with the following:

- (a) notwithstanding any provision to the contrary contained in this contract, neither the supplier nor any of its officers, directors, employees, agents contractors, consultants or other representatives shall be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect, incidental, special or consequential loss or damage of any kind, including without limitation the loss of use, loss of production, or loss of profits or interest costs, loss of goodwill, lost or damaged data or software, costs of substitute products/services and/or loss of business or business opportunities (whether foreseeable or unforeseeable), provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser;
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the sums insured in terms of clause 11 in respect of insurable events,

or where no such amounts are stated, to an amount equal to twice the Contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

Add the following after clause 28.1:

28.2 Without detracting from, and in addition to, any of the other indemnities in this Contract, the Supplier shall be solely liable for and hereby indemnifies and holds harmless the Purchaser against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expense in connection with:

- a) personal injury or loss of life to any individual;
- b) loss of or damage to property;

arising from, out of, or in connection with the performance by the Supplier in terms of this Contract, save to the extent caused by the gross negligence or wilful misconduct of the Purchaser.

28.3 The Supplier and/or its employees, agents, concessionaires, suppliers, sub-contractors or customers shall not have any claim of any nature against the purchaser for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damages, injury or death is caused through negligence of the Purchaser or its agents or employees.

28.4 Notwithstanding anything to the contrary contained in this Contract, under no circumstances whatsoever, including as a result of its negligent (including grossly negligent) acts or omissions or those of its servants, agents or contractors or other persons for whom in law it may be liable, shall any party or its servants (in whose favour this constitutes a *stipulatio alteri*) be liable for any indirect, extrinsic, special, penal, punitive, exemplary or consequential loss or damage of any kind whatsoever, whether or not the loss was actually foreseen or reasonably foreseeable), sustained by the other party, its directors and/or servants, including but not limited to any loss of profits, loss of operation time, corruption or loss of information and/or loss of contracts.

28.5 Each party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amounts payable.

31. Notices

Delete clauses 31.1 and 31.2 and replace with the following:

31.1 Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the Contract and may be given as set out hereunder and shall be deemed to have been received when:

- a) hand delivered – on the day delivery of delivery or the next Working Day,
- b) sent by registered mail – five (5) Working Days after mailing,
- c) sent by email or telefax – one (1) Working Day after transmission.

32. Taxes and Duties

Delete the final sentence of 32.3 and replace with the following:

. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender.

Add the following after clause 32.3:

32.4 The VAT registration number of the CCT is 4500193497.

ADDITIONAL CONDITIONS OF CONTRACT

Add the following Clause after Clause 34:

35. Reporting Obligations

35.1 The Supplier shall complete, sign and submit with each delivery note, all the documents as required in the

Specifications including Monthly Project Labour Reports (Annexure B). Any failure in this regard may result in a delay in the processing of payments.

C.7 GENERAL CONDITIONS OF CONTRACT

(National Treasury - General Conditions of Contract (revised July 2010))

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1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 'Closing time' means the date and hour specified in the bidding documents for the receipt of bids.

1.2 'Contract' means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 'Contract price' means the price payable to the supplier under the contract for the full and proper performance of his or her contractual obligations.

1.4 'Corrupt practice' means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 'Countervailing duties' are imposed in cases in which an enterprise abroad is subsidised by its government and encouraged to market its products internationally.

- 1.6 'Country of origin' means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 'Day' means calendar day.
- 1.8 'Delivery' means delivery in compliance with the conditions of the contract or order.
- 1.9 'Delivery ex stock' means immediate delivery directly from stock actually on hand.
- 1.10 'Delivery into consignee's store or to his site' means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 'Dumping' occurs when a private enterprise abroad markets its goods on its own initiative in the RSA at lower prices than that of the country of origin, and which action has the potential to harm the local industries in the RSA.
- 1.12 'Force majeure' means an event beyond the control of the supplier, not involving the supplier's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 'Fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 'GCC' means the General Conditions of Contract.
- 1.15 'Goods' means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 'Imported content' means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 'Local content' means that portion of the bidding price which is not included in the imported content, provided that local manufacture does take place.
- 1.18 'Manufacture' means the production of products in a factory using labour, materials, components and machinery, and includes other, related value-adding activities.
- 1.19 'Order' means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 'Project site', where applicable, means the place indicated in bidding documents.
- 1.21 'Purchaser' means the organisation purchasing the goods.
- 1.22 'Republic' means the Republic of South Africa.
- 1.23 'SCC' means the Special Conditions of Contract.

1.24 'Services' means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance, and other such obligations of the supplier covered under the contract.

1.25 'Written' or 'in writing' means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders, including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable, a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for the purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1, except for purposes of performing the contract.

5.3 Any document, other than the contract itself, mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the goods or any part thereof by the purchaser.

7. Performance Security

7.1 Within 30 (thirty) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in the SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 1.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser, and shall be in one of the following forms:
- a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - b) A cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than 30 (thirty) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in the SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organisation acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention of such is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier, who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of the GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in the SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in the SCC.
- 10.2 Documents to be submitted by the supplier are specified in the SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured, in a freely convertible currency, against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services (if any) specified in the SCC:
- (a) performance or supervision of on-site assembly, and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for the assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the Parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the Parties and shall not exceed the prevailing rates charged to other Parties by the supplier for similar services.

14. Spare parts

- 14.1 As specified in the SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications), or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for 12 (twelve) months after the goods, or any portion thereof, as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for 18 (eighteen) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in the SCC.

15.3 The purchaser shall notify the supplier promptly, in writing, of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in the SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in the SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in the SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of any other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than 30 (thirty) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in the SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices tendered by the supplier in his bid, with the exception of any price adjustments authorized in the SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract Amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the Parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during the performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his or her discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the Parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure, outside of the contract, small quantities of supplies; or to have minor essential services executed if an emergency arises, or the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and, without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services, using the current prime interest rate, calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than 14 (fourteen) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 14 (fourteen) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer/Authority will, at the discretion of the Accounting Officer/Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person is or was, in the opinion of the Accounting Officer/Authority, actively associated.

23.6 If a restriction is imposed, the purchaser must, within 5 (five) working days of such imposition, furnish the National Treasury with the following information:

- (i) the name and address of the supplier and/or person restricted by the purchaser;
- (ii) the date of commencement of the restriction;
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period of not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction, and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidised import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall, on demand, be paid forthwith by the contractor to the State, or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he or she delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him or her.

25. Force majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if, and to the extent that, his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall notify the purchaser promptly, in writing, of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the Parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

27.2 If, after 30 (thirty) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the Parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due to the supplier.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6:

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the Parties shall also be written in English.

30. Applicable Law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in the SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail, and any other notice to him shall be posted by ordinary mail, to the address furnished in his bid or to the address notified later by him in writing; and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and Duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, licence fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, licence fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act, Act 89 of 1998, as amended, an agreement between or concerted practice by firms, or a decision by an association of firms, is prohibited if it is between Parties in a horizontal relationship and if a bidder(s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).

- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act, Act 89 of 1998.
- 34.3 If a bidder(s) or contractor(s) has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding 10 (ten) years and/or claim damages from the bidder(s) or contractor(s) concerned.

C.8 ANNEXURES

Annexure A – Pro Forma Insurance Broker’s Warranty

Broker Logo

Letterhead of supplier’s Insurance Broker

Date _____

CCT
City Manager
Civic Centre
12 Hertzog Boulevard
Cape Town
8000

Dear Sir

TENDER NO.: 2023/24

TENDER DESCRIPTION:

NAME OF SUPPLIER: _____

I, the undersigned, do hereby confirm and warrant that all the insurances required in terms of the abovementioned contract have been issued and/or in the case of blanket/umbrella policies, have been endorsed to reflect the interests of the CCT with regard to the abovementioned contract, and that all the insurances and endorsements, etc., are all in accordance with the requirements of the contract.

I furthermore confirm that all premiums in the above regard have been paid.

Yours faithfully

Signed: _____

For: _____ (Supplier’s Insurance Broker)

Annexure B – Monthly Project Labour Report

ANNEX 1

CITY OF CAPE TOWN MONTHLY PROJECT LABOUR REPORT



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Instructions for completing and submitting forms

General

- 1 The Monthly Project Labour Reports must be completed in full, using typed, proper case characters; alternatively, should a computer not be available, handwritten in black ink.
- 2 Incomplete / incorrect / illegible forms will not be accepted.
- 3 Any conditions relating to targeted labour stipulated in the Contract (in the case of contracted out services or works) shall apply to the completion and submission of these forms.
- 4 This document is available in Microsoft Excel format upon request from the City's EPWP office, tel 021 400 9406, email EPWPLR@capetown.gov.za.

Project Details

- 5 If a field is not applicable insert the letters: NA
- 6 Only the Project Number supplied by the Corporate EPWP Office must be inserted.
The Project Number can be obtained from the Coordinator or Project Manager or from the e-mail address in point 4 above.
- 7 On completion of the contract or works project the anticipated end date must be updated to reflect the actual end date.

Beneficiary Details and Work Information

- 8 Care must be taken to ensure that beneficiary details correspond accurately with the beneficiary's ID document.

- 9 A new beneficiary is one in respect of which a new employment contract is signed in the current month. A certified ID copy must accompany this labour report on submission.
- 10 Was the beneficiary sourced from the City's job seeker database?
- 11 The contract end date as stated in the beneficiary's employment contract.
- 12 Where a beneficiary has not worked in a particular month, the beneficiary's name shall not be reflected on this form at all for the month in question.
- 13 Training will be recorded separately from normal working days and together shall not exceed the maximum of 23 days per month
- 14 Workers earning more than the maximum daily rate (currently R450 excluding any benefits) shall not be reflected on this form at all.

Submission of Forms

- 15 Signed hardcopy forms must be scanned and submitted to the City's project manager in electronic (.pdf) format, together with the completed form in Microsoft Excel format.
- 16 Scanned copies of all applicable supporting documentation must be submitted along with each monthly project labour report. Copies of employment contracts and ID documents are only required in respect of new beneficiaries.
- 17 If a computer is not available hardcopy forms and supporting documentation will be accepted.

PROJECT DETAILS

Numbers in cells below e.g (6) refer to the relevant instruction above for completing and submitting forms

CONTRACT OR WORKS PROJECT NAME: (6)		EPWP SUPPLIED PROJECT NUMBER: (6)	
DIRECTORATE:		DEPARTMENT:	
CONTRACTOR OR VENDOR NAME:		CONTRACTOR OR VENDOR E-MAIL ADDRESS:	
CONTRACTOR OR VENDOR CONTACT PERSON:		CONTRACTOR OR VENDOR TEL. NUMBER:	CELL WORK
PROJECT LABOUR REPORT CURRENT MONTH (mark with "X")			
JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC
YEAR			

ACTUAL START DATE (yyyy/mm/dd)		ANTICIPATED / ACTUAL END DATE (yyyy/mm/dd) (7)	
TOTAL PROJECT EXPENDITURE / VALUE OF WORK DONE TO-DATE (INCLUDING ALL COSTS, BUT EXCLUDING VAT)			
R			

MONTHLY PROJECT LABOUR REPORT



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

BENEFICIARY DETAILS AND WORK INFORMATION

CONTRACT OR WORKS PROJECT NUMBER:	
--------------------------------------	--

Year	Month

Sheet		
1	of	

	(8)	(8)	(8)	(9)			(10)		(11)	(12)	(13)	(14)
No.	First name	Surname	ID number	New Beneficiary (Y/N)	Gender (M/F)	Disabled (Y/N)	Job seeker database (Y/N)	Contract start date (DDMMYY)	Contract end date (DDMMYY)	No. days worked this month (excl. training)	Training days	Rate of pay per day (R – c)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

0 0 R -

Declared by Contractor or Vendor to be true and correct:	Name		Signature	
	Date			

Received by Employer's Agent / Representative:	Name		Signature	
	Date			

Annexure C - Pro Forma Performance Security/ Guarantee

Not applicable

Annexure D - Pro Forma Advance Payment Guarantee

Not applicable

Annexure F - Tender Returnable Documents

Schedule F.1: Contract Price Adjustment
--

NOT APPLICABLE

Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortia

This schedule is to be completed if the tender is submitted by a partnership/joint venture/ consortium.

1. We, the undersigned, are submitting this tender offer as a partnership/ joint venture/ consortium and hereby authorize Mr/Ms _____, of the authorised entity _____, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on the partnership/joint venture/ consortium's behalf.
2. By signing this schedule the partners to the partnership/joint venture/ consortium:
 - 2.1 warrant that the tender submitted is in accordance with the main business and objectives of the partnership/joint venture/ consortium;
 - 2.2 agree that the CCT shall make all payments in terms of this Contract into the following bank account of the Lead Partner:
 Account Holder: _____
 Financial Institution: _____
 Branch Code: _____
 Account No.: _____
 - 2.3 agree that in the event that there is a change in the partnership/ joint venture/ consortium and/or should a dispute arise between the partnership/joint venture/ consortium partners, that the CCT shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the CCT is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/joint venture/ consortium) notifying the CCT of the details of the new bank account into which it is required to make payment.
 - 2.4 agree that they shall be jointly and severally liable to the CCT for the due and proper fulfilment by the successful tenderer/supplier of its obligations in terms of the Contract as well as any damages suffered by the CCT as a result of breach by the successful tenderer/supplier. The partnership/joint venture/ consortium partners hereby renounce the benefits of excussion and division.

SIGNED BY THE PARTNERS OF THE PARTNERSHIP/ JOINT VENTURE/ CONSORTIUM		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....

Note: A copy of the Joint Venture Agreement shall be appended to *List of Other Documents Attached by Tenderer Schedule*.

Schedule F.3: Declaration for Procurement above R10 million

If the value of the transaction is expected to exceed R10 million (VAT included) the tenderer shall complete the following questionnaire, attach the necessary documents and sign this schedule:

1. Are you by law required to prepare annual financial statements for auditing? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, submit audited annual financial statements:

- (i) For the past three years, or
(ii) Since the date of establishment of the tenderer (if established during the past three years)

By attaching such audited financial statements to **List of Other Documents Attached by Tenderer Schedule**.

2. Do you have any outstanding undisputed commitments for municipal services towards the CCT or other municipality in respect of which payment is overdue for more than 30 (thirty) days? **(Please mark with X)**

YES		NO	
-----	--	----	--

- 2.1 If NO, this serves to certify that the tenderer has no undisputed commitments for municipal services towards any municipality for more than three (3) (three) months in respect of which payment is overdue for more than 30 (thirty) days.

- 2.2 If YES, provide particulars:

3. Has any contract been awarded to you by an organ of state during the past five (5) years? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, insert particulars in the table below including particulars of any material non-compliance or dispute concerning the execution of such contract. Alternatively attach the particulars to **List of Other Documents Attached by Tenderer** schedule in the same format as the table below:

Organ of State	Contract Description	Contract Period	Non-compliance/dispute (if any)

4. Will any portion of the goods or services be sourced from outside the Republic, and if so, what portion and whether any portion of payment from the CCT is expected to be transferred out of the Republic? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, furnish particulars below

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.4: Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 **To be completed by the organ of state**
The applicable preference point system for this tender is the 80/20 preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

The following definitions shall apply to this schedule:

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "The Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**POINTS AWARDED FOR PRICE****THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

Or

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

Or

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

5. POINTS AWARDED FOR SPECIFIC GOALS

5.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

5.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	To be Completed by the Organ of State	To be Completed by the Tenderer
	Number of points Allocated (80/20 system)	Number of points claimed (80/20 system)
Gender	5	
Race	5	
Disability	3	
Promotion of Micro and Small Enterprises	7	

DECLARATION WITH REGARD TO COMPANY/FIRM

5.3 Name of company/firm.....

5.4 Company registration number:

5.5 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation
☐ Public Company
☐ Personal Liability Company
☐ (Pty) Limited
☐ Non-Profit Company
☐ State Owned Company

[Tick applicable box]

5.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 4.1 and 4.2, the Supplier may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or Supplier, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<i>Signature of Tenderer</i>	<i>Date</i>	<i>Name and Surname</i>	<i>Address</i>

For official use.		
SIGNATURE OF CCT OFFICIALS AT TENDER OPENING		
1.	2.	3.

Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended)

1. No bid will be accepted from:
 - 1.1 persons in the service of the state¹, or
 - 1.2 if the person is not a natural person, of which any director, manager or principal shareholder or stakeholder is in the service of the state, or
 - 1.3 from persons, or entities of which any director, manager or principal shareholder or stakeholder, has been in the service of the City of Cape Town (CCT) during the previous twelve (12) months, or
 - 1.4 from an entity who has employed a former CCT employee who was at a level of T14 or higher at the time of leaving the CCT's employ and involved in any of the CCT's bid committees for the bid submitted, if:
 - 1.4.1 the CCT employee left the CCT's employment voluntarily, during the previous twelve (12) months;
 - 1.5 a person who was a CCT employee, or an entity that employs a CCT employee, if
 - 1.5.1 the CCT employee left the CCT's employment whilst under investigation for alleged misconduct, or
 - 1.5.2 was facing disciplinary action or potential disciplinary action by the CCT, or
 - 1.5.3 was involved in a dispute against the CCT during the previous thirty six (36) months.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the tenderer or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of tenderer or his or her representative: _____
 - 3.2 Identity Number: _____
 - 3.3 Position occupied in the Company (director, trustee, shareholder²): _____
 - 3.4 Company or Close Corporation Registration Number: _____
 - 3.5 Tax Reference Number: _____
 - 3.6 VAT Registration Number: _____
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? **YES / NO**
 - 3.8.1 If yes, furnish particulars: _____
 - 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
 - 3.9.1 If yes, furnish particulars: _____
 - 3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
 - 3.10.1 If yes, furnish particulars: _____
 - 3.11 Are you, aware of any relationship (family, friend, other) between any other tenderer and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
 - 3.11.1 If yes, furnish particulars: _____
 - 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
 - 3.12.1 If yes, furnish particulars: _____

- 3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
 3.13.1 If yes, furnish particulars: _____
- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**
 3.14.1 If yes, furnish particulars: _____
- 3.15 Have you, or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company been in the service of the CCT in the past twelve months? **YES / NO**
 3.15.1 If yes, furnish particulars: _____
- 3.16 Do you have any employees who was in the service of the CCT at a level of T14 or higher at the time they left the employ of the CCT, and who was involved in any of the CCT's bid committees for this bid? **YES / NO**
 3.16.1 If yes, furnish particulars: _____

4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

If the above table does not sufficient to provide the details of all directors / trustees / shareholders, please append full details to the tender submission.

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 (i) any municipal council;
 (ii) any provincial legislature; or
 (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
 (c) an official of any municipality or municipal entity;
 (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 (e) an executive member of the accounting authority of any national or provincial public entity; or
 (f) an employee of Parliament or a provincial legislature.

² **Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.**

Schedule F.6: Conflict of Interest Declaration

1. The tenderer shall declare whether it has any conflict of interest in the transaction for which the tender is submitted. **(Please mark with X)**

YES		NO	
-----	--	----	--

- 1.1 If yes, the tenderer is required to set out the particulars in the table below:

2. The tenderer shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

- 2.1 Any inducement or reward to the CCT for or in connection with the award of this contract; or

- 2.2 Any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. **(Please mark with X)**

YES		NO	
-----	--	----	--

- If yes, the tenderer is required to set out the particulars in the table below:

Should the tenderer be aware of any corrupt or fraudulent transactions relating to the procurement process of the CCT, please contact the following:

The CCT's anti-corruption hotline at 0800 32 31 30 (toll free)

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.7: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)

Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.

- 1 The tender offer of any tenderer may be rejected if that tenderer or any of its directors/members have:**
- a) abused the municipality's / municipal entity's supply chain management system or committed any fraudulent conduct in relation to such system;
 - b) been convicted for fraud or corruption during the past five years;
 - c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers.
- 2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
2.1	Is the tenderer or any of its directors/members listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
2.1.1	If so, furnish particulars:		
2.2	Is the tenderer or any of its directors/members listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
2.2.1	If so, furnish particulars:		
2.3	Was the tenderer or any of its directors/members convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
2.3.1	If so, furnish particulars:		
Item	Question	Yes	No

2.4	Does the tenderer or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
2.4.1	If so, furnish particulars:		
2.5	Was any contract between the tenderer and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
2.5.1	If so, furnish particulars:		

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract,, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT

To: THE CITY MANAGER, City of Cape Town

From: _____
(Name of tenderer)

RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE CCT

The tenderer:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the City Manager may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the tenderer (or any of its directors/members/partners) to the CCT, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorises the CCT to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and
- c) confirms the information as set out in the tables below for the purpose of giving effect to b) above;

Physical Business address(es) of the tenderer	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

If there is not enough space for all the names, please attach the information to **List of other documents attached by tenderer** schedule in the same format:

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.9: Certificate of Independent Tender Determination

I, the undersigned, in submitting this tender number **167S/2024/25** and tender description: **PROVISION OF COACHING SERVICES AND COACH CAPACITY BUILDING TO THE CITY OF CAPE TOWN** in response to the tender invitation made by THE CCT, do hereby make the following statements, which I certify to be true and complete in every respect:

I certify, on behalf of: _____ (Name of tenderer) that:

1. I have read and I understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the tenderer to sign this Certificate, and to submit this tender, on behalf of the tenderer;
4. Each person whose signature appears on this tender has been authorised by the tenderer to determine the terms of, and to sign, the tender on behalf of the tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word 'competitor' shall include any individual or organisation other than the tenderer, whether or not affiliated with the tenderer, who:
 - (a) has been requested to submit a tender in response to this tender invitation;
 - (b) could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.
6. The tenderer has arrived at this tender independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive price quoting.
7. In particular, without limiting the generality of paragraphs 5 and 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a tender;
 - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
 - (f) tendering with the intention not to win the contract.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this tender invitation relates.
9. The terms of this tender have not been and will not be disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, Act 89 of 1998, and/o/r may be reported to the National Prosecuting Authority (NPA) for criminal investigation, and/or may be restricted from conducting business with the public sector for a period not exceeding 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.

Signature

Print name:

On behalf of the tenderer (duly authorised)

Date

⁽¹⁾ **Consortium: Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the**

execution of a contract.)

Schedule F.10: Proposed Deviations And Qualifications By Tenderer

The Tenderer should record any **proposed** deviations or qualifications they may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such proposed deviations and qualifications in a covering letter attached to his tender and reference such letter in this schedule. Any proposed deviations or qualifications contained in a covering letter which is not referenced in this schedule will not be considered.

The Tenderer's attention is drawn to clause 2.3.7.2 of the Standard Conditions of Tender referenced in the Tender Data regarding the CCT's handling of material deviations and qualifications.

If no deviations or qualifications are proposed, the schedule hereunder is to be marked NIL and signed by the Tenderer.

PAGE	CLAUSE OR ITEM	PROPOSED DEVIATION OR QUALIFICATION

List relevant documentation attached in Schedule F.10 below.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.11: List of Other Documents Attached By Tenderer

The tenderer has attached to this schedule, the following additional documentation:

	Date of Document	Title of Document or Description (refer to clauses / schedules of this tender document where applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Attach additional pages if more space is required.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.12: Record of Addenda to Tender Documents

We confirm that the following communications received from the CCT before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.13: Information to Be Provided With the Tender

The following information shall be provided with the Tender:

PART 1

Item	Included✓
Company profile confirms previous relevant experience in individual coaching assignments at leadership / management level, criteria for coaching practice and coaching methodology (If applicable). This includes an indication of the size of the organisations in which coaching was offered – see functionality scoring.	
Company profile confirms previous relevant experience in team coaching facilitation, criteria for coaching practice and coaching methodology (If applicable) This includes an indication of the size of the organisations in which coaching was offered – see functionality scoring.	
Company profile confirms previous relevant experience in coaching supervision, criteria for coaching practice and coaching methodology (If applicable) This includes an indication of the size of the organisations in which coaching was offered – see functionality scoring.	
Confirmation of company registration with COMENSA or ICF or any other recognised coaching organisation	
Confirmation of registration of each coach proposed for individual coaching, team coaching and coaching supervision	
Confirmation of registration and accreditation of coaching supervisors	
CV of all coaches (ideally 15 or more) identified for individual coaching (leadership/management) inclusive of information on coaching approach, application and experience (If applicable)	
CV of all coaches (ideally 10 or more) identified for team coaching inclusive of information on coaching approach, application and experience (If applicable)	
CV of all coaches (ideally 5 or more) identified for coaching supervision inclusive of information on coaching approach, application and experience (If applicable)	
Confirmation of the type of qualification listed for each coach proposed for either individual coaching, team coaching and coaching supervision	
Confirmation of the coaching process confirming expertise for individual leadership / management coaching (If applicable)	
Confirmation of the coaching process confirming expertise in team coaching (If applicable)	
Confirmation of the coach supervision process followed confirming expertise of coaches in this field (If applicable)	
Individual leadership / management coaching methodology provided (If applicable)	
Team coaching methodology provided (If applicable)	
Coaching supervision methodology provided (If applicable)	
Confirmation of the number of coaches available for individual leadership / management coaching (If applicable)	
Confirmation of the number of coaches available for team coaching (If applicable)	
Confirmation of the number of coaches available for coaching supervision (If applicable)	
Confirmation of coaching practices alignment with the CCT approach	
Confirmation of processes alignment with coaching industry standards and CCT intent for individual (executive/management) coaching, team coaching and coach supervision	

SIGNED ON BEHALF OF TENDERER:

PART 2

Item	Included✓
Proposed coaching capacity building programme for facilitation sessions online	
Proposed coaching capacity building programme for facilitation sessions in-person	
Proposed coaching capacity building programme for workshops online	
Proposed coaching capacity building programme for workshops in-person	
Company profile confirming previous experience in providing capacity building sessions relevant to coaching; confirming years of experience and type of capacity building programmes completed	
CVs of all coaches/facilitators that have been / will be facilitating capacity building events confirming their experience (ideally 5 years or more) in online and in-person facilitation / workshops	
Letters of reference confirming capacity building events hosted or presented (online and in-person)	
Confirmation that the service provider can sustainably offer the programme over 3 year period	
Confirmation of sufficient resources available to deliver on capacity building programmes	
Confirmation of ability to offer the programmes in-person at a suitable venue in the Cape Metropolitan Area	
Confirmation of ability to offer the training via an online technology platform and software system acceptable to the CCT as per this tender specification	
Ability to manage contingencies and implement a project plan over the 3 year period	
Confirmation that the service provider can offer facilitation sessions / workshops based on coaching topics specified in the specification section e.g. coaching awareness, coaching for change, emotional intelligence, making grounded behaviour based assessments, relevant industry based coaching topics	
Ability to offer minimum 4 events per year	
Confirmation of an ability to adhere to a risk mitigation plan	

SIGNED ON BEHALF OF TENDERER:

.....

CV TEMPLATE (to be attached to the tender in paper format or attach a memory stick and clearly marked with company name attached to your tender submission)

ONLY THIS TEMPLATE WILL BE ACCEPTED

NAME AND SURNAME

PHOTO (optional)

ID NUMBER

QUALIFICATIONS (RELEVANT TO COACHING)

PROFESSIONAL REGISTRATION RELEVANT TO COACHING

FOR THE PURPOSES OF COACHING (PART 1)

RELEVANT COACHING EXPERIENCE

- TYPE OF COACHING – LIST COACHING ENGAGEMENT (EXECUTIVE/MANAGEMENT/TEAM/SUPERVISION)
- YEARS OF EXPERIENCE RELEVANT TO THE COACHING TYPE
- OTHER SKILLS / COMPETENCE AREAS RELEVANT TO COACHING

FOR THE PURPOSES OF CAPACITY BUILDING (PART 2):

RELEVANT EXPERIENCE IN CAPACITY BUILDING

- ONLINE CAPACITY BUILDING EVENTS EXPERIENCE
- IN-PERSON CAPACITY BUILDING EVENTS EXPERIENCE
- YEARS OF EXPERIENCE
- OTHER SKILLS / COMPETENCE AREAS RELEVANT TO CAPACITY BUILDING

Signature

Print name:

On behalf of the tenderer (duly authorised)

Date

Schedule F.14: Appeal Application

annexure 'B'

OFFICIAL RECEIPT
(Valid only if printed
by official cash
receipting machine)

IRISITI ESESIKWENI
(Isemthethweni kuphela
xa ishicilelwe
ngumatshini wokukhupa
irisiti osesikweni.)

AMPTELIKE KWITANSIE
(Geldig alleenlik indien deur
amptelike kontantvangs
masjien gedruk.)

GL DATA CAPTURE RECEIPT
(CASHIER TO RETAIN A COPY)

RECEIPT NO: _____

DATE: _____

SAP GL:

8	1	0	1	0	0
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PROFIT CENTRE:

1	3	0	5	0	0	0	1
---	---	---	---	---	---	---	---

NAME/COMPANY NAME:

AMOUNT:

							R	3	0	0	-	0	0
--	--	--	--	--	--	--	---	---	---	---	---	---	---

SERVICE DEPARTMENT DETAILS-

DEPARTMENT: LEGAL SERVICES: APPEALS UNIT

CONTACT PERSON: CHARLENE CEBEKHULU / MELANIE CLOETE

PHONE NO: 021 400 2503 / 021 400 3788

OFFICIAL RECEIPT
(Valid only if printed
by official cash
receipting machine)

IRISITI ESESIKWENI
(Isemthethweni kuphela
xa ishicilelwe
ngumatshini wokukhupa
irisiti osesikweni.)

AMPTELIKE KWITANSIE
(Geldig alleenlik indien deur
amptelike kontantvangs
masjien gedruk.)

GL DATA CAPTURE RECEIPT
(CASHIER TO RETAIN A COPY)

RECEIPT NO: _____

DATE: _____

SAP GL:

8	1	0	1	0	0
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PROFIT CENTRE:

1	3	0	5	0	0	0	1
---	---	---	---	---	---	---	---

NAME/COMPANY NAME:

AMOUNT:

							R	3	0	0	-	0	0
--	--	--	--	--	--	--	---	---	---	---	---	---	---

SERVICE DEPARTMENT DETAILS-

DEPARTMENT: LEGAL SERVICES: APPEALS UNIT

CONTACT PERSON: CHARLENE CEBEKHULU / MELANIE CLOETE

PHONE NO: 021 400 2503 / 021 400 3788

CIVIC CENTRE IZIKO LOLUNTU BURGERSENTRUM
12 HERTZOG BOULEVARD CAPE TOWN 8001 P O BOX 298 CAPE TOWN 8000
www.capetown.gov.za


 Making progress possible. Together.