



REQUEST FOR QUOTATION: PROVISION OF A COACHING SKILLS TRAINING COURSE FOR ONE PERSON

Date of Reissue: **05 August 2026**

Closing Date: **11 August 2026 at 17:00 PM**

Quotation Reference Number: **RFQ804/2026**

Item no:	Item Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT & delivery costs)
1.	PROVISION OF COACHING SKILLS TRAINING COARSE (Online training) Detailed specification below		Completion within 4 months	

M TSHIPEPELE

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FOR SECRETARY TO PARLIAMENT

(BUSINESS UNIT OR SCM TO SIGN HERE)

1. GENERAL CONDITIONS

- ✓ Quotations will be evaluated on 80 /20 preference point system
- ✓ 80 points allocated for price and 20 points allocated for HDI and RDP goals as identified in paragraph 8.6 of the Preferential Policy of Parliament
- ✓ Preference Points will be awarded to tenderers for completing column 3 and supplying the supporting documents listed in column 4 below. Refer HDI and RDP goals as mentioned in paragraph 3 below for more details.
- ✓ Refer HDI and RDP goals as mentioned in paragraph 3 below for more details.

1. Specific Goals	2. Number of Points	3. Points claimed by the bidder	4. Tenderers must supply the following documents when claiming preference points
HDI'S			
Black	6		Identity Document/ CSD/CK document
Women	4		Identity Document/CSD/CK document
People living with Disabilities	3		Medical Certificate/CSD
RDP GOALS			
SMME	4		Annual Turnover Confirmation from Accountant/AFS/ CSD
Youth	3		Identity Document/ CSD/CK document

- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD).
- ✓ The quotation must be emailed to mtshipepele@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from to jpieterse@parliament.gov.za
- ✓ All quotations received after the closing date will not be accepted.
- ✓ Acceptance of a quotation will be subject to Parliament's own Supply Chain Management policy.
- ✓ All suppliers are required to fill in and submit the declaration of interest document.

- ✓ A current list of references where similar work was undertaken should be supplied.
- ✓ All suppliers must submit valid tax pin and all supporting documents as per the specific goals table.

2. SPECIFIC CONDITIONS

- ✓ Bidders must certify that the personnel identified in its response to this bid will be the persons actually assigned to Parliament of the RSA. Any changes in the personnel from those identified in the response to the RFQ must be approved by Parliament. Parliament may, at its discretion, require the removal and replacement of any of the service provider's personnel who do not perform adequately. The replacement personnel must meet the same minimum requirements outlined in this document.
- ✓ The appointment of the service provider will not necessarily be on the basis of the lowest quote.
- ✓ Quotes should be detailed and specify the services and cost; market related prices will be negotiated with the preferred supplier.
- ✓ Parliament reserves the right not to award the contract.
- ✓ Quotes should be on the company letterhead, indicating the VAT registration number.
- ✓ Companies are prohibited from using Parliament's logo on their proposal.
- ✓ The RFQ document must be completed in full, and the declaration of interest form must be filled in, signed, stamped by the Commissioner of Oaths and returned with the quotation. Parliament reserves the right to use this declaration form for quotations submitted by the Service Provider for a period of 3 months, unless the supplier's details has changed in said period.
- ✓ Failure to submit all documents as required might result in disqualification.
- ✓ Parliament cannot award contracts to provide goods and services to a Member of Parliament, or Cabinet, A Member of a Provincial Legislature or Member of the Provincial Executive Council, a Municipal Councillor, a person in the employ of state whose participation in the procurement process for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a director or has controlling or other substantial interest.
- ✓ Parliament may request suppliers to provide additional pricing information to be utilised for comparative purposes during evaluations.
- ✓ Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the RFQ/tender to the highest scoring tenderer if such a tenderer has been awarded a tender by Parliament or has performed services for Parliament, during the last 12 months prior to the closing date of the RFQ/tender.
- ✓ Parliament reserves the right to re-appoint or extend the service of the supplier where there is a natural continuation of assignments.
- ✓ Tenderers will only qualify for the preference points claimed by them, if they provide valid supporting documents to substantiate such claim.
- ✓ The successful service provider will be paid upon the completion of training or as agreed upon by both parties. Payment will be effected within thirty (30) working days of receipt of a detailed invoice.

3. HDI GOALS

The below mentioned HDI and RDP goals will be applicable to this RFQ as identified in paragraph 8.6 of the preferential procurement policy of Parliament

Specific goals	Means of Verification:	Comments:
Black	Identity Document /CSD/ CK document	African, Indian, and Coloured are classified as Black
Women	Identity Document /CSD/ CK document	The 7th digit of a female's RSA ID is 0 – 4, and 5 – 9 for males
People living with disabilities	Medical Certificate/CSD	Only a qualified medical practitioner can certify a disability.
SMME	CSD/ Annual Financial Statement or written confirmation from Accountant	Annual Turnover as declared on CSD or verified through Annual Financial Statements or written confirmation from the accountant
Youth	Identity Document /CSD/ CK document	Ages between 18 – 35

SUPPLIER INFORMATION FORM

REGISTERED NAME		
TRADING NAME (IF APPLICABLE)		
COMPANY REGISTRATION NUMBER (or ID)		
VAT REGISTRATION NUMBER		
CENTRAL SUPPLIER DATABASE NUMBER		
TAX COMPLIANCE STATUS PIN		
TAX COMPLIANCE STATUS PIN EXPIRY DATE		
INCOME TAX NUMBER		
PHYSICAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
POSTAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
CONTACT DETAILS	OFFICE	
	CELLPHONE	
	FAX	
	EMAIL	
CONTACT PERSON		
BANK DETAILS	BANK NAME	
	BRANCH CODE	
	ACCOUNT NUMBER	
	ACCOUNT NAME	

- ✓ Ihereby certify that the above information is correct and that I and other members, directors, managers, or shareholders with a controlling or other substantial interest of the entity, are not Members of Parliament or Cabinet, Members of a Provincial Legislature or a Provincial Executive Council, Municipal Councillors, persons employed by the State as their participation in Parliament's procurement process may result in a conflict of interest.
- ✓ I am also declaring that none of the entities in the company who is a director or has a controlling or substantial interest fall under the category of the person mentioned above. (Additional details to be provided should this declaration not be correct)
- ✓ I also agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to recover any losses or damages sustained by Parliament under such agreement and/or restrict the supplier from further business depending on the materiality of the misrepresentation and the degree of prejudice.

Signature

(Attach valid proof of banking details to confirm bank account number)

Date

PROVISION OF A COACHING SKILLS TRAINING COURSE FOR ONE PERSON:

Purpose

The purpose of this training is to develop practical coaching and mentoring skills that enable a manager to improve individual and team performance through structured coaching conversations, guided development, and effective performance support.

This development aligns with the Personal Development Plan (PDP) objective of strengthening leadership capability by building a coaching culture that develops staff beyond technical competence, encourages ownership, accountability and independent thinking, while supporting succession planning within the team.

The acquired coaching capability will be applied directly within the manager's current work environment through regular coaching and mentoring engagements with team members to improve individual and team performance.

Scope of Training

The service provider is requested to provide a short-duration coaching skills programme aimed at managers and team leaders. The programme should be delivered primarily through online facilitated sessions and should combine theoretical learning with practical workplace application.

The programme should, where appropriate, address the following topics:

- Principles of coaching and mentoring in the workplace.
- The role of a manager as a coach.
- Conducting effective one-on-one coaching conversations.
- Active listening and effective questioning techniques.
- Goal setting and performance coaching.
- Providing constructive feedback.
- Developing accountability, ownership and independent thinking.
- Supporting employee growth and capability development.
- Practical coaching models and frameworks suitable for workplace application.
- Ethical considerations in coaching and mentoring.
- Equivalent coaching methodologies may be used, provided they achieve substantially similar learning outcomes.

DELIVERABLES:

By the end of this programme, attendee should be able to:

- Apply practical coaching skills within a management environment.
- Conduct effective one-on-one coaching conversations.
- Coach staff to improve performance, confidence and accountability.
- Develop employees beyond technical competence by strengthening critical thinking, ownership and decision-making.
- Foster greater independence and problem-solving within the team.
- Build a sustainable coaching and development culture within the work environment.

- Support succession planning by preparing team members for increased responsibility.
- Improve overall team effectiveness through coaching rather than directive management.

DURATION:

- Completion within **4 months**
- Maximum **24 contact hours**

NUMBER OF PARTICIPANTS:

Conduct coaching skills training for **01 attendee**.

EVALUATION CRITERIA:

The bid evaluation process consists of three (3) stages, according to the nature of the bid. A bid must qualify for each state to be eligible to proceed to the next stage of evaluation. The stages are:

Table 1: Evaluation stages:

Stage	Description	Applicable for this RFQ (YES/NO)
Stage 1	Mandatory submission requirements	YES
Stage 2	Functional Criteria	YES
Stage 3	Price and preference points	YES

MANDATORY SUBMISSION DOCUMENTS (STAGE 1):

Bidders must submit the following requirements in order to proceed to the next step of evaluation, failure to submit the documents will result in the submission being disqualified:

- A recognised relevant **(NQF Level 7 or equivalent)** qualification in n Psychology, Human Resource Management, Organisational Development, Leadership, Business Management, Education, Industrial Psychology, or a related field; OR a recognised professional coaching qualification from an accredited coaching body (e.g. ICF, COMENSA, EMCC or Association for Coaching) at an equivalent
- Company profile revealing a minimum of **three (3) years' experience** delivering coaching or leadership development programmes for managers or supervisors.
- A brief curriculum vitae (CV) highlighting relevant qualifications and experience of the person leading the training.
- Provide at least **two (2) reference letters** or contactable client references for similar coaching or leadership development programmes delivered within the past five (5) years.
- Provide accreditation letters from any industry-recognized professional coaching or leadership development body:
- The service provider should submit the proposal that will indicate if the supplier is accredited by the recognised professional coaching body such as:
 - International Coaching Federation (ICF)
 - Coaches and Mentors of South Africa (COMENSA)
 - European Mentoring and Coaching Council (EMCC)
 - Association for Coaching (AC)

- (g) The proof of accreditation should be submitted from any of the above accreditation organisations
- (h) Equivalent internationally or nationally recognised professional bodies may also be accepted, however documentary proof of accreditation or professional membership must be provided where such accreditation is claimed.

Functional Criteria (STAGE 2):

Bidders must score 70 points on this stage , failure to obtain 70 points will result in the submission being disqualified

FUNCTIONAL CRITERIA	WEIGHT	RATING SCORES:
1. Bidder capability requirements:	20	
1.1. Reference letters where similar projects were undertaken in the last five (5) years		• 20 = three reference letters and more • 15= two reference letters
2. Bidder capacity requirements:	45	
2.1 Companies experience revealing a minimum of three (3) years' experience delivering coaching or leadership development programmes for managers or supervisors	25	• 25 = above 10 years • 20 = 5 to 10 years • 15 = 3 to 5 years
2.2 CV of the trainer highlighting relevant qualifications and experience of the person leading the training. A Bachelor's degree (NQF Level 7 or equivalent) in Psychology, Human Resource Management, Organisational Development, Leadership, Business Management, Education, Industrial Psychology, or a related field.	20	• 20 = Honour's degree or equivalent (NQF level 8) and above . • 15 = Bachelor's degree or equivalent (NQF level 7).
3. Proposal:	35	
3.1. Course outline, methodology and approach to conduct the training		• 35 - Excellent • 30 - Very Good • 25- Good • 10 – Average • 5 - Poor

Stage 3

Preference points system,

- Bidders will be evaluated on price and the points, HDI and RDP Goals as indicated in the RFQ document under general conditions

BACKGROUND AND EXPERIENCE IN THE INDUSTRY

LIST THE SIMILAR PROJECTS/CONTRACTS BY YOUR ORGANISATION IN THE LAST FIVE (5) YEARS IF ANY, OR LIST CONTRACTS WHICH YOUR ORGANISATION IS CURRENTLY ENGAGED IN, IF ANY:

WORK DESCRIPTION	YOUR CLIENT	CONTACT PERSON	CONTACT NUMBER	CONTRACT VALUE

PROPOSED PRICING SCHEDULE

No:	DESCRIPTION:	QUANTITY:	UNIT PRICE:	SUB-TOTAL:
1	Coaching skills Training	01 person		

DECLARATION OF INTEREST

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in tendering for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a director or has a controlling or other substantial interest.
2. The tenderer is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the tenderer, a Member of Parliament or a Cabinet Member?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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(b) Are you or any person connected with the tenderer, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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(c) Are you or any person connected with the tenderer, employed by the state?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company

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(d) Do you, or any person connected with the tenderer, have any relationship (family, friend, other) with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this tender?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the bidding entity.

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DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- ✓ recover any losses or damages sustained by Parliament under such agreement
- ✓ restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____

(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)

No contract to provide goods or services to Parliament may be awarded to -

- A Member of Parliament or a Member of the Cabinet
- A Member of a Provincial Legislature or a Member of a Provincial Executive Council.
- A Municipal Councillor;
- A person in the employ of the State whose participation in tendering for the contract may result in a conflict of interest; or
- Any entity in which a person mentioned above is a director or has a controlling or other substantial interest.

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