

REF	Requirement	Guideline	Weight	Comments
1	Company Profile		15	
1.1	Bidders should provide the following information in their responses, which should include, but is not limited to:			
	<ul style="list-style-type: none"> company profile detailing the organisational structure and infrastructure to render the services; also detail the company experience in facilitating strategic planning, organisational development, culture transformation, leadership coaching and group process facilitation; 	<ul style="list-style-type: none"> 5 = The company has more than 10 years of combined experience in facilitating strategic planning, organisational development, culture transformation, leadership coaching and group facilitation 3= The company has 5 - 9 years of combined experience in facilitating strategic planning, organisational development, culture transformation, leadership coaching and group facilitation 1= The company has less than 4 years of combined experience in facilitating strategic planning, organisational development, culture transformation, leadership coaching and group facilitation 0= No information provided 	5	
	<ul style="list-style-type: none"> full contact details and level of experience of Key Personnel / Account Manager who will be responsible for the programme planning. 	<ul style="list-style-type: none"> 3= bidder provided a Key Personnel / Account Manager has that has more than 6 year of relevant experience 2= bidder provided a Key Personnel / Account Manager has 3-5 year of relevant experience 1= bidder provided a Key Personnel / Account Manager has that has less than 2 years of relevant experience 0= No information provided 	3	
	<ul style="list-style-type: none"> facilitators must provide valid professional membership to People Management Professional Bodies(e.g. HPCSA, South African Board of Peoples Practices) 	<ul style="list-style-type: none"> 2 = At least 2 facilitators provided have professional membership to People Management Professional Bodies 1 = Only 1 facilitator provided have professional membership to People Management Professional Bodies 0 = None of facilitators provided have professional membership to People Management Professional Bodies 	2	
2	Company Reference			
	Company Reference Bidders are required to submit testimonials from three (3) current and / or recent government (not older than 36 months) clients to whom similar services are /were provided. Each testimonial must be on a client (i.e. company) letterhead and include, but is not limited to: <ul style="list-style-type: none"> Brief description of services rendered; Contract period; Quality of service and Performance. 	<ul style="list-style-type: none"> 5 = 3 reference letter that are similar to the project where performance is rated good. NB the reference letter will be disregarded if not relevant to this services 3 = 2 reference letter that are similar to the project where performance is rated good. NB the reference letter will be disregarded if not relevant to this services 1 = 1 reference letter that are similar to the project where performance is rated good. NB the reference letter will be disregarded if not relevant to this services 0 = No information is provided 	5	
2	Methodology / Technical approach		18	
2.1	The bidders should provide in their responses: <ul style="list-style-type: none"> A detailed proposal of the methodology/technical approach on how the bidders envisage to carry out the following: 			
	o Programme planning for the contract period;	<ul style="list-style-type: none"> 4 =Bidder has provided a detailed proposal of the methodology/technical approach on how the bidders envisage to carry out the programme planning; Bidder to also indicate that there will be planning prior to each session and site visit to confirm list of required venue resources to enable the optimum delivery of sessions. 2 = Bidder has provided an adequate proposal of the methodology/technical approach on how the bidders envisage to carry out the programme planning; and /or Bidder did not indicate that there will be planning prior to each session and site visit to confirm list of required venue resources to enable the optimum delivery of sessions. 0 = Bidder did not indicate planning meeting prior to each session and / or did not provide information 	4	
	o EXCO Leadership Alignment Sessions: A total of four (4) sittings each consisting of three (3) days sessions;	<ul style="list-style-type: none"> 8 = bidders has provided detailed proposal of the methodology/technical approach on how the bidders envisage to carry out the three (3) days Leadership Strategic Planning Sessions meets the timelines and envisaged outcomes as stipulated in section 9.2.6 of the RFP document 4 = bidders has provided adequate proposal of the methodology/technical approach on how the bidders envisage to carry out the three (3) days Leadership Strategic Planning Sessions meets the timelines and envisaged outcomes as stipulated in section 9.2.6 of the RFP document 2 = bidders has provided partial proposal of the methodology/technical approach on how the bidders envisage to carry out the three (3) days Leadership Strategic Planning Sessions meets the timelines and envisaged outcomes as stipulated in section 9.2.6 of the RFP document 0=Bidders timelines do not meet SARS timelines and SARS planned objectives 	8	
	o National Management Forum Workshops: A total of four (4) sittings each consisting of three (3) days sessions; and	<ul style="list-style-type: none"> 6 = bidders has provided detailed proposal of the methodology/technical approach on how the bidders envisage to carry out the three (3) days Leadership Strategic Planning Sessions meets the timelines t and envisaged outcomes as stipulated in section 9.2.6 of the RFP document 4 = bidders has provided adequate proposal of the methodology/technical approach on how the bidders envisage to carry out the three (3) days Leadership Strategic Planning Sessions meets the timelines and envisaged outcomes as stipulated in section 9.2.6 of the RFP document 2 = bidders has provided partial proposal of the methodology/technical approach on how the bidders envisage to carry out the three (3) days Leadership Strategic Planning Sessions meets the timelines and envisaged outcomes as stipulated in section 9.2.6 of the RFP document 0=Bidders timelines do not meet SARS timelines and SARS planned objectives 	6	
4	Resources		64	
	Facilitators		48	
4.1	The bidders should provide in their responses curriculum vitae' (CV) of the four (4) facilitators that will be assigned to this project. Each facilitators CV must include but not limited to:	Each facilitator will be evaluated out of 12 points. 12*4=48 For each facilitator assigned to this project, bidder has provided the following:		
	<ul style="list-style-type: none"> Two (2) facilitators must have a post graduate qualification in Industrial Psychology and two (2) facilitators must have a post graduate qualification a Business management, respectively. 	2 = relevant qualifications as outline in section 9.3.4.1 per facilitator	8	2 points per facilitator
	<ul style="list-style-type: none"> Each facilitator must have at least five (5) years of experience the following: 	Each facilitators showed experience in as follows		
	o strategic planning;	<ul style="list-style-type: none"> 2 = facilitator has more than 5years of experience in strategic planning 1 = facilitator has 5years of experience and 0 = facilitator has less than 5 years of experience; 	8	2 points per facilitator
	o organisational development;	<ul style="list-style-type: none"> 2 = facilitator has more than 5years of experience in organisational development; 1 = facilitator has 5years of experience in organisational development; and 0 = facilitator has less than 5 years of experience in organisational development. 	8	
	o culture transformation;	<ul style="list-style-type: none"> 2 = facilitator has more than 5 years of experience in culture transformation 1 = facilitator has 5 years of experience in culture transformation and 0 = facilitator has less than 5 years of experience in culture transformation; 	8	
	o leadership coaching; and	<ul style="list-style-type: none"> 2 = facilitator has more than 5years of experience in leadership coaching; 1 = facilitator has 5years of experience in leadership coaching; and 0 = facilitator has less than 5 years of experience in leadership coaching; 	8	
	o group process facilitation.	<ul style="list-style-type: none"> 2 = facilitator has more than 5years of experience in group process facilitation; 1 = facilitator has 5years of experience in group process facilitation; and 0 = facilitator has less than 5 years of experience in group process facilitation. 	8	
4.2	Support team		4	
	Bidders are required to provide a short CV of the two (2) resources that will be supporting the facilitators during the two (2) day sessions. The support team provided must have at least two (2) years relevant experience.	<ul style="list-style-type: none"> 4 = the bidder has provided 2 resources > 2 years experience in facilitating strategic planning, organisational development, culture transformation, leadership coaching and group facilitation 0 = points if the bidders' resources do not have relevant experience 	4	
4.3	Testimonial of resources		12	
	Each facilitator must provide written contactable testimonials from two (2) current and / or recent (not older than 36 months) clients to whom similar services are /were provided. The reference letters provided must be on the organisation's letter head. The testimonial for each client previous client must include the following information: <ul style="list-style-type: none"> Contact person, phone number, company business address; 	Each facilitators letter will be evaluated out of 4 points. 3*4=12		3 points per facilitator' testimonial
	<ul style="list-style-type: none"> Brief description of services rendered; 	<ul style="list-style-type: none"> 1 point = Bidder has provided 2 reference letters that are similar/relevant to the project (0.5 per letter), the letter has Contact person, phone number, company business address . NB: If letter is not relevant it will be disregarded 	1X4=4	
	<ul style="list-style-type: none"> Quality of service. 	<ul style="list-style-type: none"> 2 = The quality of service rendered is good (1 per letter) 0 = The quality of service rendered is not good 	2X4=8	
5	Skills Transfer Plan		3	
5.1	Bidders are required to demonstrate their approach to ensure optimal skills transfer to the SARS Change Management team. The estimated number of SARS delegates will not exceed ten (10).	<ul style="list-style-type: none"> 3= Bidders has demonstrated their approach to ensuring train-the-trainer sessions with SARS' Change Management team. 	3	
Total			100	