

## GOODS/SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,  
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY  
(CATHSSETA)**

<b>Date Issued</b>	<b>01 October 2024</b>	<b>RFQ Number</b>	<b>RFQ/COS/048/2024 (RE- ISSUE)</b>
<b>Closing Date:</b>	<b>08 October 2024</b>	<b>Closing Time:</b>	<b>11H00</b>
<b>DESCRIPTION:</b>		<b>EXECUTIVE COACHING PROGRAMME</b>	

### 1. SCOPE OF WORK

#### TERMS OF REFERENCE

The CATHSSETA seeks to appoint a reputable service provider to conduct a coaching programme for five (5) of its executive management team members.

The service provider must possess industry experience and have the capability to provide coaching at an Executive C-Suite level.

The professional coaching requirements include but are not limited to the following areas:

- Coaching executives on self-awareness, emotional intelligence, anger management, trauma induced fear on leadership skills.
- Coaching executives to be better leaders, respond and deal with criticism effectively, etc.
- Coach on practical strategies and techniques to overcome challenges, enhance their leadership effectiveness, and drive positive change within their organizations.
- Assist executives to develop effective leadership strategies, such as communication, delegation, and conflict resolution.
- Coach executives in developing the necessary skills to build cohesive teams and promote a collaborative work environment.
- Provide executives with tools and techniques to enhance their decision-making abilities.

- Coach executives on ways to improve their problem-solving skills i.e. identifying and defining problems, exploring potential solutions, and evaluating the effectiveness of their chosen solutions.
- Enable executives to gain a deeper understanding of their strengths, weaknesses, behavioural patterns and identify areas for improvement.
- Enable executives to gain valuable insight into their leadership style and identify areas for improvement.

## 2. ADMINISTRATIVE REQUIREMENTS

- 2.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 2.2 Completed and signed SBD4, SBD 6.1.
- 2.3 Valid Tax Compliance Pin issued by SARS.
- 2.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 2.5 All RFQ related responses must include the RFQ number as the subject matter.
- 2.6 Central Supplier Database (CSD) Summary Report.
- 2.7 Company Registration Document (CIPC).

## 3. PRICING AND SPECIFIC GOALS EVALUATION

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

## 4. RESPONSES/SUBMISSIONS

E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above and no late responses will be accepted.