

Tender-/INS/2023/24/001

BID DESCRIPTION – APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PROVIDE EXECUTIVE AND LEADERSHIP COACHING AND MENTORING TO THE INSURANCE SECTOR TRAINING AND EDUCATION AUTHORITY (INSETA) EXECUTIVES AND MANAGERS FOR A PERIOD OF TWELVE (12) MONTHS.

ANNEXURE A - ADDENDUM

Bidders must complete the pricing template listed below. **Annexure A – SBD3.1 - Pricing** Schedule / Proposal – All prices **MUST include VAT**.

1. Pricing schedule should be submitted in 3 separate sealed envelopes attached to SBD 3.1.
2. Pricing should not be reflected in any other part of the proposal or cover thereof.
3. The following estimated quantities must be used to provide a pricing.
4. The number of meetings stated below are an estimate for evaluation purposes for effective comparative analysis. The final values will be negotiated during the contract negotiation stage.

Table 1: Costing

NO	Quantity	DESCRIPTION/ (Reference to specific specification)	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE (EXCLUDING VAT)
Note 1: Quantities are estimates only. Note 2: Online Coaching sessions can be assumed but should not be at the compromise of the quality of coaching.					
1	22	Assessments including pre-coaching needs analysis, data gathering and planning (including the detail of the psychometric assessment battery)	Per person	R	R
2	42	360-degree assessments (two assessments at the beginning of the project and at the end of the project)	Per person per assessment	R	R

Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Organised Employer), Ms. L. van der Merwe (Organised Employer),
Ms. R.G. Govender (Organised Employer), Ms. P. Mendes (Organised Employer), Ms. Z. Motsa (Organised Employer),

Mr. K.A.A. Sungay (Organised Employer), Mr. M. Soobramoney (Organised Labour), Mr. J.J.M. Mabena (Organised Labour), Ms. S.A. Anders (Organised Labour), Mr. C.B. Botha (Organised Labour), Ms. S.T. Dinyake (Organised Labour), Ms. N.B. Jonas (Organised Labour),

Ms. F. Mabaso (Professional Bodies), Mr. S.M. Mpuru (Professional Bodies)

CEO: Ms. G. Mkhize

3	264	Coaching sessions (per individual per session Maximum of 12 per person (12x22)	Per Session	R	R
4	264	Mentoring sessions (per individual per session) Maximum of 12 per person (12x22)	Per Session	R	R
5	4	Group Coaching Session (1 per quarter)	Per Session	R	R
6	44	Triad/Triangular Coaching sessions (2 sessions during the project)	Per Session	R	R
7	1	Project Administration	12 months	R	R
8	4	Projects Reporting	Per year	R	R
Total Cost is determined by multiplying quantity by unit price for all line items			R		
VAT			R		
Total			R		

****Bidders are required to complete Annexure A – Spreadsheet (in Excel format) and submit as part of the electronic submission. The total bid price must be clearly stated above SBD 3.1. All instructions regarding the format of the proposal should be followed, otherwise bidders may be excluded from the rest of the bidding process. Please ensure that you comply fully with all requirements set out in the tender document Terms of Reference (with all applicable increases or discounts included).**

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