

REQUEST FOR INFORMATION

RFI NUMBER: RFI 001/INSETA/24

LEADERSHIP COACHING AND MENTORING TO THE INSURANCE SECTOR TRAINING AND EDUCATION AUTHORITY (INSETA) EXECUTIVES AND MANAGERS

Issued Date: 30 May 2024

Closing Date: 13 June 2024 @11:00

For enquiries contact INSETA Supply Chain Management E-mail: bids@inseta.org.za

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory, or other rights. No binding contract or other understanding for the supply of services will exist between the Insurance Sector Education and Training Authority (INSETA) and any respondents to this RFI.

Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Organised Employer), Ms. L. van der Merwe (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



1. BACKGROUND

- 1.1 The Executive Coaching has become commonplace in leadership development in SA and internationally. It is seen as a viable lever in developing high potentials, retaining top talent, readying executives for more demanding roles, and building a leadership pipeline. Organizations that use coaching report that they'll likely increase its use in the coming years. The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. In the past 24 years, significant progress has taken place in clarifying definitions and practice guidelines, yet there is still no widely agreed upon definition or set of professional standards. The INSETA must, in accordance with any prescribed requirements, perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.
- 1.2 The Insurance Sector Education and Training Authority (INSETA) therefore seeks a competent professional, experienced, and accredited service provider to submit detailed information on how Coaching and Mentoring services for INSETA's five (5) Executives, twelve (12) Managers and five (5) Senior Specialists can be carried out.
- 1.3 Coaching must equip leaders to lead and managers to manage effectively. The project is aimed at helping INSETA to build the scientific foundation and best practices of leadership, wellness, and personal coaching. In the field of executive coaching, the Institute is a leader in driving and supporting research in best practices.

2. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the INSETA, written approval to divulge such information will have to be obtained from INSETA.

The Respondents must ensure that confidential information is maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorized use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI.

Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees, and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee, and advisers are informed of the confidential information section and keep that information

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confidential. This RFI remains at all times the property of the INSETA. No rights other than as provided in this RFI and in respect of the confidential information are granted or conveyed to bidder/s.

3. RESPONDENT DETAILS

Name of Respondent: _____

Physical Address: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

Email Address: _____

CSD Registration No: _____

4. MANNER OF SUBMISSION OF THE RFI

- 4.1. Respondent shall submit RFI response in accordance with the prescribed manner.
- 4.2. Respondent shall submit one emailed submission including relevant supporting documents to bids@inseta.org.za.
- 4.3. The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 4.4. **Respondent must clearly outline experience of the company, experience, qualifications as well as accreditation with relevant mentoring and coaching professional bodies of the coaching and mentoring team.**
- 4.5. Costing implications of the solution required, as well as any economic factors that may pose a risk impact against said costing.

END OF REQUEST FOR INFORMATION DOCUMENT