SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER FOR LEADERSHIP COACHING INTERVENTION FOR X 17 MANCO AND EXCO OFFICIALS FOR KWAZULU-NATAL TOURISM AND FILM AUTHORITY (6 MONTH DURATION)

To	:	SUPPLY CHAIN MANAGEMENT
Date	:	**12 Feb 2026**
Closing Date	:	**19 February 2026**
RFQ No	:	**REQ00427**
Services required	:	**APPOINTMENT OF A SERVICE PROVIDER FOR LEADERSHIP COACHING INTERVENTION FOR X 17 MANCO AND EXCO OFFICIALS FOR THE KWAZULU-NATAL TOURISM AND FILM AUTHORITY**
When services required	:	TBC
Location	:	Point Waterfront, Durban

Background of Project:

The former KZN Tourism and the KZN Film have merged and is now the KZN Tourism & Film Authority. The entity has been established to promote the tourism and film industry. The organisation has embarked on various organisational initiatives. To this end, the Authority seeks a suitably qualified service provider to undertake leadership coaching for x 17 officials at EXCO and MANCO levels.

As a knowledge organisation, KZNTAFA strives to continually develop the knowledge, skills, competencies and capabilities of its management and employees to deliver high performance aligned with individual, organisational growth and transformation. Acquiring executive and leadership coaching services will ensure that the organisation is ready to address the outcomes of the organisational review while ensuring that the leadership is adequately supported to deal with the realities of a large-scale change that is necessary to achieve the objectives of the new entity. Based on the above background, the organisation requires leaders that are agile, can deal with complexity and well equipped to respond to the ever-changing environment under which the organisation operates.

Detailed Specification:

KZNTAFA has identified a need for one-on-one leadership coaching services to be provided to middle and senior managers deemed suitable for coaching inclusive of ad-hoc, group coaching sessions. This is aimed at enhancing the organisation's leadership impact and effectiveness to drive the necessary behaviours required to ensure business performance and sustainability.

• Leadership coaching sessions will consist of individualised one-on-one sessions.

• Coaching sessions will be conducted on a monthly basis over a six (6) month period and each session to be two (2) hours long (twice per month). This will be physical coaching sessions at the H/O, Ithala Trade Centre, Durban

- The service provider must conduct initial psychometric assessments and profiling to identify the

developmental areas on which the coaching will be based. The service provider will determine in consultation with the Human Resources department, which type of psychometric test battery will be appropriate for the cohort.

- Conduct 360-degree assessments during the coaching process, at the start and end of the coaching cycle.

- Submit individual reports on the outcome of the 360-degree assessments to the participants and Human Resources.

- Develop a personalised development plan for each of the participants.

- Provide a high-level report to KZNTAFA on the overall impact of the coaching services for each participant as well as a final close-out report to Authority with clear recommendations.

- **The service provider is required but not limited to:**

- Prepare and presentation of inception report outlining the overall project plan to EXCO.
- Physical introductory session with all participants at project inception (Head Office is based in Point Waterfront, Durban)
- Conduct relevant psychometric assessments with individuals pre and post the project.
- 360-degree assessments by peers, direct reports, superiors and cross functional partners.
- Undertake x 12 coaching sessions in total up to 6 months with identified officials, one-on-one (2 x a month for 2 hours per session).
- Provide registers for sessions to Human Resources.
- Provide a close out report on conclusion of the project

Conditions

- Provide at least three (3) reference letters for previous work done in coaching for a continuous period on the client's letterhead (dated and signed), not older than 8 years
- Company profile of the company to demonstrate dealing with leadership coaching in a corporate environment
- The recommended project manager must be, in possession of a minimum of NQF level - 7 qualification in Psychology / Business Management / Leadership Development / Human Resources or relevant. (SAQA qualifications, Copies of the qualifications must be provided with the proposal).
- CVs with qualifications of the coaches must also be included in the proposal. (minimum of 3)
- Submit a detailed methodology on details of the different coaching models and techniques that will be used inclusive of but not limited to goal-oriented coaching or systemic coaching or adult development coaching or positive psychology

• Provide a close out report at the end of the intervention (Physical meeting) to EXCO. **Additional Information:** • The service provider will be responsible for providing the learning materials/guides or any other materials required for coaching sessions • Coaching sessions must be physical (all participants are Durban based)
Total Price (Exclusive of VAT)
VAT @ 15%
Grand Total (VAT Inclusive)

End User Contact Details:

Contact Person: Ms Michelle Thavar

Email: michelle@visitkznsa.com

Contact Number: 031 366 7564

Specific Goals will be applicable for this Quotation process.

2. EVALUATION CRITERIA: SPECIFICATION

The bid for the appointment of each service provider will be evaluated on compliance, mandatory requirement, functionality, preference point system and specific goals in accordance with the Preferential Procurement Regulation 2022.

Phase 1: COMPLIANCE

- The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD). If not, registered bidders must make means to register in order to bid for the process: Find the Link below for registration on the database:
  Register user - Central Supplier Database Application (csd.gov.za)

- The bidder must be in good standing with SARS, the information will be verified through the Central Supply Database (CSD) and SARS efiling pin in compliance with Instruction Note 9 of 2017/2018 prior to the award of the quotation.

- Completed Standard Bidding Documents (SBDs), Defaulters etc.

Phase 2: MANDATORY REQUIREMENTS (If Applicable) (disqualifying requirement)

- Provide evidence (such as certificate/s) of registration or accreditation with an executive coaching body such as COMENSA (Coaches and Mentors of South Africa) or International

Coaching Federation (ICF) or related body.

- The practitioners who will be conducting the psychometric tests must be registered with the Health Professional Council of South Africa (HPCSA). Proof to be submitted

Phase 3: EVALUATION OF THE SPECIFICATION

Phase 4: APPLICATION OF PREFERENCE POINT SYSTEM AND SPECIFIC GOALS:

The 80/20 preference points system will be applicable for the evaluation of this process in accordance with the Preferential Procurement Regulations 2022.

APPLICATION OF PREFERENCE POINT SYSTEM AND SPECIFIC GOALS:

	Specific Goals
Price	80
Ownership Goals	
• At least 51% Black Africans, Indians or Coloreds Owned Companies. • At least 51% Women Owned Companies.	10 05
RDP Goals	
• Enterprises located in KwaZulu-Natal	05
Total	100

Kindly Refer to Table 1 of SBD 6.1 of the Preference Claim Form to claim for Points.

Verification of Specific Goals:

- Black Africans, Indians or Coloureds verification will be verified through submission of the Sworn Affidavit or BBBEE Certificate with a summary report.

- Women Ownership verification will be verified through submission of the Sworn Affidavit or BBBEE Certificate with a summary report or CSD Report.

- Locality Verification will be verified through submission of a Utility Bill or CSD Report.

Failure on the part of a bidder to submit proof or documentation required in terms of this Quotation to claim points for specific goals with the quote will be interpreted to mean that preference points for specific goals are not claimed. The organ of state reserves the right to require of a tenderer, either before a Quotation is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

All quotations with all the required documentation to be forwarded to quotes@visitkznsa.com *and Failure to do so will result in your submission not being accepted.*

for enquiries related to SCM to be forwarded to scm@visitkznsa.com