



# TRAINING SERVICE PROVIDERS

## REQUEST FOR PROPOSAL ("RFP")

**Purpose:** SA Rugby seeks proposals from suitably accredited training providers to offer Training Services for its employees.

**Background and scope:** SA Rugby is the governing body for rugby in South Africa. Its main objective is the 'promotion, development and support of all levels of rugby in the Republic'. It is responsible for the administration of the game from the grassroots level to the Springboks in addition to running competitions such as Vodacom Super Rugby, the Currie Cup, age group competitions as well as coaching and development programmes. SA Rugby also manages the commercial business of rugby in the country, negotiating broadcasting rights deals and sponsorships and marketing rugby nationally and is also responsible for rugby's relationships and reputation with the media, government and legislative stakeholders. The purpose of the RFP is to solicit proposals from qualified and accredited training providers who have the capacity to develop and deliver training programs designed to support the skills and knowledge of SA Rugby's workforce and the development of its management staff. SA Rugby will select training providers (which may also include individuals) as vendors for the purposes of delivery of training to its employees.

**Examples of Training Required:** The training courses sought will focus on the areas of **LEADERSHIP & MANAGEMENT** (including executive coaching, people and performance management); **GENERIC** (including assertiveness training, attention to detail courses, conflict management, public speaking, report writing, time management); **BUSINESS** (including conflict management, emotional intelligence, project and financial management, budgeting finance for non-financial managers); **TECHNICAL** (including supply/logistics management, social media, introduction to contracting); **TRANSFORMATION** (including change management, diversity).

**Training Format:** • Facilitated programmes offered for up to 7 hours per day • E-learning – the use of electronic means to disperse training using electronic technologies, such as Internet-based training • Blended – combining face to face training methods with e-learning activities.

**Length of Training:** Should be provided between 1 to 3 days with a maximum of 5 days.

**Required Proposal Information/Conditions:** • Track record of successfully designing, developing and delivering training services in preferably a Sports institution and/or Private Sector • 3 contactable references must be submitted • Training Providers must be accredited • Facilitators must have relevant experience and must be accredited with relevant accredited bodies • Must declare conflict of interest • Tax Clearance Certificate and BEE certificate of no less than Level 4 • Must submit quotations based on the training intervention (includes a breakdown of hours of training, learning material, evaluation, feedback and certification).

**Timeframes: The following timeframes will apply:** • **28 October 2016:** Closing date for submission of proposals from Service Providers • Bid documents must be submitted on or before 16:30 on the closing date at SA Rugby's Offices located at 2nd Floor, SARU House, 163 Uys Krige Road, Plattekloof. Any queries may be directed to trainingbid@sarugby.co.za • Training is expected to be rolled out in February 2017.

**Elimination Criteria: Proposals will be eliminated under the following conditions:** • Submission after the deadline • Proposals submitted at incorrect location.

**The following mandatory documentation will be required before any negotiations will start with the potential winning bidder or before any contract / order will be awarded:** • Original or certified copy of B-BBEE certificate – where B-BBEE credentials were used as part of evaluation (RSA suppliers only).

**Appointment Of Service Provider:** • The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise • Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement SA Rugby reserves the right to appoint an alternative supplier • Awarding of contracts will be announced on the SA Rugby website and no regret letters will be sent to unsuccessful bidders.



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