



REQUEST FOR PROPOSAL

SOUTH AFRICAN RUGBY UNION TRAINING SERVICE PROVIDERS

PURPOSE OF RFP

South African Rugby Union (“SARU”) seeks proposals from suitable accredited training providers to provide Training Services for its employees.

BACKGROUND AND SCOPE

SARU is the governing body for rugby in South Africa. Its main object 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 as well as running competitions such as SA Cup, the Currie Cup, Youth competitions, amongst others, as well as coaching and development programmes.

The purpose of the RFP is to solicit proposals from qualified and accredited training providers, to create a database of suppliers for SARU, who have the capacity to develop and deliver training programs designed to support the skills and knowledge of SARU’s workforce and development of its management staff.

SARU will select training providers (which may also include individuals) as vendors for the purposes of delivery of training to its employees. Training is expected to be rolled out from July 2024.

Training Required:

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| Mentoring and Workplace Coaching | Computer related courses (the full range of Microsoft Office courses i.e Word, PowerPoint, Excel, Power BI etc) Offered at all levels basic, intermediate, and advanced. |
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Training Format

- **Mentoring and Workplace Coaching**
 - Face to face individual monthly sessions at SARU
 - Facilitated programmes offered in up to 3 hours per day/per month

- **Computer related courses**
 - Facilitated programmes offered in up to 7 hours per day
 - Capability to deliver face to face training at the supplier’s venue in Cape Town including online and blended learning options
 - Length of training: Should be provided between 1 to 3 days with a maximum of 5 days
 - Courses should be accredited



PROPOSAL INFORMATION REQUIRED

Proposals should be straightforward, clear, well-organised, easy to understand and concise; and should include the following:

1. Covering letter
2. Executive Summary
3. Declaration of interest (if any)
4. Tax Clearance Certificate and BEE certificate with no less than Level 4;
5. Company background
6. Overview of services, capabilities and management (proven track record of successfully conducting said services in preferably a Sports organisation and/or Private Sector; must be provided)
7. Reference to point 6, contactable referees must be submitted;
8. Training Providers must be accredited;
9. Facilitators must have relevant experience and accredited with relevant accredited bodies;
10. Contact information
11. Must submit proposals based on the service requested (includes a breakdown of proposed rate and or fees, hours of training, learning material, evaluation, feedback and certification).
12. Any additional information can be requested by SARU to verify further details.

TIMELINE

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| Brief issued to potential proposers | 19 June 2024 |
| Submission deadline | 26 June 2024 |
| Shortlisted suppliers advised | 28 June 2024 |
| Presentations by proposers | 03 July 2024 |
| Decision communicated to proposers | 08 July 2024 |
| Contract commences | On signing of contract |

PROPOSAL EVALUATION

SARU will evaluate each proposal received on how well it meets or exceeds our brief and requirements. SARU in its sole discretion will determine which proposal is best considering the following evaluation factors:

1. The experience and ability of the proposer to provide services to a high standard
2. The completeness and quality of the proposal and how well it meets SARU's needs.
3. The proposed rates/fees
4. The B-BBEE status of the proposer
5. Any other matters that SARU's panel considers relevant

Proposals will be eliminated under the following conditions:

1. Submission after the deadline;
2. Proposals submitted to incorrect email address
3. Proposal not relevant to the RFP request

NOTES

SARU will create a shortlist of proposers with whom we will enter into discussion around the submitted proposal. SARU may cancel this brief or may reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. SARU may not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFP or RFQ or make any upfront Payment.



COMMUNICATIONS

It is the interested company's responsibility to inquire about and clarify any requirement of the brief that is not clearly understood. All questions must be in writing and submitted by 16h00 no later than two(2) working days prior to the proposal due date. All inquiries should be submitted by email to ncumisaj@sarugby.co.za

FURTHER INFORMATION

The requirements specified in this brief reflect those presently known. South African Rugby Union accepts no liability (including in contract, tort, including negligence or otherwise) to anyone in the event of an error in, or alleged misinterpretation of, any statements made or information provided during the briefing process. South African Rugby Union reserves the right to vary, in detail, the final requirements. Proposals will be valid for at least three months, and may not be withdrawn or changed without South African Rugby Unions prior consent in writing. South African Rugby Union may treat your proposal as your best proposal without and despite any further enquiry. Proposals are submitted in reliance on the proposer's own knowledge, skill and independent advice and not in reliance on any information provided, or representation made by South African Rugby Union. No contact is to be made with any of the South African Rugby Unions management or personnel in connection with this brief without the express authorization. All queries must be made via email unless of an urgent nature in which case they should be telephoned and confirmed via email. South African Rugby Union reserves the right to distribute any questions with South African Rugby Unions reply to all proposers without indicating the source of the inquiry, if it deems appropriate. South African Rugby Union does not guarantee all questions and responses. You must not directly or indirectly provide any form of inducement or reward to any employee of South African Rugby Union in relation to this process.

PROPOSAL PACKAGING AND SUBMISSION

In order to be considered for selection, interested companies must submit a complete response to this brief to procurement@sarugby.co.za