

SOUTH AFRICAN LOCAL
GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery

THE SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA) HEREBY REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL TO CONDUCT A LEADERSHIP AND MANAGEMENT DEVELOPMENT COACHING, CRUCIAL CONVERSATIONS AND TEAM EFFECTIVENESS/TEAM COHESION WITHIN SALGA NATIONAL AND PROVINCIAL OFFICES FOR A PERIOD OF THREE (3) YEARS

BID NO. SALGA 02/2024

Closing date and time: 26 July 2024 at

11:00 Bid Validity Period: 120 days

TENDER BOX ADDRESS:

Menlyn Corporate Park

Ground Floor

175 Corobay Avenue

c/o Garsfontein and Corobay Avenue

Waterkloof Glen

TEL: (012) 369 8000

EMAIL: scm@salga.org.za

WEBSITE: www.salga.org.za

1. DEFINITION OF TERMS

A **Service Provider** is a person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.

An **Employee** is any other person who in any manner assists in carrying on or conducting the business of an employer.

A **Policy** is a formal statement of a principle or rule that members of an organisation must follow.

A **procedure** tells members of the organisation about how to carry out or implement a policy.

The **NEC** refers to SALGA's National Executive Committee.

The **Executive Team** refers to the CEO and Chief Officers.

The **Management Team** refers to PDO's, Specialists, Senior Managers, Managers and Senior Advisors.

2. INTRODUCTION

The South African Local Government Association (SALGA) is a public entity established by the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. SALGA is managed within the framework of the Public Finance Management Act (Act 1 of 1999) and is listed as a schedule 3A public entity. Its main objectives are to:

- Represent, promote and protect the interests of local government;
- Transform local government to enable it to fulfil its developmental role;
- Enhance the role and status of its members as provincial representatives and consultative bodies of local government;
- Enhance the role and status of municipalities;
- Be recognised by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government;
- Ensure the full participation of women in organised local government;
- Be the National Employers' Association representing all municipal members and, by agreement, associate members.

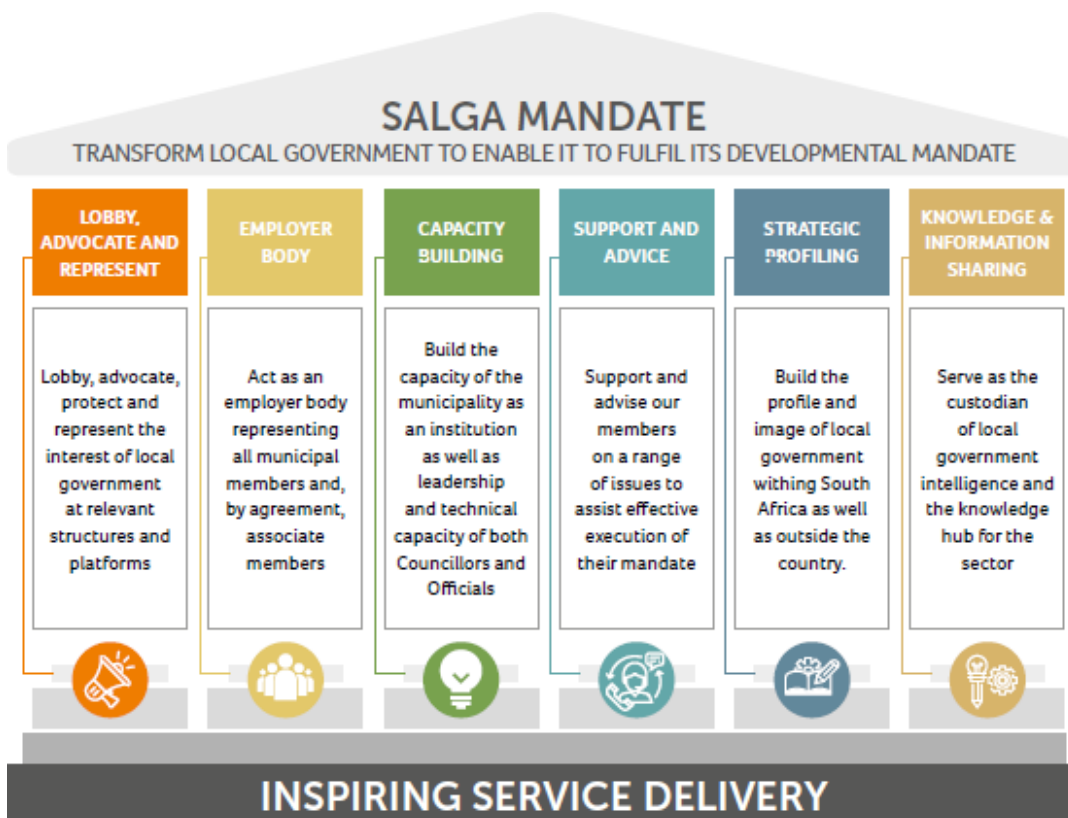
3. SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 20 years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership-base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- (1) **Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.
- (2) **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- (3) **Capacity Building** refers to facilitating capacity building initiatives through among others; representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-co-ordinated capacity building programme for municipal councillors and officials.

- (4) **Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans
- (5) **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.
- (6) **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

Diagrammatically the mandate is depicted as follows:



4. PURPOSE

The purpose of this document is to call for proposals from Master coaches ICF (International Coaching Federation) accredited coaches and / or ISCP (International Society for Coaching Psychology) coaches and / or ABCCCP (African Board for Coaching, Consulting and Coaching Psychology) and / or Gestalt Qualified Coaches and Facilitators specialising in Organisation Design facilitation to form part of a panel of Coaching Providers (the 'panel') for SALGA, whose key mandate will be to equip SALGA employees with the knowledge, tools, and opportunities necessary for them to be effective while unlocking their potential and enabling future self-directed learning and development.

5. INVITATION

Accredited Master Coaches are invited to send proposals to SALGA for consideration to be on the panel for a period of three (3) years to conduct individual and team coaching, facilitate culture transformation conversations, and values-based alignment programme. SALGA has a number of assignments under the scope of work required for the duration of the panel. The appointed service providers may be awarded a portion, or all of the scope of an assignment depending on the experience and availability.

6. SCOPE OF WORK

6.1 The service provider is expected to render services both online and on-site to employees based at both national and provincial offices.

Bidders are expected to submit proposals to SALGA to facilitate the following engagements:

1. **Values, vision, and mission, facilitation to create alignment within teams and across the organization** – to reinforce organizational values, behaviours, practices, and culture shifts towards the desired culture.
2. **Organisation Design discussions facilitation** - to enable SALGA to make informed decision regarding operating elements to ensure the success and future of SALGA.
3. **One- on- one Leadership Coaching** – to support the integration and development of personal, leadership/management development and effectiveness.
4. **Leadership Team Coaching** – support the integration and movement from current way of being,doing and thinking to desired ways of being, doing and thinking.
5. **Team Cohesion Engagement Facilitation/ Culture conversation facilitation** – unpacking culture results, facilitating team agreements on action plans and team cohesion where required.

7. BIDDER REQUIREMENTS

7.1 SPECIFICATIONS AND REQUIREMENTS

The bidders will be expected to demonstrate technical ability and capacity to undertake a project of this nature. The recommended service provider must fulfil the following requirements:

- Produce proof of accreditation in the abovementioned (see purpose section above) accreditation bodies.
- Produce the necessary proof of competence and experience in the area of:
 - Facilitate organization wide values alignment program;
 - Executive / Leadership coaching;
 - Team and individual coaching; and
 - Facilitating operating model leadership discussions
 -
- The service provider must demonstrate proven competence in report writing.
- The service provider must provide a detailed itemized budget breakdown of:
 - Hourly coaching rate per leader at different levels.
 - Team facilitation rate per session (2 days session);
 - Team coaching rate per session (detail the duration of the individual and team session).
 - Operating model facilitation detailing duration of costed session
 - Values based facilitation detailing duration of costed session
- The service provider must demonstrate proven administrative capacity that is commensurate with delivery of a project of this nature.
- The service provider must make recommendations on the best short, medium, and long-term interventions to sustain or improve the organizational culture.
- Be accessible anytime during the entire duration of the project;
- Liaise with the Project Lead as and when required;
- Present the final closeout report to relevant stakeholders and governance structures; and
- Be available for their coachee as and when required.

The bidders may be requested to clarify certain aspects of their proposals. Shortlisted bidders may be requested to present.

7.2 BIDDER COMPETENCES

The service providers must be affiliated to the following professional coaching bodies e.g.:

- ICF
 - ISCP
 - ABCCCP
 - Gestalt Qualified Coaches
 - Facilitators with specialisation of facilitating Organisation Design discussions
- a. The service provider must be a credible, legally registered industry leader in the field of executive / leadership coaching.
 - b. Have the requisite number of coaching hours.
 - c. Demonstrate extensive experience in executive / leadership coaching.
 - d. Demonstrate extensive experience in team and organisational culture transformation facilitation.
 - e. Demonstrate extensive experience in facilitating organisation wide values and visions and mission programme journeying with the leadership and critical stakeholders.
 - f. Must have attained an honours or master's degree preferably in the aligned field of study.
 - g. Demonstrate experience in stakeholder management - Stakeholder engagement including liaison with members of senior management within the organisation if need be.
 - h. Proven experience in reporting on the project along with the ability to present the final closeout report to relevant stakeholders and governance structures.
 - i. Demonstrate ability to tailor make content to cater for specific needs.
 - j. Have public speaking experience and formal content writing aligned to the scope.

7.3 CONTENT OF PROPOSAL

(Information to be submitted by the bidders)

The proposal should include:

- 7.3.1 All relevant perceived strengths of the service provider bidding for the service, e.g. similar previous experience, in-house skills, etc; providing information which will assist SALGA to assess its capabilities, competitive advantages, etc.
- 7.3.2 A price breakdown of individual coaching, team coaching and or facilitation of difficult conversations. The price breakdown must be VAT inclusive (if applicable), per category as required for services rendered. Expenditure

incurred without the prior approval of SALGA will not be reimbursed. An analysis of costs must be given to cover the full amount, and costs should be linked with specific tasks to be undertaken. All other incidental costs should be included in the budget breakdown;

7.3.3 provide an overview of the methodology to be applied, models, approaches etc.;

7.3.4 proof of affiliation to professional bodies;

7.3.5 Detailed CV or resume of the coach to show the number of years of coaching and relevant work and qualifications.

7.3.6 Certificates to demonstrate qualifications.

7.3.7 Certificates / letters of accreditation

7.3.8 Confirmation of number of years as a coach

7.3.9 Contactable references for coaching and facilitation

7.3.10 Proof of accreditation (Certificate)

7.4 APPOINTMENT, COMMENCEMENT AND DURATION

The recommended bidder/s will be appointed for a period of three years and will be expected to commence their work as and when need arises.

SALGA reserves the right to appoint more than one bidder.

8. DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)

8.1 Performing of Assignments

Assignments are to be performed in accordance with the industry/profession standards as well as the terms of reference. All reports will be reviewed by the relevant project manager representing the organisation.

All working papers and reports and documents will become the property of SALGA.

The successful bidder shall work with the Organisational Culture Project Lead Official from Human Capital and must be prepared to report the progress on a weekly basis.

8.2 Timing of Assignments

The performance of this assignment shall be in accordance with the approved plan /SLA by the Project Committee. The final responsibility of approving the scope and extent of the work resides with the relevant Project Manager.

8.3 Quality Assurance Reviews of The Work

The bidder shall ensure that all work conforms to the required quality assurance standards. Should the appointed bidder not deliver as required by the particular assignment, SALGA has a right to terminate contract.

8.4 Monitoring Progress of Assignments

On a mutually agreed basis, the bidder shall meet with the Project Manager to report progress of the work, and at the Project Committee meetings.

8.5 Payments

SALGA undertakes to pay within a reasonable time period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made on outstanding information not submitted by the bidder.

The parties shall, upon appointment of the bidder, sign a service level agreement to govern their business relationship.

Acceptance of any bid does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract.

8.6 Expenditure Incurred by the Bidder

The SALGA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.

8.7 Objectives

The purpose of this document is to call for proposals from reputable and competent service providers to submit proposals to conducting Leadership and Management Development coaching, within SALGA.

8.8 Terms of Contract

The terms of the contract shall be regulated by the General Conditions of Contract (GCC) / Service Level Agreement (SLA) for a specific assignment as when the need arises. It is anticipated that the term of the contract shall expire upon fulfilment of the scope of work. The contract may be extended by mutual agreement.

9. EVALUATION

For the purpose of comparison and to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance with the evaluation criteria mentioned below. The bidder/s will be evaluated in five phases as stated below:

Phase 1	Pre-Compliance check on Mandatory requirements
Phase 2	Technical Functionality
Phase 3	Price & B-BBEE status level of contribution

Phase 1: Mandatory Requirements for the bidder

- a. The prospective bidder must be registered on Central Supplier Database (CSD) before submitting bids.
- b. The prospective bidder must be affiliated to the following professional coaching bodies e.g.:
 - ICF
 - ISCP
 - ABCCCP
 - Gestalt Qualified Coaches

NB: Failure to adhere to the Mandatory requirements above will automatically disqualify your bid/s and will not proceed to Phase 2.

Phase 2: Technical Functionality

NB: Technical functionality will be done only on bidders that comply with the minimum technical mandatory requirements.

Functionality Points Breakdown:

SCALE LEVEL DESCRIPTIONS	RATING
No relevant response or information is given to enable the evaluation	0
Very poor response based on the expected standard	1
Poor response based on the expected standard	2
Average response based on the expected standard	3
Good response based on the expected standard	4
Excellent response based on the expected standard	5

	CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHTS
Coaching / facilitation experience	Provide proof, and details of hours of coaching aligned to MCC / Organization design facilitation requirements	<p>5 points = Experience of coaching Executive / CEO level for 5 years and more plus more than 3000 hours OR more than 10 years facilitating org design discussions</p> <p>4 points = Experience of coaching Executive / CEO level for 5 years and more plus 2500 - 2900 hours OR 8 - 10 years facilitating org design discussions</p> <p>3 points = Experience of coaching leadership (senior and mid) level for 5 years and more plus 2500 - 2900 hours OR 5 - 7 years facilitating org design discussions</p> <p>2 points = Experience of coaching leadership (senior and mid) level for 3 years with 2500 hrs OR 2 - 4 years facilitating org design discussions</p> <p>1 point = 2500 coaching hours with NO leadership or executive coaching experience OR less than 2 years facilitating org design discussions</p>	30
Diversity of Competencies	Proof of areas where you used. <ol style="list-style-type: none"> 1. individual coaching, 2. team coaching, and team / organisation wide facilitation Provide details of the work done, what the work entailed, duration.	<p>5 points = all 3</p> <p>3 points = only two</p> <p>1 point = only 1</p>	10
Expertise and Skills	Provide details of your expertise and experience. Your CV should refer to qualifications and dates, relevant experience detailing where was it used and dates	<p>5 points = detailed CV indicating 10 years' experience or more in coaching and facilitation</p> <p>4 points = detailed CV indicating more than 5 years and up to 9-years' experience in coaching and facilitation.</p> <p>3 points = detailed CV indicating more than 3 years and less than 5</p>	20

		<p>years' experience in coaching and facilitation</p> <p>2 points = = detailed CV indicating more than 1 year and less than 3 years' experience in coaching and facilitation</p> <p>1 point = detailed CV indicating less than 1 years' experience in coaching and facilitation</p>	
Previous Experience	<p>Provide an excellent and proven track record in delivering similar or comparable required solution, substantiated by contactable reference letters from clients where similar services have been rendered, the letters should reflect the company details and contacts, project description, value and duration of contract.</p>	<p>Scores will be allocated as follows:</p> <p>0 for No relevant letters submitted.</p> <p>1 point = for 1 letter</p> <p>2 points =for 2 letters</p> <p>3 points = for 3 letters</p> <p>4 points =for 4 letters</p> <p>5 points = for 5 letters</p>	10

Approach and Methodology	Coaching model, approach and techniques	5 points = detailed view of methodology that can be tailored made and based on empirical evidence 4 points = detailed view of methodology based on empirical evidence 3 points = detailed view of methodology that can be tailored made but not based on empirical evidence 2 points = some methodology submitted 1 point = no methodology submitted	30
	Minimum Threshold		70
	Total for functionality		100

NB: Bidders who score 70 (average) points and above will be considered in phase 3 of the evaluation (**Price and Specific Goals**).

Phase 3: Price and Specific Goals

The 80/20 points system will be used when evaluating this Request for Proposal.

The remaining 20 points will be allocated in terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender:

The maximum points for this tender are allocated as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)	Number of points (90/10 system)
1	10	5
2	9	4
3	7	3
4	6	2
5	4	1
6	3	0
7	2	0
8	1	0

Specific Goals		
SMME's	4	4
100% Black Women owned	3	3
100 % Youth	3	3
Total Points	20	10

Phase 3 of evaluation will include the sum of the two criterions below:

CRITERIA	WEIGHT
Price	80
B-BBEE status level of contribution	10
Specific Goals	10
TOTAL	100

Bidders must submit proof of their B-BBEE status level of contributor.

A bidder failing to submit proof of B-BBEE status level of contribution or is a non-compliant contributor to B-BBEE may not be disqualified but may only score points out of 80 for price, and score 0 points out of 20 for B-BBEE.

10. SPECIAL CONDITIONS

The following should be noted by interested parties:

- SALGA may at its discretion vary this instruction to include more scope/work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
- All copyright and intellectual property rights that may result because of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.
- SALGA may dictate the framework in which documents (policies, plans, reports, etc.) shall be submitted; however, the service provider should be able to submit a proposal on the layout of his/her choice for consideration by SALGA.
- SALGAs (general conditions of the bid, contract, and order) shall apply to this bid. The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- SALGA reserves the right not to award the bid to any bidder at its discretion.

- SALGA reserves the right to make a selection solely on the information received in the bids or to negotiate further with one or more bidder/s;
- To contact any bidder during the evaluation period, to clarify information only, without informing any other bidder.
- The bidder accepts that SALGA will have a right to contract with any other service provider for the provision of services not covered by this specification.
- Government procedures will be followed in appointing the prospective bidder.
- In line with the Legislative Framework, SALGA is not obliged to continue, renew, or extend any existing contracts of the bidder, unless it deems otherwise.)
- SALGA will not award the bid to any prospective bidder who has not registered with the Central Database Supplier as regulated by the National Treasury Department.

11. CONDITIONS OF BID (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)

The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**

- A contract will be signed with the appointed Bidder.
- The Bidder will be required to sign confidentiality and indemnity agreements with SALGA.
- SALGA may at its own discretion vary an instruction to include more work.
- Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal.
- In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.
- Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General

Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.

- All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.
- Completion of the Standard Bidding Documents stated herein below is **mandatory**, failure to do so **may** render your bid offer invalid.

12. INSTRUCTION TO BIDDERS

12.1 GENERAL INSTRUCTIONS

This document constitutes a Request for Proposal (RFP), which specifies SALGA's **Request for Proposals for SALGA's requirements for conducting a coaching programme within SALGA National and Provincial Offices**. The information contained herein provides a format to facilitate the bidder's response format must be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e., a per-unit fee based on activity. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to SALGA.

12.2 Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

12.3 Questions During the Proposal Process

There will be NO briefing session for this bid, Bidders are encouraged to send their enquiries before the closing date to the email address below.

scm@salga.org.za.

Questions will only be taken up to four working days before the closing date.

Bidders finding apparent discrepancies or omissions in the RFP should notify Bidders may during the bidding period, be advised by Addenda, of any additions, clarifications, deletions, or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered valid or official.

No further addenda will be issued by SALGA after 12:00 noon, **four business days** before RFP closing without providing an extension of time.

12.4 Submission of Proposal

NB: The bid proposal in a sealed opaque envelope shall contain one original hard copy document, clearly marked “original”, and four (4) hard copies, clearly marked “Copy” (i.e., three documents to be included in each sealed opaque envelope and a USB flash drive or memory stick with the true copy of the hard copy, and marked: SALGA 02/2024

Request for proposals for the appointment of a panel to conduct a Leadership and Management Development coaching, Crucial Conversations and Team Effectiveness/Team Cohesion within SALGA National and Provincial Offices for a period of three (3) years.

Senior Buyer: SCM – Lucky Nkomo

Physical address:

*South African Local Government
Association (SALGA) Menlyn Corporate
Park*

Block B 175 Corobay Avenue

*Corner Garsfontein &
Corobay Avenue Waterkloof
Glen ext. 11*

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Bid Proposals must be deposited in the Bid Box situated near the reception desk on the ground floor, during regular business hours only, up to **26 July 2024 before 11:00 am.** Late submissions will not be accepted.

Bidders remain solely responsible for the method of conveyance of their proposal to the receiving point. Fax transmissions or any other electronic communications are not acceptable.

SALGA will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

Proposals received past the time stated above will not be considered and will be returned to the bidder unopened.

All proposals will remain in force and will be irrevocable for **hundred and twenty days** after the proposal closing.

Proposals shall be stipulated sums without escalator clauses or other qualifications.

12.5 Questions During the Proposal Process

There will not be a briefing session for this bid, Bidders are encouraged to send their enquiries before the closing date to the email address below.

scm@salga.org.za.

Questions will only be taken up to four working days before the closing date.

Bidders finding apparent discrepancies or omissions in the RFP should notify Bidders may during the bidding period, be advised by Addenda, of any additions, clarifications, deletions, or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered valid or official.

No further addenda will be issued by SALGA after 12:00 noon, **four business days** before RFP closing without providing an extension of time.

13. CONTRACT AWARD

SALGA reserves the right to accept any proposal submitted or reject all proposals.

Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

14. TERMINATION OF CONTRACT

SALGA reserves the right to terminate the agreement to the winning bidder subject to the following:

- the winning bidder fails to perform in accordance with the specified service requirements as set out in the RFP.
- the winning bidder fails to provide project deliverables as defined **above** without written explanation.
- the winning bidder otherwise violates the provisions of the RFP to a substantial degree.

15. LIABILITY

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

16. IMPORTANT DATES

- **12 July 2024** – Last date/opportunity for questions or to request clarity via email; and
- **26 July 2024** - Bid closing date due at 11:00.

17. FORMS

17.1 Standard Bidding Forms

a. Invitation to Bid

Form SBD 1 - Bidders must complete this document in full.

b. Pricing Schedule

Form SBD 3 - Bidders must complete this document in full.

c. Bidders Disclosure

Form SBD 4 - Bidders must complete this document in full.

d. Preference Points Claim form.

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to sections 8 and 9. They must be completed on the original and signed.

REVIEWED BYCHAIRPERSON: BID SPECIFICATION COMMITTEE