



REQUEST FOR PROPOSAL

SOUTH AFRICAN RUGBY UNION ORGANISATIONAL CULTURE SURVEY SERVICE PROVIDER

PURPOSE OF RFP

South African Rugby Union (“SARU”) seeks proposals from suitable, experienced Service provider to Conduct an Organisational Culture Survey.

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 suitable service providers who have the capacity and capabilities to:

- Design and develop an organisation Culture survey (based on SARU objectives);
- Implement the survey;
- Analyse the data received; and
- Create a report with findings and possible solutions/ recommendations on the findings

SARU will select **one (1)** service provider (which may also include individual) as a vendor for the purpose of delivery of these services. The Organisational Culture Survey is expected to be rolled out after July 2024.

PROPOSAL INFORMATION REQUIRED

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

1. Covering letter
2. Declaration of interest (if any)
3. Tax Clearance Certificate and BEE certificate with no less than Level 4;
4. Company background
5. Overview of services which include *inter alia*, but not limited to the following criteria:
 - a. Ability to customize the culture survey to align with the needs of the organisation
 - b. A survey platform that is POPIA compliant to protect employees’ data
 - c. Experience in surveying sports organisation
6. Reference to point 5, contactable referees must be submitted;
7. Contact information
8. Must submit proposals based on the service requested (includes a breakdown of proposed rate and or fees, material, evaluation, and feedback).
9. 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