

1.0 Tender Cover Letter

Self-Register to gain access to e-tenders:

<http://www.telkom.co.za/sites/aboutus/procurement/tenderbulletins/>

If you already have your log in and password, go to: <https://srmpportal.telkom.co.za/irj/portal>

You must first **register** using the first link. If registered already, log in using the second link. Once you are inside the e-sourcing website, please login and send Telkom you're "**Intend to Respond**" by clicking on **Request an invitation to this event** on the workbench under **Upcoming Events**.

You may send us your **Intent to respond** until the **Tender Closing date**. Guidelines for registering and responding to Tenders are available on the Telkom tender Bulletin webpage. You will be able to access Tender documentation once Telkom accepts your Intent to Respond.

Tender Open for Response:	18 November 2015
Tender Closing Date	Electronic tender responses should be submitted before 18:00 (local RSA time) 30 November 2015
RFx No:	RFI-00015-2015: RFI_Organisational Development Panel
DESCRIPTION:	The objective of this RFI (Request for Information) is to solicit information from interested parties ("Respondents") specific to Organisational Development services for companies, as is the case with Telkom, who are going through rapid and radical transformation.
CONTACT DETAILS:	<p>All Technical (registration, access, password related) queries should be sent to ARS@telkom.co.za.</p> <p>Only Tender specific or content related queries should be directed to the Discussions tab on e-sourcing. Please use email as your last resort</p> <p>Primary Contact: Jacqueline de Winnaar (012) 311-4862 (Office) dwinnaj@telkom.co.za</p> <p>Secondary Contact: Constance Mokoena (012) 311-2592 (Office) MokoenNC@telkom.co.za</p>

MILESTONES	PLANNED DATE
Tender opens	18 November 2015
Period for submission of questions before the Tender Closing Date	From: 19 November 2015 To: 24 November 2015
Tender closing date	30 November 2015
RFI Outcomes to Respondents	07 December 2015

**All dates subject to change*

PRE-QUALIFICATION CRITERIA	DESCRIPTION
Respondents must adhere to the following pre-qualification criteria:	
Valid SARS Certificate	As at the closing date of this tender, the Respondent must have a valid SARS Tax certificate. A scanned PDF of the original valid Tax Certificate must be attached to the tender response.
Proof of scalability	Proof by the Respondent that it has the experience, ability and capacity to execute Organisational Development interventions to an employee base of at least 10,000. The Respondent must provide appropriate references confirming this fact.