

SEKHUKHUNE TVET COLLEGE

FOR TECHNICAL & VOCATIONAL EDUCATION AND TRAINING COLLEGE



REACHING GOALS TOGETHER

ADVERTISEMENT

The Sekhukhune TVET College hereby invites service providers to quote for the following item/s.

SPECIFICATION: SERVICE PROVIDER TO FACILITATE BUSINESS MENTORSHIP PROGRAMME FOR A PERIOD OF 12 MONTHS.

Line	Item Description
1.	Assist Sekhukhune TVET College Centre for Entrepreneurship Rapid Incubator (CfERI) by facilitating 5 group (with +-25 SMMEs per group) mentorship sessions (face to face) for SMMEs/Coops focusing on technical aspects, productivity, quality and standards improvement, finance, marketing, compliance, and business planning amongst other relevant areas for SMMEs in the following sectors; <ol style="list-style-type: none">1. Tourism2. Agriculture / agro-processing3. Manufacturing4. Services5. ICT/4IR/Technology
2.	Coordinate individual mentorship sessions between CfERI volunteer mentors (20) and SMMEs supported by the CfERI by; <ol style="list-style-type: none">1. Ensuring mentorship sessions take place monthly.2. Ensuring all mentors and mentees file report after mentorship.3. Tracking of mentees progress and report to CfERI4. Monitor and evaluate effectiveness of mentorship session.5. Fill gap in the case when volunteer mentor is not available or has resigned by conducting mentorship session (baseline of 15 mentorship sessions for 10 individuals virtually and 5 groups physically)6. Conduct training for all volunteer mentors (4 training sessions a year – 2 virtually 1 face to face)7. Propose additional interventions to CfERI
3.	The duration of the project is (12) months
4.	The quotation must cover. <ul style="list-style-type: none">• Methodology,• Implementation plan (Institutional and workplace).• Financial Proposal

5.	The Following documents must be attached for functionality. <ul style="list-style-type: none"> • Curriculum Vitae lead mentor and sector specific accompanied by: <ul style="list-style-type: none"> - Certified copies of qualifications (not older than 6 months) - Certified ID copy (not older than 6 Months)
6.	The provider must have experience at least 3 projects in implementing similar projects with traceable record. Details of contactable reference/s to confirm previous experience must be submitted.

The following conditions shall apply:

SUBMISSION OF DOCUMENTS:

- Sealed envelope written the notice number must be submitted at reception at the central office, **Sekhukhune TVET College, CS Barlow campus, stand no. 676, Motetema, Limpopo Province** between 07h30-16h30 (Monday to Thursday) and 07h30-11h00 on Fridays.
- **Emailed quotations can be send to maqolot@sektvetcol.co.za**
- Closing date for submissions will be **14 June 2023 at 11H00.**

COMPULSORY MANDATORY DOCUMENTS:

- CIPC of Company registration certificate (CK) issued within 1 year of closing date
- Indicate CSD Supplier Number on the quotation
- Confirmation of physical address of the bidder or municipal bill/ Lease agreement.
- SBD 4 and SBD 8 forms obtainable on the College website.
- CSD Report
- Business Profile (clearly indicating key offerings and number of years in operation).
- Curriculum Vitae / resume of the lead mentor and sector specific mentors with their qualification certificates
- (NB: non-compliance with the above will result in automatic disqualification).

GENERAL CONDITIONS:

- This request for proposal does not serve as a quotation template, therefore an official quotation must be in company letterhead.
- Quoted prices must be valid for at least a period of thirty (30) days.
- Suppliers must be in a position to deliver within fifteen (15) days upon receipt of an official purchase order as failure to do so will result to cancellation of the order with immediate effect.
- For verification of goods, a sample will be requested upon issuing of an official order.
- There will be no public opening of quotations.
- Quotations will be evaluated on 80/20 point system. 80 points for price and 20 points for BBBEE rating as per relevant Public Preferential Procurement Framework and Broad Based Black Economic Empowerment legislations.

For further enquiries, please use the following contact details:

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|--------------|------------------------------------|------------------------|
| • Sibande TD | Procurement Officer (013) 269 0278 | Administrative Queries |
| • Magolo MT | Procurement Office (013) 269 0278 | Administrative Queries |

**PRINCIPAL
TJ KEKANA**