

# 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: ENTERPRISE DEVELOPMENT SERVICE PROVIDER**

Line	Item Description
1.	<p>1. Purpose:</p> <p>The purpose of the Enterprise Development (ED) initiative is to promote focused enterprise capacity building linked with business market and funding opportunities. The main goal of ED initiatives to set successful pathways for entrepreneurs to thrive, grow, sustain and create jobs. Interested and experienced service providers are invited to participate in a Request for Proposal (RFP) to offer Enterprise Development (ED) services to 19 local businesses.</p> <p>2. The target group are community based businesses from Sekhukhune District Municipality which includes:</p> <ul style="list-style-type: none"><li>- Cooperatives.</li><li>- Small Medium and Micro Enterprises (SMMEs).</li><li>- NGO's.</li></ul> <p><b>3. Scope</b></p> <ul style="list-style-type: none"><li>- Service providers are requested to demonstrate how they will implement a structured developmental program for local entrepreneurs. These programs should ideally target entrepreneurs at pre-start up and start-up stage, entrepreneurs who wish to expand their service offering and entrepreneurs who can benefit from Supplier Development.</li></ul> <p><b>The scope should cover:</b></p> <ul style="list-style-type: none"><li>- Mentorship and coaching services in such areas as design thinking (idea validation) business planning, business registrations, contract management, marketing, costing; financial statements, tax compliance, funding applications, amongst others. (Minimum of 8 hours face to face coaching session per month per business).</li></ul>

- Identifying commercial opportunities, including the identifying of markets and facilitating market access, exploiting existing value-chains through strategic partnering with commercial businesses within the respective towns including supplier opportunities that may arise.
- Ensuring that the local individuals/partners can become sustainable and contribute to job creation.
- Propose and Initiate accredited (at least 3) and non-accredited (at least 5) programmes focusing on growing established / existing businesses to be sustainable (80 Beneficiaries).

4. Duration

6 months.

5. Proposal must cover the following:

- Enterprise Development Model.
- Methodology.
- Key criteria for the establishment of sustainable local businesses.
- Detailed Risk Matrix outlining material risks foreseen as well as include proposals on how these risks will be mitigated.
- Timeframes.
- Costs

6. The following must be submitted with the proposal:

- Business profile (clearly indicating key offerings and number of years in operation).
- Detailed skills and capacity of the staff to be deployed in the execution of the contract (outlining their skills sets/curricula vitae), with the team leader having experience in running own small business, at least 5 years in enterprise and/ supplier development space.
- Proof of past experience in Enterprise Development, at least 5 years' experience is required.
- 3 Contactable reference letters not older than 3 years.

**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.
- Closing date for submissions will be **19 November at 11H00**.

**COMPULSORY MANDATORY DOCUMENTS:**

- CIPC of Company registration certificate (CK) issued within 1 year of closing date
  - CSD Supplier
  - 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
- **(NB: Non Compliance with the above will result in automatic disqualification).**

## **REQUIRED EVALUATION DOCUMENTS FOR FUNCTIONALITY AND PRICE:**

- B-BBEE status level confirmation from an accredited agency, auditors or accountants.

## **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 and services, 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 BBEE rating as per relevant Public Preferential Procurement Framework and Broad Based Black Economic Empowerment legislations.

**(NB: More information about application and requirements, please refer to SBD 6.1 for compliance and guidance on how to be accredited or to be verified)**

For further enquiries, please use the following contact details:

- Sibande TD      Procurement Officer    (013) 269 0278      Administrative Queries

**PRINCIPAL  
TJ KEKANA**