



REACHING GOALS TOGETHER

## SEKHUKHUNE TVET COLLEGE

### ADVERTISEMENT

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

**SPECIFICATION: FACILITATION OF LEADERSHIP AND ENTREPRENEURSHIP BOOT CAMP FOR 47 SMMEs FOR CENTRE FOR ENTREPRENEURSHIP RAPID INCUBATOR 2022 INCUBATION COHORT**

Line	Item Description
1	<p>A skilled and experienced Service Provider is required to facilitate a 5 days Induction Boot Camp aimed at improving the entrepreneurial leadership qualities of the 2022 cohort of incubatees selected for the Sekhukhune TVET College: Centre for Entrepreneurship Rapid Incubator 3-year business incubation programme.</p> <p>Service provider is requested to demonstrate how they will facilitate the boot camp workshop sessions covering the following scope:</p> <ol style="list-style-type: none"><li>1. Facilitation of the following topics between Day 1 and Day 5;<ol style="list-style-type: none"><li>a) Entrepreneurship,</li><li>b) Leadership,</li><li>c) Emotional intelligence,</li><li>d) Conflict management,</li><li>e) Self-actualization/self-mastery,</li><li>f) Digital marketing,</li><li>g) Compliance for SMMEs</li><li>h) Quality improvement &amp; productivity improvement,</li><li>i) Basic financial management/bookkeeping.</li></ol></li><li>2. Facilitation of gaming and related activities focusing on;<ol style="list-style-type: none"><li>a) Wellness (physical exercise activities such as aerobics, jogging and walking) Day 2 until Day 5 (morning session between 6-7am)</li><li>b) Mindfulness exercises (Day 1 &amp; 2)</li><li>c) Practical and educational gaming activities (linked to covered topics) (Day 1-5)</li><li>d) Team building activities (Day 3)</li><li>e) Night Cap sessions after dinner to reflect on daily lessons and share best practices/stories (Day1 to Day 4 between 8pm to 10pm)</li><li>f) Training material and tools covering the topics identified</li></ol></li></ol>

- g) Certification of all participants on Day 4/5 (certificates to be printed on full colour, hard board/paper A3, and certificate design to be approved by CfERI prior to printing)

Number of Participants: 47

Duration: 5 Days

Proposal must cover the following:

1. Facilitation mode and content to be cover per required topic (covering instruments/techniques to be used)
2. Methodology
3. Proposal of gaming and practical activities
4. Proposed 5 programme (allowing for additional slots to be covered internally within the college by CfERI team)
5. Detailed risk matrix outlining material risks foreseen as well as include proposal on how these will be mitigated
6. Timeframes
7. Cost breakdown on official quotation with service provider company letterhead

The following must be submitted with the proposal

1. Business profile (clearly indicating key offerings and number of years in operation)
2. CV of the facilitator, detailing skills and capacity of the facilitator in facilitating similar sessions in the past. They should have at least three years facilitating entrepreneurial or related trainings) service provider should supply proof of past experience in training or enterprise development at least 3 years' experience is required.
3. At least three contactable references of similar projects not older than three 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 07H30-14H00 on Fridays.
- No email or fax submission will be allowed.
- Closing date for submissions will be 11 November 2022 11H00.

**COMPULSORY MANDATORY DOCUMENTS:**

- CIPC of Company Registration Certificate (**issued within 1 year of closing date**)
- CSD Report
- Confirmation of physical address of the bidder,
- SBD 4 and SBD 8 forms obtainable on the College website.

(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.

(NB: Functionality threshold is 60 points).

**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.
- There will be no public opening of quotations.
- Quotations will be evaluated on an 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.

(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  
Magolo MT

Procurement Office (013) 269 0278  
Procurement Office (013) 269 0278

Administrative Queries  
Administrative Queries

**KEKANA TJ  
PRINCIPAL**