

SEKHUKHUNE TVET COLLEGE

FOR TECHNICAL & VOCATIONAL EDUCATION AND TRAINING COLLEGE



REACHING GOALS TOGETHER

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

SPECIFICATION: SERVICE PROVIDER FOR FACILITATION OF NEW VENTURE CREATION TRAINING AND MENTORSHIP FOR 20 PARTICIPANTS (10 SMMEs AND 10 COOPERATIVES).

Line	Item Description
1.	<p>Request for a service provider to facilitate and manage new venture creation aligned standards and issue certificate of competency to 20 participants (10 SMMEs and 10 Cooperatives) on the following unit standards:</p> <ul style="list-style-type: none">• 114600 - Apply innovative thinking to the development of a small business.• 114974 – apply the basic skills of customers services.• 1169394 - implement and manage human resource and labour relations policies and acts.• 119670 – Produce a business plan for a new venture.• 119668 – Manage business operations.
2.	<p>Mentor and coach the 20 participants to produce a 3-year business plan, improve quality of their products/services, improve their productivity and turnover and establish their own financial record keeping toolkit within the stipulated duration. Twelve (12) one on one sessions with each beneficiary monthly (50% face to face and 50% virtually) and four physical group coaching sessions.</p>
3.	<p>Beneficiaries – 20 registered businesses operating within the energy and water sectors (detergents manufacturers, water treatment, cosmetics manufacturing and related products / services) located in different parts of Sekhukhune District Municipality</p>
4.	<p>The duration of the project is (12) months</p> <ul style="list-style-type: none">• Cost breakdown on an official quotation with service provider company letterhead• Submission must include;<ul style="list-style-type: none">○ Methodology,○ Implementation plan with timelines○ list of resources/equipment to be provided during training and mentorship○ and projects management and Detailed risk matrix
5.	<p>The following documents must be attached for functionality</p> <ul style="list-style-type: none">• Curriculum Vitae of facilitator/s and mentor/s (can be similar individual/s) with relevant sectoral knowledge and experience accompanied by:<ul style="list-style-type: none">- Certified copies of qualifications (NOT older than 6 months)- Certified ID copies (NOT older than 6 Months)

6.	The provider must have experience at least two (2 years' experience in implementing similar projects with traceable record. Details of at least two (2) contactable reference/s to confirm previous experience must be submitted.
	NB: Quotations must not include stipends

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.
- Email: maglot@sektvetcol.co.za or mmerekim@gmail.com
- Closing date for submissions will be **22 February 2023 at 11H00.**

COMPULSORY MANDATORY DOCUMENTS:

- CIPC of Company registration certificate (CK) issued within 1 year of closing date
- 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).
- **Valid accreditation certificates with the relevant seta.**
- **(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.
- There will be no public opening of quotations.

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**