

REQUEST FOR PROPOSAL/TENDER (RFP/T)



TENDER NUMBER:	RFP/T: 01/11/11
CLOSING:	DATE : 16th January 2012 TIME : 12h00 Noon
INFORMATION / BRIEFING SESSION:	DATE : 9th December 2011 TIME : 12h00
DESCRIPTION:	To appoint the professional services of a suitably qualified and experienced consultancy to conduct a Programme Due Diligence on Seda's Technology Programme (Stp), specifically on Seda's incubation programme, where the focus areas will be on Financial Due Diligence; Incubator Performance; and Comparison with similar programmes, nationally and globally.

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Tenderers are to ensure that they have received all pages of this document, which consist of the following documents:

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1. INVITATION TO TENDER

TENDER NUMBER: T 01/11/11 CLOSING DATE: 16th January 2012 CLOSING TIME: 12:00 Noon

DESCRIPTION To appoint the professional services of a suitably qualified and experienced consultancy to conduct a Programme Due Diligence on Seda's Technology Programme (Stp), specifically on Seda's incubation programme, where the focus areas will be on Financial Due Diligence; Incubator Performance; and Comparison with similar programmes, nationally and globally.

VALIDITY 90 days from the closing date of the tender

TENDER DOCUMENTS MUST BE PLACED IN THE TENDER BOX AS PER DETAILS BELOW:

Small Enterprise Development Agency
 The DTI Campus
 77 Meintjes Street, Block G
 Ground Floor
 Sunnyside Pretoria

Faxed or E-mailed tenders will NOT be accepted and will be disqualified

Tenderers should ensure that their tender document is placed in the tender box before the closing date and time at the correct address.

If the tender is late, it will not be accepted for consideration.

All Tenderers must furnish the following particulars and include it in their submission (Failure to do so may result in the bid being disqualified)

Name of Tenderer:

In case of a consortium/joint venture, full details on consortium/joint venture members:

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO

Name of contracting entity in case of a consortium/joint venture

Entity name:

Postal address:

Street address:

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Contact details of responsible person who will act on behalf of the entity/consortium/joint venture

Name and Surname
 Telephone number: Code Number
 Cellular number:
 Facsimile number: Code Number
 e-Mail address: _____

2. PRICE DECLARATION BY THE TENDERER

I/ We have examined the information provided in your tender document and offer to undertake the work prescribed in accordance with the requirements as set out in the tender document. The tender price quoted in this tender is valid for the stipulated period. We confirm the availability of the proposed team members. We confirm that this tender will remain binding upon us and may be accepted by you at any time before the expiry date.

Name and Surname

Signature:

Date:

YES / NO

Are you duly authorized to commit the tender:

Capacity under which this tender is signed

The TOTAL TENDER PRICE is the all inclusive price taking the various pricing elements of the pricing schedule and adding them all together.

TOTAL TENDER PRICE

[Total Cost of Ownership (TCO) to Seda inclusive of VAT, Disbursements, Travel, etc.]

R _____

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3. GENERAL CONDITIONS OF TENDER

1. It is an absolute condition of the tender that the taxes of the tenderer **must be in order**, or that suitable arrangements have been made with the Receiver of Revenue to satisfy them.
2. An **Original, Valid, Tax Clearance Certificate must be submitted** with the tender proposal on or before the closing date and time of the tender. Failure to submit an original and valid Tax Clearance Certificate may invalidate the tender.
3. Each party to a consortium/ sub-contractors submits a separate original and valid Tax Clearance Certificate. Copies of the Application for a Tax Clearance Certificate are available at any Receiver's Office.
4. Tender forms contained within the Tender Document requesting information have been drawn up so that certain essential information is to be furnished in a specific manner and format. Any additional particulars shall be furnished in a separate annexure.
5. It is compulsory to complete the Forms SBD4 and SBD9. Failure to do will invalidate the tender.
6. The tender forms **must not** be retyped or re-drafted but photocopies may be prepared and used.
7. Tender forms **should not** be filled in by means of mechanical devices. A black ink pen must be used to fill in tenders.
8. Tenderers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
9. Tenderers shall clearly state whether or not prices will remain firm for the duration of the contact. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange of variations) will not be considered. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
10. All prices shall be quoted in South African currency and be **VAT inclusive**.
11. Seda reserves the right to only accept part of the submitted bid by a supplier.

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12. Seda reserves the right to withdraw this tender.
13. Unless specifically provided for in the tender document, no tenders submitted may be transmitted by telegram, telex, facsimile, e-mail or similar apparatus and will not be considered.
14. It should be noted that the Small Enterprise Development Agency (**Seda**) reserves the right to accept or reject any tender/proposal **without being obliged to give any reasons** in this respect;
15. Service providers will **not be notified** whether tender/proposal was accepted or not, but will be advised of the outcome if telephonically requested;
16. Service providers must comply with all the information - **failure** to do so will result in the tender/proposal being rejected.
17. These conditions form part of the tender general conditions and failure to comply therewith will invalidate your tender.
18. The service provider's **company letterhead** must be used for the proposal's cover letter and reflect the company's name, address and contact details.
19. The correct Tender Reference Number (See the front page of this RFP for the Tender Number) and service provider's company name must appear on all pages of the proposal.
20. All pages of the proposal must be **initialed** by the responsible person.
21. **Validity of tenders for the period of acceptance:**
 - a. The tender price shall be open for **acceptance for a period of at least 90 calendar days after the closing date of the tender**. It should be noted that Tenderers may offer a shorter validity period, but their bid may in that event, be disregarded for this reason.
 - b. The tender holds good until: _____
(State alternative period)

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Print name : _____

Signature: of Tenderer : _____

Name of Company : _____

Date : _____

22. Late submissions will not be accepted. A submission will be considered late if it arrives only a second after 12:00 or any time thereafter. The tender shall be locked at exactly 12:00 and tenders arriving late **will not** be accepted under any circumstances. Tenderers are therefore strongly advised to ensure that their tenders be dispatched allowing enough time for any unforeseen events that may delay the delivery of the tender.

a. The Tender including the returnable address must be submitted in a sealed envelope, marked with:

- 1) Tender Number
- 2) Closing Date and Time
- 3) The Name and Address of the Tenderer

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4. DEVIATIONS FROM THE TENDER

Should the tenderer desire to make any departures from, or modifications to this tender/bid or to qualify its quotation in any way, it shall clearly set out its tender departure/modification as an Annexure, or alternatively state them in a covering letter attached to the tender referred to hereunder, failing which, the tender shall be deemed to be unqualified unless it conforms exactly with the requirements of this tender.

Unless otherwise specified and stipulated in writing, any part of the tenderer's tender/bid which deviates from any terms and conditions stated within the tender document, shall be of no force or effect.

5. TAX CLEARANCE REQUIREMENTS

It is a condition of tendering that:

- a. The taxes of the successful tenderer must be in order, or proof from SARS must be provided that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
- b. The attached application example "*Application for Tax Clearance Certificate (In respect of Tenders)*" can be obtained from the Receiver of Revenue and must be completed in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. The Receiver of Revenue will then furnish the bidder with a **Tax Clearance Certificate that will be valid for a period of six (6) or twelve (12) months** from date of issue. This Tax Clearance Certificate must be submitted in the original, together with the bid. Failure to submit the original and valid Tax Clearance Certificate may invalidate the bid.
- c. In bids where Consortia/ Joint Ventures/ Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver's office.

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**APPLICATION FOR TAX CLEARANCE CERTIFICATE
(IN RESPECT OF TENDERS)**

1. Name of taxpayer/tenderer:
2. Trade name:
3. Identification number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
4. Company/Close corporation registration number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
5. Income tax reference number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
6. VAT registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
7. PAYE employer's registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature of contact person requiring Tax Clearance Certificate:

Name:

Telephone number:

	Code		Number
--	------	--	--------

Address:

Date: 20...../...../.....

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6. PREFERENCE POINTS CLAIM IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND PREFERENTIAL PROCUREMENT REGULATIONS, 2001

The preference point system will be applied in the adjudication of all qualifying bids/tenders.

NB: TENDERERS SHOULD STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIONS APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI's), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.

6.1. GENERAL CONDITIONS

6.1.1. The following preference point systems is applicable to all tender bids:

6.1.1.1 The 80/20 system for requirements with a Rand value up to R500,000

6.1.1.2 The 90/10 system for requirements with a Rand value above R500,000

6.2. ADJUDICATION USING A POINT SYSTEM

6.2.1 Tenders will be evaluated on **Functionality** and the **Preference Point System** comprising of **Price** and **HDI**.

6.2.2 A specified minimum number of points must be scored for functionality to qualify for further adjudication. Only bids qualifying for functionality will be evaluated based on the preference point system.

6.2.3 Preference points shall be calculated after prices have been brought to a comparative basis.

6.2.4 Points scored will be rounded off to 2 decimal places.

6.2.5 The tender obtaining the highest number of points will be awarded the contract.

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6.3 POINTS AWARDED FOR FUNCTIONALITY, PRICE AND HDI

6.3.1 Functionality

A specified minimum number of points for functionality must be scored to qualify for further adjudication for preference points where points for Price and HDI will be established separately for each individual qualifying tender.

6.3.2 Price

The 80/20 or 90/10 preference point system will be applied in the adjudication of all qualifying bids/tenders where a maximum of 80 or 90 points will be allocated for price, but will not exceed the 80 or 90 points dependant on which system is being applied:

$$\begin{array}{cc}
 \mathbf{80/20} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

P_s = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{\min} = Rand value of lowest acceptable bid

6.3.3 HDI (Points awarded for Historically Disadvantaged Individuals)

In terms of Regulation 13(2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. Preferences for being an HDI and/ or subcontracting with an HDI and/ or achieving specified goals will be calculated separately where the maximum of 20 or 10 preference points for HDI will apply. Points scored for HDI will be calculated separately and will be added to the points scored for price. The following formula is prescribed in Regulation 13(5)(c):

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$$NEP = NOP \times \frac{EP}{100}$$

Where

- NEP = Points awarded for equity ownership by an HDI
- NOP = The maximum number of points awarded for equity ownership by an HDI in that specific category
- EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's

Equity claims for a Trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the Trust.

Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

Listed/public companies and tertiary institutions do not qualify for HDI preference points.

A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI members, be entitled to equity ownership in respect of an HDI.

A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for such preference.

7. TENDER BID DECLARATION

Tenderers who claim points in respect of equity ownership must complete the service providers declaration form (Service Provider Declaration Form) below.

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SERVICE PROVIDER DECLARATION FORM

NB: Should your FORM not be completed in full your TENDER/PROPOSAL will be rejected. Information in this questionnaire received will be treated as confidential.

COMPLETED BY:

_____ **Full Name and Surname**

DESIGNATION:

DATE:

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7.1 IMPORTANT NOTES: PLEASE READ CAREFULLY

- 7.1.1 To be completed by **all Service Providers** responding to a tender/proposal or upon registration as an approved service provider on the procurement data base;
- 7.1.2 The application must be completed in **full, be signed and commissioned** by a Commissioner of Oaths where required;
- 7.1.3 A **company profile** must accompany the registration form but will **not be accepted** as a substitute for the application form - all fields on the application form **MUST** be completed by the tenderer;

7.2 Attach the following:

- 7.2.1 Valid Original Tax Clearance Certificate
- 7.2.2 Copy of Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement, whichever is applicable
- 7.2.3 Company PROFILE
- 7.2.4 An overall organization structure of your group of companies depicting all sub-divisions
- 7.2.5 A copy of a minimum of the last three audited/signed-off financial statements
- 7.2.6 Copies of SABS or any other rating or accreditation certificates where and if applicable.

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SERVICE PROVIDER DETAILS		
Registered Name of the Company:		
Trading Name of the Company:		
Company/ Close Corporation Registration Number:	VAT Registration Number:	Income Tax Reference Number:
Telephone Number:	Fax Number:	
Web Address:	E-mail Address:	
Name of Contact Person:	Contact Numbers Cell:	
Business Physical Address:	Postal Address:	
Web Address:	E-mail Address:	
TYPE OF FIRM (Please <input type="checkbox"/> the relevant box or boxes)		
<input type="checkbox"/> Public Company (Ltd)		
<input type="checkbox"/> Private Company (Pty) Ltd		
<input type="checkbox"/> Closed Corporation (CC)		
<input type="checkbox"/> Sole Proprietor		
<input type="checkbox"/> Partnership		
<input type="checkbox"/> Trust		
<input type="checkbox"/> Section 21 Company		
<input type="checkbox"/> Government/ Parastatals		
<input type="checkbox"/> Joint Venture		
<input type="checkbox"/> Consortium		
<input type="checkbox"/> Other, (Specify)		
PARTICIPATION CAPACITY (Please <input type="checkbox"/> the relevant box or boxes)		
<input type="checkbox"/> Prime Contractor		
<input type="checkbox"/> Sub-Contractor		
<input type="checkbox"/> Supplier		
<input type="checkbox"/> Services including Professional		
<input type="checkbox"/> Manufacturer		

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<input type="checkbox"/> Repairer
<input type="checkbox"/> ISO Listed
<input type="checkbox"/> Importer
<input type="checkbox"/> Exporter
<input type="checkbox"/> Distributor
<input type="checkbox"/> Sales

BUSINESS SECTOR (Please the relevant box or boxes)

<input type="checkbox"/> Agriculture
<input type="checkbox"/> Mining and Quarrying
<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Electricity, Gas and Water
<input type="checkbox"/> Construction
<input type="checkbox"/> Retail and Motor trade
<input type="checkbox"/> Wholesale trade, commercial and other trade
<input type="checkbox"/> Catering, accommodation and other
<input type="checkbox"/> Transport, storage and other trade
<input type="checkbox"/> Communications
<input type="checkbox"/> Finance and Business Services
<input type="checkbox"/> Repair/Allied Services
<input type="checkbox"/> Commercial Agents
<input type="checkbox"/> Community and Social Services
<input type="checkbox"/> Personal Services
<input type="checkbox"/> Other, (Specify).....

SMALL, MEDIUM, MICRO ENTERPRISE (SMME) STATUS (Please the relevant box)

<input type="checkbox"/> Micro
<input type="checkbox"/> Very Small
<input type="checkbox"/> Small
<input type="checkbox"/> Medium
<input type="checkbox"/> Large

TOTAL NUMBER OF EMPLOYEES (Please the relevant box and state the number)

<input type="checkbox"/> Full Time	Number:
<input type="checkbox"/> Part Time	Number:

LIST ALL PARTNERS, PROPRIETORS & SHAREHOLDERS AS INDICATED BELOW (COMPULSORY)

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	SPECIFY STATUS IF HDI, WOMEN, OR DISABLED	% VOTING

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LIST AND IDENTIFY ANY OWNER OR MANAGEMENT OFFICE BEARER WHO HAS AN OWNERSHIP INTEREST IN ANOTHER FIRM

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	SPECIFY STATUS IF HDI, WOMEN OR DISABLED	% VOTING

IDENTIFY ANY OWNER OR MANAGEMENT OFFICER WHO IS AN EMPLOYEE OR HAS DUTIES IN ANOTHER BUSINESS ENTERPRISE

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OCCUPATION	DESIGNATION	SPECIFY STATUS IF HDI, WOMEN OR DISABLED	% TIME DEVOTED

LIST THE MAJOR ITEMS OF EQUIPMENT, PLANT AND VEHICLES OWNED BY THE FIRM

ITEM DESCRIPTION	QUANTITY	ESTIMATED VALUE

INDICATE BY NAME AND STATUS, THOSE INDIVIDUALS IN THE FIRM (INCLUDING OWNERS AND NON-OWNERS) RESPONSIBLE FOR THE DAY TO DAY MANAGEMENT AND BUSINESS DECISIONS

ACTIVITY	NAME AND SURNAME	RACE	GENDER (MALE/FEMALE)	DISABLED (YES/ NO)

FINANCIAL DECISIONS

Cheque Signing				
Acquisition of lines of credit				
Sureties				
Major Purchase or Acquisition				
Signing of Contract				

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MANAGEMENT DECISIONS				
Estimating				
Marketing and Sales Operation				
Hiring & Firing of Management				
Supervision of Office Personnel				
Supervision of Field/ Production Activities				
BUSINESS REFERENCES FOR PREVIOUS PROJECTS IN THE LAST THREE (3) YEARS				
Company/ Institution Name				
Address				
Contact Person		Telephone:		
Value of contract		R	Date:	
Description of Work				
Company/ Institution Name				
Address				
Contact Person		Telephone:		
Value of contract		R	Date:	
Description of Work				
Company/ Institution Name				
Address				
Contact Person		Telephone:		
Value of contract		R	Date:	
Description of Work				
Company/ Institution Name				
Address				
Contact Person		Telephone:		
Value of contract		R	Date:	
Description of Work				
Company/ Institution Name				
Address				
Contact Person		Telephone:		
Value of contract		R	Date:	
Description of Work				
LIST YOUR MAIN CLIENTS BELOW				
Client				
Rand Value P.A.		R	% Turnover	
Contact Person			Telephone	

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Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
Client			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
Clients			
Rand Value P.A.	R	% Turnover	
Contact Person		Telephone	
GENERAL			
1. Did the firm exist under a previous name?		YES/ NO	
If YES, what was its previous name?			
2. Does your company/any of its employees have a vested interest in SEDA? (If YES, state which Department within SEDA the said employee/s have such vested interest)			
3. Indicate as to whether any of the Partners, Proprietors & Shareholders is in the service of SEDA and/or the DTI, or has been in the service of SEDA and/or the DTI in the previous twelve months?			
4. At what % of full capacity are you operating?			
5. What percentage of work, directly/indirectly, is for SEDA/DTI?			
6. What was your average turnover (excluding VAT) during the previous three financial years?			
7. Have you previously been on an approved supplier list with SEDA or the DTI? (If YES, specify)			
8. Who are your present material / equipment suppliers?			
9. Does your company have an after hours service policy? (If YES, specify)			
10. Are warranties offered on new items / repairs etc.? (If YES, state particulars)			
11. Does your company have an overdraft facility and when was it last adjusted?			
(YES / NO)			
(IF YES, complete the following)			
R			
Last Adjusted date:		Used: R	

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BANKING DETAILS

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the below-mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by Seda in the normal way, and that it will indicate the date on which funds will be available in my/our account.

Bank Account Name : _____

Name of Bank : _____

Branch Code & Name : _____

Account Number : _____

Type of Account: Cheque Savings Transmission

(Certified as correct by: The Bank and Details thereof)

DATE STAMP OF BANK

Name and Surname : _____

Signature : _____

Designation : _____

Tel number : (_____) _____

Fax number : (_____) _____

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I/We the undersigned, acknowledge(s) that:

- The information furnished is true and correct
- The Equity Ownership claimed is in accordance with the General Conditions
- Any conflict of interest should be declared in writing
- An official Seda Purchase Order will be accepted
- Payment of any goods delivered or services rendered will be effected within 30 days from receipt of invoice.

NAME AND SURNAME

SIGNATURE
 (DULY AUTHORISED TO SIGN)

ON BEHALF OF
 (Name of Organization)

ADDRESS

TELEPHONE NUMBER

DATE

COMMISSIONER OF OATH:

SIGNATURE

DATE

STAMP:
 (Certified by a Commissioner of Oaths)



Note: Unsuccessful companies may be considered for registration on the Seda Supplier Database.

PART B

8. TERMS OF REFERENCE

TO APPOINT THE PROFESSIONAL SERVICES OF A SUITABLY QUALIFIED AND EXPERIENCED CONSULTANCY TO CONDUCT A PROGRAMME DUE DILIGENCE ON SEDA'S TECHNOLOGY PROGRAMME (STP), SPECIFICALLY ON SEDA'S INCUBATION PROGRAMME, WHERE THE FOCUS AREAS WILL BE ON FINANCIAL DUE DILIGENCE; INCUBATOR PERFORMANCE; AND COMPARISON WITH SIMILAR PROGRAMME, NATIONALLY AND GLOBALLY

TERMS OF REFERENCE

1. INTRODUCTION

The basis of this terms of reference is to give effect to the implementation of Section 9A and 10(1) [a-d] of the National Small Business Amendment Act No. 29 of 2004 dealing with Seda's objectives and functions which enjoin Seda to:

- (a) *design and implement development support programmes;*
- (b) *promote a service delivery network that increases the contribution of small enterprises to the South African economy, and promotes economic growth, job creation and equity;*
- (c) *generally, strengthen the capacity of-*
 - (i) *service providers to support small enterprises; and*
 - (ii) *small enterprises to compete successfully domestically and internationally*
- (d) *implement the policy of national government for small enterprise development;*
- (e) *design and implement a standard national delivery network that must uniformly apply throughout the Republic in respect of small enterprise development, integrating all government-funded small enterprise support agencies across all spheres of government;*
- (f) *design and implement small enterprise development support programmes; and*
- (g) *establish provincial structures to ensure the effective implementation of its functions as defined in section 10, respectively.*

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2. PROJECT OBJECTIVE

The objective of this RFP/T is to appoint the professional services of a suitably qualified and experienced consultancy to conduct a Programme Due Diligence on Seda's Technology Programme (Stp), specifically on six (6) of Seda's selected incubators, where the focus areas will be on Financial Due Diligence, Incubator Performance and comparison with similar programmes, nationally and globally.

3. SCOPE OF WORK

3.1 Purpose of Assignment

Seda has identified increasing the current Incubation network of 31 incubators as one of its strategic initiatives for the 2012/2013 to 2014/2015 period. This is in response to government's priority of creating jobs as outlined in the New Growth Path and also because of the benefits of the programme structure i.e. working with clients over a longer term in a controlled environment as opposed to generic once-off interventions.

The organisation therefore needs to assess the performance of the Incubation programme over the 2009/2010 to 2010/11 period. The assessment will focus on three areas, namely:

- A. Financial Due Diligence.
- B. Incubator Performance.
- C. Comparison with similar programmes.

PARTS A, B and C provides detailed information on the three focus areas.

3.2 Outputs to be delivered by the service provider

A comprehensive report on the Incubation programme, centred on the focus areas mentioned in 2.1 above.

Key recommendations that the organisation needs to be cognisant of in programme implementation and expansion.

Presentations of final report to Seda EXCO and Board.

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3.3 Activities

The appointed service provider will be required to conduct a comprehensive, qualitative assessment of Seda’s Incubation programme. The assessment will focus on 6 of the 31 Seda supported incubators. The six (6) identified incubators are detailed in the table below.

Name of Incubator	Sector	Location
Chemin	Chemicals Industry	Port Elizabeth
MASDT	Agriculture	Nelspruit
SMTDC	Low cost small scale manufacturing	Soshanguve, Pretoria
Softstart BTI	ICT	Midrand
Seda Construction Incubator	Construction, Building and Civil	Durban
Timbali	Floriculture	Nelspruit

The incubators and contact details for the incubators to be used for the analysis will be provided by the Seda project management team.

The assessment will include visits to the six incubators to interview staff, management and current clients, as well as interviews with past clients. Approximately fifteen (15) respondents will be interviewed per incubator.

The assessment will focus on, but not limited to the areas listed below.

PART A - FINANCIAL AND GOVERNANCE DUE DILIGENCE

A.1 Financial

- Funding received against budgeted amount.
- Breakdown of funding sources.
- Levels of income generation as a percentage of annual budget:
 - Services rendered to incubates
 - Services rendered to other clients
 - Rental income
 - Other
- Impact of funding on cashflow and operations (if any).

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- Management of cashflow/surplus funds.
- Benchmarking/comparison with other national and international incubation programmes.
- Financial sustainability of incubator.

A.2 Governance

- Categorisation of stakeholders and alignment to Centre mandate and business model.
- Leadership and operational management requirements.
- Assessment of current leadership and staff competencies.

PART B - INCUBATOR PERFORMANCE

B.1 Mandate Clarification

- What was the rationale for the establishment of the incubator?
- Does the incubator talk to the broader mandates of Seda, the dti and the South African government i.e. job creation, sustainable small businesses, sector prioritisation?
- Is the mandate focused/too broad?
- Are there other incubation models that could be explored to implement the same mandate i.e. virtual incubation? What would be the benefits and associated costs?

B.2 Service Offerings

- What services are offered by the incubator and what has the performance been in terms of outputs and outcomes?
- On which business stage does the incubator focus: pre incubation, incubation and post incubation?
- What is the skills level of incubation staff and how do they align with the core services?
- Are there additional services that could be offered by the incubators?

B.3 Quality of Service Offerings

- How do clients (current and post incubation) perceive the quality of services provided to them by the incubators?
- What is the average time per week of support to incubatees?
- Do the clients perceive the services as value for money?

Request for Proposal

B.4 Client Selection Criteria

- How are clients selected?
- What is the focus i.e. potential entrepreneurs or existing businesses?
- What are the implications of the client selection criteria?

B.5 Promoting Innovation

- What are the levels of innovation within incubators?
- Are there links with universities, partners and what is the innovation value from these partnerships?

PART C - COMPARATIVE ANALYSIS

How do the selected incubators compare with other incubators in South Africa and globally in terms of:

C.1 Service Offerings

C.2 Quality and Duration of Support

C.3 Performance of Assisted Clients

C.4 Levels of Innovation

Desktop research should be conducted for the comparative analysis which should compare the six (6) Seda Incubators with incubators in South Africa and other countries such as Brazil, the USA and India.

4. REPORTING REQUIREMENTS

The appointed service provider will be required to submit a project inception report prior to conducting the incubator assessments.

The inception report will include key milestones to be signed off by the Seda project management team.

Request for Proposal

5. LINES OF COMMUNICATION

The service provider will work in close collaboration with the following Seda staff in the order specified, to ensure effective and efficient implementation of the project.

5.1 Contact Person in Seda:

Name	Contact Details
Lusapho Njenge	'012 441 1342

5.2 Reporting

The service provider will report directly to Lusapho Njenge.

6. PROJECT TIME FRAME

The project must be fully completed by 23rd March 2012.

Request for Proposal

7. EVALUATION CRITERIA

Description		Points Allocated
1	Pre-qualification Criteria	Compulsory Compliance. Failure to comply with all the requirements will disqualify the proposal
2	Functionality Criteria	100 Points is allocated towards functionality criteria where a minimum score of 80 points MUST be obtained to qualify for preference points
Only qualifying bids will be awarded points in accordance with the Preference Point System		

Tender proposals will be evaluated in accordance with the 90/10 preference point system, as contemplated in the Preferential Procurement Regulations, 2001 pertaining to the Preferential Procurement Policy Framework Act (Act 5 of 2000) and will be apportioned and weighted as follows:

Preference Point System		
Description		Points Allocated
3	Price	90 Points
4	HDI Equity Ownership	10 Points

7.1 Pre-Qualification Criteria

The following pre-qualification criteria will form the basis of evaluating all tender proposals and failure to comply will result in the elimination of the proposal:

1.	Submission of an Original Valid Tax Clearance Certificate
2.	Fully completed SBD 4 and SBD 9 Forms (Attached to Tender Document)
3.	Attendance at the Compulsory Briefing Session of 9 December 2011

Request for Proposal

7.2 Functionality Criteria

The following functionality criteria will be used for evaluating all tenders, where proposals must score a **minimum of 80%** for functionality to qualify for further evaluation for preference points:

Functionality Criteria		Points Allocated
1	Company Experience and Expertise	49
2	Staff Experience and Expertise	30
3	Project Plan	16
4	Overall Presentation of Proposal	5
Total		100

7.2.1 Company Experience and Expertise

Service providers must have a minimum of five years working experience and knowledge of the small business sector. Service providers should also have research capabilities. The following will be required as proof of experience and expertise for the assignment:

- A Company Profile, profiling an extensive portfolio of expertise relating to Due Diligence, Programme Evaluations and Midterm Reviews.
- No less than six client references with contact details for verification purposes, where Programme Evaluation’s and Midterm Reviews have been successfully undertaken, two of which must have been undertaken within the public sector.
- No less than four client references with contact details for verification purposes, where Due Diligence has been conducted and documented, two of which must have been undertaken within the public sector. (If reports are available for public scrutiny, these will also be accepted.)

Request for Proposal

- A record and/or list of no less than ten previous and/ or current clients with contact details.
- Five years audited financial statements for 2005/6, 2006/7, 2007/8, 2008/9, 2009/10 must be provided.

7.2.2 Staff Experience and Expertise

Service Providers should provide profiles and CV's of key staff who have relevant qualifications and/ or equivalent experience and expertise to be nominated for this project, which should include, but not be limited to, a project leader/ manager and desktop researcher.

- Three years working experience in the relevant field of expertise is a minimum requirement.
- A minimum of three contactable references should be contained in all the CV's submitted, which can substantiate the experience and expertise contained therein.

7.2.3 Project Plan

Service Providers are required to provide a detailed project plan with timelines for this assignment, taking the full scope of work and activities into account. A contingency plan for possible milestones should also be provided in order to meet the completion date.

7.2.4 Overall Presentation of Proposal

Service Providers are required to provide a quality proposal which is indexed for ease of reference and to clearly mark all the document attachments. It is important that the tender proposal is submitted in a clear, logical and well marked format.

Request for Proposal

7.3 Preference Points for Price

Only qualifying proposals will be evaluated for price preference points, in terms of the preference point system described in the PPPFA of 2000.

Price is an important factor as it ensures optimum value for money and Total Cost of Ownership to Seda. Bids must include a total (VAT inclusive) price which includes the full range of Seda requirements.

7.4 Preference Points for HDI Equity Ownership

Only qualifying proposals will be evaluated for HDI Equity Ownership preference points, in terms of the preference point system described in the PPPFA of 2000.

HDI Equity ownership seeks to promote, develop and support business from previously disadvantaged communities (small, medium and micro enterprises owned by Women, Youth and the Disabled as well as established business within those communities). In order to support the claim for HDI Equity Ownership points, Service Providers are requested to prove the ownership/ share holding of the company. The following may be provided to substantiate the claim for HDI Equity points:

- Company registration documents with ownership details
- Share Certificates and certified copies of corresponding IDs

8. INFORMATION REQUIRED IN THE PROPOSAL

It is required that the service provider submit a written proposal to Seda of how best the service provider will meet Seda’s requirements. The bidder will include in the proposal the following basic elements:

- a. The proposed services with respect to the Scope of Work outlined in the Terms of Reference
- b. Company experience and traceable references
- c. Profiles/ CV’s of staff experience
- d. Company profile
- e. The ownership and management structure of the company
- f. Audited financial statements

Request for Proposal

- g. Project plan with milestones outlining activities to be undertaken, human resources and timelines
- h. A record and/or list of previous and current clients
- i. Submission of an original valid tax clearance certificate
- j. Proof of HDI Equity Ownership
- k. Completion of SBD 4 and 9 forms

9. ASSISTANCE TO SERVICE PROVIDERS

A Compulsory Briefing Session will be held at the Seda offices on:

Friday, 9th December 2011 at 12h00.

Address: Small Enterprise Development Agency (Seda)
The dti Campus
2nd Floor, Block G (Learning Centre)
77 Meintjes Street
Sunnyside
Pretoria

For more information about the tender, please contact:

- Sandy Wright on E-mail: swright@seda.org.za, Tel: (012) 441-1218; or
- Lusapho Njenge on E-mail: lnjenge@seda.org.za, Tel: (012) 441-1342; or
- Obtain tender information from the Seda website: www.seda.org.za.

10. PROCEDURES FOR SUBMITTING PROPOSAL

10.1 Format of the Proposal:

- a. Provide a covering letter on the service provider's letterhead reflecting the company's name, address and contact details;
- b. Provide an Original Valid Tax Clearance Certificate;
- c. Submit an original and a copy of the RFP/T (Tender) document together with the Tender Proposal;
- d. Ensure that all the document attachments are clearly marked and the tender proposal is submitted in a clear, logical and well marked format;
- e. Provide a quality proposal which is indexed for ease of reference;
- f. Provide all documentation requested together with relevant references and document proofs etc.

Request for Proposal

11. CLOSING DATE FOR SUBMISSION

Completed proposals/ tender documents must be submitted in a sealed envelope clearly marked with the tender reference number and placed in the Seda Tender Box at the dti Campus located at the address below. No late or electronic tenders will be accepted.

Tender Closing Date : **Monday, 16th January 2012**

Tender Closing Time : **12:00 Noon**

Address : **The Seda Tender Box**
Small Enterprise Development Agency (Seda)
The dti Campus
Ground Floor, Block G
77 Meintjes Street
Sunnyside
Pretoria
0007

Telephone : **(012) 441-1000**

All couriered/ posted tender proposals **MUST** reach Seda by the closing date and time.

12. SBD4 AND SBD 9 FOR COMPULSORY COMPLETION

SBD4 and 9 Forms follow from the next page.

Request for Proposal

SBD4



DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

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SBD4

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means -

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
 presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

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SBD4

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

Request for Proposal

SBD4

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES / NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

Request for Proposal

SBD4

2.11.1 If so, furnish particulars:

.....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Pernal Number

Request for Proposal

SBD4

4. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.

Request for Proposal

SBD9

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

Request for Proposal

SBD9

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

Request for Proposal

SBD9

- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.