

THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS WITH CAPACITY TO PROVIDE THE FOLLOWING:

- 1. BUSINESS PLANS AND CONDUCT BUSINESS FEASIBILITY STUDIES**
- 2. DIGITAL KNOWLEDGE TRAINING SERVICES**
- 3. PROVIDE E-COMMERCE PLATFORM AND WEB BASED ACCOUNTING SYSTEM**
- 4. DEVELOP SAFETY FILES**



TENDER NUMBER: RFP2021/14/15/16/17NYDA



THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS WITH CAPACITY TO PROVIDE DEVELOP SAFETY FILES THE NYDA BUSINESS CONSULTANCY SERVICES (VOUCHER) PROGRAMME BENEFICIARIES IN EACH PROVINCE FOR THE PERIOD OF THREE (3) YEARS. RFP2023/17/NYDA.

THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS WITH CAPACITY TO PROVIDE E-COMMERCE PLATFORM AND WEB BASED ACCOUNTING SYSTEM FOR THE NYDA BUSINESS CONSULTANCY SERVICES (VOUCHER) PROGRAMME BENEFICIARIES IN EACH PROVINCE FOR THE PERIOD OF THREE (3) YEARS. RFP2023/16/NYDA

THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS WITH CAPACITY TO PROVIDE DIGITAL KNOWLEDGE TRAINING SERVICES FOR THE NYDA BUSINESS CONSULTANCY SERVICES (VOUCHER) PROGRAMME BENEFICIARIES IN EACH PROVINCE FOR THE PERIOD OF THREE (3) YEARS - RFP2023/15/NYDA

THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS WHO HAVE THE CAPACITY TO DEVELOP BUSINESS PLANS AND CONDUCT BUSINESS FEASIBILITY STUDIES FOR THE NYDA BUSINESS CONSULTANCY SERVICES (VOUCHER) PROGRAMME BENEFICIARIES IN EACH PROVINCE FOR THE PERIOD OF THREE (3) YEARS - RFP2023/14/NYDA



AGENDA

1

TERMS OF REFERENCE

2

CONDITIONS AND
REQUIREMENTS OF THE
TENDER PROCEDURE

3

THREE (3) STAGE
EVALUATION PROCESS

4

QUESTIONS

1. PROGRAMME BACKGROUND

The National Youth development Agency (NYDA) through the Business Consultancy Services (BCS) Voucher programme call on professional companies with relevant skills, experience and empowerment profiles to submit their application forms to become service providers for the Business Consultancy Voucher programme.

A number of youth in South Africa are entrepreneurially-minded and, therefore, seek to own and manage businesses. However, the barriers to entry are high mainly because in order to succeed in business a person must have knowledge on how to start a business, opportunity, access to pre-and post-business support on financial and non-financial services and must possess the necessary skills.



2. OBJECTIVES OF THE PROGRAMME

The objectives of the NYDA Voucher Programme includes:

1. To create a conducive environment for youth entrepreneurs to access relevant technical assistance and managerial support for their businesses;
2. To empower youth entrepreneurs by providing them with the means to purchase technical assistance and managerial support that they require;
3. To support the creation of sustainable and competitive youth owned enterprises that are active in growth-oriented sectors of the South African economy;
4. To support service providers to continuously develop innovative and demand driven products through capacity building
5. To encourage appreciation of business development services that youth entrepreneurs are willing to pay for.
6. To support and give guidance to young people by providing them with mentorship support services



3. NEEDS ANALYSIS

The call for proposal was informed by the review on the Voucher Programme conducted by the NYDA. The review was focussing on the

- (1) relevance and impact of the current products and services given the trends observed over the last five years, and;
- (2)) voucher values, since the last review. The outcome of the review confirmed the need for the continued delivery of services through the Voucher systems to address the needs of potential and existing young entrepreneurs.



4. REVISED VOUCHER PRODUCTS AND SERVICES

To procure services of professional service providers to provide business development services to young people of South African through the voucher programme of the NYDA in the following areas (terms of refence):

1. Business Plans and Business Feasibility Studies **RFP2023/14/NYDA**
2. Digital Knowledge Training Services **RFP2023/15/NYDA**
3. E-commerce Platform and Web based accounting system- **RFP2023/16/NYDA**
4. Safety files **RFP2023/17/NYDA**



SCOPE OF WORK

The scope of work for the Business Consultancy Services Voucher Programme Service Providers will include the following categories:

- A) Business feasibility, and;
- B) Business plan



DFI Business Plans and Business Feasibility Studies

RFP2023/14/NYDA

PRODUCT NAME	Business Feasibility Study	PRICE	R 12 500,00
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PRODUCT DESCRIPTION

- **A Feasibility Study is a preliminary study to test the assumptions of a business idea or new channels (for growth and expansion), or products for its feasibility.**
- **The feasibility should provide the entrepreneur with an indication of whether to proceed with the implementation of the new idea, incorporating new channels for distribution growth and expansion (distribution, machinery, product or service) into the existing business, or developing new products.**
- **New Business and Business growth and expansion with projected turnover with projected turnover of between R1m - R5m.**
- **The prospective beneficiary should be seeking funding from DFI's (IDC, SEFA; Land Bank etc,) or Commercial Banks or other registered and recognised financial institutions.**



5.2 Business Plans and Business Feasibility Studies

RFP2023/14/NYDA

PRODUCT NAME	Business Plan	PRICE	<u>R 22,500.00</u>
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PRODUCT DESCRIPTION

- **The objective of a business plan voucher is to assist entrepreneurs to secure funding at the various phases of business development (start-up, early development, growth as well as the expansion stages).**
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- **It should over and above serve as a blueprint for the enterprise with a step-by-step implementation programme on how to manage the business, and/or expand operations. As well as to secure existing or planned business relations between the beneficiary's company and stakeholders.**
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- **New Business and Business growth and expansion with projected turnover with projected turnover of between R1m - R5m.**
- **The prospective beneficiary should be seeking funding from DFI's (IDC, SEFA; Land Bank etc,) or Commercial Banks or other registered and recognised financial institutions.**

6. Digital Knowledge Training Services RFP2023/15/NYDA

SCOPE OF WORK

- Provision of training services with focus on Social Media/digital platforms that will boost the visibility of the business to attract more clients and increase sales



6.1 Digital Knowledge Training Services RFP2023/15/NYDA

PRODUCT NAME	Digital Knowledge Voucher (one workshop per beneficiary and one beneficiary per entity)	PRICE PER PARTICIPANT PER WORKSHOP	<u>R 500 (per participant per workshop)</u>
PRODUCT DESCRIPTION			
<ul style="list-style-type: none">• A knowledge-based product aimed at providing beneficiaries with the skills to develop and implement a digital/social media marketing plan/strategy.• This must be delivered in groups and one on one• Equip participants with social media marketing to reach new customers, and acquiring traffic and visibility through social media sites such as Facebook, Twitter, LinkedIn and many others.• By utilizing the social aspect of the web, social media marketing is able to connect and interact on a much more personalized and dynamic level than through traditional marketing.			

7. E-commerce Platform and Web based accounting system- RFP2023/16/NYDA

SCOPE OF WORK

- Provision of Web Based Accounting System
- E-commerce platform to host youth owed businesses



7.1 E-commerce Platform and Web based accounting system- RFP2023/16/NYDA

PRODUCT NAME	Web Based Accounting Systems for 12 months	PRICE (PER LICENSE)	<u>R500 p.m</u> <u>Or R6000</u> <u>annually</u>
SERVICE CODE			
PRODUCT DESCRIPTION			
<ul style="list-style-type: none">• This voucher seeks to provide web based financial management and administration tools ensure the sustainability of the business through enhancing:<ul style="list-style-type: none">• Record keeping and filing• Skills of maintaining and reporting business financial transactions through training and continued support• Providing access to training on and• Access to an accounting system that enables the beneficiary to record, maintain and report business transactions provides the client with financial information to manage the business.• Provide continuous support either telephonically or online			

7.2. E-commerce Platform and Web based accounting system- RFP2023/16/NYDA

PRODUCT NAME	e-Commerce for 12 months	PRICE PER MONTH PER ONLINE BUSINESS	<u>R220</u>
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PRODUCT DESCRIPTION

The product purpose is to assist the entrepreneur in developing, designing, and operating an online business to increase the sales of their products and services.

Aims to deliver a best-in-class customer experience:

- an elegant online shopping experience
- responsive
- impeccable and timely fulfilment
- ongoing digital communication strategy that builds loyalty.

8. Safety files RFP2023/17/NYDA

SCOPE OF WORK

- Preparation and provision of safety file (a record of information, prepared by the project supervisor design process for the end user, which focuses on safety and health)



8.1 Safety files RFP2023/17/NYDA

PRODUCT NAME	Safety Files – one file per applicant	PRICE	<u>R20,000.00</u>
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PRODUCT DESCRIPTION

- **The objective of a SAFETY FILE is to provide the enterprise with a complete and compliant SAFETY FILE that complies with all Occupational Health and Safety requirements including Employers specifications for the proposed project.**
- **The SAFETY FILE demonstrates the enterprises awareness, capability and readiness for any on-site incidents.**
- **It also contains all documents that will assist on a construction site should an emergency/ incident / accident occur.**

1.5 ESSENTIAL ADMINISTRATIVE RETURNABLE DOCUMENTS

- SBD Documents
- The returnable part of the tender offer communicated on paper shall be submitted as an original written in black ink hard copy and a soft-copy/electronic version in PDF-format on a Flash Drive. No documents are to be retyped or reproduced. Any tender documents that are retyped or reproduced will be disqualified.
- Company registration documents
- Certified copy/copies of all Directors ID's (not older than 3 months)
- Central Supplier Database (CSD) report or pin
- Current Tax Pin Status
- Current B-BBEE Affidavit/Certificate
- Latest Annual Financial Statement or in case of companies with less than 12 months, latest management accounts
- Proof of business location i.e. letter from the landlord, rental agreement, copy of utilities bill in the name of the company or director, proof of ownership etc.
- Certified copy/copies of all Directors ID's (not older than 3 months)



2. CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE

- All participating bidders must indicate their company name and company representative in Teams chat
- Bidders are reminded: Telephonic request for clarification will not be accepted. Any clarification required by a bidder regarding the meaning and interpretation of the Terms of Reference or any aspect concerning the bid must be requested in writing via email (tender@nyda.gov.za).
- Written questions of clarification must be sent on or before 3 July 2023 at 16h00
- A reply to all questions and answers is intended to be sent by email to all prospective bidders by 06 July 2023
- The bid number (**RFP2023/16/17/18/NYDA**) should always be quoted in all correspondence.



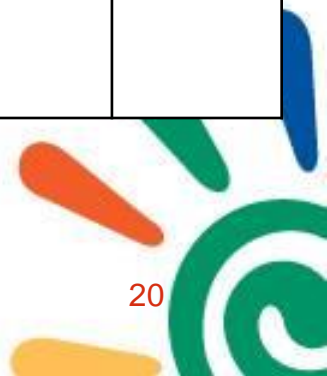
2. CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE CONTINUES...

- A submission of one hard copy of the original submission, clearly marked “Original” and an Electronic copy on USB Disk.
- The original must contain the same information and must be clearly marked and professionally presented.
- Bids should be submitted in a sealed envelope, marked with:
 - ✓ Bid number: **RFP2023/16/17/18/NYDA**
 - ✓ Bid Description
 - ✓ The name and address of the bidder
- Bids must be submitted on or before 11h00, on Wednesday, 19 July 2023.
- Bids which are submitted after the closing date and time will not be accepted.
- Bidder’s representative are encouraged to share the information with the person who will be compiling the bid document to ensure that the requirements of the tender are understood.



8.2 THREE (2) STAGE EVALUATION PROCESS

DESCRIPTION	EVALUATION RETURNABLES	EVALUATION RATING CRITERIA	RATING	WEIGHTING SCORE
Experience of the company in business feasibility studies and business plans	Bidders must provide their current and/or past clients contactable reference for the similar work over the past 10 years. The reference must indicate the brief description of the services provided, client name, contact details (email, cell phone, landline) and value of the project. <i>Bidder must submit signed reference letters</i> <i>The onus is on the bidder to ensure that the contact details of client provided in the reference letter are valid.</i>	Four contactable references provided	40	40
		Three contactable references provided	30	
		Two contactable references provided	20	
		One or no contactable reference provided	0	



8.2 THREE (2) STAGE EVALUATION PROCESS

DESCRIPTION	EVALUATION RETURNABLES	EVALUATION CRITERIA	RATING	WEIGHTING SCORE
Experience of the project Manager or Technical Teams	10 years and above of business feasibility studies and business plans experience of the Project Team Leader. Qualification: Minimum NQF Level 7 in business management or commercial qualification The project manager must have experience in developing business plan and/or conducting feasibility studies. Submit CVs of the projects team with at least two resources who are youth (18-35 years of age). <i>The bidder must ensure that the contact details provided in the CV's are valid.</i>	10 years and above of project experience for the Project Team Leader. Qualification: Minimum NQF Level 7	25	35
		Submit CVs of the projects team with at least two resources who are youth (18-35 years of age).	10	
		7–9 years of project experience for the Project Team Leader. Qualification: Minimum NQF Level 7	15	
		Submit CVs of the projects team with at least two resources who are youth (18-35 years of age).	10	
		5–6 years project experience for the Project Team Leader. Qualification: Minimum NQF Level 7	10	
		Submit CVs of the projects team with at least two resources who are youth (18-35 years of age).	10	
		3–4 years project experience for the Project Team Leader. Qualification: Minimum NQF Level 7	5	
		Submit CVs of the projects team with at least two resources who are youth (18-35 years of age).	10	
		Less than 3 years of project experience	0	

8.2 THREE (2) STAGE EVALUATION PROCESS

DESCRIPTION	EVALUATION RETURNABLES	EVALUATION CRITERIA	RATING	WEIGHTING SCORE
QUALITY OF PRODUCT	Bidders must in their proposal indicate, product features, service standards, product delivery method, product compliance and post-delivery product support for the following: (i) Business Plans (ii) Business Feasibility Studies	Proposal is comprehensive, innovative and responded to all features in section 6 of this Bid.	25	25
		Proposal is adequate, responded to most (more than 51%) features in section 6 of this Bid	15	
		Proposal does not address most (less than 40%) of the features in section 6 of this Bid.	10	
		All features not addressed - (0)	0	

Bidder(s) are required to achieve a minimum of 65 points out of 100 points to proceed to stage, i.e., Pricing and Special Goals



8.2.1 THREE (2) STAGE EVALUATION PROCESS

SERVICES	Description	Proposed Price based on budget (excl. VAT)	Supplier Price (excl. VAT)	Voucher Value Excl. VAT
Business Feasibility Studies	Per Study Conducted	R12 500.00		
Business Plans	Per plan developed	R22 500,00		

SERVICES	Description	Proposed Price based on budget (excl. VAT)	Supplier Price based on budget (excl. VAT)	Voucher Value Excl. VAT
Digital knowledge Training services	Digital Knowledge Voucher (one workshop per beneficiary and one beneficiary per entity)	R500,00 (per participant per workshop)		

SERVICES	Description	Proposed Price based on budget (excl. VAT)	Supplier Price (excl. VAT)	Voucher Value Excl. VAT
Safety Files	Safety Files – one file per applicant	R20 000.00 (Per File)		

SERVICES	Description	Indicate Price based on budget (excl. VAT)	Voucher Value Excl. VAT
Web based accounting systems	Training & Licence fees per month/ per business	R500,00	
E-commerce	Price per month for online business hosted	R220,00	

6.1 SPECIFIC GOALS

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, the contract must be awarded to the tenderer scoring the highest points, unless objective criteria justify the award to another tenderer. The following documents are required to claim preference points, Proof of ownership / shareholding (preferably CIPC documentation) inclusive of shareholding breakdown.

- Shareholder Certificates
- Certified ID copies of shareholder(s)

Specific Goals	Points
At least 51% owned by people that are women	5 points
At least 50% owned by disabled people	5 points
100% Youth Owned (10) / At least 51% owned by people that are youth (5)	10 points



QUESTIONS / CLARITY / COMMENTS

