

ADVERTISEMENT TENDER FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS WITH CAPACITY TO PROVIDE BUSINESS SUPPORT SERVICES IN EACH PROVINCE ON THE NYDA VOUCHER PROGRAMME FOR THE PERIOD OF THREE (3) YEARS.

RFP2022/03/NYDA



nyda

NATIONAL YOUTH DEVELOPMENT AGENCY

OUR YOUTH. OUR FUTURE.

AGENDA

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1. Terms of reference

- **ADVERTISEMENT TENDER FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS WITH CAPACITY TO PROVIDE BUSINESS SUPPORT SERVICES IN EACH PROVINCE ON THE NYDA VOUCHER PROGRAMME FOR THE PERIOD OF THREE (3) YEARS.**

1. PURPOSE AND OBJECTIVES OF THIS SUBMISSION

- 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

1. Terms of reference

- **REVIEW OF THE VOUCHER PROGRAMME.**
- The call for proposal was informed by the review on the Voucher Programme conducted by the NYDA. The review was focusing 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

1. Terms of reference Continues....

SERVICE PROVIDER'S RESPONSIBILITY:

Business support services with specified deliverables below:

- Ensure adequate involvement of the young person in the development and delivery of the products and services.
- Conduct quarterly aftercare and mentorship support to the voucher recipient for the voucher service they have provided, for a period of 12 months – to ascertain the value add and further support required
- Prepare and submit monthly reports follow-up – upload on the Enterprise Resources Planning System (Main system used to also report NYDA products and activities)

Terms of reference Continues....

SCOPE OF WORK

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

- a) Business Support: These services are aimed at providing the enterprise with support and tools of how to manage and run the business in a professional manner that ensures profitability and sustainability; and
- b) IT Support : These are ICT related services that will boost the visibility of the business to attract more clients and increase sales; and
- c) Accounting & Financial Support : There are key financial management and administration tools, systems and controls to start and manage the business

Terms of reference Continues....

The Voucher Programme is designed to assist young entrepreneurs to access the following business development support services :

1. Business Feasibility Study
2. Business Plan
3. Web Based Accounting Systems
4. Digital Knowledge Voucher
5. E-Commerce
6. Safety Files

The next slides provides description of each voucher and how the NYDA intends to remunerate the service providers for the services provided

Terms of reference Continues....

PRODUCT NAME	Business Feasibility Study	PRICE	R 12 500,00
SERVICE CODE	To follow ERP naming conventions		
PRODUCT DESCRIPTION			
<ul style="list-style-type: none">• Test the assumptions of a business idea or new channels if it is feasible. The study should provide the entrepreneur with an indication of whether to proceed with the implementation of the new idea.			

1. Terms of reference Continues

PRODUCT NAME	<u>Business Plan</u>	PRICE	R 22,500.00
SERVICE CODE	To follow ERP naming conventions		
PRODUCT DESCRIPTION			
<ul style="list-style-type: none">▪ 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).▪ 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.			



1. Terms of reference Continues

PRODUCT NAME	Web Based Accounting Systems for 12 months	PRICE (PER LICENSE)	<u>R500 p.m.</u> <u>or R6000 annually</u>
SERVICE CODE			
PRODUCT DESCRIPTION			
<p>Web based system to assist entrepreneurs manage their businesses in the following areas:</p> <ul style="list-style-type: none"> Record keeping and filing Enables the beneficiary to record, maintain and report business transactions <p><u>Skills transfer through training</u></p> <ul style="list-style-type: none"> Skills of maintaining and reporting business financial transactions through training and continued support Provide continuous support either telephonically or online 			

1. Terms of reference Continues

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>
SERVICE CODE			
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. Skills transferred to trainees with assessments to assess grasp of material. The service must be delivered in groups and one on one (for specific business) Change Policy recruitment Social media marketing is the process of reaching prospects and customers, and acquiring traffic and visibility through social media sites such as Facebook, Twitter, LinkedIn and many others. 		

1. Terms of reference Continues

PRODUCT NAME	e-Commerce for 12 months	PRICE PER MONTH PER ONLINE BUSINESS	R220
SERVICE CODE	To follow ERP naming conventions		
PRODUCT DESCRIPTION			
<p>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.</p> <p><u>Physical products</u>: Any tangible good that requires inventory to be replenished and orders to be physically shipped to customers as sales are made.</p> <p><u>Digital products</u>: Downloadable digital goods, templates, and courses, or media that must be purchased for consumption or licensed for use.</p> <p>Services: A skill or set of skills provided in exchange for compensation. The service provider’s time can be purchased for a fee.</p>			

1. Terms of reference Continues

PRODUCT NAME	Safety Files – one file per applicant	PRICE	<u>R20,000.00</u>
SERVICE CODE	To follow ERP naming conventions		
PRODUCT DESCRIPTION			
<p>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.</p> <p>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.</p>			

2. OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURE

- All participating bidders must indicate their company name and company representative in Teams chat as part of Registration.
- 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 from SCM (tenders@nyda.gov.za).
- Written questions of clarification must be sent on or before 09 September 2022 at 16h00
- A reply to all questions and answers is intended to be sent by email to all prospective bidders as follows:
 - Tuesday: 13 September 2022
- The bid number (RFP2022/03/NYDA) should always be quoted in all correspondence.

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

- A submission of one hard copy of the original submission, clearly marked “Original” and three (3) copied versions of the original, i.e. four (4) documents in total.
- The original and a copy must contain the same information and must be clearly marked and professionally presented.
- Bidders must indicate on the cover of each document whether it is the original or a copy.
- Bids should be submitted in a sealed envelope, marked with:
- Bid number: RFP2022/03/NYDA
- Bid Description
- The name and address of the bidder
- The Bids must be inserted into the Tender Box available at the Reception Area of NYDA Head Office, Block A, 54 Maxwell Drive, Woodmead by 11:00 am on the 27th of September 2022. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.
- 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.

3. FOUR (4) STAGE EVALUATION PROCESS

- **Mandatory criteria (Stage one)**

- ✓ During the administrative/eligibility assessment, failure to provide any mandatory information as requested on page 32 will result in the proposal being deemed non-responsive.

- **Functionality criteria (Stage two)**

- ✓ Bidders will be evaluated according to the voucher programme they are bidding for, see page 32 – 36.
- ✓ Bidders must indicate the voucher programme they are bidding for and provide CVs and qualifications.

NB: Bidders who fail to obtain a minimum threshold on functionality of 60% will be disqualified from Further Evaluation

3. FOUR (4) STAGE EVALUATION PROCESS CONTINUES...

▪ Stage three – Qualify of Work

- ✓ NYDA will conduct the assessment of samples provided by bidders as per below:

Criteria	Score (minimum score of 2 qualifies the application to the next step)
QUALITY OF WORK Review quality of work on the samples submitted to ensure that it meets the deliverables expected <ul style="list-style-type: none"> Below standard as per the product guidelines = Value 1 Meets the standard on the product guidelines = Value 2 Above standard as per the product guidelines = Value 3 	Final Score = List the recommended services : 1. 2. 3. 4. 5.

Applicants that scores two (2) or more under quality of work will proceed to the next stage of evaluation, i.e., Pricing.



3. FOUR (4) STAGE EVALUATION PROCESS CONTINUES...

- **Site Visits**
 - ✓ NYDA reserves the right to conduct visits to verify information in the application form in relation to the following minimum requirements.
- **Stage Four – Pricing**
 - NYDA has provided the budget price structure for bidding purposes, see page 37 - 38

NB: Bidder must comply with the price instruction as indicated on page 38

Questions/Clarity/Comments

Questions/Clarity/Comments

**Mr. Mlungisi Xulu, e-mail:
tenders@nyda.gov.za on or before the
09th of September 2022 @ 16:00.**