

REQUEST FOR PROPOSALS

FOR

TIA ENTREPRENEUR DEVELOPMENT PROGRAMME

RFP NUMBER: TIA2312



Issue Date: 3 March 2013

Response Deadline: 25 March 2013

REQUEST FOR PROPOSALS: TIA ENTREPRENEUR DEVELOPMENT PROGRAMME

Introduction:

The Technology Innovation Agency (TIA or the Agency), an initiative of the Department of Science and Technology, has a mandate to enable and support technological innovation across all sectors of the economy in order to achieve socio-economic benefits for South Africa and enhance its global competitiveness.

TIA seeks to achieve its mandate by providing financial and non-financial support to organisations involved in technology innovation (subject to TIA's selection criteria for providing such support).

TIA provides ongoing support to a portfolio of early-stage technology-based businesses, and one such support modality, which is the focus of this Request for Proposal, is the up-skilling and development of the executive management of these businesses.

For further information, please visit our website: www.tia.org.za.

SOURCING OF ENTREPRENEUR DEVELOPMENT PROGRAMME SERVICE PROVIDERS

1. Purpose of call

TIA wishes to enroll several of the businesses it is supporting into a custom-designed Entrepreneur Development Programme ("the Programme"), with the aim of contributing to the development and growth of the executive management ("the Entrepreneurs") of such businesses through business-related coursework, mentorship, and tacit knowledge transfer via peer-sharing and networking.

TIA wishes to engage the services of a suitable Service Provider to scope, custom-design, offer and manage such a programme on behalf of TIA, and therefore you are invited to submit a proposal to this effect. Some basic design criteria are indicated below, however you are requested to design the Programme as you see most appropriate based on your own experience in assisting early-stage businesses. In order to allow TIA to compare the various proposals, you will be expected to provide detailed justification around: your approach, the different options you conceive, and the cost structure of the Programme.

The Programme should cater for or incorporate the following:

- **Participation of 10 businesses.** The Programme is aimed at the 'lead executive' (CEO/MD) of each participating business, though in limited cases two individuals from a business may participate.
- **Participation of 10 TIA employees.** Each participating business will have a TIA employee paired with it. The main purpose is to provide both a theoretical and practical-based learning and development opportunity for the TIA employees, however it is envisaged that the TIA employees should add value to the participating businesses/entrepreneurs, and the manner in which this will be achieved should be encapsulated in the Programme design. It is acknowledged that the participating TIA employees might not participate in all aspects of the Programme (see below).
- An initial **business diagnostic module** which will highlight, for both the business and the Entrepreneur, strengths and weaknesses, opportunities and threats, areas for improvement or development, risk areas, etc. Note that the Programme will need to include content to address the outcomes of the business diagnostic module.
- An upfront **core content module** aimed at introducing and exposing the Entrepreneurs and other participants to core business fundamentals, for example: strategy; financial management; cash flow management; marketing & sales; governance. This module might conceivably be structured and scheduled as a brief, full-time module.
- A number of **advanced/specialist content modules** offered throughout the duration of the Programme, where the Entrepreneurs and other participants can be exposed to theory and content that is of a more advanced or specialist nature, and which are identified as appropriate given the nature and situations of the various businesses, and considering the results of the business diagnostic. These modules might conceivably be structured as regular one- or two-day modules.
- A **mentorship component**, where each Entrepreneur is assigned a suitable and experienced techno-entrepreneur that can guide and support the entrepreneur throughout the Programme.
- A **networking component**, where the Entrepreneurs and other participants can be exposed to topical issues (e.g. invited speaker/s), and where all participants can learn from one another.
- The Programme must be concluded within 12 months, and must be designed and scheduled in a manner that allows it to be repeated annually.
- All necessary materials to be developed and supplied by the Service Provider.

Please include in your proposal:

- Description of the programme you propose:- How it is structured and resourced, timing and schedule; the fee and payment schedule;
- A list of all individuals that will be involved in the Programme that you propose, including CV's for each;
- A list of early-stage companies your company or the individuals named above have supported or worked with, giving details of the nature of the support/work.
- An outline of related programmes you may have managed or been involved in.

2. Project timeline

The timelines regarding roll-out of the Programme will be agreed between TIA and the appointed Service Provider, and will form part of the consequent agreement between two parties.

3. Evaluation criteria

Proposals will first be screened for functionality (First Stage) and those proposals passing the screening stage will be evaluated on the 80/20 preference points system (Second Stage).

3.1 First Stage: Functionality/Technical Evaluation

Evaluation categories and criteria	Weight	Max Score	Max weighted score
<ul style="list-style-type: none">• Quality of Methodology (i.e. demonstrate good understanding of the technical requirements, project implementation, monitoring & evaluation) and detailed work/project/implementation plan. <p>5 = Excellent, 4 = Very good, 3 = Good, 2 = Average, 1 = Poor</p>	0.5	5	2.5
<ul style="list-style-type: none">• Requisite Qualifications and Knowledge of key personnel particularly on the area/industry/sector/technology which is the focus of the project.• Capacity and readiness to implement programme	0.3	5	1.5

Evaluation categories and criteria	Weight	Max Score	Max weighted score
5 = Highly Qualified /Expert, 3 = Basic Qualification/Fair Knowledge, 1 = Not Qualified/Poor Knowledge			
<ul style="list-style-type: none"> Prior experience in the nature of the work involved for the project (i.e. min 3 years in practice and 2 reference projects)with rating as follows: 5 = 5 yrs +, 4 = 4 yrs , 3 = 3 yrs, 2 = 2 yrs, 1 = 1 yr and less 	0.2	5	1
Totals	1.0	20	5
Minimum qualifying score (expressed as percentage – actual vs. maximum)		60%	

3.2 Second stage evaluation in terms of 80/20

Adjudication categories	Points
1. Bid Price	80
2. Points awarded for B-BBEE Status Level	20
Total points	100

4. Budget

The proposed total project budget must be all-inclusive of professional fees, travel, accommodation, direct project costs and VAT. The TIA reserves the right to negotiate the selection/prioritisation of deliverables in line with the contract price.

5. Reporting framework and scheduling

The TIA will assume the oversight role to ensure successful execution and completion of the project. The successful applicant will report to the TIA Project Manager responsible for the programme.

Regular progress reports (which must be reflected in the project plan) must be submitted by the Service Provider. In addition the Service Provider will be required to do presentations as and when requested by the TIA management. (This cost is an extra that will be dealt with as and when necessary, with no negative cost impact to the Service Provider).

6. Competencies/ experience required

It is expected that the Service provider that is appointed should preferably have knowledge/ expertise in the following areas:

- Previous experience in management of such a project
- Existing infrastructure or sufficient networks to fulfill the functions envisaged in this project
- Ability to implement the project in a cost effective way
- The applicant should preferably demonstrate commitment or provide evidence of meeting Broad Based Black Economic Empowerment (BBBEE) and Employment Equity (EE)
- The Service Provider must become a TIA Registered Supplier (which requires a Tax Clearance Certificate).
- The company and its employees must have proven experience in assisting and developing early stage businesses (ideally technology-based businesses), for example: Training; business diagnosis; mentorship; business networks.
- The company and its employees must have access to local and international networks of benefit to early stage technology businesses.
- The company must be able to deliver the course in any of Johannesburg, Cape Town or Durban.

7. Details of the proposal

Prospective applicants intending to apply need to include the following information in their proposal:

- a) Company registration documents with certified copies of IDs of members, shareholders and directors.
- b) Original and valid BBBEE verification certificate.
- c) Original and valid tax clearance certificate.
- d) Company / consortium profile.
- e) Details of the Programme design.
- f) A detailed project plan, including key activities, milestones and deliverables, Programme organisation and the team structure, personnel to be used on the Programme, delivery plan.
- g) Proposed budget including costs (VAT inclusive) per deliverable.
- h) Signed agreements in case of a consortium and detailed profile/s of the companies in the consortium.
- i) Details of similar assignments undertaken, contactable references, nature of the assignment, duration, value, number of beneficiaries serviced.
- j) The names and contact details of two referees who can provide an objective assessment of the quality of relevant and recent work undertaken by the potential bidder/ provider and who will not be seen to be in a potential conflict of interest situation.

8. **Medium of Communication**

All documentation submitted in response to this RFP must be in English.

9. **Verification of Documents**

Respondents should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by TIA in regard to anything arising from the fact that pages are missing or duplicated.

10. Submission of RFPs

The proposal should be submitted at: **83 Lois Avenue
Cnr Lois Avenue and Atterbury Road
Menlyn, Pretoria
Tel: (012) 472 2700**

Closing Date: 25 March 2013 at 17H00

It is the responsibility of the prospective bidder to ensure that the proposal is deposited at the above address on or before **25 March 2013 at 17H00**.

Four copies of each proposal must be submitted, including the original. In the event of a contradiction between the submitted copies, the original shall take precedence. Telegraphic, telefax and e-mail proposals will not be accepted.

If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the correct recipient, as mentioned above.

11. General Terms and Conditions

The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.

A copy/ies of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.

Kindly note that TIA is entitled to:

- 11.1** Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;
- 11.2** Verify any information contained in a proposal;
- 11.3** Not to appoint any bidder;
- 11.4** Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
- 11.5** An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.
- 11.6** TIA reserves the right not to accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose Proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, TIA shall be entitled to appoint the contractor who was rated second, and so on.
- 11.7** TIA also reserves the right to award this RFP as a whole or in part without furnishing reasons.
- 11.8** TIA also reserves the right to cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
- 11.9** The Bidder hereby offers to render all of the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 11.10** This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.
- 11.11** The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.

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):

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:

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:

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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:

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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**

2.8.1 If so, furnish particulars:

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2.9 Do you, or any person connected with the bidder, have 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? **YES / NO**

2.9.1 If so, furnish particulars.

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2.10 Are you, or any person connected with the bidder, 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? **YES/NO**

2.10.1 If so, furnish particulars.

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

2.11.1 If so, furnish particulars:

.....

3 FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.

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

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.
- 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)

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:
 - (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.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 4.1 Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? Item Question **Yes / No**

(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied). Item Question **Yes / No**
 - 4.1.1 If so, furnish particulars:
 - 4.2 Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **Yes / No**
 - 4.2.1 If so, furnish particulars:
 - 4.3 Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? **Yes / No**
 - 4.3.1 If so, furnish particulars:
 - 4.4 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? Item Question **Yes / No**
 - 4.4.1 If so, furnish particulars:

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY
BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature Date

.....

Position Name of Bidder