

**EXPRESION OF INTEREST (EOI) TO OFFER PRO BONO (FREE OF CHARGE)
BUSINESS SUPPORT SERVICE TO TIA INVESTEE COMPANIES.**

TIAEXP001

TECHNOLOGY INNOVATION AGENCY WORKSTUDY

83 LOIS AVENUE, MENLYN, PRETORIA

COMPANY REPRESENTATIVE AND CONTACT DETAILS: _____

Issue Date: (15 June 2018)

**Venue: TIA House
83 Lois Avenue
Menlyn
Pretoria**

Response Deadline: (29 June 2018) at 11:00

Contact Person: Mapule Msiza (mapule.msiza@tia.org.za)

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1 Project Introduction

TIA wishes to invite service providers to provide business support services to investee companies on a pro bono basis. This is an opportunity for companies who wish to give back by partnering to invest in growing small businesses in South Africa. The business support services are required to establish and grow technology start-ups and small business enterprises into thriving businesses. A data base of service providers will be set up and service providers appointed as and when the services are required by the investees.

1.1 Background:

The Technology Innovation Agency (TIA) is an entity of the Department of Science and Technology (DST) established in terms of the TIA Act, 2008 (Act NO. 26 of 2008), with the objective of stimulating and intensifying technological innovation to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations. TIA investees are scattered across the country and mainly in the following sectors: Health, Agriculture, Information and communications, Advanced Manufacturing, Natural Resources and Energy.

1.2 Outsourcing Objectives

TIA wishes to source service providers who can provide pro bono business support services to TIA funded investees in the following areas:

- Commercialisation and access to markets
- Growth acceleration
- Mentoring & Coaching
- Financial Management and Accounting
- Governance

Please note that the above list is not exhaustive and service providers are requested to indicate any other pro bono service they may wish to offer to investees. Prospective service providers are requested to provide an indication of areas where they can provide Pro Bono services and the duration of the said services.

The service provider will be listed on the database of service providers for Pro Bono (free of charge) business support services to our investee companies.

2 Instructions to service providers

This is an Expression of Interest (EOI) not a Purchase Order. No cost can be charged to TIA for any reason. This document shall not be construed as a request or authorisation to

perform work at TIA's expense. Any work performed by a service provider will be at the service provider's own discretion and expense. This EOI does not represent a commitment to purchase. Submission of a response constitutes acknowledgement that the service provider has read and agrees to be bound by such terms.

2.1 Point of Contact

All communication with TIA must be directed to the single point of contact for this project, as follows:

Name : Mapule Msiza

Address: 83 Lois Avenue Menlyn Pretoria 0083

Telephone: 012 472 2751

Email: Mapule.Msiza@tia.org.za

2.2 Submission of Responses

Responses must be received by Closing Date 29 June 2018 @ 11:00.

Responses must be submitted complete and in writing. All sections of this document must be answered as concisely as possible while providing all information necessary to understand the outsourcing process proposed.

Responses must include a statement that indicates that the Service provider understands the requirements of the EOI and accepts the terms and conditions under which the EOI was issued to the service provider.

Any information of a confidential or proprietary nature contained in a service provider response should be clearly marked 'PROPRIETARY' or 'CONFIDENTIAL' by item or at the top of each page. Reasonable precautions will be taken to safeguard any part of the response identified by a service provider as being confidential or proprietary. All responses, once delivered, become the property of TIA.

2.3 Response Format

To facilitate a timely and comprehensive evaluation of all submitted responses, responses must be submitted using the format requested in this EOI. Service provider responses should provide the following information, in the requested sequence:

- a) Based on the information provided, would your firm provide all listed services free of charge?

Answer the following if the answer to question 1 is 'yes'.

- b) Provide the name, title, address, telephone and e-mail for the primary contact for receiving EOI.
- c) Provide some general business background information, Year of incorporation. Provide a high-level description of your services.
- d) Length of experience, Functional areas of expertise
- e) Experience with proposed services and other relevant experience
- f) Geographic coverage
- g) Potential for value-added services
- h) Any other additional relevant information

3 Confidential Information

The information contained in this Expression of Interest (EOI) is confidential and proprietary to TIA. In accepting this EOI, service providers agree to the following conditions:

- 3.1 Each party recognises and agrees that the Confidential Information has been compiled, created and maintained by special effort and expense of the other party.
- 3.2 Each party recognises and agrees that disclosing or disseminating Confidential Information to a third party will have a materially adverse effect on the other party and agrees not to disclose or disseminate the Confidential Information to any third party. Except as necessary to perform its obligations hereunder, each party shall not use, reproduce or draw upon the Confidential Information or circulate it within its own organisation.

- 3.3 Each party shall provide notice to the other party of any demand made upon it under lawful process to disclose or provide the other party's Confidential Information. Such party agrees to co-operate with the other party if it elects to seek reasonable protective arrangements or oppose such disclosure, at the expense of the party that is seeking the protective arrangements or opposing the disclosure.
- 3.4 Any Confidential Information disclosed pursuant to such lawful process shall continue to be Confidential Information, the access to such Confidential Information shall be limited to those persons (i) only with a need to review such information for the purposes for which the disclosure was required, and (ii) who agree in writing to keep the Confidential Information confidential.
- 3.5 A Non-Disclosure Agreement (NDA) will be signed by all service providers.