



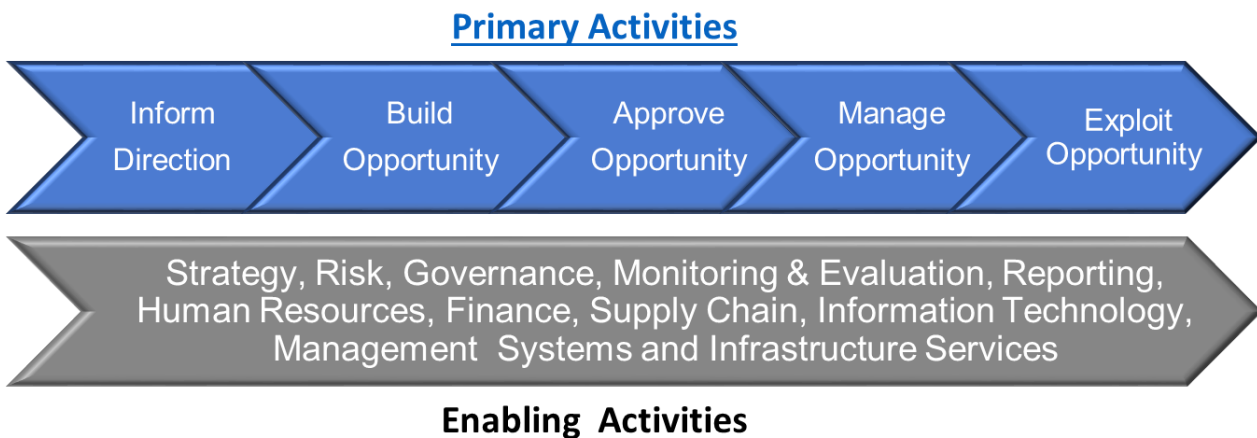
TENDER NUMBER	TIA001/2023
TENDER TITLE	Establishment of a panel of expert support services for technology product development, quality assurance and commercialisation
ADVERT DATE	17 FEBRUARY 2023
MANDATORY BRIEFING SESSION	24 FEBRUARY 2023 AT 09:00 VIA TEAMS (Applicants to e-mail mandisa.pitso@tia.org.za (not for tender submissions) - please write TIA001/2023 BRIEFING SESSION LINK on the subject line to request for the link). This will be via Microsoft Teams
CLOSING DATE AND TIME	13 MARCH 2023 AT 11:00
SUBMISSION DETAILS	Electronic submissions: Tenders@tia.org.za Please note that our servers will block any file greater than 200MB. If your file is greater than 200MB, please divide your submission into parts that are equal or less than 200MB and state on the subject 'Part 1, Part2 or Part 3'. E.G. TIA001/2023 – PART 1 (on the subject line)
TENDER VALIDITY	90 DAYS
CONTACT PERSON	Mandisa Pitso (mandisa.pitso@tia.org.za – not for tender submissions) and state TIA001/2023 on the subject line for enquiries about the tender
DURATION OF THE CONTRACT	3 years



1. BACKGROUND

1.1 The National System of Innovation (NSI) in South Africa is still very young and fragmented and the flow of technology and information amongst people, enterprises and institutions is limited. The inability of research to reach the market as products and services is limiting economic development especially about technology innovation.

1.2 The Technology Innovation Agency (TIA) an entity of the Department of Science and Innovation (DSI) was established in terms of the TIA Act (Act No. 26 of 2008), with the objective to stimulate and intensify technological innovation to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations, as per the value chain depicted below.



1.3 The DSI and TIA requires the services of a Service Provider to provide technological product development, quality assurance in the following Programmes:

1.3.1 Technology Acquisition and Deployment Fund (TADF)

The environment to promote the acquisition and deployment of locally developed technology solutions by government, either does not exist and if it does, it is incidental and lacks the



requisite deliberateness in design. Apart from this, there exists several entry barriers for local technology products adoption and scale up and as such many of the locally developed solutions are not finding traction and uptake in the public sector and or in the market.

A report on Government Funding for Scientific and Technological Activities (STAs) produced by the DSI in 2016 revealed that an estimated R23,4 billion was spent on STAs in the 2015/16 financial year, this amount represents a nominal increase of 6,4% from the R22,0 billion recorded in 2014/15. In real terms, STAs increased by 6,6% from 2014/15 to 2015/16. The MTEF appropriations indicated that expenditure on STAs would increase to R26 billion by 2018/19. None of the spend is realised as a return on investment, with just only 8.7% (See Figure 1 below) commercialisation traction (market uptake) of these research outputs and innovations which are partly due to procurement processes that render it impossible for a new technology or product innovation to enter the public-sector market.

Pipeline of publicly financed IP (since 2 Aug 10): 1409 disclosures		Of which have a granted IP right 243 disclosures (21.2%)		Of which have been commercialised 122 disclosures (8.7%)
Exclusive licences 78	Licences granted to SMMEs / BBBEE entities 41		Revenue received by institutions from commercialised IP > R10.6 million	
OTT Support Fund funding to date R140.3 million		No. of institutions who have received support 28 institutions and 2 regional offices		No. of highly specialised technology transfer posts created 104 (+28)
IP Fund funding to date R139.0 million			No. of institutions who have received support 24 institutions	

Figure 1: Seven (7) year R&D outputs and commercialisation 2010-2017

This continues to perpetuate the trade deficit, for instance, South Africa reported a R2.88 billion trade deficits for July 2019 which was attributable to exports of R112.94 billion and



imports of R115.82 billion. This trade deficit could also indicate a slow uptake of locally developed technologies and a slow rate at which local technology products enter the market.

While Government allocates funds for new technology and product development, the uptake of these technologies is limited by the following barriers:

- Lack of access to markets - The inability for technology SMMEs to access markets has been noted as one of the major factors threatening their longevity. Access to markets is one of the fundamental requirements (by credit providers) to access funding and mentorship at an early stage.
- Procurement (buying as a first purchaser), to fund first purchase - according to the Global Entrepreneurship Monitor (GEM) SA 2014 report, lack of access to finance and poor profitability, are among the chief reasons for business discontinuance in SA. Given their highly conservative nature, South African banks, buyers, lenders are more inclined to put resources in small technology businesses in their later stages of development. They are less likely to lend and buy from start-ups and SMMEs (Financial Services Regulatory Task Group, 2007). The degree of these inclinations, however, can vary depending primarily on locational differences.
- Procurement Bureaucracy (Inefficient government bureaucracy) - Government policies are instrumental in enhancing entrepreneurial activities, as they set the platform upon which new businesses can be started and sustained. The World Economic Forum (WEF) 2014/2015 Global Competitiveness Report listed government bureaucracy as one of the major obstacles to entrepreneurial and business activity in SA. Delays in payment of invoices by government entities and the time required to obtain permits and licenses was one of the aspects mentioned in the WEF report. The report also highlighted that there is red tape associated with starting up and managing a business.

Small Businesses and Start-ups (businesses that are pre-revenue and have not made any or very low sales due to the newness of the product or technology in the market) represent 98%



of the firms in South Africa, but only have a 9% survival rate over a 10-year period and this is also due to lack of continued sustainability and competitiveness.

Recent technology SMME research studies indicate that few technology SMME's businesses progress beyond the seed and start-up phase and it is for this reason a major emphasis should be placed on Enterprise and Supplier Development to ensure long-term sustainability of these small businesses. If innovation and technology SMMEs want to remain competitive and sustainable they need to be continuously innovative. For continued global competitiveness and to enable sustainability of innovation and technology based SMMEs, enterprise supplier development programmes should focus on SMMEs with new innovations, technologies and products. This should also happen when a new programme for innovation uptake is introduced and established.

In this context, the Technology Acquisition and Deployment Fund has been set up by the Department of Science and Innovation (DSI) and is implemented by the Technology Innovation Agency (TIA) to serve as a mechanism through which the acquisition of locally developed technologies and innovations is expedited.

Research indicates that there's a slow uptake of locally developed technologies especially in the public sector. This has attributed to:

- Technology SMME's having technology products with no proof of technology in the market. –
- Products that are not tested in the market for consumer feedback and production re-design.
- Unfavourable procurement rules for innovation uptake.
- Risks associated with buying as a first purchaser of a locally developed technology/product.
- Difficulties associated with outlining adequate user specification for innovative solutions as these may not be determinable based on standard requirements.



In order for a user/ client (public sector) to procure, they need to have the specification of a particular product or technology, and this is often not easily unpacked for new innovations/ technologies. Sometimes such technologies have to operate on their business environment in order for them to record the specification and technology performance parameters etc.

1.3.2 Support Programme for the National System of Innovation (SP4NSI) - Sector Budget Support

This Support Programme for the National System of Innovation is relevant to the United Nations 2030 Agenda for Sustainable Development. It contributes primarily to:

- The progressive achievement of Sustainable Development Goal (SDG) 8 “Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all”,
- Promote progress towards SDG 1 “End poverty in all its forms everywhere”, and
- “Achieve gender equality and empower all women and girls” (SDG 5)

This does not imply a commitment by Republic of South Africa.

MTSF Priority Outcome, lists the outcome/s being addressed:

- Outcome No. 8 which is Sustainable Human Settlements and improved quality of household life
- Outcome No. 9 which is responsive, accountable, effective and efficient developmental local government system

The overall objective of the programme is to support the Government of South Africa to improve the National System of Innovation responding to the priorities of the National Development Plan (NDP).

The specific objectives are as follows:



- To strengthen policy around innovation and learning in the NSI by ensuring wider and inclusive participation of R&D stakeholders including groups advocating for the rights of women and other vulnerable groups in science and business.
- To develop policy and programme interventions through dialogue and consultations with non-conventional partners / government stakeholders that will stimulate investment in Research, Development and particularly Innovation for service delivery to improve access to socio-economic rights to all and in particular women and vulnerable groups.
- To support learning from models that have been successful in applying innovation and commercialisation of technologies arising from existing cooperation and other projects.

The expected results of these interventions are:

- i. Increased inclusive participation of relevant partners in the NSI
- ii. Stimulated use of innovative applications with demonstrated/clear potential to
- iii. close gaps in access to social infrastructure and services in particular in municipalities

Developed model(s) for commercialisation and absorption of technologies arising from cooperation/interventions in Research, Development and Innovation

SP4NSI has 3 workstreams:

- I. Viability and validation of innovation for Service Delivery
- II. R&D Partnerships for Competitiveness
- III. International Innovation Support Programme

The focus for this for this tender will be on the **“Viability and validation of innovation for Service Delivery”** workstream.

The activities of the Viability and Validation of Innovations for Service Delivery work component entails selecting and supporting a small number of pilot projects that will serve to demonstrate the systemic viability of innovation(s) (or specific technologies) - notably those that have received public funding to improve access to basic services with a view of promoting



the realization of socio –economic rights for all and in particular women and other vulnerable groups.

In so doing,

- i. enhance the ability of municipalities to integrate innovative technology solutions in the delivery system.
- ii. gather evidence through these pilot demonstration projects and contribute towards improved decision-making by municipalities; and
- iii. address systemic requirements for the adoption of demonstrated technologies.

1.3.3 Grassroots Innovation Programme

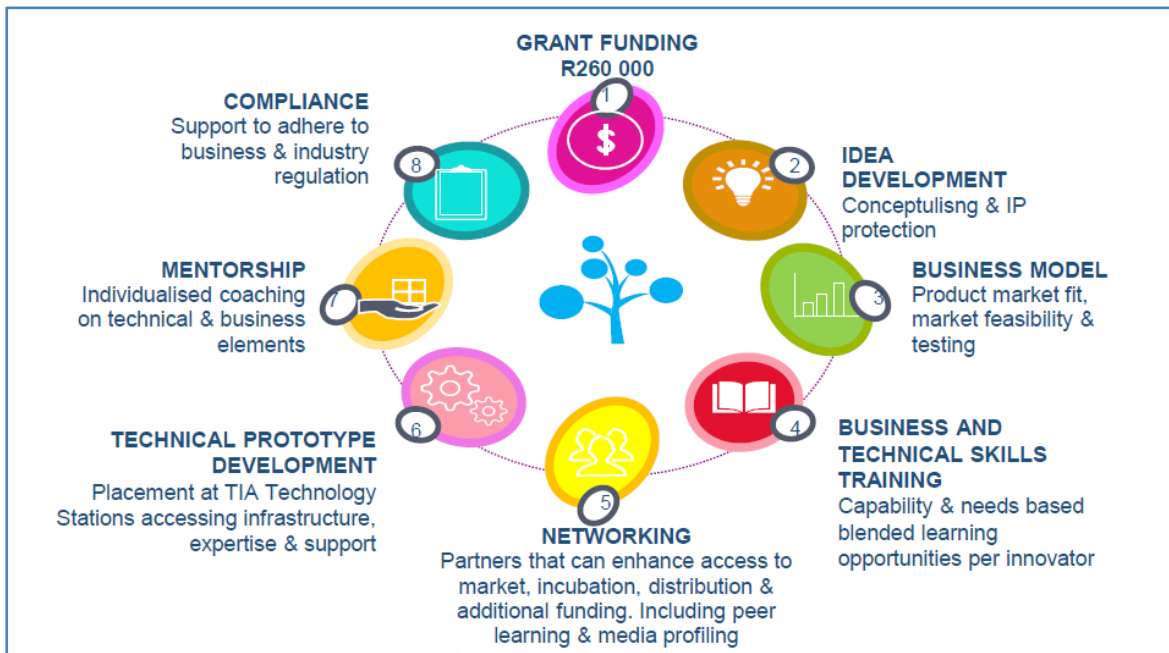
The Grassroots Innovation Programme (GIP) is a strategic intervention initiated by the Department of Science and Innovation (DSI) mainly to support the needs of grassroots innovators. The Programme forms part of interventions intended to support development and commercialisation of innovations for tackling unemployment, poverty and inequality through innovation in South Africa.

The Programme was initially piloted from 2016 to 2018 at Council of Scientific and Industrial Research, which saw four innovators from three Provinces (Kwa-Zulu Natal, Eastern Cape and Gauteng) supported. Beyond the pilot phase, the programme was transferred to Technology Innovation Agency (TIA) in 2019 for scaling up the programme with a view to roll it out nationally, covering all nine Provinces.

The Programme is targeted at grassroots innovators, who are “individuals undertaking innovation to solve local challenges using local resources and capabilities through working outside the realms of formal innovation institutions”. Majority of innovators in the townships and rural areas are disadvantaged in terms of receiving support to solve their own challenges through the innovation process. This programme has a value in including these disadvantaged

groups into the innovation process to solve their own challenges, grow their economies and derive economic and social benefits.

The proposed technology must be an innovative concept at early proof of concept stage and it must address a social challenge or potential technology solution to a specific or identified need. The innovators are provided with the following support packages:



1.3.3.1 Objectives of the Grassroots Innovators

The primary objectives of the Grassroots Innovation Programme is to:

- identify the grassroots innovators throughout the 9 Provinces
- assist grassroots innovators to enhance their innovations and skills through a range of interventions including funding and business development support towards pre-commercialisation
- enable the grassroots innovators access to key development, funding and innovation enabling support initiatives nationally



- profile and showcase the innovations of the participating grassroots innovators

1.3.4 Grassroots Innovation Technology Exchange Programme

The Grassroots Innovation Technology Exchange Programme (GI-TEP) is a technology exchange programme between the Government of the Republic of South Africa and the Government of the Republic of India. Government of the Republic of India and South Africa signed Memorandum of Understanding (MoU) to pursue an Inter-Government Agreement between the two countries for cooperation in Science, Technology and Innovation.

Within the confines of the MoU, the two countries will jointly organise various grassroots innovation programmes and joint cooperation programmes activities including forums, seminars, workshops, and training on matters related to innovation; share open source technologies with each other and jointly develop projects (including partnering with relevant industries in the respective countries) to assist innovators in converting their ideas into commercially viable innovations leading to joint technology development and transfer of technology for Societal benefit.

Within the broad cooperation programme, the parties propose a joint call for technology exchange Programme aimed at grassroots innovators, entrepreneurs and start-up businesses in the two countries. The first call will be a small-scale pilot that will be jointly reviewed and evaluated to inform the design of a larger-scale programme over time.

1.3.4.1 Aims and Objectives of the Programme

The basic aim of the Technology Exchange Programme is to identify grassroots innovation based technologies from the two countries for incubation and dissemination socially and commercially. The National Innovation Foundation (NIF) -India, an autonomous body of the Department of Science and Technology, Government of India and the Technology Innovation Agency (TIA), Department of Science and Innovation, Government of South Africa would be the point of contact in India and South Africa respectively for selection of grassroots



innovators/technologies that should be supported for exchange through this joint cooperation programme.

1.3.4.2 Objectives of the program

The objectives of the Grassroots Innovation Technology Exchange Programme are as follows:

- To foster a conducive environment for adoption of grassroots innovation that can enhance livelihoods and improve the socio economic condition in the respective countries;
- To contribute to the commercialization of grassroots innovation and localization opportunities of technologies in both countries;
- Assist in facilitating entry of grassroots innovation into the market in each respective country;
- To create an ecosystem of innovations that will lead to major change in the overall social and economic condition of community by way of development of technological innovations, policy and institutional innovations;
- Evolving alternative sustainable business models for long term scalability and sustainability in each country;
- Facilitate business to business linkages for innovators;
- Joint development of technology solutions that will be beneficial for both countries.

1.3.4.3 Key Programme Activities

- Modify or adapt the technological interventions based on identified needs and mainstream the innovation;
- Establish partnerships between the grassroots innovators, entrepreneurs and start-ups to manufacture and distribute selected grassroots innovations;
- Transfer innovative grassroots innovative technologies among private industries and local entrepreneurs/local fabricators in South Africa and India to promote local manufacturing and sale;



- Build capacity of target producers and businesses in South Africa and India to motivate and encourage the adoption of innovations and equip them (small farmers and youth entrepreneurs) with operational skills, functional adaptation and after sales service & maintenance; and
- Promote an enabling environment to accelerate innovation diffusion by networking with agencies, and building linkages in the target area.
- Technology Co-development:
 - The Grassroots Innovation Technology Exchange Programme will organise Research & Development support for novel ideas that have been submitted for joint development between the two countries. The support will include:
 - Intellectual Property protection and registration.
 - Mobilisation of academic experts who can help the Research & Development work related to specific novel ideas that have been submitted for joint development. This will also involve support for R&D cooperation visits and discussion with researchers who can support joint development.
 - The GIEP programme will also host a number of GIEP joint cooperation events . These are meetings, workshops and at least one GIEP technology -co-development workshop and annual forum.

2. PURPOSE

TIA seeks to appoint a panel of service providers for a period of five years who will provide technology product development, quality assurance, business advisory and commercialisation support services, audio and visual services for products to funded projects in the 4 programmes:

- Technology Acquisition and Deployment Fund
- Sector Budget Support Programme: Visibility and Validation of Innovation for Service Delivery Programme



- Grassroots Innovation Programme
- Grassroots Innovation Exchange Programme

3. OBJECTIVE

The Specialists will be expected to provide the following services:

- 3.1 The provision of **business mentorship and coaching**, including team and/ or management development. In addition, there is a need to focus on technology, market and business readiness levels training and support programs. The establishment of compliance frameworks or tools such as industry standards and regulatory matters will be considered through effective **quality assurance** methodologies.
- 3.2 A highly flexible combination of **business support** services designed to nurture new and small businesses through business incubation models that include pre-incubation, incubation and post-incubation stage. Where infrastructure is required, TIA Technology Station, Technology Platform and partner infrastructure and services e.g. Smartxchange and Innovate Durban but not limited to, will be utilised.
- 3.3 The provision of **market opportunities and scale-up**, access to networks, connection to venture capital or co-funding and portfolio diversification initiatives. Perform a skills gap analysis to determine the training and/or hiring requirements for a project. The analysis will assist with highlighting the variances between the existing and the required skill levels, as well as identifying the best strategies to close the gap or reduce the variations.
- 3.4 **Product Development** specialists to provide product development services for the following sectors (Amongst Others):
- 3.4.1 ICT (App and software development)
 - 3.4.2 Robotics, Artificial Intelligence, Internet of things, Block-chain
 - 3.4.3 Electronics
 - 3.4.4 Manufacturing
 - 3.4.5 Chemicals
 - 3.4.6 Textiles



3.5 Product animation videos - Create innovator product animation videos that will be uploaded on the GIP webpage.

These outsourced services will bridge the gap and assist TIA funded investees to progress through the technology, business and market readiness levels.

4. SCOPE OF WORK

As projects enter the value chain at various readiness levels, the levels of support required will vary depending on the maturity levels of each project. Service providers on the panel will be brought on board on an ad hoc basis to assist TIA to de-risk and prepare TIA investee projects for growth. The scope of work per identified need will be governed by an independent agreement between TIA and the identified service provider from the panel. **Bidders are encouraged to bid based on their areas of expertise and it is not mandatory to specialise in all areas, as the list is exhaustive for the benefit of the different needs and risks TIA will be exposed to.** The table below outlines a broad description of potential engagements that will form the basis of the scope of work:

Objective 1 (Linked to 3.1)
Commercialisation: business and market readiness
<ul style="list-style-type: none"> • Assist entrepreneurs with their business plan development that will inform their product/service offerings. • Establish compelling business case that will persuade customers to buy the product/service. • Assist TIA with Independent business reviews, projects that have already been funded by TIA that might require an independent opinion. • Identify areas of risks as well as areas of opportunities. • Provide guidance and analysis on business assumptions, which includes a post-planning method that helps companies to deal with uncertainty. • Identify the most important assumptions in a company's business plans, test these assumptions, and provide support to accommodate unexpected outcomes. • Assess potential business growth opportunities. • Work with the entrepreneurs in identifying what their future ability is to generate larger profits, expand their workforce and increase production. • Conduct preliminary market/sales prediction. • Assist with projecting the future numbers, characteristics, and trends in the targeted/identified markets. • Aid with market reviews: This will include market accessibility / market entry. • Build a winning market entry strategy and start exporting into previously unknown territory.



<ul style="list-style-type: none"> • Assist with product development. This includes a series of steps from conceptualization, design, development and marketing of newly created or newly rebranded goods or services. • Conduct feasibility studies, risk management, testing, proof of concept, & product launch.
Business Advisory (Coaching and Mentoring)
<ul style="list-style-type: none"> • Implement business advisory tools based on the entrepreneurs' needs. The objective of the advisory tools with expert design, planning, recommendations and implementation will enhance the smooth and efficient business operations. • Provide coaching and mentoring according to the needs analysis. This will be considered for both project and professional development, that will build a positive and concrete change in individuals and to boost the transfer of knowledge from the coach/mentor to the entrepreneur for the benefit of the project.
Governance toolkits, policies and procedures
<ul style="list-style-type: none"> • Assist with best practises. • Provide methods or techniques that will align projects to best practises and generally accepted standards on governance. • Provide strategies that will help businesses to: <ul style="list-style-type: none"> ○ become more competitive. ○ increase sales and develop new markets. ○ reduce costs and become more efficient. ○ improve the skills of their workforce. ○ use technology more effectively. ○ reduce waste and improve quality. ○ improved response rates to innovations in identified sectors. ○ adequate response to risk.
Objective 2: (Linked to 3.2)
Financial Management /Planning
<p>Assist with determining how a business will afford to achieve its strategic goals and objectives. Provide continuous guidance to assist projects to achieve their goals during the business life cycle. Identify what the project's short and long-term financial goals are and create a balanced plan to meet those goals. Activities will include the following but not limited to:</p> <ul style="list-style-type: none"> • Create and implement a financial action plan • Establish and define the client-advisor relationship • Gather information, discuss goals and objectives that are pertinent to the project. • Analyse the overall financial situation of the project • Discuss the plan with the relevant stakeholders, seek approval from funders and stakeholders to the project. • Put the plan into action and monitor. • Perform a risk analysis on the project and propose mitigation strategies.
Business model building and validation
<p>The building and validation of business models are the most crucial part of starting a company. A business model plays a vital role in the success of any company, as it explains how that business will earn revenue. For entrepreneurs,</p>

a business model aids in acquiring investors and establishing partnerships. Some key activities will include the following:

- Assist with building key elements of the business model.
- Determine what the value proposition/ competitive advantage is
- Determine who the partners are and, what the key activities are.
- Determine what the revenue streams are

- **Validate assumptions for the business model:**

- Identify and track business assumptions in line with the proposed business model
- Test assumptions in the field with customers and provide proposals to change in direction if assumptions are incorrect.
- Demonstrate if the project has gained market traction through positive feedback

Business Incubation modelling

Business incubation (process) is a public and/or private, entrepreneurial, economic and social development process designed to nurture business ideas and start-up companies and, through a comprehensive business support program, help them establish and accelerate their growth and success. There is no one model that fits or suits all. Provide business incubation models from pre- to post incubation and where infrastructure is required, TIA Technology Station, Technology Platform and partner infrastructure and services will be utilised.

Objective 3: (Linked to 3.3)

Gap analysis on skills required in companies

A skills gap is the difference between skills that employers want or need, and skills their workforce offer. Conducting a skills gap analysis will assist with identifying skills the project will need to meet the business goals. It can also inform the employee development and hiring programs. The analysis helps in revealing the variances between the existing and the required skill levels, as well as identifying the best strategies to close the gap or reduce the variations in terms of the skills.

- Perform a skills audit. Assess the team, their skills, expertise and experience. Identify the bottlenecks and make recommendations that will benefit the success of the project.
- Recommend and implement training and development programs /initiatives.

Scale up

Business owners need new skills and focus areas to generate sustainable growth over an extended period, whilst managing risk. It means that the business has the potential to multiply revenue with minimal incremental cost. The objective is to develop a clear, unique message for their offering by focusing on their strengths. The best way to differentiate their business is through efficient and friendly customer service/products. Activities during scale up will include focus areas such as:

- Conduct research and introduce new and potential markets.
- Perform customer analysis and review their expectations.
- Review the existing process and identify bottlenecks, make recommendations where changes are applicable.
- Assist with the migration of a process from the lab-scale to the pilot plant-scale or commercial scale.
- Assist with technology product development of Hardware, Software and Apps and prototyping from lab-scale to the pilot or commercial scale.
- Assist with Quality Assurance a way of preventing mistakes and defects in manufactured products/ technologies and avoiding problems when delivering products or services to customers.

Objective 4: (Linked to 3.4)

Product Development

Product development strategies are important to ensure value for potential customers, as well as ensuring that there is demand and that the final products are of the highest possible quality before the products are taken to market.

The very best products also help society to improve, whether through the product line itself or through the employment and income generation of the new items delivered.

Business owners would need support in the following stages of their product development. The appointed specialist should be able to assist at any stage were required.

Generic product development stages are as follows:

- Identify Market Need
- Quantify the Opportunity
- Conceptualise the Product
- Validate the Solution
- Building a Product Roadmap
- Developing a Minimum Viable Product (MVP)
- Releasing MVP to Test Users
- Ongoing Assessment and Development
- Production of Market Samples

Few of the sectors in the current portfolio are as follows (This list is not exhaustive):

- ICT (App and software development)
- Robotics, Artificial Intelligence, Internet of things, Block-chain
- Electronics
- Manufacturing
- Chemicals
- Textiles
- Energy
- Agriculture
- Medical Devices

Objective 4: (Linked to 3.5)

Animation Videos

- Purpose is to translate the innovator product information into animation format, length of the video 2 minutes
- Brainstorming allow up to 5 meetings with client brainstorming session with innovator and TIA
- Script writing – provide script writing services in alignment with the brief to ensure all key messaging are captured
- Develop a concept by combining the script and visual elements indicating exactly what the viewer will hear and see on screen. Present the whole script as a visual concept



- Create all the required multimedia elements based on the storyboard. This can include but not limited to still images/photography, camera/video work, interviews, voice-overs, composition of background music and graphic design
- Allow up to 3 presentations of the concept / story board (Innovator, TIA and DSI)
- Postproduction editing the final presentation
- Service provider to allow up to 6 changes before final sign off
- Final product in minimum 1080p format with a downloadable link
- The final product must be in a suitable format(s) to be used on various platforms - TV, presentation, and social media platforms, etc.

5 GENERAL TERMS AND CONDITIONS

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

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

5.3 Kindly note that TIA is entitled to:

5.3.1 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;

5.3.2 Verify any information contained in a proposal;

5.3.3 Not appoint any service provider;

5.3.4 Disqualify proposals that contain an omission of disclosure of material information, that is factual inaccurate, and/or contains a misrepresentation of facts. This could also lead to the cancellation of any subsequent contracts;

5.4 Not 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 (thirty) days from the appointment date, TIA shall be entitled to appoint the contractor who was rated 2nd (second), and so on;

5.5 Award this RFP as a whole or in part without furnishing reasons;

5.6 Cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability;

5.7 The Respondent hereby offers to render services described in clause 4.1 above to TIA and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of and incorporated into this proposal.

5.8 This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document; and

5.9 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.

6 EVALUATION CRITERIA

6.1 The proposals will be evaluated based on the criteria requirements listed below.



EVALUATION CRITERIA	WEIGHT	MAX SCORE
<p>1. Demonstrate relevant experience in the expertise area listed below (the one/s relevant to the bidder):</p> <ul style="list-style-type: none"> ▪ Make available mentorship and coaching programs. ▪ Provide business incubation models to include pre-to post incubation phase of a project. ▪ Accessibility to market research through available tools. ▪ Provide “scale up” interventions for projects at development stage to grow in terms of market access, revenues, number of employees. ▪ Access to networks for market attraction. ▪ Financial management/planning and business modelling ▪ Product Development <p>The service provider must provide a profile and CV(s) indicating the number of years in consulting and providing support in the areas (relevant to them) indicated in the list above. CVs must be accompanied with valid professional registrations where applicable (e.g. ECSA, SAICA, Quality Assurance, Product Development, Project Management)</p> <p>(5) = 5 years’ experience and above with accompanied professional registrations where applicable</p> <p>(3) = More than 3 and less than 5 years’ experience with accompanied professional registrations where applicable</p> <p>(1) = More than 1 and less than 3 years’ with accompanied professional registrations where applicable</p> <p>(0) = Less than 1 years’ experience with accompanied professional registrations where applicable</p>	<p>0.5</p>	<p>5</p>



EVALUATION CRITERIA	WEIGHT	MAX SCORE
<p>1. Provide letters of reference from clients on previous work performed in providing support through either /or the items listed 4 above (the one/s relevant to the bidder):</p> <ul style="list-style-type: none"> • Written reference letters (Minimum 3) of similar projects done. <p>(5) = 4 letters and more (3) = 3 letters (1) = less than 3</p>	0.4	5
<p>2. Provide demonstrable evidence of good governance and risk management for projects implemented.</p> <p>(5) = Letter from previous client demonstrating that good governance and risk management principles were applied in implementing previous project</p> <p>(0) = No letter from previous client demonstrating that good governance and risk management principles were applied in implementing previous project</p>	0.20	
Total weighted score/Maximum possible score	1	
Minimum qualifying score		70%

SPECIFIC GOALS

SPECIFIC GOAL	POINTS	PROOF
At least 51% black ownership	4	Share register

Less than 51% black ownership	0	
At least 50% of project team comprises of black professionals	4	ID documents and Letter of Appointment
Less than 50% of project team comprises of black professionals	0	
At least 50% of project team comprises of women professionals.	4	ID Documents and Letter of Appointment
Less than 50% of project team comprises of women professionals	0	
The company must be categorized as a local South African SMME (Between 5-200 employees and an annual turnover is less then R10m and asset values is less than R5m).	4	Affidavit and / or Department of Labour Employment Record
The company is not categorized as a local South African SMME.	0	
At least 2 positions in the project team are given to young professionals (that are under 35 years old)	4	ID documents and Letter of Appointment
No young professional that is under 35 years	0	
Total points for specific goals		20
Price	80	Quotation
Total		100



7 MANDATORY REQUIREMENTS

- 7.1 Proposals will be disqualified or excluded under the following conditions:
 - 7.1.1 Submission after the deadline;
 - 7.1.2 Proposals submitted at incorrect location
 - 7.1.3 Service Providers not registered on Central Supplier Database (www.csd.gov.za)
 - 7.1.4 Service Providers whose tax matters are not in order at the date of submission.
 - 7.1.5 Briefing Session online attendance
 - 7.1.6 For animation videos supplier to provide animation videos of previous work done not older than 3 years, company profile, profile of company staff that will be involved in the project

8 DEADLINE FOR SUBMISSION

- 8.1 Proposals that contains the Request for Proposal reference number must be emailed to tenders@tia.org.za
- 8.2 Proposals should be submitted by no later than **13 March 2022 at 11:00**
- 8.3 Where proposals are not received by the due date and time, it will not be considered as 7.1.1 above states.

9 PERIOD OF APPOINTMENT

- 9.1 Successful applicants will be members of the panel of experts. Service providers from the established panel will be called upon to submit proposals as and when the need may arise. The provision of services will be subject to the signing of a contractual agreement with TIA. The terms and conditions will be dependent on the nature of the assignment. The relationship will be governed by the contractual agreement between TIA and the service provider on a case by case basis. The panel will be in existence for the period of three (3) years.



10 COSTING

Bidders need to submit an hourly rate for the team that will be working on the projects.



BD1: PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)				
BID NUMBER:		CLOSING DATE:		CLOSING TIME:
DESCRIPTION				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON			CONTACT PERSON	
TELEPHONE NUMBER			TELEPHONE NUMBER	
FACSIMILE NUMBER			FACSIMILE NUMBER	
E-MAIL ADDRESS			E-MAIL ADDRESS	
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	

E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO					



IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.



PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED— (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON



THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:
.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:
.....
(Proof of authority must be submitted e.g., company resolution)

DATE:
.....



SBD 4

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



--	--	--

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST

ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF

2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY

² 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.



CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE
TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.



1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No.

5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration



Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)



DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;



- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

