

KZN GROWTH FUND TRUST
REQUEST FOR QUOTATION (RFQ)
RFQ REFERENCE NUMBER – KGFT RFQ 2023 - 09
APPOINTMENT OF SERVICE PROVIDER FOR TRAINING OPERATION VULA FUND
BENEFICIARIES FOR WOMEN’S MONTH

Closing date : 26 July 2023
Time : 12:00
Submission format : email scm@kznkf.co.za

Name of the respondent:

Late bids will not be accepted

BID DETAILS

Bid title : Request for Quotation Service Provider for Operation Vula
Fund Beneficiaries for Women's Month

Procurement Reference Number : KGFT - RFQ 2023/09

Description of Goods & Services : Training for Women in Business – Operation Vula Fund
Beneficiaries for Women's Month

Date of RFQ : 07 June 2023

Date of RFQ CLOSING : 26 July 2023

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Sijabulile Ntshangase

Telephone: 031 372 3720

E-mail: scm@kzngf.co.za

BIDDER'S DETAILS

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER Code Number

E-MAIL ADDRESS

Signature of Bidder **Date**

1. PURPOSE

The Kwazulu-Natal Growth Fund Trust (KGFT) invites quotations from suitably qualified training provider to provide KGFT with training capability for a total of three hundred and twelve (312) Operation Vula Fund (OVF) Women beneficiaries, in order to equip them with the fundamental entrepreneurial skills for them to run their small businesses within Eleven (11) KZN Districts over a period of two (2) days per district.

2. BACKGROUND

KZN Growth Fund Trust (KGFT) is a Trust, established and capitalised by the Provincial Government to provide debt and equity. The main objective of the KGFT is to provide support for creating and enabling environment for activities that create jobs and accelerate the economic development of KZN whilst promoting Broad Based Black Economic Empowerment (B-BBEE).

2.1 Procurement Philosophy

It is the policy of KGFT, when purchasing goods and obtaining services to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being given to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BEE Policy;
- b) The promotion of national and regional local service providers and agents before considering overseas service providers and;
- c) The development, promotion and support for the moral values that underpin the above, in terms of KGFT Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within KGFT.

The KGFT wishes to engage with service providers who are equally committed to maintain high quality services and better pricing

3. SCOPE OF SERVICES REQUIRED

Kwazulu-Natal Growth Fund Trust (KGFT) requests for proposal for Training of OVF Women beneficiaries, for Women's month.

The service provider will:

Provide a 2-day face-to-face training in each of the following Districts:

- Ethekwini
- Umgungundlovu
- Ugu
- King Cetshwayo
- Zululand
- Harry Gwala
- Uthukela
- Amajuba
- Umzinyathi
- Umkhanyakude
- Ilembe

The Training should cover the following learning areas:

- Managing Finances
- Good Governance
- Legal Compliance
- Entrepreneurial Skills
- Preparation of Bid and Tender Documents
- Preparation of Proposals and selling your Business
- Putting together Business Plans

4. CONTRACT DURATION

The contract period is for (one) August month.

5. AWARD OF THE RFQ

KGFT is not obliged to prioritise costing over technical integrity of the bidder this RFQ to the lowest bidder or any other bidder.

6. EVALUATION PROCESS AND CRITERIA

Selection will be conducted over three stages as detailed below:

Stage 1 - Compliance with Minimum Requirements

Stage 2 – Functionality Evaluation

Stage 2 – Price and Specific Goals

6.1 STAGE 1 – COMPLIANCE WITH MINIMUM REQUIREMENTS

6.1 All proposals must be completed and accompanied by:

6.1.1 Company Profile

6.1.2 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration)

6.1.3 Tax Compliance Status Pin

6.1.4 CV for the candidate and Proof of qualifications

6.1.5 Five (05) Letter of reference on a company letterhead, signed and dated, not older than 5 years.

All bids duly lodged as specified in this RFP will be examined to determine compliance with the minimum requirements and conditions. Failure to submit minimum requirements documents will disqualify the service provider from proceeding to the next evaluation stage.

6.2 STAGE 2 – FUNCTIONALITY EVALUATION

Criteria	Scoring criteria	Points claimed
Methodology and Project Plan A detailed plan of how the service provider will execute the training of the OVF Women beneficiaries (SMMEs), giving full details of the methodology to be used and a detailed project plan, implementation, training in order to demonstrate understanding of assignment.	30 Points	
Company Experience Provide relevant company profile, history, years of experience. Detail must be provided as per Annexure B and must have the relevant letters of reference attached to confirm. I. Client name; II. Scope of work; III. Duration IV. Training value (cost of the training provided) 5 (five) points are allocated per similar project listed.	15 Points	

Letters of Reference Traceable/contactable list of References in the form of letters for similar work previously done. <ul style="list-style-type: none"> • 1 – 2 letters (5) • – 4 letters (10) • 5+ letters (20) 	20 Points	
Project Team's (minimum three members) relevant SMME training experience, CVs to be attached of all Project Team members or the Service Provider that will be assisting on this project. <ul style="list-style-type: none"> • 1 – 2 (5) • – 6 (10) • 7+ (15) 	15 Points	
Project Team members and/or the Service Provider's Qualifications <ul style="list-style-type: none"> • Degree Bachelors (5) • Honours (10) • Masters (15) • PhD (20) 	20 Points	
Total	100	

Bidders must achieve a minimum of 70 points in order to qualify for further evaluation on price and preference points.

6.3 STAGE 2 - PRICE AND SPECIFIC GOALS

6.3.1 Proposals will be subject to an evaluation based on an 80/20 - 80 points for price and 20 points for specific goals.

6.3.2 Fixed price is required; price must be inclusive of VAT and all costs relating to disbursements and accommodation. See **Annexure A**

Evaluation	Maximum points to be awarded
Relative competitiveness of the price	80
Specific Goals (see the below table)	20
Total Price and B-BBEE Points	100

SPECIFIC GOALS TABLE

Preference Points 80/20 - Specific Goals						
Management Control						
		<30%	<51%	<100%	100%	Total Points
BBE		0	0.5	1.25	2.2	3.95
BWO		0	0.5	1	1.5	3
BYO		0	0.5	1	1.5	3
PWD		0.25	0.3	0.5	1	2.05
						12
Skills Development Measured						
		Blacks	Youth	Women	PWD	
		1	1	1	1	
						4
Locality and establishment						
			KZN	SA		
			2.5	1.5		4
Total						20

The following may be used as proof for claiming preference points.

- BBBEE Certificate or BBBEE Affidavit
- CSD Report
- ID Documents of the owners of the company
- Municipal Account or Lease Agreement
- Doctors Certificate / disability database from relevant institutions (for more research)

7. THE INFORMATION REQUIRED

You are and required to provide the KGFT with a proposal, by **no later than 12:00 on 26 July 2023**

8. SUBMISSION DETAILS

- Submissions must be emailed to scm@kzngf.co.za attention **Sijabulile Ntshangase** by no later than the stipulated time above.
- For queries, you can contact Ms N. Mvelase scm@kzngf.co.za during business hours of 8:00am to 4:30pm, Monday to Friday on 031 372 3720.

Approved by

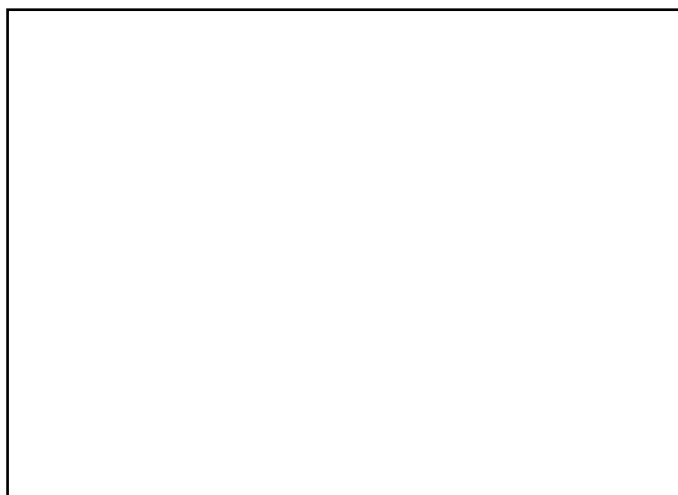


Ms N. Mvelase
Human Resources Manager

Annexure A**NAME OF BIDDER:** _____**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF RFQ.**

ITEM	SHORT DESCRIPTION	QTY	Unit price	AMOUNT (R) EXCL VAT
1	OVF Women Beneficiaries Training for 2 Days	312		
2	Training Manuals	312		
3	Basic Stationery	312		
4	Certificate of attendance	312		
5.	Consolidated Training Report	1		
Sub Total			R	
15% VAT (if VAT Registered)			R	
TOTAL			R	

NB: The training provider is to include costs for accommodation and travelling, stationery cost, telephone costs and related costs to be included. KGFT will provide the Training venue and catering (morning tea and lunch).

Tenderers signature.....**COMPANY STAMP**

ANNEXURE B - COMPANY EXPERIENCE EXAMPLE

Client Name	Scope of Work	Duration	Training Value