



BID NO: KGFT - RFP 2022/002

REQUEST FOR PROPOSALS:

ADDITIONS TO THE MENTORSHIP SERVICES PANEL FOR KZN GROWTH FUND TRUST FOR THE PERIOD OF THIRTY-SIX (36) MONTHS.

CLOSING DATE: 15 DECEMBER 2022

CLOSING TIME AT 11:00 AM

Issued by:

KZN Growth Fund Trust
28th Floor, 303 Dr Pixley KaSeme Street
Durban
4001

Procurement Enquires:

Supply Chain Management Unit
Email: scm@kznqf.co.za
Sijabulile Ntshangase
Tel: 031 372 3720

Name of Bidder:

REQUEST FOR PROPOSAL

KZN GROWTH FUND TRUST, 28TH Floor, Dr Pixley KaSeme Street, Durban, 4001 (Hereinafter referred to as
("KGFT"))

BID NUMBER: **KGFT RFP 2022/002**

CLOSING DATE: **15 DECEMBER 2022**

TIME: **11:00 AM**

DESCRIPTION: **APPOINTMENT OF MENTORSHIP SERVICES PANEL FOR KZN
GROWTH FUND TRUST FOR THE PERIOD OF THIRTY-SIX (36)
MONTHS.**

COMPULSORY
BRIEFING:

Yes

☐

No

☒

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C.1 TENDER NOTICE AND INVITATION TO TENDER

KZN Growth Fund Trust seeks to appoint service providers with extensive experience as a transaction advisor

The tender document will only be available via **eTenders**

Submission: One original and one electronic copy on a USB flash drive (flash drive must not be encrypted) must be submitted. Failure to submit will result in submission not being considered.

The proposals shall be submitted in sealed envelopes delivered at KZN Growth Fund Trust 28th Floor, 303 Dr Pixley KaSeme Street, Durban, 4001 and should be deposited in the box located at the reception. The closing time for receipt of tenders is **15 DECEMBER 2022 @11h00 am.**

Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements, will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to scm@kznqf.co.za

Tenders may only be submitted on the original tender documentation that is issued by KGFT written in black ink.

KGFT does not bind itself to accept the lowest or any bid and consider any bid for appointment

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF KZN GROWTH FUND TRUST					
BID NUMBER:	KGFT-RFP 2022/001	CLOSING DATE:	15 December 2022	CLOSING TIME:	11H00 AM
DESCRIPTION	ADDITION TO MENTORSHIP SERVICES PANEL FOR KZN GROWTH FUND TRUST FOR THE PERIOD OF THIRTY-SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
KZN Growth Fund Trust					
28 th Floor, 303 Dr Pixley KaSeme Street					
Durban					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Sijabulile Ntshangase		CONTACT PERSON	Nothando Mabunda	
TELEPHONE No.	031 372 3720		TELEPHONE NUMBER	031 372 3720	
E-MAIL ADDRESS	scm@kzngf.co.za		E-MAIL ADDRESS	nothando@kzngf.co.za	
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 SHOULD ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE 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 OR THE REPRESENTATIVE

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

DATE:

Name of bidder: _____

Trading name _____

Company registration number _____

VAT registration number _____

Workman's compensation number _____

Tax Clearance Certificate
/CSD Report submitted

Postal address: _____

Street address:

Telephone number:	Code	Number

Cellular number:

Facsimile number:	Code	Number
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e-Mail address:

In case of a joint venture, full details on joint venture members:

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____
Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____
Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
_____	_____	_____	_____

Name of contracting entity in case of a consortium/joint venture

Entity name: _____

Postal address: _____

Street address: _____

Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this bid

Name and Surname _____

Telephone number: Code _____ Number _____

Cellular number: _____

Facsimile number: Code _____ Number _____

e-Mail address: _____

Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available

Name and Surname

.....

Telephone number:

Code

Number

.....

Cellular number:

.....

Facsimile number:

Code

Number

.....

e-Mail address:

.....

Confirmation

Are you the accredited representative in South Africa for the services offered by you: YES / NO?

Declaration

I/We have examined the information provided in this bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Are you duly authorised to commit the bidder?

YES / NO

SIGNATURE:of person authorised to sign the tender)

C.2 INTRODUCTION AND TERMS OF REFERENCE

KZN Growth Fund Trust (KGFT) was set up in 2008 as an initiative of the KZN Government's Department of Economic Development, Tourism and Environmental Affairs (EDTEA) to administer a unique public private partnership that would unlock funding gaps in transitions that would create jobs, enable, and promote BBEE participation in business and growth in the economy.

Vision

To be KZN's leading development financier and impact investor.

Mission

To provide competitive and innovative financing solutions to private sector investments that propel socio-economic growth for a better future.

Values

Respect, accountability, integrity, stewardship, and entrepreneurship.

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 B-BBEE 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 the Fund's 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 the Fund.

The quality, price, and service that we provide our customers can only be as good as what we receive from our service providers. We strive for continuous improvement in our critical business areas and seek to establish relationships with service providers that are equally passionate in their quest for better quality, price and service.

1. SCOPE OF WORK

The KZN Growth Fund Trust (KGFT) wishes to establish a mentorship panel that will serve as the primary database for the KGFT's existing clients. The appointed Bidders will be expected to provide mentorship support in relation to a range of matters, as determined by activities within the KGFT. The term of the panel will be three years. Specific assistance will be required in terms of the following:

- Manufacturing
- Textile
- Hospitality/ Hotel management services
- Health infrastructure
- Mining & Mineral Beneficiation
- Transport & Logistics
- Energy & Power
- Tourism
- Telecommunications
- Agri-processing
- Engineering and Construction Services
- Quantity surveying
- Project management
- HR Services
- Marketing Services

1.1 Business Rescue and Turnarounds

Applicants should have an in-depth knowledge of managing a turnaround of a distressed business. At certain times the applicants will be appointed as interim management in the execution of a turnaround strategy. A minimum of 5 (five) years relevant business experience is required for this intervention. A good understanding of the new Companies Act and its implications is required.

1.2 Accounting and Bookkeeping

Applicants will be expected to assist investee companies in the compilation of management accounts and financial statement as per relevant regulatory framework. A minimum number of applicants will be chosen per province.

1.3 Marketing Analysis, Sales & Marketing

Applicants should be very creative in the identification of opportunities pertaining to a specific business in its industry. Hence applicants are expected to be well networked holding a niche market of their own. They must practically demonstrate how they could assist the investee business in improving the revenue lines (sales)

1.5 Systems Implementation and Control

Applicants will be required to assist in the implementation of accounting, internal controls, and other IT systems. Hence knowledge of the various accounting packages including Pastel is paramount.

11.6 Operational Management

Applicants should be able to assist the KGFT in building operational efficiencies in the various investee companies.

11.8 Human Resources

Applicants will be required to liaise with various levels of management in drawing up performance contracts and the implementation of appropriate structures in the investee companies. The ability to compile, monitor and evaluate performance contracts with directors is an absolute necessary.

11.9 Governance

Applicants will be required to assist the KGFT in the setting up of proper governance structures in the investee companies to ensure that risks pertaining to this aspect of business management are appropriately minimized. A thorough understanding of the relevant sections of the Companies Act and King III is required.

11.11 Project Execution & Management

Applicants will be expected to assist the KGFT with project assessment, execution, and management. Consultants are required to have in-depth knowledge of planning, organizing, securing, managing, leading, and controlling resources to achieve specific goals in various industries and sectors.

11.12 Agro-Processing

Applicants are required to have technical knowledge and expertise in food production, farming and contract farming, seed supply, agrichemicals, farm machinery, wholesale and distribution, processing, marketing, and retail sales.

11.13 Manufacturing Business Specialists

Applicants will be expected to assist the KGFT in the assessment and management of manufacturing businesses country wide. Consultants need to have an in-depth knowledge of the dynamics, operational components, and inputs crucial for manufacturing businesses, process efficiencies and cost containment measures.

2. EXPECTED OUTCOMES AND DELIVERABLES

At the commencement of each assignment, a scope of work will be defined which will be matched with key deliverables as per the nature and complexity of each assignment.

3. MONITORING PROGRESS OF ASSIGNMENTS AND QUALITY ASSURANCE

The appointed mentors and consultants will need to work closely with the Post Investment Unit to ensure that the allocated assignments are executed expeditiously and diligently to achieve the desired outcomes.

If any aspect of the assignment allocated to a mentor or consultant is delegated to junior staff for execution and implementation, it must be noted that the Principal Representative of the enterprise will take full responsibility for any poor workmanship.

4. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the work, the mentors and consultants will ensure that its' staff maintain their objectivity by remaining independent of the activities they execute.

5. COMPETENCY AND EXPERTISE REQUIREMENTS

- Must have awareness and experience of working with a DFI
- It is essential that the mentors and consultants have knowledge and experience of working with a public entity and a financial institution
- KGFT also requires that the services providers have experience working in the financial services environment
- Experience in a Development Finance or Venture Capital environment will be required.

All applicants must clearly indicate which of the above functional elements are relevant to their service offering or any other field of their expertise.

6. EXPERIENCE, CAPACITY, SKILLS, AND QUALIFICATIONS OF SERVICE PROVIDERS

The service provider or consortium must demonstrate the following knowledge and expertise, capacity (national footprint including human and physical resources) and experience related to the development, implementation, and support of emerging and growth business enterprises:

6.1 Technical and Business Management Training

- A minimum of 5 years' experience and expertise relevant to the development and delivery of bespoke training programs; the key work is "bespoke"

- A training delivery and infrastructure support footprint with proven capacity to deliver at a regional level (provincial, district, local municipality).
- Appropriate accreditation as a training provider by TETA or any other relevant or acceptable training, mentoring, and coaching.
- The accreditation must be valid for the duration of the training intervention

6.2 Business Mentorship

- At least a minimum of 5 proven assignments in providing business mentorship to new, as well as established ventures.
- Proven experience and appropriate accreditation in the provision of business and acceleration support services to new and established ventures.
- Access to a network of technical, industry and business specialists (e.g., tax, legal, accounting or bookkeeping, express parcel professional and regulatory bodies etc.).
- A team of mentors with experience across different business functional areas like strategy, finance, sales, operations, marketing, technology, human resources, and people development, etc.
- Proven capability to provide physical and/or virtual infrastructure (facilities and IT) and hosted back-office support (office, secretarial and business identity) services to programme beneficiaries as and when required.
- Proven capability to assist beneficiaries with new tools to market their business.

6.3 Strategic Business Coaching

- Proven experience and capability in the provision of strategic business coaching services directed at improving short medium and long term view of the business.
- A team of suitably qualified and/or accredited coaches with physical or virtual capacity to service beneficiaries across the province of Kwazulu-Natal.

6.4 Program Management and Support

- Proven programme management capabilities and capacity to handle a provincial project with beneficiaries across the province that may require service delivery at a local municipality or regional level.
- Ability to provide 360-degree project and beneficiary assessment, recorded, reporting and monitoring services.
- The commitment to establish a performance management tracking system that has the capability of providing the client and all other relevant stakeholders with the necessary governance assurances whilst delivering optimal and sustainable program impact.

7. Compliance with minimum requirements

All quotations must be accompanied by the following documents:

- 7.1 Company Profile;
- 7.2 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration);
- 7.3 Tax Compliance Status Certificate
- 7.4 Valid BEE Certificate (only BBBEE Level 1, 2 and 3 will be considered)
- 7.5 Provide three written letters of reference for similar work performed. Letters must not be older than 3 (three) years

Failure to submit any of the above documents will disqualify the bidder from further evaluation

C. 3 CONDITIONS OF BID AND CONTRACT

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1.	GUIDELINE ON COMPLETION				
1.1	Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box. The bidder must clearly state if a deviation from these requirements is offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected.				
2.	KGFT SERVICE LEVEL AGREEMENT				
2.1	The KGFT Service Level Agreement (SLA) will be the only contract signed by both parties and will form the basis of this contract. KGFT's terms and conditions will not be negotiated.				
3.	ADDITIONAL INFORMATION REQUIREMENTS				
3.1	During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to the bid being disregarded.				
4.	CONFIDENTIALITY				
4.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
4.2	All bidders are bound by a confidentially agreement preventing the unauthorised disclosure of any information regarding KGFT or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate.				

5.	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT	Yes	No	Noted	If no, indicate deviation
5.1	Copyright of all documentation relating to this assignment belongs to KGFT. The successful bidders may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.				
5.2	All the intellectual property rights arising from the execution of this Agreement shall vest in KGFT and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
5.3	If the service provider would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from KGFT.				
5.4	KGFT shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP KGFT shall be entitled to freely cede and assign to parties nominated by KGFT.				
6	PAYMENTS				
6.1	KGFT will pay the service provider for the actual services rendered in line with the SLA.				
6.2	The service provider shall from time to time during the duration of the contract, invoice KGFT for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to KGFT.				
6.3	Payment shall be made into the bidder's bank account or per cheque payment normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				
7	NON-COMPLIANCE WITH DELIVERY TERMS				
7.1	As soon as it becomes known to the service provider that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, KGFT must be given immediate written notice				

	to this effect. KGFT reserves the right to implement remedies as provided for in the SLA.				
8	WARRANTIES	Yes	No	Noted	If no, indicate deviation
8.1	The service provider warranties that: It can conclude this Agreement to the satisfaction of KGFT.				
8.2	Although the service provider will be entitled to provide services to persons other than KGFT, the service provider shall not without the prior written consent of KGFT, be involved in any manner whatsoever, directly, or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
9.	PARTIES NOT AFFECTED BY WAIVER OR BREACHES				
9.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof				
9.2	No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
10	SUBMITTING BIDS				
10.1	All bid documents must be <u>originals</u> , <u>sealed</u> and <u>hand delivered</u> through Supply Chain Management (SCM) as per 10.2 below				
10.2	All bid documents must be delivered to: KZN Growth Fund Trust 28 th Floor, 303 Dr Pixley Street, Durban,4001 At reception in the Bid box Closing date: 15 DECEMBER 2022 at 11:00pm				

11	LATE BIDS	Yes	No	Noted	If no, indicate deviation
11.1	Late submissions will not be accepted. A submission will be considered late if it arrived one second after 11:00 or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.				
12.	CLARIFICATIONS				
12.1	<p>Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (letter, facsimile, or e-mail).</p> <p>Please refer to Tender Notice and Invitation to Tender page of this bid pack for contact details.</p> <p>The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.</p>				
13.	FORMAT OF BIDS				
13.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.				
13.2	Bidders are to set out their proposal in the following format:				
13.2.1	Part 1: Invitation to Bid & Introduction				
13.2.2	Part 3: Compliance to Special Conditions of Bid and Noting of Evaluation Criteria				
13.2.3	Part 4: National Treasury CSD report				
13.2.4	Part 5: Bidders Disclosure and Certificate of Authority to Sign a Bid				
13.2.5	Part 6: BBBEE				
13.2.6	Part 7: Technical/Functionality Proposal				
13.2.7	Part 8: Deviations from Request for Bid				
13.2.8	Part 9: Procurement Timelines				
13.2.9	Part 10: Terms of Reference				
13.2.10b	Part 11: Annexures				

14.1	PART 1: INVITATION TO BID (FORM C1)	Yes	No	Noted	If no, indicate deviation
14.2	PART 3: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA (FORM C3)				
	Bidders must complete C3. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
14.3	PART 4: SARS TAX STATUS (FORM C8)				
	The bidder must be compliance with SARS and such information will be verified with Central Supplier Database (CSD). In case of a joint venture, or where sub-contractors are utilised, each joint venture member and/or sub-contractor (individual) <u>must</u> be in compliance with SARS and the information will be verified on Central Supplier Database (CSD).				
14.4	<u>PART 5: (FORM C4 AND C9)</u> Certificate of Authority to Sign a Bid Bidders Disclosure				
14.4.1	Bidders must complete and submit the Declaration forms. A bidder must complete the relevant part of the document and it must indicate who is delegated to communicate or deal with KGFT. Any other irrelevant sections to the tendering entity must be marked 'N/A.'				
14.4.2	Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), or an Accounting Officer as contemplated in the Close Corporation Act (CCA)				
14.4.3	For a consortium or joint venture: A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as a legal entity , provided that the entity submits their B-BBEE status level certificate. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity , provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.				

14.5	<u>PART 6: JOINTVENTURE/CONSORTIUM AGREEMENT (FORM C4)</u>	Yes	No	Noted	If no, indicate deviation
14.5.1	A copy of the joint venture/consortium agreement must be included.				
14.6	PART 7: TECHNICAL PROPOSAL/FUNCTIONALITY PROPOSAL (FORM C6)				
14.6.1	The bidder must provide letters of reference on the client letterhead including contact details, for the previous, current, or ongoing projects of similar nature. This will be verified by KGF.				
14.7	PART 8: DEVIATIONS FROM REQUEST FOR BID (FORM C10)				
14.7.1	Please indicate deviations or modifications to this Request for Bid on form C10				
14.7.2	If no deviations are required, please mark the form “Nil” and sign				
14.8	PART 9: PROCUREMENT TIMELINES (FORM C5)				
14.8.1	This part of a bid documents informs bidders when the bid process is expected to be finalised. It may not necessarily be followed.				
14.8.2	Terms of reference (TOR) are the requirements by KGFT. When a proposal is submitted, a bidder must be certain that TOR are understood and has the capacity to offer a specified service.				
14.9	PART 10: ANNEXURES				
14.9.1	Bidder must insert all their additional annexures in part 11. This can include professional registrations, insurances etc.				
14.10	VAT				
14.10.1	KGFT is a VAT Vendor. Prices quoted must include VAT (where applicable).				
14.10.2	KGFT reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be more than R1m for 12 consecutive months as the VAT Act requires.				

15	PRESENTATIONS	Yes	No	Noted	If no, indicate deviation
15.1	KGFT reserves the right to invite bidders for presentations before the award of the bid.				
15.2	Presentation may affect the points awarded for functionality.				
16	NEGOTIATION				
16.1	KGFT has the right to enter negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
16.2	KGFT shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, KGFT reserve the right not to award the tender to highest ranking bidder in terms of PPPFA.				
16.3	All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.				
17	DOMICILIUM				
17.1	The parties hereto choose <i>domicilium citandi et executandi</i> for all purposes of and in connection with the final contract as follows:				
	KZN Growth Fund Trust 28 th Floor, Dr Pixley KaSeme Street Durban 4001				
18	COST OF BID PREPARATION				
18.1	Bidders shall prepare and submit a bid at their own expense.				
19	BID VALIDITY PERIOD				
19.1	Bid will be valid for a period of 120 days				
19.2	The bidder will hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.				

19.3	If requested by the employer, the bidder will consider extending the validity period stated in the tender data for an agreed additional period.				
20	ISSUE ADDENDA	Yes	No	Noted	If no, indicate deviation
20.1	If necessary, KGFT may issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify those tendering entities appearing on the attendance list				
20.2	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to, and tenders will be received only from those tendering entities appearing on the attendance list				
20.3	Tenderers are obliged to acknowledge, in writing, receipt of addenda to the tender documents, which the employer may issue.				
21	SUBMITTING OF FRAUDULENT DOCUMENTS				
21.1	KGFT will 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.				
21.2	KGFT will list bidders/ directors in the list of restricted suppliers, and they will not conduct any business with an organ of state.				

C.4 CERTIFICATE OF AUTHORITY TO SIGN A BID

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(V) SOLE PROPRIETOR	(VI) JOINT VENTURES

i. CERTIFICATE FOR COMPANY

I,, chairperson of the Board of Directors of, hereby confirm that by resolution of the Board (copy attached) taken on 20....., Mr/Ms, acting in the capacity of, was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

Chairperson:

As Witnesses:

Date:

ii.**CERTIFICATE FOR CLOSE CORPORATION**

We, the undersigned, being the key members in the business trading as.....

..... Hereby authorise Mr/Ms..... acting in the capacity of, to sign all documents in connection with the tender for Contract No: and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

iii. **CERTIFICATE FOR PARTNERSHIP**

We, the undersigned, being the key partners in the business trading as,

..... hereby authorize Mr./Ms.

acting in the capacity of, to sign all documents in connection with the tender for Contract No and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

iv. **CERTIFICATE FOR SOLE PROPRIETOR**

I,, hereby confirm that I am the sole owner of the business trading as.....

Signature of Sole owner:

As Witnesses:

1.....

2.....

Date:

v. **CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

This Returnable Schedule is to be completed by **EACH member** of a joint venture submitting a tender.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms....., authorised signatory of the Company.....acting in the capacity of lead JV partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf as a joint venture.

NAME OF JV ORGANIZATION.....

ADDRESS:

.....

.....

DULY AUTHORISED SIGNATORY NAME

DESIGNATION:

SIGNATURE

DATE.....

C.5 PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP Release Date	01 December 2022	10:00am
Written questions of clarification – closing date	12 December 2022	16:00pm
Written response to all clarifications	13 December 2022	16:00pm
Service Provider Proposals Due	15 December 2022	11:00pm
Completion of Bid Evaluations	13 January 2023	16:00pm
Anticipated letter of Award	01 February 2023	16:00pm
Commencement Date	01 March 2023	09:00am

***Indicative dates**

C.6 EVALUATION PROCESS & CRITERIA

This phase consists of Mandatory and Non-Mandatory administrative compliance evaluation of all proposals.

1	EVALUATION PROCESS				
1.1	<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>				
1.1.1	<p>All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</p> <p>Mandatory</p> <p>Bids will only be compliant if bidder has submitted the following documents:</p> <ul style="list-style-type: none"> • The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017 • The bidder must be in good standing with SARS and such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid. • BBBEE Certificate (Affidavit or SANAS Accredited) (only BBBEE Level 1, 2 and 3 will be considered) • A fully completed bidders disclosure indicating that there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer; Or that none of its directors/shareholders is listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. • The bidder must provide 3 letters of reference on the client letterhead including contact details, for the previous, current, or ongoing projects of similar nature. This will be verified by KGFT. <p>Failure to complete and/or provide any mandatory information as requested above will result in the submission being deemed non-responsive.</p>				

1.2	<u>STAGE TWO: FUNCTIONALITY REQUIREMENTS</u>				
1.2.1	Responsive bids will be evaluated according to the criteria, weightings and threshold scores as indicated below.				
1.3	ADJUDICATION OF BID				
1.3.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
1.3.2	The bid shall be awarded at the sole and absolute discretion of KGFT. KGFT hereby represents that it is not obliged to award this bid to any bidder. KGFT is entitled to retract this bid at any time as from the date of issue. KGFT is not obliged to award this bid to the bidder that quotes the lowest.				
1.3.3	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of KGFT regarding this bid from the date the offer is submitted until the date of award of the bid.				
1.4	Awarding of contract				
1.4.1	KGFT reserves the right to award this bid in full or part				

C.7 EVALUATION PROCESS & CRITERIA

FUNCTIONALITY REQUIREMENTS

About Functionality Requirements, being stage 2 of the evaluation process, the following criteria and the associated weightings will be applicable:

	FUNCTIONALITY	WEIGHT
1. Technical and Business Management Training	<p>Experience of the Company</p> <p>A minimum of <u>3 projects completed</u> in the development and delivery of bespoke training programs.</p> <ul style="list-style-type: none"> • +5 contracts – Excellent (5) • +3 to 5 contracts – Very Good (4) • 3 contracts – Good (3) <p>NB. Provide a reference letter for each project completed. Letters must be on the relevant company letterhead, dated and signed</p>	20
3. Business Mentorship or Incubation	<p>Experience of the Company</p> <p>At least a minimum of <u>3 proven assignments</u> in providing business mentorship to new, as well as established ventures.</p> <ul style="list-style-type: none"> • +5 assignments – Excellent (5) • +3 to 5 assignments – Very Good (4) • 3 assignments – Good (3) <p>NB. Provide a reference letter for each assignment completed. Letters must be on the relevant company letterhead, dated and signed</p>	20
4. Strategic Business Coaching	<p>Experience of Company in Strategic Business Coaching</p> <p>At least a minimum of <u>3 proven assignments</u> and capability in the provision of strategic business coaching services</p> <ul style="list-style-type: none"> • +5 assignments – Excellent (5) • +3 to 5 assignments – Very Good (4) • 3 assignments – Good (3) <p>NB. Provide a reference letter for each assignment completed. Letters must be on the relevant company letterhead, dated and signed</p>	20

	FUNCTIONALITY	WEIGHT
5. Qualification/s of Project Manager	<p>The Project Manager must possess a minimum of a three (3) years' diploma in Commerce</p> <ul style="list-style-type: none"> • Masters / Doctorate Degree – Excellent (5) • Degree / Honours Degree – Very Good (4) • Diploma – Average (3) 	5
6. Experience of Project Manager	<p>The Project Manager must at least possess 3 years' experience in managing similar projects.</p> <ul style="list-style-type: none"> • <i>+5yrs experience – Excellent (5)</i> • <i>+3 to 5yrs experience – Very Good (4)</i> • <i>3 yrs. experience – Good (3)</i> <p><i>NB. CV must be submitted which included years of Project Management experience</i></p>	5
7. Methodology and demonstration of capacity to successfully deliver the Project	<p>The methodology – inclusive of a detailed project implementation plan - must demonstrate but not limited to the following aspects:</p> <ul style="list-style-type: none"> • Demonstrate ability to identify, negotiate, consult with, and manage all potential stakeholders for project under consideration for a turnaround strategy at KGFT. (5) • A team of mentors/coaches with experience across different business functional areas at the minimum strategy, finance, sales, operations, marketing, technology, human resources, and people development.(5) • Proven capability to assist beneficiaries with the necessary business registration and compliance with regulatory bodies for business in South Africa. (5) • Proven capability to assist beneficiaries with sourcing of funding or capital raising support. (5) • Access to a network of technical, industry and business specialists (e.g., tax, legal, accounting or bookkeeping, etc.). (5) • Proven capability in business rescue turnaround scenario. (5) 	30
	TOTAL	100

Bidders who obtain at least 70 points in stage 2 (Functionality) will be added to the Mentorship Panel.

C.8 TAX CLEARANCE REQUIREMENTS

It is a condition of a bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. the bidder must be in good standing with SARS and such information will be verified through Central Supplier Database (CSD)
2. In bids where Joint Ventures/Sub-Suppliers/Partners are involved, each party must submit a separate valid Tax Clearance Certificate for their organization.
3. Applications for the Tax Clearance Certificates may also be made via e-filing. To use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za

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 institution	State

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**

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.

2.2.1 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 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.

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.

- 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 CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO
BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

C.10 DEVIATIONS FROM THE REQUEST FOR PROPOSAL

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked “NIL” and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder’s Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

PAGE NUMBER	CLAUSE NUMBER	DEVIATION

SIGNATURE OF BIDDER

DATE

C.11 BID SUMMARY AND DETAILS

We the undersigned submit this bid in accordance with the conditions contained in the referenced RFP document and attach the documents required:

No.	Description in detail	Documents Attached
A. Commercial Documents		(Yes/ No/ N.A.)
1.	Deviations from Request for Proposal	
2.	Covering letter	
3.	Entire Bid Document	
4.	CC or Company Registration Documents or copy of ID if sole propriety	
5.	In good standing with SARS and such information will be verified through Central Supply Database (CSD);	
6.	BBBEE Certificate/Affidavit	
7.	Joint Venture Agreement where applicable	
B. Technical Documents		
8.	Proposal: Detailing Company Profile and award letters	
9.	Contactable reference letters where the bidder has rendered similar service	
10.	Capacity of the bidder – CV's and qualifications of resources	

Name

Date

Signature