

SDT 07/2024

**PROVISION OF TRAINING FIVE (5) ENTERPRISE DEVELOPMENT PROGRAM (EDPS) TRAINEES ON
ENTERPRISE DEVELOPMENT**

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1. Introduction to State Diamond Trader

The State Diamond Trader is a state-owned entity established in terms of section 14 of the diamonds Act, 56 of 1986 as amended ("the act"). It is classified as a schedule 3B entity of the Public Finance Management Act. The vision of the state diamond trader is to be the catalyst for the transformation and growth of the local diamond beneficiation industry. Aligned with this vision, the entity has as one of its strategic objectives is to ensure acquisition of and equitable access to rough diamonds, with a focus on historically disadvantaged groups.

The State Diamond Trader invites certain qualified bidders to submit tenders and proposals in accordance with the rules set out in this RFP for the provision of the:

- Training five (5) Enterprise Development Program (EDPs) Trainees on enterprise development

A submission of a tender by you in response to this Invitation will be deemed as your acceptance of the State Diamond Trader terms and conditions of this tender.

2. Structure of the RFP

No	Description of the document content	Document Name
1.	Documents outlining the RFP background, conditions and instructions.	Main RFP
2.	Document outlines the business requirements, technical competency requirements and any other information related to the tender requirement.	Technical specification
3.	Documents required (Standard Bidding Documents) as per National Treasury for all competitive bidding process and must be returned with bid submission.	SBD Documents Central Supplier Database (CSD Report)
4.	The proposed agreement under which SDT wishes to contract the services.	Draft service level agreement
5.	Response templates. Templates that are required to form part of the Bidder's Tender response.	Pricing Schedule

3. Key Timelines & Activities

The table below highlights all the important dates and times for this bid from the time of bid publication until closing date for submission.

No	Activity	Date & Time
1	Bid Publication on National Treasury's eTender website, SDT website and other applicable media	15 November 2024 – 09h00
2	Compulsory / non-compulsory bidders briefing session	Not Applicable
3	Bidders to submit written questions	16 November 2024 – 11 December 2024
4	Tenders due ("Closing Date and time")	12 December 2024 – 11h00

4. Instructions to Bidders

4.1 General Instructions

This document constitutes a Request for Proposal (RFP) which details State Diamond Trader's requirements for service provider for training five (5) Enterprise Development Program (EDPs) trainees on enterprise development. All bidders must comply with the requirements and instructions as set out in the RFP.

Bidders must ensure that information and documentation supplied can be easily understood and thus, evaluated in a fair and consistent manner. All pricing information must be fully disclosed with all charges clearly defined.

4.2 Specification

1. Unit requesting goods/services	Operations Department
2. Quantity (ties) required	One (1) service provider – to train 5 Enterprise Development Program (EDPs) Trainees on enterprise development
3. Description of Services Summary	3.1 The Operations Department is requesting procurement of one (1) service provider who will train 5 EDPs on enterprise development for a period of 1 year so that they will be able to start and manage their small diamond manufacturing businesses
4. Description of goods or services - Listed	4.1 Submit the training Content and Plan 4.1.1 Discuss and submit the training content and plan to the Operations Manager
	4.2 Scope of service (after 4.1) 4.2.1 Training and Education (Structured training manuals): Training provider that will train 5 EDP trainees in entrepreneurship to cover business plan formulation and implementation, business management, market research, financial management, and marketing strategies etc. 4.2.2 Design a robust curriculum tailored to the needs of aspiring entrepreneurs 4.2.3 Networking Opportunities: Facilitate networking events, industry meetups, and forums where trainees can connect with fellow entrepreneurs, potential collaborators, investors, and mentor's mentorship and Coaching. 4.2.4 Legal and Regulatory Guidance: Offer support in navigating legal and regulatory requirements for setting up and operating a business, including business registration, permits, licenses, tax registration. 4.2.5 Market Research and Analysis: Help trainees conduct market research to identify target

	<p>customers, understand market trends, assess competition, and validate their business ideas.</p> <p>4.2.6 Offer ongoing support and follow-up assistance to ensure trainees have access to resources and guidance even after completing the program.</p> <p>4.2.7 Ensure that the participants are ready to start and manage their own small diamond manufacturing business at the end of a 12-month period.</p>	
5. Functionality Evaluation	5.1 Business Experience <p>5.1.1 The service provider must have ten 10 years' experience or more in Enterprise Development Training. Points will be allocated as follows:</p> <ul style="list-style-type: none"> • More than ten (10) years' experience = 30 points • Ten (10) years' experience = 20 points • Below ten (10) years' experience = 0 <p>5.1.2 Business profile and reference letters must be submitted as proof of experience. Two contactable (2) reference letters showing ten (10) years' experience are required</p>	30 Points
	5.2 Experience within Diamond and Jewellery Manufacturing Industry	30 Points

	<p>5.2.1 The service provider must have five (5) years' experience or more in skills development within the diamond and jewellery industry. Points will be allocated as follows:</p> <ul style="list-style-type: none"> • More than five (5) years' experience = 30 points • Five (5) years' experience = 20 points • Below five (5) years' experience = 0 <p>One contactable (1) reference letter showing five (5) years' experience within the Diamond and Jewellery manufacturing Industry</p>	
	<p>5.3 Accreditation</p> <p>5.3.1 The training provider must have a reputable training accreditation. Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Proof of training accreditation = 10 points • No accreditation = 0 points <p>5.3.2 Accreditation documents must be submitted</p>	10 Points
	<p>5.4 Facilitator Qualifications</p> <p>5.4.1 The Facilitator/Project Manager must have an</p>	20 Points

	<p>NQF level 8 qualification (Business management and/ related qualifications). Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Above NQF level 8 qualification = 20 points • NQF level 8 qualification = 15 points • Below NQF 8 = 0 points <p>5.4.2 Facilitator's CV, certified qualifications (Not older than 6months)</p>	
	<p>5.5 Tax Clearance Certificate</p> <p>5.5.1 The service provider must submit a valid tax clearance certificate. Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Tax clearance certificate submitted = 10 points • Tax clearance certificate not submitted = 0 points <p>5.5.2 A valid tax clearance certificate must be submitted as evidence</p>	10 Points
	Section 4 Points Scoring Threshold	70 Points
	Section 4 Points Scoring Total	100 Points

6. Training Dates Period	<p>6.1 The main specific outcome of the project is to ensure that all five (5) EDP trainees can start their own small diamond manufacturing businesses.</p> <p>6.2 A service level agreement will be signed by State Diamond Trader and the appointed service provider to illustrate terms and conditions of the project</p>	
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4.3 Term of Contract

The contract shall be for a duration of one (1) year.

4.4 Bid Validity

Bid must be valid for a minimum period of 120 days from the closing date of the tender.

4.5 Submission of Proposal

Bid documents will only be considered if received on or before the Closing Date and Time, regardless of the method used to send or deliver such documents to State Diamond Trader. Bids can be hand delivered or posted using the addresses below.

Physical Address and Postal Address:

Jewellery Manufacturing Precinct, Superblock Building
OR Tambo International Airport Special Economic Zone (ORTIA SEZ PRECINCT 1)
Bonaero Drive, ACSA Precinct
Bonaero Park
1619

Late tenders will not be accepted.

Bidders must submit two (2) copies, one original of the proposal and a copy, in sealed envelopes and clearly marked "Request for Proposal for Enterprise Development program for a period of one (1) year". The price responses must be submitted in a sealed file or envelope.

5. Bid Qualification

- 5.1 A Bidder must be a South African entity (Company, Close Corporation, Sole Proprietor or individual) or have a local branch in South Africa.
- 5.2 The Bidder must be fully tax compliant. As an organ of state, State Diamond Trader cannot conduct business with a company whose tax matters are not in order as declared by SARS.
- 5.3 Bidders who wish to render services to State Diamond Trader must be on or will register on the National Treasury Central Supplier Database (CSD) as per National Treasury Circular No.3 of 2015/6- Central Supplier Database.
- 5.4 State Diamond Trader will disqualify a bidder/s who engages in the following:
 - 5.4.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Bidder in respect of the subject matter of this RFP;
 - 5.4.2 Seeks any assistance, other than assistance officially provided by a government entity, from any employee, advisor or other representative of a government entity in order to obtain any unlawful advantage in relation to procurement or services to be provided to a government entity;
 - 5.4.3 Makes or offers any gift, gratuity, anything of value other inducement, whether lawful or unlawful, to any of SDT official or other representatives;
 - 5.4.4 Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to the procurement or service to be provided to the entity;
 - 5.4.5 Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or result from the award of any tender, contract, right or entitlement which is in any way related to services to be rendered to the entity;
 - 5.4.6 whose Tender contains a negligent misrepresentation which is materially incorrect or misleading;
 - 5.4.7 who materially fails to comply with any conditions or requirements of this RFP;

6. Bid Evaluation Process

After the closing date of the bid invitation, all received bid proposals will be evaluated for compliance and selection. The following evaluation method will be used to evaluate bids.

6.1 Gate 0 - Administration Evaluation

Bidders must submit the following administrative standard bidding documents (SBDs) fully completed and signed.

- SBD 1 Invitation to Bid
- SBD 4 - Declaration of Interest
- SBD 6.1 - Preferential Point Claim Form – **Non-submission will result into a zero score on Specific Goals.**
- CSD - Central Supplier Database Report
- General conditions of a contract (GCC)

6.2 Gate 1 – Functionality Evaluation

In the technical analysis criteria, bidders will need to attain a minimum 70 of out of 100 points to proceed to the next stage, i.e., price and specific goals on evaluation.

6.3 Gate 2 – Price and Specific Goals Evaluation

- In the third stage of the evaluation, Tenders that passed the prescribed technical threshold will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2022.
- Provide fixed price quotation.
- Cost must be VAT inclusive and quoted in South African Rand.

Criterion	Points
Price	80
SPECIFIC GOALS	20
Total	100

7. Submission of Proposal

Bid documents will only be considered if received on or before the Closing Date and Time, regardless of the method used to send or deliver such

documents to State Diamond Trader. Bids can be hand delivered to the second floor or posted using the addresses below.

No Emailed bids will be accepted.

Late bids will not be accepted.

Physical and Postal Address:

Jewellery Manufacturing Precinct, Superblock Building, 2ND Floor.

OR Tambo International Airport Special Economic Zone (ORTIA SEZ PRECINCT 1)

Bonaero Drive, ACSA Precinct

Bonaero Park

1619

8. Special Conditions

- The Bidder must be fully tax compliant. As an organ of state, State Diamond Trader cannot conduct business with a company whose tax matters are not in order as declared by SARS.
- Bidders must be registered on the National Treasury Central Supplier Database (CSD) as per National Treasury Circular No.3 of 2015/6- Central Supplier Database.
- State Diamond Trader will disqualify a bidder/s who engages in the following:
- Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Bidder in respect of the subject matter of this RFP.
- Seeks any assistance, other than assistance officially provided by a government entity, from any employee, advisor or other representative of a government entity to obtain any unlawful advantage in relation to procurement or services to be provided to a government entity.
- Makes or offers any gift, gratuity, anything of value other inducement, whether lawful or unlawful, to any of SDT official or other representatives.
- Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to the procurement or service to be provided to the entity.
- Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or result from the award of any tender, contract, right or entitlement which is in any way related to services to be rendered to the entity.

- whose Tender contains a negligent misrepresentation which is materially incorrect or misleading
- who materially fails to comply with any conditions or requirements of this RFP.
- Bidders must provide tax Pin.

9. Reservation of Rights

SDT reserves a right:

- 9.1 make no award
- 9.2 withdraw, suspend or cancel this RFP or the RFP process at any time and without providing reasons;
- 9.3 not provide reasons for its rejection or the failure of any Bidder or Tender, save on application and in terms of applicable legislation;
- 9.4 change any of its requirements as set out in this RFP by giving Bidders reasonable notice;
- 9.5 mend, vary, or supplement any of the information, terms or requirements contained in this RFP, any information or requirements delivered pursuant to this RFP, or the structure of the RFP process;
- 9.6 provide further information in respect of, and modify the provisions of, this RFP at any time prior to the Closing Date by notice to all prospective Bidders.
- 9.7 conduct site visits and/or perform audits whenever SDT deems it prudent to do so.
- 9.8 undertake further checks on Bidders, which may include information on public record or in the public domain, information contained in internal SDT records or information received from other government institutions.
- 9.9 no longer consider a Bidder's Tender where adverse information about the Bidder or its Tender submission has come to the attention of SDT, provided that such Bidder is informed accordingly and invited to comment.
- 9.10 to award a Tender based on which Bidder is offering the best value for money, even if such Tender is not the lowest priced tender.

10. RFP not Offer

This RFP does not constitute an offer to do business with State Diamond Trader, but merely serves as an invitation to Bidders to facilitate a requirements-based decision process.

Nothing in this RFP or any other communication made between State Diamond Trader (including its officers, directors, employees, advisers and representatives) is a

representation that State Diamond Trader will offer, award or enter into a contract with the Bidder.

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this RFP and all other costs incurred by it throughout the RFP process.

11. Enquires

SCM Enquires: Supply Chain

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