

OFFICE OF THE SUPPLY CHAIN MANAGEMENT

1.1 DESCRIPTION OF SERVICE

Mentorship in business skills to four SMME's producing honeybush.

BACKGROUND:

The Agricultural Research Council (ARC) seeks to appoint a person or organization to mentor 4 new agricultural businesses through transferring business and entrepreneurial skills to them. This person/organisation will have to ensure SMMEs are managed and run according to basic business principals and adhering to South African legislation. Thus, training and mentoring in management, administration, financial and human resources skills of a business are required. This person or organization will ideally be based in the Langkloof/Tsitsikamma area.

PURPOSE:

To mentor 4 new agricultural businesses through transferring business and entrepreneurial skills by visiting them once a month, and give them the necessary training to become a sustainable and profitable SMME.

SCOPE OF WORK

SPECIFICATION	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
Requirements • Experience or has a suitable qualification in running and managing a successful business • Broad knowledge and knowhow of the following key areas in a business ✓ staffing and management ✓ finance ✓ planning and strategy ✓ daily operations ✓ sales and marketing			

✓ customer service • Proven record of mentoring and training of people in business skills • Familiar with legislation requirements of financial and human resource management e.g. SARS, UIF, Health and Safety • Understanding and proficient in basic bookkeeping • Implementing of new procedures eg filing systems, supply chain • Basic computer skills – MS Office, email, scanning • Good organizational skills • Understanding of and ability to work in traditional communities • Experience in agriculture will be an advantage Must be fluent in Afrikaans, knowledge of isiXhosa an advantage			
What position require from you • Visit each business once a month for at least 2.5 hours to mentor, train and transfer business skills (10 hours per month – travel time not included) • Assist SMME with registrations, SARS, bank account management etc • Implement systems and procedures for each business eg supply chain management, equipment handling, risk management, safety and health • Make sure all documents required for the business are in place and filed eg Business registration document, SARS TAX clearance, UIF registration, business house and disciplinary rules, employee contracts • Monthly report to Project manager on progress of transferring skills to each SMME, planning for next months activities • Ad hoc tasks required by Project manager			
GENERAL CONDITIONS FOR THE PURCHASE ORDER AGREEMENT			
A fixed monthly rate will be paid and includes travelling time and costs. Training from May 2023 to March 2024 – 11 months			

1.2 PRICING SCHEDULE

Item description	QTY	Unit price	Total Price
1. Visit each business once a month for at least 2.5 hours to mentor, train and transfer business skills (10 hours per month – travel time not included) <u>To:</u> - Assist SMME with registrations, SARS, bank account management etc - Implement systems and procedures for each business eg supply chain management, equipment handling, risk management, safety and health - Make sure all documents required for the business are in place and filed eg Business registration document, SARS TAX clearance, UIF registration, business house and disciplinary rules, employee contracts - Monthly report to Project manager on progress of transferring skills to each SMME, planning for next months activities - Ad hoc tasks required by Project manager	10 hours per month		
2. Travelling costs to communities (SMME's) as listed below and combined in one round trip from George ±500km per trip - Thornham Heuningbos (Pty) Ltd - Thornham Heuningbos is a company in the village of Thornham, close to the Stormsriver bridge in the Eastern Cape Province. They have a nursery and sell seedlings to farmers. - Clarkson Heuningbos (Pty) Ltd - Clarkson Heuningbos is a company in the Clarkson community next to the N2 in the Tsitsikamma (Eastern Cape). They have honeybush plantations and sell plant material to processors. - Kuyasa Amamfengu (Pty) Ltd - Kuyasa Amamfengu is a company situated in the Guava Juice community, on the opposite side of Clarkson on the N2, in the Tsitsikamma area of the Eastern Cape Province. They have seed-orchards and sell honeybush seed to farmers and nurseries. - Sonskyn Heuningbos (Pty) Ltd - Sonskyn Heuningbos is a company located in the Langkloof community of Haarlem in the Western Cape Province. They have a nursery and sell seedlings to farmers.	500 km per month		
3. Accommodation	1 night per month		

Other:			
SUBTOTAL			
VAT			
GRANDTOTAL			

1. The specification prepared by

Name: Dr Cecilia Bester

Date: 4/05/2023

Signature



1 MINIMUM LOCAL PRODUCTION CONTENT REQUIREMENTS STAGE ONE

In terms of the National Treasury Designated Sectors Instruction Number 15 of 2017/2018;" National Treasury designated sectors circular No1 of 2017/18- Invitation and evaluation of bids based on a stipulated minimum threshold for local production and content for the

Components for Construction which stipulates the minimum threshold for local content and production and SBD 6.2 and relevant annexures forming part of this document is to be adhered to as shown on table below:

TABLE

METERING DEVICE	Components	Local Content Threshold

EVALUATION PROCESS & CRITERIA STAGE ONE FOR

ADMINISTRATIVE COMPLIANCE EVALUATION OF ALL PROPOSALS

	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
EVALUATION PROCESS: NB: It must be noted that ARC reserve the rights to request for clarification if all the below questions are not answered properly.			
<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>			
All suppliers are duly lodged will be examined to determine compliance with quoting requirements and conditions. Quotes with obvious deviations from the requirements/conditions, will be eliminated or disqualified from further adjudication. ▪ Mandatory Quotes will only be compliant if supplier has submitted the following documents:			
<i>Administrative documents</i> According to National Treasury SCM Instruction number 4 of 2016/2017, only suppliers who are registered on Central Supplier Database (CSD) may be appointed. Suppliers is therefore encourage to register their entities on CSD, www.csd.gov.za and such information will be verified through Central Supply Database (CSD);			
All SBD documents must be submitted and completed;			
The supplier must comply with all the specification			
Contact Details, VAT number, Company registration number, Bank details must be appended on the supplier quote.			
▪ Non-Mandatory C Valid B-BBEE certificate or sworn affidavit certify by commissioner of oaths.			

Delivery Address: ARC Infruitec Nietvoorbij, Helshoogte Road, Stellenbosch

SUPPLIER'S DETAILS:

Company Name:

Contact person:

Contact number & Email:

Date & Signature: