



destea

department of
economic, small business development,
tourism and environmental affairs
FREE STATE PROVINCE

BID ADVERTISEMENT – TENDER BULLETIN FOR 80/20 PREFERENCE POINT SCORING SYSTEM

CATEGORY: PROFESSIONAL CONSULTANTS

Description:	Required at: (Town Name)	Bid No:	Closing:	Bids obtainable from:	Post or deliver bids to:
<p>SERVICE DESCRIPTION: THE DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS REQUEST FOR PROPOSALS FOR PROVISION OF BUSINESS DEVELOPMENT SUPPORT SERVICES</p> <p>SCOPE OF WORK</p> <p>The department requires the services of qualified business support service providers or practitioners with a strong business development and support, marketing expertise, as well as extensive experience in enterprise development and entrepreneurship space to be appointed on a three (3) year contract from 2021/22 to 2023/24 to provide a suitable services to SMMEs and Cooperatives as and when required. The objective is to provide technical business support and guidance to SMMEs and Cooperatives across Free State province.</p>	Free State Province	RFP: 01/2021/22	2021.04.30 @ 11h00	Departmental website www.destea.gov.za	Tender Box C 113 St. Andrews Bloemfontein



Name of District/Metro	Agriculture , Agro-processing and Green economy	Construction, Real Estate and Transport	Manufacturing and Service Industry	Retail, ICT and Creative Industry	Finance and Tourism	Total
Fezile Dabi	4	9	15	4	-	32
Lejweleputswa	5	8	26	29	1	69
Mangaung	20	23	31	28	3	105
Thabo Mofutsanyana	7	13	25	26	2	73
Xhariep	5	-	10	4	2	21
Total number of supported SMMEs:						300

Specifically, interested individuals or companies will be expected to undertake the following duties in line with their mentorship activities:

- Business Plan development
- Business and Financial management
- Company tax support services
- Marketing support services
- Legal services
- Access to Enterprise and Supplier Development programmes
- Track and Provide quarterly progress reports on supported SMMEs and Cooperatives

The enterprise Business Development and Support programme is an initiative by the Free State Provincial Government's Department of Economic, Small Business Development, Tourism and Environmental Affairs (DESTEA) to support the development of enterprises in various districts



throughout the Free State Province through its provision of key business support services. With this initiative the Department aims to promote the culture of entrepreneurship as well as innovation across the province, which will help support enterprises in the different priority sectors of manufacturing, agro-processing, tourism, ICT, and green economy.

Interested parties will be required to provide an analysis of the present scenario of supported SMMEs and develop a detailed bid and plans which outlines how the required support and services will be delivered. The bid must include the cost breakdown. The plan should be time bound, show clear achievable targets within defined timelines and demonstrated by relevant stakeholders to ensure its implement ability.

EVALUATION PROCESS

The evaluation process comprises the following phases:

Phase I	Phase II	Phase III
Pre-qualification Criteria (Mandatory requirements)	Functionality	Price and B-BBEE
Compliance with administration and mandatory bid requirements.	Bids will be evaluated in terms of functionality	Bids evaluated in terms of the 80/20 preference system

Mandatory Requirements

During this phase Bidders' response will be evaluated based on the mandatory requirements indicated hereunder. This phase is not scored and Bidders who do not submit acceptable bids by failing to comply with all the mandatory criteria and conditions will be disqualified.

- Only B-BBEE LEVEL 1 will be considered for further evaluation. Original and valid B-BBEE status level verification certificate/affidavit or a certified copy thereof, substantiating the B-BBEE rating



- Certified copy of Entity Registration Certificate
- Registration on Central Supplier Database (CSD)

The Bidders must be registered as a service provider on the Central Supplier Database (CSD). If you are currently not registered proceed to complete the registration of your company prior to submitting your bid. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database are updated and valid. Are you a registered supplier on the Government's Central Supplier Database (CSD)? (Yes/No) Complete your registered CSD vendor number on the checklist.

Provide a copy of the CSD Registration "Summary Report"(Download date must not be not older than the date of advert of tender).

- Valid and Original Tax Clearance Certificate

A valid and original tax clearance certificate or tax compliance status pin issued by the South African Revenue Services

- Letter of authority to sign entity documents

The letter of authority to sign documents on behalf of the company or joint venture or consortium;

- Project Plan

A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (including cost schedule for the project);

- The Company profile

The profile of the company and description of similar work undertaken; the work undertaken.

Interested individuals or companies will be expected to undertake the following duties in line with their mentorship activities:

- Business Plan development
- Business and Financial management



- Company tax support services
- Marketing support services
- Legal services
- Access to Enterprise and Supplier Development programmes
- Track and Provide quarterly progress reports on supported SMMEs and Cooperatives

- Agreement between service providers in the case of a joint venture or consortium;
- Responsive Bids

Bidders must ensure their bids are responsive by completing and signing, where applicable, all documents including Standard Bidding Documents (SBDs). Non-compliance with this condition will invalidate the bid for such services offered.

Phase II: Functionality Evaluation

Functionality will be evaluated on the basis of the responses on the functionality and supporting documentation supplied by the Bidders as follows:

--	--	--	--	--	--



EVALUATION CRITERIA	Score						
<p>COMPANY'S EXPERIENCE IN THE BUSINESS DEVELOPMENT AND SUPPORT INDUSTRY</p> <p>Number of related/similar projects undertaken by the company: See points breakdown for projects:</p> <ul style="list-style-type: none"> • 10 or more projects = 30 points • 5-9 projects = 20 points • 1-4 projects = 15 points • 0 projects = 0 points <p>(Signed completion certificates or Reference Letters on Company/Department's letterhead and signed by authorised official must be attached to earn points.)</p>	30						
<p>PROJECT LEADER'S EXPERIENCE IN THE INDUSTRY</p> <p><i>Number of related/similar projects undertaken by the Project Leader:</i> See points breakdown for projects:</p> <ul style="list-style-type: none"> • 5 or more similar projects (anywhere) = 15 points • 1 to 4 years in similar projects = 10 points • 0 years in similar projects = 0 points <p>(Comprehensive Curriculum Vitae/Resume with a minimum of 3 (three) reference letters must be attached to earn points)</p>	15						
<p>PROJECT APPROACH & METHODOLOGY</p> <ul style="list-style-type: none"> • Technical quality of proposed approach and methodology, including how to engage SMMEs = 15 points • Work plan and appropriateness of time assigned, both for the assignment as a whole and for individual key personnel in view of the proposed approach = 10 points • Organization and project management = 05 points 	30						
<p>CAPACITY BUILDING/ SKILLS TRANSFER</p> <ul style="list-style-type: none"> • Capacitate 10 or more Destea officials: 10 points • Capacitate Less than 10 Destea officials = 0 points <p>(A written undertaking/commitment and methodology of skills transfer, signed by authorised official must be attached to earn points)</p>	10						
<p>LOCALITY</p> <ul style="list-style-type: none"> • Free State based entities (Certified Copy of current Municipal Account/ lease agreement in the name of the bidder or alternatively in the names of the Directors/Partners of the bidding entity) = 15 points 	15						
<p>TOTAL</p>	100						

*MINIMUM OF 70 POINTS TO QUALIFY FOR STAGE 3



A bid which scores a minimum of 70 points out a total of 100 points on functionality will qualify for further evaluation.

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- A bid which scores a minimum of 70 points out a total of 100 points on functionality will qualify for further evaluation.
- The Department reserves the right to determine the number of service providers to provide required services.

Phase III:

Price and B-BBEE status level

In terms of Preferential Procurement Regulations 2017 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the Department on the 80/20-preference point system in terms of which points are awarded to Bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

The following formula will be used to calculate the points for price:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration



Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

A maximum of 20 points may be allocated to a Bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof at the closing date and time of the bid in order to claim the B-BBEE status level point.

The points scored by a Bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.

All bidders must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

Bidders other than EMEs

(i) Verification agencies accredited by SANAS; or

Bidders who qualify as EMEs

(i) Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths



A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a **consolidated B-BBEE Status Level Verification Certificate for every separate tender.**

The Department may, before adjudicate bids or at any time, require a Bidder to substantiate claims it has made with regard to preference.

The points scored will be round off to the nearest 2 decimals.

In the event that two or more bids have scored equal total points, the award will be to the Bidder who score the highest number of preference points for B-BBEE.

However, when functionality is part of the evaluation process and two or more Bidders have scored equal points including equal preference points for B-BBEE, the award will be to the Bidder who score the highest for functionality.

Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

A contract may, on reasonable and justifiable grounds be awarded to a bid that did not score the highest number of points.

The award of bid may be to more than one service provider.

OFFICIALS PROHIBITED FROM SUBMITTING BIDS

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.



destea

department of
economic, small business development,
tourism and environmental affairs
FREE STATE PROVINCE

SUBMISSION INSTRUCTIONS

Bids must be submitted on or before April 30th, 2021 at 11:00pm (Local Time: South Africa) by courier/hand-delivered to the address below:

**113 St Andrew Street, Bloemfontein, 9301.
Tender Box C, Ground Floor, DESTEA**

It shall remain your responsibility to ensure that your bid will reach the address above on or before the deadline. Bids that are received by DESTEA after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Non Compulsory Briefing Session

A non-compulsory virtual briefing session will be held through MicroSoft Teams on 15th of April 2021 at 11:00 am. Microsoft Teams meeting **Join on your computer or mobile app** [Click here to join the meeting](#)

NOTE: Bid documents are accessible on the Departmental website (www.destea.gov.za).

Contact for Bid information:

Mr. PV Tlhabanelo

051 400 4740

tlhabanelop@destea.gov.za

Technical Enquiries:

Mr. M. Sehularo

051 400 9620

sehularom@destea.gov.za