

In support of this objective, Sasopsbiz invites proposals from suitably qualified and experienced training service providers to design, develop and deliver Training and Boot Camp to rural SMMEs adjacent to Protected Areas.

2. PROCUREMENT PRINCIPLES

This procurement process will be conducted in accordance with the principles of fairness, equity, transparency, competitiveness and cost-effectiveness as required by public sector procurement prescripts. The procurement is conducted through a quotation from Training Providers found on National Treasury's Central Supplier Database (CSD).

The evaluation of bids will be conducted in accordance with the Preferential Procurement Policy Framework Act (PPPFA) and the Preferential Procurement Regulations, 2022.

3. OBJECTIVES OF THE ASSIGNMENT

The purpose of this assignment is to appoint a suitably qualified training provider to deliver structured entrepreneurial training and business development support to rural SMMEs.

The specific objectives are to:

- Equip entrepreneurs with business management skills
- Strengthen financial literacy and record keeping
- Promote good governance and regulatory compliance
- Develop leadership and personal mastery
- Support participants to develop viable business plans
- Provide post training mentorship and enterprise support

4. SCOPE OF WORK

The appointed service provider will be responsible for the following:

4.1 Programme Design

4.1.1 Classroom Training (1 week)

a. Business Foundation & Ideation (Day 1)

- **Objective:** Introduce participants to the fundamentals of business and help them develop viable business ideas.
- **Modules:**
 - Introduction to Entrepreneurship
 - Identifying Business Opportunities in Rural Areas
 - Market Research & Customer Identification
 - Business Model Development

b. Financial Literacy & Management (Day 2)

- **Objective:** Equip participants with the financial skills necessary for running a successful business.
- **Modules:**

- Basic Accounting & Bookkeeping
- Budgeting & Financial Planning
- Understanding Funding & Financing Options
- Pricing Strategies & Cost Management

c. Governance, Compliance & Ethics (Day 3)

- **Objective:** Instil strong governance principles and ensure businesses operate within legal and ethical frameworks.
- **Modules:**
 - Introduction to Business Governance
 - Legal Compliance & Registration Processes
 - Business Ethics & Social Responsibility
 - Managing Stakeholder Relationships

d. Marketing & Sales Strategies (Day 4)

- **Objective:** Teach participants how to effectively market and sell their products or services.
- **Modules:**
 - Branding & Positioning
 - Digital Marketing & Social Media
 - Sales Techniques & Customer Relationship Management (CRM)
 - Creating a Marketing Plan

e. Sustainable Business Practices (Day 4)

- **Objective:** Encourage sustainable and eco-friendly business practices.
- **Modules:**
 - Introduction to Sustainability in Business
 - Resource Management & Conservation
 - Eco-friendly Product Development
 - Aligning Business with Local Environmental Needs

f. Personal Mastery & Leadership (Day 5)

- **Objective:** Develop participants' personal mastery and leadership skills.
- **Modules:**
 - Self-awareness & Emotional Intelligence
 - Time Management & Productivity
 - Leadership in Business & Community
 - Building Resilience & Overcoming Challenges

4.1.2. Bootcamp: Governance & Personal Mastery Intensive (3 days)

- **Objective:** Consolidate learning with an immersive experience focused on governance and personal mastery.
- **Structure:**
 - **Day 1:** Governance Mastery
 - In-depth workshops on business governance, compliance, and ethics.
 - Case studies of successful governance practices in rural enterprises.
 - Interactive sessions with local business leaders and governance experts.
 - **Day 2:** Personal Mastery & Leadership
 - Workshops on personal mastery, leadership, and emotional intelligence.
 - Group exercises on team building, communication, and problem-solving.
 - Motivational talks from successful entrepreneurs and community leaders.
 - **Day 3:** Strategy & Planning

- Participants work on refining their business plans and strategies.
- One-on-one mentoring sessions with business coaches.
- Final presentations and feedback from a panel of experts.

4.1.3 Post-Program Support:

- **Mentorship:** Ongoing mentorship for participants for 3 months after program completion.
- **Networking:** Facilitated connections with local business networks, funding agencies, and government entities.
- **Monitoring & Evaluation:** Regular check-ins to monitor progress and provide additional support if needed.
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OUTCOMES:

- Participants will have a strong foundation in business management, governance, and personal mastery.
- Each participant will leave with a viable business plan ready for implementation.
- The program will contribute to the broader economic revitalization goals of the Township and Rural Economic Revitalisation Strategy (TRERS).

4.2 Training Delivery

The training programme will consist of:

- Five (5) days classroom training
- Three (3) day intensive business boot camp

The training must utilise participatory and practical learning methodologies including:

- Case studies
- Practical exercises
- Group work
- Presentations

4.3 Target Participants

Twenty (20) SMMEs and cooperatives per district municipality will participate in the programme.

Training will be implemented in the districts of uMgungundlovu, uGu and Harry Gwala

4.4 Post Training Mentorship

The service provider will provide structured mentorship support for a period of three (3) months following completion of the training.

Minimum mentorship requirements:

- All participants to receive customised support
- Monthly mentorship progress reports
- Business advisory support where required

4.5 Monitoring and Reporting

The service provider shall provide the following reports:

- Inception report within 7 days of appointment
- Training completion report
- Monthly mentorship reports
- Final programme close-out report

5. ROLES AND RESPONSIBILITIES

5.1 Sasopsbiz Responsibilities

Sasopsbiz will provide:

- Sourcing and paying for training venues
- Sourcing and paying for participant accommodation and meals where necessary
- Programme coordination
- Participant recruitment

5.2 Service Provider Responsibilities

The service provider will be responsible for:

- Training design and facilitation
- Development of training materials
- Facilitator travel and accommodation
- Mentorship support
- Reporting and programme documentation

NB Service provider should only budget for what they are responsible in terms of 5.2 above.

6. DELIVERABLES

The appointed service provider will deliver the following:

- Training curriculum and training materials
- Five-day classroom training programme
- Three-day boot camp
- Participant attendance registers and pictures
 - Training evaluation forms
 - Mentorship tracking reports
- Training completion certificates
- Final programme report

7. DURATION OF ASSIGNMENT

The duration of the training assignment will be 19 weeks, consisting 2 weeks for course design, 5 weeks training and boot camp and 12 weeks for post training mentorship. Payments will be made in accordance to the following milestones:

Deliverable	Payment
Inception report and curriculum	20%
Training delivery	40%
Mentorship completion	30%
Final report	10%

8. MINIMUM REQUIREMENTS

Bidders must be accredited by a recognised Sector Education and Training Authority (SETA) to deliver entrepreneurship or enterprise development programmes, including but not limited to the New Venture Creation qualification.. In addition, they should have the following:

- Proven experience in SMME development training
- Qualified facilitators with relevant qualifications in business, entrepreneurship or commerce
- At least five (5) years' experience in enterprise development training

9. KEY PERSONNEL

9.1 Lead Facilitator

The Lead Facilitator must have:

- Accreditation to facilitate New Venture Creation plus relevant tertiary qualification in business, commerce or entrepreneurship
- Minimum five (5) years facilitation experience

9.2 Assistant Facilitator

The Assistant Facilitator must have:

- Relevant tertiary qualification in commerce
- Minimum three (3) years facilitation experience

10. MANDATORY RETURNABLE DOCUMENTS

Failure to submit mandatory returnable documents may result in disqualification.

The following documents must be submitted:

- Central Supplier Database (CSD) registration report
- Valid Tax Compliance Status PIN
- SBD 4 – Declaration of Interest

- SBD 6.1 – Preference Points Claim Form
- SBD 8 – Declaration of Past SCM Practices
- SBD 9 – Certificate of Independent Bid Determination
 - Company/CC registration document
 - Proof of relevant SETA Accreditation
- Valid BBBEE Certificate or Sworn Affidavit

11. EVALUATION PROCESS

Evaluation will be conducted by the Bid Evaluation Committee and recommendations submitted to the Bid Adjudication Committee for approval.

The evaluation process will be conducted in three phases:

Phase 1 – Administrative Compliance

Phase 2 – Functionality Evaluation

Phase 3 – Price and Preference Points

12. PRICE AND PREFERENCE POINTS

Bidders who meet the functionality threshold will be evaluated in terms of the 80/20 preference point system.

80 Points – Price

20 Points – BBBEE Status Level

13. PRICING SCHEDULE

Bidders must provide a detailed cost breakdown including:

- Training facilitation fees
- Training venue costs
- Training material development
- Mentorship services
- Travel and accommodation
- Administrative support

Prices must include VAT where applicable.

14. BID SUBMISSION

Proposals must be submitted physically in a sealed envelope clearly marked with the RFP number and description

Late submissions will not be considered.

Proposals must be submitted to:

Sasopsbiz,

1st Floor

Main City Building

210 Langalibalele Street

Pietermaritzburg

3200

15. DISQUALIFICATION

A bidder may be disqualified if:

- Mandatory documents are not submitted
- The bidder is not tax compliant
- False information is provided
- The bid is submitted after the closing time
- The bidder is listed on the National Treasury restricted suppliers database
- Failure to meet minimum functionality threshold
- Failure to submit signed SBD forms
- Misrepresentation
- Conflict of interest

16. RIGHT NOT TO AWARD

Sasopsbiz reserves the right not to make an appointment.

PAYMENT MILESTONES

Payments will be made based on satisfactory completion of the following deliverables, which will be included in the Service Level Agreement.

17. STANDARD CONDITIONS OF BID

The following conditions will apply to this procurement process:

- Sasopsbiz reserves the right to cancel the procurement process at any stage should it be deemed necessary.
- Sasopsbiz is not obliged to accept the lowest priced bid.
- Sasopsbiz reserves the right to request clarification from bidders during the evaluation process.
- Sasopsbiz may verify any information provided by bidders including references and qualifications.
- Sasopsbiz reserves the right to conduct due diligence on shortlisted bidders.
- Sasopsbiz may negotiate with the preferred bidder prior to final appointment.

- The successful bidder will be required to enter into a Service Level Agreement (SLA).

18. CONFLICT OF INTEREST AND ETHICAL CONDUCT

Bidders must declare any potential conflict of interest in terms of their relationship with Sasopsbiz, its employees, the client institution or any other stakeholders involved in the programme. Failure to disclose any conflict of interest may result in disqualification or termination of contract. All bidders must comply with ethical procurement standards and must not engage in collusive bidding or corrupt practices.

19. FUNCTIONALITY MATRIX

The functionality evaluation will be conducted using the following matrix:

Criteria	Weight	Evaluation Considerations
Understanding of Assignment	10	Demonstrates understanding of rural enterprise challenges and programme objectives
Approach and Methodology	25	Practical training design, delivery methodology and implementation plan
Team Leader Experience	20	Qualifications and facilitation experience in SMME development
Training Provider Experience	15	Proven track record in similar training programmes
Innovation and Added Value	15	Innovative tools, partnerships or training techniques
Sustainability and Impact	15	Long-term support mechanisms and measurable outcomes

19.1 DETAILED SCORING GUIDELINES

A1: Understanding of Project Objectives and Scope (10) Points)

- **Score:** 0-10
- **Criteria:** The proposal demonstrates a clear understanding of the project’s objectives, target audience, and expected outcomes. It should reflect a deep awareness of the challenges faced by rural entrepreneurs in KwaZulu-Natal, particularly those adjacent to protected areas.
- **Scoring Guide:**
 - **10 Points:** Excellent understanding; proposal aligns with project objectives and scope.
 - **5 Points:** Good understanding; minor gaps in alignment with project objectives.
 - **0 Points:** Poor understanding; significant gaps in the proposal’s alignment with objectives.

A2: Approach and Methodology (25 Points)

- **Score:** 0-25
- **Criteria:** The proposed approach and methodology should be robust, innovative, and practical. It should detail how the training will be designed, delivered, and evaluated, with a clear focus on achieving the program's objectives.
- **Scoring Guide:**
 - **25 Points:** Highly effective and innovative approach; methodology is well-defined and highly practical.
 - **20 Points:** Strong approach; methodology is effective and practical with minor improvements needed.
 - **15 Points:** Satisfactory approach; methodology is somewhat practical but lacks detail or innovation.
 - **10 Points:** Weak approach; methodology lacks detail or practicality.
 - **5 Points:** Inadequate or unclear approach; methodology is impractical or irrelevant.

A3: Team Leader Experience and Qualifications (20 Points)

- **Score:** 0-20
- **Criteria:** The team leaders experience and qualifications in SMME development, commerce or related subjects.
- **Scoring Guide:**
 - **20 Points:** Relevant accreditation as a facilitator in New Venture creation and post graduate degree plus 5 or more-year years' experience.
 - **15 Points:** Degree plus 5 or more years' experience.
 - **10 Points:** Degree plus 3 to four more years' experience.
 - **5 Points:** Degree plus three or less years of experience.

A4: Training Provider Experience (15 Points)

- **Score:** 0-15
- **Criteria:** The training provider must provide evidence of relevant experience by way of references, orders etc.
- **Scoring Guide:**
 - **15 Points:** Accreditation for New Venture Creation and more than five years' experience
 - **10 Points:** Between three- and four-years' experience
 - **5 Points:** Between one- and two-years' experience.
 - **0 Points:** No relevant experience.

A5: Innovation and added value (15 Points)

- **Score:** 0-15

- **Criteria:** The proposal should demonstrate innovative ideas that add value beyond the basic requirements. This could include unique training methods, tools, or partnerships that enhance the program's effectiveness.
- **Scoring Guide:**
 - **15 Points:** Highly innovative with significant added value; proposal includes unique elements that greatly enhance the program.
 - **10 Points:** Good innovation; some unique elements that add value.
 - **5 Points:** Moderate innovation; limited added value.
 - **0 Points:** Little to no innovation; minimal added value

A6: Sustainability (15 Points)

- **Score:** 0-15
- **Criteria:** The proposal should outline how the training will ensure long-term sustainability and positive impact on the participants and their communities. This includes post-training support and mentorship.
- **Scoring Guide:**
 - **15 Points:** Strong sustainability plan with clear long-term impact; excellent post-training support.
 - **10 Points:** Good sustainability plan; adequate post-training support.
 - **5 Points:** Adequate sustainability plan; post-training support is limited.
 - **0 Points:** Poor or no sustainability plan; inadequate or no post-training support.

Bidders must meet the minimum qualifying score of 70/100 in order to proceed to the next stage.

Only bidders who achieve the minimum threshold will proceed to price and preference evaluation.

20. GUIDELINES FOR TECHNICAL PROPOSAL

For ease of evaluation, the following a guideline are provided for expected Technical Proposals:

20.1 Understanding of the Assignment

The Bidder has provided a comprehensive, sound, and practical proof-of-concept to show understanding of the assignment. Bidders can provide as much background information as possible to illustrate their understanding. Bidder(s) can also explain any additional value-add and innovation that they bring to the objectives of the project.

20.2 Approach and Methodology

- The approach and methodology should detail the Bidder(s) understanding of the scope of work and outline the proposed approach and/or methodology.
- The Bidder is to provide an executive summary describing how training sessions will be approached, including but not limited to addressing the training objectives outlined in the scope of work.
- The Proposal should include a lesson plan, training room outlay, and a detailed description of the training approach to be used and demonstrate an overall understanding of the scope of work.
- The plan should outline clear timelines for all key milestones of the work under the scope of work.

20.3 Proposed Organisational Structure

The Bidder(s) should propose the structure and composition of their team and specifically the main disciplines involved and how they will organise themselves to implement and achieve the objectives of the Programme (particularly in the case where the Bidder consists of a consortium of firms). It could also include the additional Backoffice support to be provided by the Bidder. The team should include a Lead facilitator, an assistant facilitator and an administrator.

20.4 Company Profile with References

A complete company or individual profile/resume must be provided for the Bidder(s) and/or joint venture partners, including at least three (3) references. This shall include a full project listing and description of projects managed by the Bidder(s). It should also include the value of each project and a listing of associated clients and their contact details. The geographical location and institutions of this project listing must be clearly indicated.

The evaluation of the above aspects will enable an assessment of the bidders' experience in managing similar programmes and/or projects, their ability and capacity to manage a project of this nature, and whether any potential conflict of interest exists.

- Proposed Technical Team Profile Qualifications, skills and experience of the proposed Key Experts will be assessed in three ways:
 - Qualifications and Professional Registration includes all the formal recognised qualifications and professional registration the proposed Key Expert has achieved
 - General Professional Experience – referring to the totality of professional working experience and the positions held
 - Specific Professional Experience – referring to the specific experience of the Key Expert in a sector, field and/or subject that is related to the scope of work and the proposed role of the Key Expert. For each Key Expert, a concise CV must be submitted.
- The CVs should illustrate the qualifications, skills, and experience required for the position for which the Key Expert is being proposed
- Bidders must clarify in both the organisational structure and the CV the role to be played by the specific Key Expert
- The CVs should include at least three traceable references
- Professional registration documents, as applicable, must be attached to the CV's.

21. BIDDER DECLARATION

By submitting a proposal, the bidder confirms that:

- The information provided in the proposal is true and correct.
- The bidder has not engaged in any collusive tendering practices.