

Physical Address

Umzimvubu Goats
Complex
Hospital Road
4735

Private Bag X 511
Mount Ayliff
South Africa
4735

Tel Number

+27 394 920 011

Fax Number

+27 866 833 718

Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC LSH
Reg nr: 2008/03493/23

27 February 2022

THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF NEW VENTURE CREATION LEVEL 2 SHORT SKILLS PROGRAMME

BID NO: ANDA 07/2021/2022

Alfred Nzo Development Agency (ANDA) is a municipal entity of the Alfred Nzo District Municipality established in terms s84 of the Municipal Finance Management Act (MFMA) 56 of 2003. The Agency (ANDA) is mandated to carry out the promotion and implementation of local economic development initiatives and investment and trade promotion on behalf of the District Municipality.

The Agency is situated in Mt. Ayliff in the Eastern Cape Province

ANDA hereby invite bids from suitably qualified service providers to submit quotations to provide Training in New Venture Creation Level 2 Short Skills Programme.

Notes to Prospective Bidders/ Submissions

- All bidders have to be registered on Central Supplier Database (CSD summary to be submitted)
- All bids submitted should remain valid for a period of 90 days after the bid closing date
- Valid Tax Clearance Certificate and/or Pin should be attached
- Certified copy of B-BBEE Level Certificate or sworn affidavit
- Joint Venture agreement (where applicable)
- Company profile with traceable references.
- All bidders are required to submit MBD 1, 4, 8 & 9 forms (declaration of interest & SCM past Experience) which are available at reception area at ANDA Offices in Mount Ayliff or which can be downloaded from www.anda.org.za. Failure to do so will result to disqualification.

The quotations will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2011), as well as the Alfred Nzo Development Agency's Supply Chain Management policy. The 80/20 preference point system will be used as per the ANDA SCM policy.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

The proposals / quotations will be evaluated in two stages, namely:

Stage 1 – Functionality

Stage 2 – Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	WEIGHT
STAGE 1 OF EVALUATION - FUNCTIONALITY	
Functionality	100
<ul style="list-style-type: none"> • Previous Experience 	30
<ul style="list-style-type: none"> • Capacity and Expertise 	70
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
Price	80
B-BBEE Certificate	20
TOTAL	100

Breakdown of Functionality

PREVIOUS COMPANY EXPERIENCE	Maximum Weighting
Competence and Experience	30
Traceable record for successful completion of a minimum of 03 or more Training of New Venture Creation Level 2 for Municipality, Development Agency and for private organisation (Training school/academy) (Submit at least three (3) letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attach 2 x SOR's per project as proof that the learners were evaluated and certificate issued)	30
Traceable record for successful completion of a minimum of 02 but not more than 03 of Training of New Venture Creation Level 2 for Municipality, Development Agency and for private organisation (Training school/academy) (Submit at least two (2) letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attach 2 x SOR's per project as proof that the learners were evaluated and certificate issued)	20
Traceable record for successful completion of a minimum of 01 but not more than 02 of Training of New Venture Creation Level 2 for Municipality, Development Agency and for private organisation (Training school/academy) (Submit at least two (2) letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attach 2 x SOR's per project as proof that the learners were evaluated and certificate issued)	10

CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT (70)	Weighting
A Project Team with the following areas of expertise	
<p>Management: Project Leader with NQF Level 6/ Degree/ Diploma Qualification in Business Management/ Marketing/ Development Studies/ Economics/ Entrepreneurship.</p> <p>At least a 5-years working experience in training, Programme/project development, (New Venture Creation).</p> <ul style="list-style-type: none"> • A solid knowledge in entrepreneurship/ SMME sector and work experience. • A good knowledge of and familiarity with national and regional strategies, policies and priorities for SMME development in Alfred Nzo Region. • Language capabilities to function in both English and Xhosa. <p>(Attach CVs and certified copies not older than 3 months for all qualifications for project team. The bidders must clearly index and label the Management CV's of not more than five pages).</p>	20
<p>Team leaders to be accredited with (ETDP SETA) 1 x Accredited Facilitators = 10 2x Accredited Assessors (internal and external) =10 2 x Accredited Moderators (Internal and external) =10</p> <p>(Attach CV's and copies of facilitators/ moderators, certified accreditation certificate, ID and qualifications with experience in the field. The bidders must clearly index and label the Facilitators CV's of not more three pages).</p>	30
<p>Company to be accredited with LGSETA and Services SETA on National Certificate: New Venture Creation Level 2</p>	20
Total Maximum Weighting	70

SUBMISSION OF PROPOSAL

The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 07/2021/2022 THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF NEW VENTURE CREATION LEVEL 2 SHORT SKILLS PROGRAMME**. The sealed envelope must be deposited in the Tender Box, located at reception area of Alfred Nzo Development Agency not later than **12h00 am** on the **10TH FEBRUARY 2022**. The submissions will be opened in public. Emailed or faxed proposals will be disqualified, Alfred Nzo Development Agency reserves the right to accept or not to appoint service provider.

DOCUMENTATION

The Bid Documents shall be available at a non-refundable cost of R 500.00 (VAT inclusive) per Document, to be collected at the Supply Chain Management Office, 1400 Hospital Road, Umzimvubu Goats Complex, Mount

Ayliff, 4735. All Bidders are required to attach proof of payment receipts on their document when submitting bids.

To receive copies via email after payment, payment to be made at ANDA Bank Account, FNB Bank Cheque Account: 622 152 90 355 (& please quote your company name as the reference), kindly send an email to makhatham@anda.org.za to obtain the tender document (& please make sure you attach proof of payment, and state the project name of the document you are requesting). Alternatively, tender documents will be available at Alfred Nzo Development Agency.

BID ENQUIRIES

Enquiries should be directed to Project Coordinator: Ms Funeka Nketshisa 039 492 0011 / 060 960 9654 email: nketshisaf@anda.org.za and SCM related enquiries should be directed to the Ms Motheba Makhatha on 0394920011 / 073 846 1493 or email: makhatham@anda.org.za /the SCM Manager Miss O Sompao on 066 440 7301 , email address sompao@anda.org.za.

Ms M. Bambeni
Chief Executive Officer