



TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A PARTNERSHIP BETWEEN ALFRED NZO DEVELOPMENT AGENCY(ANDA) AND A NATIONAL RETAILER(s) FOR THE IMPLEMENTATION OF THE RAPID RURAL TRANSFORMATION PROJECT

Prepared by:

Alfred Nzo Development Agency

Umzimvubu Goats Complex

Hospital Road

Mount Ayliff

4735

Chief Executive Officer: Ms. M. Bambeni

Contact Person: Ms Maloi

Tel: 039 492 0011

MNB

Table of Contents

- 1. BACKGROUND 2
- 2. PROJECT BENEFICIARIES 2
- 3. EXPECTED OUTCOMES 3
- 4. SCOPE OF WORK 4
- 5. COMPLIANCE REQUIREMENTS 5
- 6. FUNTIONALITY REQUIREMENTS 6
- 7. TIME FRAME 6
- 8. DELIVERABLES/KEY OUTPUTS 6
- 9. EVALUATION CRITERIA 7

MQB

1. BACKGROUND

The Alfred Nzo Development Agency (ANDA) is a municipal entity of Alfred Nzo District Municipality established in terms of the Municipal Systems Act (MSA) No. 32 of 2000 and regulated in terms of the Municipal Finance Management Act (MFMA) 56 of 2003. ANDA is registered in terms of the provisions of Companies Act No 71 of 2008.

ANDA is governed by a plethora of legislation and regulations that intends to support and strengthen its role in transforming society and the developmental state. The Agency is established as a special purpose vehicle for the objective of driving and facilitating economic development and investment throughout the Alfred Nzo District.

The principal mandate of the agency is to act as the operational arm of the Municipality for the purposes of implementing economic, social and environmental policies and projects within the area of jurisdiction of the Municipality or such areas as the Municipal Council may specify from time to time. It acts to promote development of economic potential on a regional basis by building on opportunities, which recognise the unique competitive strengths of the region's economy.

2. PROJECT BENEFICIARIES

- The project will be run as a pilot, and the objective is to train and mentor the following interventions:
 - ✓ **350 SMALL MEDIUM ENTERPRISE (SME) Agri-Business Owners** on the level 1 Wholesale Retail Services Education Training AET or level 3 Wholesale and Retail Informal Small Business Practice learnership,
 - Depending on the recruitment drive of level of qualification.
 - ✓ **30 Learners (15 employed and 15 unemployed) (18.1/18.2) on the WRSETA Level 3 Perishables (Packaging & Handling)**
 - ✓ **30 Learners (15 employed and 15 unemployed) (18.1/18.2) on the Bakery programme**
 - ✓ **30 Learners (15 employed and 15 unemployed) (18.1/18.2) on the Butchery programme**

The overall programme t will run over a period of 18 months

- The project also seeks to secure markets for local farmers targeting wholesale and retail industry
- The projects seek to secure a host employer to learners that will be participating in the learnership where applicable.

3. EXPECTED OUTCOMES

The intended outcome is to transform the economic profile of the Alfred Nzo District and achieve goal three as outlined in the District Development Plan, that of Creating a Growing Economy with Lower Unemployment and Higher Living Standards. Furthermore, other intended outcomes of the project include the following:

- To ensure that unemployed adults, especially women, have access to skills development programmes which are explicitly designed, to promote employment and income promoting outcomes.
- To facilitate support for SMEs as enshrined in NSDS outcome 4.6.2 which states:
 - ✓ That there must be partnership projects to provide training and development support to small businesses established in all sectors and the impact reported on. The specific priority of this outcome is to provide a holistic skills development solution to both formal and Informal Businesses in a manner that advances the agenda of economic development and growth in the country. The outcome is underpinned by three critical outputs listed below:
 - *Output 4.6.2.1:* SETAs, through their skills planning research, identify the skills needs of small and emerging businesses in their sector, and promote relevant programmes;
 - *Output 4.6.2.2:* Sector projects are developed that are piloted by SETAs and expanded through partnership funding; and
 - *Output 4.6.2.3:* A national database of small business supported with skills development is established and the impact of training reported on.
- To align with national development strategies in line with the requirements of the Alfred Nzo Development Agency to foster skills development in the Agriculture Sector for productivity and empowerment. With reference to the following outcomes:
 - ✓ Outcome number 4 of the governments priorities aims to “**strengthen employment, economic growth and equality**” in line with the job creation model.
 - ✓ Outcome 5 of the government’s priorities is “**A skilled and capable workforce to support an inclusive growth path.**”
 - ✓ Outcome 7, of the government priorities, aims to achieve “**vibrant, equitable and sustainable rural communities**”.

- ✓ Outcome 9 requires the “meeting of basic needs of communities and promoting appropriate service delivery models in rural areas”
- ✓ Outcome 10 requests “sustainable natural resource management”.

The Pilot Project seeks to produce the following outcomes:

- Empowering 350 SME’s Business owners on the National Certificate: Informal Small Business Practice NQF 3 qualification or WR NC AET NQF 1 qualification
- Training and work placement for 30 (15 unemployed and 15 employed) (18.1-18.2) learners on WRSETA L3 Perishables
- Training and work placement for 30 (15 unemployed and employed) 15 (18.1-18.2) learners on Butchery Learnership
- Training and work placement for 30 (15 unemployed and 15 employed) (18.1-18.2) learners on Bakery Learnership
- Conducting research within the Retail Value Chain SMME’s
- Developing sustainable SME’s.
- Registering businesses as Non-Levy Paying SME's with the W&RSETA
- Facilitation of the access to markets to retail and wholesale industry

4. SCOPE OF WORK

ANDA seeks the establishment of a partnership with a registered South African National Retailer(s) to enter into a strategic partnership with ANDA to deliver on skills development and access to national and local wholesale and retail markets within the Republic.

The National Retailer will be expected to deliver the following services:

- Provision relevant accredited training providers.
- Provision of the registered suppliers/buyer that would work with ANDA
- Ability to provide workplace exposure and experience (450 learners) covering these areas:
 - ✓ 350 SME Agri-Business Owners on the level 1 WRSETA AET or level 3 Wholesale and Retail Informal Small Business Practice learnership,

- ✓ 15 Unemployed Learners Perishables (Packaging & Handling) Learnership
- ✓ 15 Employed Learners Perishables (Packaging & Handling) Learnership
- ✓ 15 Unemployed Learners on the Bakery Programme Learnership
- ✓ 15 Employed Learners on the Bakery Programme Learnership
- ✓ 15 Unemployed Learners on the Butchery Programme Learnership
- ✓ 15 Employed Learners on the Butchery Programme Learnership
- Take full responsibility for the facilitation of the payment of stipends in line with the Skills Development Act.
- In order to achieve the sustainability of the project,
 - ✓ Facilitation of access to wholesale and retail markets in line with retailer processes and procedure.
 - ✓ Facilitate the buying of the products from the ANDM supply.
 - ✓ Enable the logistics to the market
 - ✓ Provision of guidance to the farmers regarding the pricing and quality of the produce
 - ✓ Provide guidance in line with market demand for commodity quantities and qualities.

5. COMPLIANCE REQUIREMENTS

All bids submitted should remain valid for a period of **90 days after** the bid closing date.

- Valid SARS pin number confirmation certificate to be included.
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder and any of its directors to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months.
- Certified copies of BBBEE certificate issued by a Verification Agency accredited by Services Seta or a Sworn Affidavit in relation to the BBBEE status of the company.
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months.
- The bid will be evaluated according to the preferential procurement model in the Preferential Procurement Policy Framework Act. the bidders' attention is drawn to Form MBD6.1.
- Company profile with traceable references
- Joint Venture agreement should be in JV agreement format
- Letter of good standing from the Bank for all the tender price above R10 million
- The Alfred Nzo Development Agency is not bound to accept the lowest or any bidder

- Bids received after the published closing date will not be considered and will not be opened
- **All bidders should complete MBD 1, MBD 4, MBD 8, MBD9**
- All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to do business with all organs of state in the Republic of South Africa.

Failure to supply all required and supplementary information will result in the tender being deemed non-responsive and therefore, the tender will not be considered for award.

6. FUNCTIONALITY REQUIREMENTS

- The functionality requirements of the project will include the following:
 - ✓ Provide written confirmation of availability of local retail stores within a 200 km radius for placement of learners.
 - ✓ Provide written confirmation of project mentors to be allocated
 - ✓ Provide list and proof of accreditation of training providers to be form part of the project team
 - ✓ Provide confirmation of intention to provide employment to the 45 unemployed learners on the perishable, butchery and bakery learnership
 - ✓ Provide list of approved buyers that will operate within the region and work with ANDA to facilitate access to markets

7. TIME FRAME

The project time frame is 18 months starting from the date of appointment of the service provider.

8. DELIVERABLES/KEY OUTPUTS

- Training and mentoring:
 - ✓ Empowering 350 SME's Business owners on the National Certificate: Informal Small Business
 - Business Practice NQF 3 qualification and WR NC AET NQF 1 qualification
 - ✓ Training and work placement for 30 Learners on the WRSETA level 3 Perishables (Packaging and Handling) Programme

- ✓ Training and work placement for 30 Learners on the Butchery Learnership
 - ✓ Training and work placement for 30 learners on the Bakery Learnership
 - ✓ Training and work placement for Agri-business Owners on the level 1, WRSETA AET
- Facilitation of access to markets

9. EVALUATION CRITERIA

Proposals must be placed in a sealed envelope and clearly marked: "Project proposal – **THE ESTABLISHMENT OF A PARTNERSHIP BETWEEN ALFRED NZO DEVELOPMENT AGENCY(ANDA) AND A NATIONAL RETAILER FOR THE IMPLEMENTATION OF THE RAPID RURAL TRANSFORMATION PROJECT** and placed in the tender box in the Alfred Nzo Development Agency not later than 12H00 on the **06 February 2020**.

The bids will be evaluated on functionality:

- Functionality

ITEM	Weight
EVALUATION – FUNCTIONALITY	100
Previous Experience	50
Capacity and Expertise	50

Breakdown for Functionality:

Company Experience with respect to similar projects	Weighting
Traceable record for successful completion of a minimum of 03 or more projects - Learnership Training Programme (Attach Appointment Letter or Reference Letter or Proof)	30
Traceable record for successful completion of 02 projects - Learnership and Training Programme (Attach Appointment Letter or Reference Letter or Proof)	20

Traceable record for successful completion of 01 project - Learnership and Training Programme (Attach Appointment Letter or Reference Letter or Proof)	10
Maximum Weighting	30

Company Experience with respect to similar projects	Weighting
Traceable record for successful completion of a minimum of 03 or more projects as Host Employer (Appointment Letter or Reference Letter or Proof)	20
Traceable record for successful completion of 02 projects as Host Employer (Appointment Letter or Reference Letter or Proof)	10
Traceable record for successful completion of 01 projects as Host Employer Appointment Letter or Reference Letter or Proof)	05
Maximum Weighting	20

Company Experience with respect to similar projects	Weighting
Proof of 04 local retail stores or hosting facilities within 200km radius of ANDM (Attach Appointment Letter or Reference Letter or Proof)	50
Proof of 03 local retail stores or hosting facilities within 200km radius of ANDM (Attach Appointment Letter or Reference Letter or Proof)	40
Proof of 02 local retail stores or hosting facilities within 200km radius of ANDM (Attach Appointment Letter or Reference Letter or Proof)	30
Proof of 01 local retail store or hosting facility within 200km radius of ANDM (Attach Appointment Letter or Reference Letter or Proof)	20
Maximum Weighting	50

For any queries regarding this tender, please contact Ms Dandala telephone number 039-492-0011 or Email: dandalan@anda.org.za during office hours.

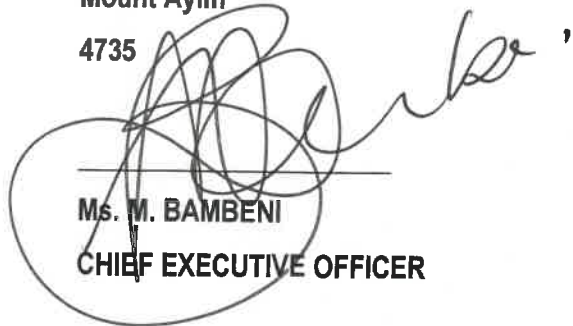
Alfred Nzo Development Agency

Umzimvubu Goats Complex

Hospital Road

Mount Ayliff

4735

A handwritten signature in black ink, appearing to read 'Ms. M. Bambeni', is written over a horizontal line. The signature is enclosed within a hand-drawn circle.

Ms. M. BAMBENI

CHIEF EXECUTIVE OFFICER