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*Better District, Better Life and Growth for all.*

[www.anda.org.za](http://www.anda.org.za)



Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2008/009063/30

**20 February 2020**

## **THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF NEW VENTURE CREATION LEVEL 2 TRAINING**

**BID NO: ANDA 11/2019/2020**

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.

### **Compulsory Briefing Session**

A compulsory briefing session will be held as follows:

- 26 February 2020
- Time: 10H00,
- Venue: ANDA Boardroom

### **Notes to Prospective Bidders/compulsory 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](http://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.

*MNB*

**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
<b>STAGE 1 OF EVALUATION - FUNCTIONALITY</b>	
<b>Functionality</b>	<b>100</b>
• Previous Experience	30
• Capacity and Expertise	70
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	
<b>Price</b>	<b>80</b>
<b>B-BBEE Certificate</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

Breakdown of Functionality

PREVIOUS COMPANY EXPERIENCE	Maximum Weighting
<b>Competence and Experience</b>	<b>30</b>
Traceable record for successful completion of a minimum of 04 or more Training of New Venture Creation Level 2 for Municipality, Development Agency and for private organisation (Training school/academy)	30
(Submit at least Four (4) letters of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attached 2 x SOR's per project as proof that the learners were evaluated and certificate issued)	
Traceable record for successful completion of a minimum of 03 but not more than 04 of Training of New Venture Creation Level 2 for Municipality, Development Agency and for private organisation (Training school/academy)	20
(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. Attached 2 x SOR's per project as proof that the learners were evaluated and certificate issued)	

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)	10
<b>(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. Attached 2 x SOR's per project as proof that the learners were evaluated and certificate issued)</b>	5
Traceable record for successful completion of a minimum of 01 but no more than 2 Training of New Venture Creation Level 2 for Municipality, Development Agency and for private organisation (Training school/academy)	
<b>(Submit at least one (1) letter of reference on the relevant letterhead and signed by the referring organization. Letters must indicate how many learners were trained and the budget. Attached 2x SOR as proof that the learners were evaluated and certificate issued).</b>	
<b>CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT (70)</b>	<b>Weighting</b>
<b>A Project Team with the following areas of expertise</b>	
<b>Management:</b> Project Leader with NQF Level 6/ Degree/ Diploma Qualification in Business Management/ Marketing/ Development Studies/ Economics/ Entrepreneurship.  At least a 5-years working experience in training, Programme/project development, (Clothing Manufacturing). <ul style="list-style-type: none"> <li>• A solid knowledge in entrepreneurship/ SMME sector and work experience.</li> <li>• A good knowledge of and familiarity with national and regional strategies, policies and priorities for SMME development in Alfred Nzo Region.</li> <li>• Language capabilities to function in both English and Xhosa.</li> </ul> <b>(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).</b>	20
<b>Team leaders to be accredited with (ETDP SETA)</b> 2 x Accredited Facilitators = 10 2x Accredited Assessors (internal and external) =10 2 x Accredited Moderators (Internal and external) =10  <b>(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).</b>	30

Company to be accredited with New Venture Creation Level 2	20
<b>Total Maximum Weighting</b>	<b>70</b>

## SUBMISSION OF PROPOSAL

The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 11/2019/2020 THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF NEW VENTURE CREATION LEVEL 2 TRAINING**. 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 **09 March 2020**. 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](mailto: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](mailto:nketshisaf@anda.org.za) and SCM related enquiries should be directed to Finance manager: Ms Zethu Mketsu on 0394920011 / 076 402 9306 or email: [mketsuz@anda.org.za](mailto:mketsuz@anda.org.za) / [makhatham@anda.org.za](mailto:makhatham@anda.org.za)



Ms M. Bamberi  
Chief Executive Officer