



# UNISA ENTERPRISE

REQUEST FOR PROPOSALS TO APPOINT PANEL OF CONSULTANTS/SERVICE PROVIDERS (COMPANIES AND INDIVIDUALS) TO PROVIDE A LIST OF SERVICES WITHIN THE ENTERPISE AND SUPPLIER DEVELOPMENT (ESD) OF UNISA ENTERPRISE.

NAME OF THE COMPANY	: UNISA ENTERPRISE (PTY) LTD
RFP NUMBER	: CORPSERV/01PESD/03/2023
COMPANY REGISTRATION NUMBER	: 2016/468452/07
CLOSING DATE	: 22 MARCH 2023

## 1. Purpose

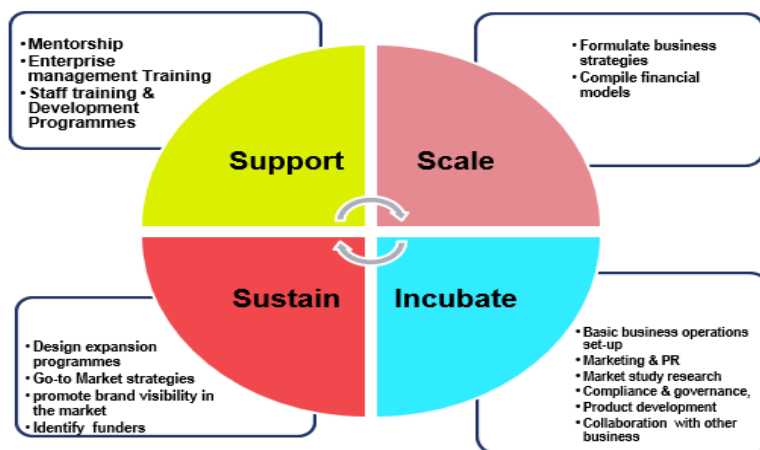
The purpose of this document is to invite interested vendors to provide services to facilitate Enterprise and Supplier Development (ESD) offerings/service, which is a strategic business pillar for UNISA Enterprise. This will be offered to external companies within the public and private sector space. The service will be offered in partnership with UNISA Enterprise.

## 2. Background

UNISA Enterprise is an entity of UNISA that was established in 2017 with the objective of the commercialise UNISA assets for revenue generation. This commercialisation takes the form of finding ready customers, partnering, or building new businesses. Since inception, UNISA Enterprise has formed several high value partnerships with various stakeholders. The entity has a small core team of 10 people who focus mainly of business development and head office functions. The entity has recently compiled a turnaround strategy to position itself for profitability; thus, there is a need for a Business Intelligence Analysis to be conducted as part of implementing the strategy. This will assist the business to identify immediate and long-term opportunities and identify systems, create products and tools for in-house use by UNISA Enterprise. UNISA Enterprise now places its focus on four strategic pillars, namely:

- Research & Innovation,
- Consulting Services,
- Property,
- University Retail and Commercial Ventures.

The strategy indicates the importance of implementing ESD offerings in the broader market. It is in this background that UE wants to capacitate itself with various specialists. The UE ESD offering includes the following offerings:



### 3. Scope of Service

Specialists are invited to provide excellent services to UNISA Enterprise to drive the ESD pillar of the business strategy. The ESD provides support, scale, incubation, and offerings to sustain businesses. Vendors can apply for all offerings, or some offerings based on their area of specialty in relation to ESD.

**Tick the relevant sub offering for partnership on the page with UNISA Enterprise.**

#### 3.1 Support offering

- Mentorship
- Enterprise Management Training
- Staff training & Development Programmes.

#### 3.2 Scale offering

- Formulate business strategies
- Compile financial models.

#### 3.3 Incubation offering

- Basic business operations set-up
- Marketing & PR
- Market study research
- Compliance & governance
- Product development
- Collaboration with other business.

#### 3.4 Sustain offering

- Design expansion programmes
- Go-to Market strategies
- promote brand visibility in the market
- Identify funders.
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### 4. Minimum Requirements

The following requirements are crucial to under the above scope of service:

#### 4.1 Support offering minimum requirements

- a) BCom/BA: Industrial or Organisational Psychology and B.A in Labour Relations matters
- b) 5 years' experience in delivering psychometric assessments and feedback to employees and line managers
- c) 5 years' experience in managing labour relations matters at all governance levels
- d) 5 years' experience in providing mentorship to both individuals, groups, and 3D coaching meetings.
- e) 5 years' experience in executing learning and development programmes or modules.
- f) Have registration with various SETA for accredited courses.

#### **4.2 Scale offering minimum requirements**

- a) BCom Financial Management, Business Management, MBA
- b) 5 years extensive knowledge and understanding of product development
- c) 5 years' experience in stakeholder management and Interpersonal skills
- d) Excellent communication and report writing skills Presentation skills.

#### **4.3 Incubation offering minimum requirements**

- a) BCom Economics, Business Management, MBA
- b) 5 years' experience in formulating regulatory universe for various industries
- c) 5 years' experience in conducting market study research and feasibility study
- d) Reporting and presentation skills.

#### **4.4 Sustain offering minimum requirements**

- a) BCom Marketing, Business Management, MBA
- b) 5 years' experience in formulating regulatory universe for various industries
- c) 5 years' experience in conducting market study research and feasibility study
- d) 5 years' experience in designing Go-to market strategy
- e) 5 years' experience in funder identification and funds management.

### **5. Special Conditions**

- 5.1 The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract and SLA entered.
- 5.2 This bid and all contracts emanating there from will be subject to the General Conditions of Contract (GCC). The Special Conditions are supplementary to that of the General Conditions of Contract. Where, however the Special Conditions of Contract conflict with General Conditions of Contract, the Special Conditions of the Contract prevail.
- 5.3 The methodology criteria of the functionality assessment must outline the approach and plan of the proposer and is critical to convince the BID evaluation team on the appreciation of the work required. It will also form as part of the basis for service level agreement content and/or related negotiations.
- 5.4 No service will be rendered without an official order.
- 5.5 Payment will be based on services delivered satisfactorily.

### **6. Confidentiality**

- 6.1 This RFP request by UNISA Enterprise contains proprietary and confidential information that is provided to you (interested Service Provider), for your exclusive use in evaluating and preparing your response.

- 6.2 If at any time your company decides not to respond to the RFP, please destroy any copies of the document and confirm your non-participation either in writing or by email.
- 6.3 This document should not be disclosed or distributed to any third party.

## 7. EVALUATION

The evaluation is based on the technical criteria (Functionality). Only Service Providers who achieve a minimum score of 70 % will be evaluated further, in the next stage. The criteria are set out in the table below:

Evaluation area	Evaluation criteria	Weighting %
Methodology and knowledge and experience of the subject matter	<p>Methodology, knowledge and proven track record in respect of the subject matter. Bidders are to note the following:</p> <ul style="list-style-type: none"> <li>• The project must be led by a qualified official in the team.</li> <li>• In respect of methodology, Bidders are required to indicate in a comprehensive and coherent manner the deliverables in respect of the scope of services and how such deliverables will be achieved;</li> <li>• In terms of knowledge of the subject matter, Bidders are to indicate the following:               <ul style="list-style-type: none"> <li>• the duration of the firm's existence; and</li> <li>• record of acumen and infrastructure to undertake the scope of work.</li> </ul> </li> </ul> <p><u>Points allocation:</u></p> <ul style="list-style-type: none"> <li>• 50 points - for Excellent (covers all elements above as stated)</li> <li>• 40 points - for very Good (covers some elements above as stated)</li> <li>• 30 points - for Good (covers some elements stated above)</li> <li>• 20 points and below - not acceptable (covers no elements stated above or non-submission).</li> </ul>	40
Experience, qualification and Skills of leading or professional assigned personnel) in relation to the scope of work	<p>In respect of each staff member assigned to the scope of work, Bidders are required to indicate the following:</p> <ul style="list-style-type: none"> <li>• general qualifications;</li> <li>• adequacy of specific field;</li> <li>• knowledge and expertise in the field</li> </ul> <p>In support of the above, Bidders are to submit CV's of each staff member, which provides each member's experience in similar projects.</p> <p><u>Points allocation:</u></p> <ul style="list-style-type: none"> <li>• <b>20 points</b> - Excellent (10 years' experience and above)</li> <li>• <b>15 points</b> - Very Good (7 years' experience and above)</li> <li>• <b>10 points</b> - Good (5 years' experience and above)</li> </ul>	30

	<ul style="list-style-type: none"> <li>• <b>5 points</b> - Good (3 years' experience and below)</li> </ul>	
Client references	<p>Please provide five (5) written letters references for third parties of whom related services were provided. Ensure to include the organisation name, address and contact details.</p> <p><b>Points allocation:</b></p> <ul style="list-style-type: none"> <li>• <b>10 points</b> – five (5) references on company letterhead.</li> <li>• <b>8 points</b>- Four (4) references on company letterhead.</li> <li>• <b>5 points</b> – Three (3) references on company letterhead.</li> <li>• <b>0 points</b> – Less than two references on company letterhead.</li> </ul>	10
Project management and method of reporting	The project management approach exhibit leadership when launching new tools and execution.	20
Total		<b>100</b>

Based on B-BBEE contributor level score. Points will be calculated on an 80/20 method as stipulated below:

<b>B-BBEE status Level of Contributor</b>	<b>Number of points (80/20)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

## 8. ADMINISTRATIVE FUNCTION

- The service provider will be required to attend status meetings/progress update meetings in order to report on work done.
- Possess the necessary skills and resources to be able to provide the services required.

## 9. STANDARD CONDITIONS:

- Only respondents who have been directly invited to respond to this RFP shall be considered.
- RFP submissions received after the closing date and time will not be accepted or considered.
- No faxed or e-mailed RFP submissions will be accepted or considered.

- d) Service Providers are required to submit two (2) Original documents in a hardcopy and one (1) soft copy in a memory stick format.
- e) The Service Provider shall pay Unisa Enterprise (Pty) Ltd promptly for all loss, destruction, or damage to the property of Unisa Enterprise (Pty) Ltd caused by the Service Provider's personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Service Provider or any of its subcontractors in the performance of the said project.
- f) A RFP will be disqualified should any attempt be made by the Service Provider either directly or indirectly to canvass the Unisa Enterprise, or any of its officers or employees in respect of the RFP between the date of submission and the date of the awarding.
- g) Any false declaration of information will result in the exclusion of the RFP from any further consideration.
- h) Service Providers are required to, together with their Proposals, submit original and valid BBBEE Status Level Verification Certificates or certified copies thereof to substantiate their BBBEE rating claims. Service Providers who do not submit their BBBEE Status Level Verification Certificates or certified copies, will not be disqualified from the bidding process, however, they will score zero (0) out of a maximum of 20 points for BBBEE.
- i) Service Providers are requested to provide Company Registration Certificate and the Tax Compliance Certificate.
- j) UNISA Enterprise reserves the right to reject and appoint any Service Provider who meets/does not meet the requirements.

## 10. SUBMISSION

Proposals can be e-mailed with the reference: **RFP Number: CORPSERV/01PESD/03/2023.**

**Electronic copies** and any queries relating to the scope of work should be forwarded to Naledi Kgatla, [Naledi.Kgatla@unisaenterprise.ac.za](mailto:Naledi.Kgatla@unisaenterprise.ac.za) and [Godfrey.phalatse@unisaenterprise.ac.za](mailto:Godfrey.phalatse@unisaenterprise.ac.za) .