

**The University of South Africa in partnership  
with Unisa Enterprise invites suitably  
qualified service providers to participate in a  
**Request for Quotations** Process to provide the  
ESD beneficiaries of the University with  
Mentorship and business Coaching**

**Specification Document**

<b>Tender Ref. No:</b>	<b>UE 2024/10</b>	<b>Date of Issue:</b>	<b>02 October 2024</b>	<b>Closing date:</b>	<b>14 October 2024</b>
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## 1. BACKGROUND

In the context of South Africa's construction sector, the term Emerging Micro Enterprise (EME) refers to small businesses that are in the early stages of establishing themselves within the industry. These enterprises typically have limited resources, a small number of employees, and operate on a micro scale in terms of project size and revenue. The concept stems from government-driven initiatives aimed at fostering economic growth, generating job opportunities, and empowering historically disadvantaged communities in the country.

The South African Government enacted the Broad-Based Black Economic Empowerment (B-BBEE) Act which provides a specific framework for empowering and promoting the participation of historically disadvantaged communities and individuals, including EMEs, in various sectors, including construction and ICT spaces. The Act includes provisions for supplier development, preferential procurement, enterprise development, skills development, and ownership requirements to accelerate the economic growth and empowerment of designated groups.

## 2. Purpose and Objective

The main objective of this bid is to appoint an accredited service provider to deliver a comprehensive and supportive mentoring and business coaching programme for UNISA ESD beneficiaries, with an emphasis on the construction and ICT sectors, among others. The programme aims to support approximately 160 ESD beneficiaries.

Effective and supportive mentoring and business coaching plays a vital role in Enterprise Development by helping participants become market-ready and expand their businesses, enabling them to create sustainable employment opportunities. The program aims to achieve this by offering a combination of capacity building, business coaching, soft skills development, informational workshops, and webinars. The mentor's primary responsibility is to assist the learner SMME and share the knowledge needed for them to compete independently as soon as possible. Mentors provide a range of support and advisory services and must act as trusted partners, always prioritizing the learner SMME's interests.

**UNISA may appoint one but not more than two service providers. UNISA reserves the right to appoint or not appoint a service provider.**

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## 3. Programme Specifications

- **Programme:** Business Mentoring and Coaching Training Programme
- **Programme Duration:** fifteen (15) days (including programme reporting and closure)
- **Mode of delivery:** virtual/online presentation
- **Number of beneficiaries:** One hundred and sixty (160) UNISA ESD beneficiaries

#### **4. PROPRIETARY AND CONFIDENTIAL INFORMATION**

All material submitted in response to this tender shall become the property of Unisa. Any confidential information provided by a service provider in response to this Tender will be held in confidence and will only be used for the evaluation of this tender.

#### **5. DEALING WITH UNISA ENTERPRISE (PTY) LTD**

Service providers must not contact any member of Unisa Enterprise and / or consultants with respect to queries they may have with this tender. The service provider shall not disclose any such information or specification, whether explicit or implied, to any third party without the written consent from Unisa.

#### **6. PRE-QUALIFICATION**

Service providers must be at least 51% owned by any of the designated groups as defined by the B-BBEE codes of good practice in order to advance the designated groups. Unisa will use other means of validation to confirm the B-BBEE status. Service providers that fail to meet this criterion will be disqualified.

#### **7. COMPULSORY REGISTRATION AND ADMITTANCE TO THE TENDER INFORMATION SESSION**

No information session will be conducted on this tender.

#### **8. RFQ SUBMISSION AND CLOSING DATE**

The tender submissions must be submitted via email. Please quote the closed tender reference number: **UE2024/10** in the subject line.

**Email Address:** [procurement@unisaenterprise.ac.za](mailto:procurement@unisaenterprise.ac.za)

**Closing date:** **14 October 2024**

**Time:** **11H00 am**

**Bids submitted late will not be accepted or considered.**

**Points will be awarded for Broad-Based Black Economic Empowerment.**

Unisa Enterprise reserves the right to appoint, contract with and monitor the performance of any service provider it deems will offer the best service in line with its requirements, although it may not necessarily be the lowest Tenderer. Unisa Enterprise also reserves the right, in its sole discretion, not to award a tender, to re-advertise a tender.

## 9. MANDATORY REQUIREMENTS

Mandatory requirements will include the following and must be labelled and submitted in the following order. **Failure to comply and submit any one of the documents will disqualify the submission:**

- **Copy of valid SARS clearance certificate/Tax Pin** to be submitted. SARS pin will also be accepted.
- **Copy of company registration documents** indicating list of shareholders / members from CIPC.
- **Reference letters from institutions as evidence of related work successfully completed.** NB: The Reference Letter(s) must not be older than 3 years and must be on the letterhead of the previously serviced client and should reflect at least name of the client, title of the related work conducted, year conducted and completed, contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered.
- **Provide written methodology and approach** The Bidder must demonstrate that they have the capacity to render the required service. The Bidder must provide a detailed explanation of the methodology and project implementation plan which details how the service will be carried out as outlined in the scope. The project plan must have deliverables and timeframes.
- **CV's and/or profiles** of the mentors who will work on the assignment, with a minimum seven (7) years' experience or more with contactable references.
- Service provider must have formal training accreditation, and the project manager must have formal accredited training/qualification as professional project manager.

## 10. OTHER REQUIREMENTS

Annexure B1: A valid B-BBEE certificate. Any affidavit certifying their total annual income and level of black ownership will be sufficient for EMEs and QSEs. Failure to submit the above will result in a zero score for B-BBEE.

**Note:** All documents submitted in support of this tender must be the documents of the tendering unit and may not pertain to different companies or units within a group. As an example, a tenderer cannot submit its own B-BBEE certificate, but the SARS certificate of its holding company

## 11. PRICING

- ❖ All pricing must be quoted in South African Rand (ZAR) including VAT.
- ❖ The pricing **must remain valid for 90 days** from the closing date of the tender.

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his tender, and any variance will render the contract null and void.

## 12. PAYMENT TERMS

The payment terms of the University are 30 days after the receipt of goods and services and upon receipt of the required documentation. **No upfront payments will be considered.**

## 13. Enquiries

All enquiries related to this bid should be sent to the following email address.

Email: [procurement@unisaenterprise.ac.za](mailto:procurement@unisaenterprise.ac.za)