



SIOC
**COMMUNITY
DEVELOPMENT
TRUST**

Defining ourselves through **our actions**,
not our words

REQUEST FOR PROPOSAL (RFP)

PANEL OF BUSINESS SUPPORT SERVICE PROVIDERS FOR 24 MONTHS

BRIEFING SESSION 6 DECEMBER 2022 VIA MICROSOFT TEAMS 11H00 – 12H00

(LINK PROVIDED UNDER SECTION 9.2)

CLOSING DATE: 20 December 2022

CLOSING TIME: 16H00



<http://sioc-cdtethicsdefender.com/>

ETHICS DEFENDER
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THE WORKPLACE? PLEASE SCAN THE QR CODE TO REPORT

1. WHO WE ARE

SIOC Community Development Trust (SIOC-CDT) was established in 2006 by Sishen Iron Ore Company SIOC (PTY) LTD (owned by Kumba Iron Ore (KIO) (PTY) LTD) to invest in the development of the communities in which SIOC (PTY) LTD operates. The Trust focuses primarily on beneficiary communities adjacent to the SIOC (PTY) LTD mining activities in the Northern Cape and Thabazimbi Local Municipality situated in the Limpopo Province. The Trust has invested significantly in community development projects aimed at ensuring sustainability beyond mining operations.

The Trust's beneficiary communities are located within the following municipal jurisdictions:

- Gamagara Local Municipality, Northern Cape;
- Ga-Segonyana Local Municipality, Northern Cape;
- Tsantsabane Local Municipality, Northern Cape;
- Joe Morolong Local Municipality, Northern Cape; and
- Thabazimbi Local Municipality, Limpopo.

2. MANDATE

To manage, invest and disburse funds on behalf of our beneficiary communities in accordance with the guidelines as provided by the Board of Trustees and prescribed by the SIOC-CDT Trust Deed.

3. VISION

Beneficiary communities have sustainable income and are empowered to thrive beyond the lifespan of the mine.

4. MISSION

Implement sustainable socio-economic initiatives through partnering with key stakeholders.

5. VALUES

- We are committed to building healthy trustworthy relationships
- We are inclusive and transparent in decision making

- We are accountable to our stakeholders
- We are compassionate towards our beneficiaries

6. PROJECT BACKGROUND

As part of the SIOC-CDT Enterprise Development strategy, the implementation of business development support (BDS) initiatives is key to the success of the development of the local SMMEs participating in the Trust's economic development programmes.

BDS are defined as those financial and non-financial services and products offered to entrepreneurs at various stages of their business needs. These services are primarily aimed at skills transfer, business growth or advice. The Trust runs numerous enterprise development initiatives ranging from but not limited to:

- Business Funding (grants and procurement financing);
- Providing access to supplier and customer markets;
- Providing opportunities in construction;
- Various supply chain opportunities provided; and
- Other non-financial support programmes and initiatives.

7. SCOPE OF WORK AND PROJECT DELIVERABLES

SIOC-CDT is looking to establish a panel of BDS service providers for a period of 24 months that can offer a range of services for the local SMMEs operating within the SIOC-CDT beneficiary communities. The panel will be expected to provide BDS services as and when required over a period of 24 months.

Service Providers will be expected to provide proposals indicating their service offerings, pricing based on an hourly rate, years of experience in the SMME support sector, referencing of similar work done with other organizations and organogram and profiles/experience of key staff.

Below demonstrated are the services that are essential – In the company profile, the service provider is expected to showcase the services offered and experience thereof.

7.1 TRAINING INTERVENTIONS - PREFERABLY ACCREDITED TRAINING WHERE APPLICABLE.

- 7.1.1 Cooperatives Governance
- 7.1.2 Business Plan Development
- 7.1.3 Pricing and Costing
- 7.1.4 Sales and Marketing
- 7.1.5 Business Management skills
- 7.1.6 Bookkeeping skills
- 7.1.7 Financial Literacy skills
- 7.1.8 Tendering skills
- 7.1.9 Entrepreneurial skills
- 7.1.10 ICT and computer training
- 7.1.11 Contractor Development training

7.2 BUSINESS DEVELOPMENT SUPPORT INTERVENTIONS.

- 7.2.1 Gap analysis/Baselines studies
- 7.2.2 Business Plans
- 7.2.3 Business expansion plans
- 7.2.4 Business turnaround plans
- 7.2.5 Productivity improvement plans
- 7.2.6 Accounting related services (bookkeeping, cashflow management systems, financial literacy training and support)
- 7.2.7 Setting up a Stock Control System
- 7.2.8 Monitoring and evaluation of SMMEs
- 7.2.9 Mentoring and coaching for all business sectors

8. ASSESSMENT/EVALUATION CRITERIA

8.1 Pre-Qualifying Criteria

- 8.1.1 Only bidders who have a valid Tax Pin or Tax Clearance Certificate will be assessed.

8.2 Technical Evaluation

8.2.1 In order to facilitate a transparent selection process that allows for an equal opportunity to all bidders, SIOC-CDT has a Supply Chain Management policy that will be adhered to. Proposals will be technically evaluated in terms of the prevailing Supply Chain Management policy applicable to SIOC-CDT, from time to time.

8.2.2 Bidders must score a minimum of **70 out of 100 points** on the assessment/evaluation criteria to be recommended as a preferred service provider

8.2.3 Table 1 - Technical Evaluation Criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Organisational Capacity and Capability of the Company	<p>Years of experience in SMME development (15 marks)</p> <p>1-3 years = (5marks) 4-6 years = (10 marks) above 7 years (15marks) CV's, Past Appointments letters and contactable references will be used</p> <p>Similar Past projects (10 marks)</p> <p>Reference letters on company letter heads from for past work/projects completed (email/phone #) 1-2 = (5 marks) above 3= (10 marks)</p> <p>Accreditations of company with stakeholders in the SMME developmental space (10 marks)</p> <p>No accreditation = 0 marks Accreditation = 10 marks</p>	35
Capability and Experience of Proposed Team	<p>Qualifications of team (15 marks)</p> <p>Finance, business management, entrepreneurship, project management, construction, IT related, logistics, law and psychology, new venture creation (NQF level 2 and above). Minimum number of team members must be three (3).</p> <p>Copy of qualifications to be submitted</p> <p>Experience of team members (20 marks)</p> <p>CV's of team members whose qualifications have been submitted. 1-2 years = (5 marks) 3-6 years = (10 marks) above 6 years = (20 marks)</p>	35
Approach and Methodology	<p>Use of software to conduct training and BDS services (5 marks)</p> <p>Proof of software = (5 marks)</p> <p>Detailed approach to solicited BDS services (10 marks)</p>	15

	Demonstration with timelines and process flow	
Financial Implications	Company profitability (15 marks) Latest Audited Financial Statements, must be from FY2020 Profitable= 15 marks Not profitable=0	15
TOTAL		100

8.3 Price and B-BBEE Evaluation Criteria

8.3.1 In order to facilitate a transparent selection process that allows an equal opportunity to all bidders, SIOC-CDT has a Supply Chain Management policy that will be adhered to. As in respect of technical evaluation criteria, proposals will also be evaluated in accordance with B-BBEE evaluation criteria in terms of the prevailing Supply Chain Management policy applicable to SIOC-CDT, from time to time.

Table 2 - Price and B-BBEE

Criteria	Weightings (<R1M)
Price	70
B-BBEE Scorecard (focusing on SMME and local talent development)	30
TOTAL	100

9. INSTRUCTIONS TO BIDDERS

9.1 Bidders are to ensure that they have adequate resources to undertake the project under stringent timeframes. It is accordingly recorded that by submitting a bid, the bidder undertakes and warrants that it has adequate resources, skills and know-how to undertake the completion of the project under the timeframes set out therefore.

9.2 VIRTUAL BRIEFING INFORMATION

DATE: 6 DECEMBER 2022

TIME: 11H00

VENUE: ONLINE VIA MICROSOFT TEAMS. PLEASE SEE LINK BELOW

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDkwMTRINGYtNGJkNy00NjgyLThZTUtOTQxZGQ1ODZhZjU3%40thre.ad.v2/0?context=%7b%22Tid%22%3a%227e6df3d2-d17d-4599-86e2-997fb92a6c0f%22%2c%22Oid%22%3a%22bdc6f5de-4dd7-4213-b9f4-61b8d2832464%22%7d

10. PRICING

10.1 Prices should be based on the required scope of work.

11. TERMS AND CONDITIONS

11.1 This invitation shall remain valid until the Closing Date, following which the invitation shall automatically lapse. SIOC-CDT shall be under no obligation to consider any proposals submitted after the Closing Date. SIOC-CDT reserves the right, under exceptional circumstances, to extend the closing date for bidders to submit proposals.

11.2 The bidder acknowledges that this RFP constitutes an invitation to submit offers and that the submission of a proposal shall constitute an offer which SIOC-CDT, shall in its sole and absolute discretion, notwithstanding anything to the contrary herein contained, be entitled to accept or reject. Only on the date of acceptance will a valid agreement be constituted between SIOC-CDT and the bidder in relation to the project.

11.3 The selection of the qualifying bid (proposals) will be at SIOC-CDT's sole discretion and SIOC-CDT reserves the right not to appoint the service provider and shall not necessarily be obliged to accept the offer of the highest scoring or most affordable quotation/proposal in accordance with the Supply Chain Management policy or otherwise.

11.4 The adjudication process does not represent a commitment on the part of the SIOC-CDT to proceed further with that quotation/proposal of the bidder or of any other bidder.

11.5 SIOC-CDT reserves the right to make changes on this RFP document. All changes will be communicated to those firms that have responded to this RFP. No reliance shall be placed on other information or comment from any other person

- 11.6 SIOC-CDT shall not be required to provide reasons for the acceptance or rejection of any quotation/proposal and no correspondence pertaining to submissions will be entertained.
- 11.7 If SIOC-CDT does not accept any quotation/proposal, it will declare this RFP call process closed and may then elect to:
- Not to appoint any bidder; and/or
 - Proceed on a completely different basis.
- 11.8 All proposals and all subsequent information received from bidders will not be returned, nor shall SIOC-CDT be responsible for the safe keeping of submissions or the keeping of records or copies in relation thereto.
- 11.9 SIOC-CDT will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.
- 11.10 SIOC-CDT reserves the right to engage in a process to validate all submissions or claims made in the proposal.
- 11.11 In addition to the provisions of clause 12 below, it is recorded that SIOC-CDT reserves the right to reject a quotation/proposal or cancel the award of the project, if it is determined (in the sole discretion of SIOC-CDT) that the supplier/service provider recommended for award, has engaged in or is associated with corrupt or fraudulent activities (as defined in clause 12 below).

12. CORRUPT AND FRAUDULENT ACTIVITIES

- 12.1 A key to the investment strategy of SIOC-CDT are the principles of transparency and ethics in its dealings with service providers and suppliers, to guard not only against reputational harm but also the tainting of the projects undertaken in accordance with the mission and object of SIOC-CDT.
- 12.2 Accordingly, the bidder, by submitting a proposal/quotation to SIOC-CDT hereby warrants and undertakes that the bidder and its current and former officers and employees:

- 12.2.1 have not been found guilty of any criminal offence involving fraud, theft and/or corruption or any other fraudulent practice, which for purposes hereof shall include a misrepresentation of facts in order to influence the selection process or the execution of a contract or collusive practices among bidders/contractors (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and contrary to the competition laws of the Republic of South Africa (collectively "**Corrupt and Fraudulent Activities**"); and
- 12.2.2 have at all times complied with all applicable anti bribery and anti-corruption laws (including any which have extra-territorial effect) and codes of practice ("**Anti-Corruption Laws**").
- 12.2.3 To the best of the bidder's knowledge and belief, each agent, representative or third-party that is or was authorised to act on behalf of the bidder ("**Business Intermediary**") has conducted its business relating to the bidder and past projects in compliance with all Anti-Corruption Laws
- 12.3 The bidder has instituted and maintained appropriate policies and procedures designed to ensure, and which are reasonably expected to continue to ensure, compliance by the bidder and its officers, employees and Business Intermediaries (for the time being) with all Anti-Corruption Laws.
- 12.4 The bidder irrevocably consents to SIOC-CDT and/or its agents doing a background check on the bidder and its officers, including the request for any information available on the bidder from any relevant institution, agency, bureaux or body.

13. CONFIDENTIALITY

- 13.1 Any information relating to the submissions, through the RFP process or otherwise shall be treated in strict confidence by SIOC-CDT.

14. PAYMENT STRUCTURE

14.1 SIOC-CDT undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

14.2 Payments will only be made based on the work completed (milestones/ deliverables achieved) as per the project implementation plan to be agreed at the inception of the project.

15. GENERAL

15.1 Below are compulsory requirements for this service:

15.1.1 It is important to note that the successful bidder will work under the supervision of SIOC-CDT representative, abide by SIOC-CDT Code of Conduct and any other organisational guidelines as may be prescribed by SIOC-CDT from time to time.

15.1.2 Kindly submit the following documents:

- **Valid and Original or Certified Copy of B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA for companies with a total turnover of R50 million and above, or an affidavit obtainable from Department of Industry (DTI) website in the case of EME's or QSE's;**
- **SARS Tax Pin Number; and**
- **Supplier information sheet (as attached hereto).**

16. CONTACT DETAILS FOR INFORMATION

16.1 Further information regarding technical/design matters can be sent via email to:

sipho@sioc-cdt.co.za

16.2 Further information regarding supply chain matters can be sent via email to:

Email: scm@sioc-cdt.co.za cc kabelo.letsoalo@sioc-cdt.co.za

17. SUBMISSIONS OF PROPOSALS

17.1 Proposals, with portfolio/previous work, as indicated above, should be submitted to the below on or before the **20 December 2022** by no later than **16:00: to scm@sioc-cdt.co.za cc kabelo.letsoalo@sioc-cdt.co.za**

17.2 Clearly indicate the name of the proposal when submitting the proposal:

RFP: BUSINESS SUPPORT SERVICES

17.3 If you are not contacted within 10 days after submission of your proposal, then the proposal shall be deemed to have been unsuccessful



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