

REQUEST FOR INFORMATION

REQUEST FOR INFORMATION RFI NUMBER: RFI/SMME/002/2020 DESCRIPTION OF RFI: SMME TRAINING AND DEVELOPMENT

This RFI calls for experienced Service Providers to assist MICT SETA in training and developing SMMEs in order to equip them with Entrepreneurial skills, so that SMMEs can achieve accreditation and become eligible to apply for Discretionary funding.

The RFI documents are obtainable with effect from **03 December 2020** and can be downloadable from the following websites:

- **Government E-Portal <http://www.etenders.gov.za>**
- **MICT SETA website**

Compulsory Briefing Session will be held (where applicable)

Date: N/A

Time: N/A

Venue: N/A

Closing Date: 15 December 2020

For enquiries contact MICT SETA Supply Chain Management E-mail: bidqueries@mict.org.za

This RFI is an invitation for person(s) or registered entities to submit information for the provision of services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between MICT SETA and any Respondents unless and until MICT SETA has executed a formal written contract with the selected supplier.

MICT SETA

REQUEST FOR INFORMATION (RFI)

RFI NUMBER	: RFI/SMME/002/2020
RFI TITLE	: Request for Information for SMME Training and Development

EXPECTED TIMEFRAME

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	03 December 2020
RFI Available from	RFI document can be accessed on ETender Port portal & MICT SETA Website
Compulsory Briefing Session Date & Time	N/A
Venue for Briefing Session	N/A
RFI Closing Date and Time	15 December 2020 @11:00
Delivery address	bidqueries@mict.org.za
Contact details	011 207 2600

MICT SETA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to MICT SETA - website, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

1. MANDATORY DOCUMENTS

- 1.1 CSD report (Central Supplier Database)
- 1.2 Proof of accreditation

2. REQUEST FOR INFORMATION:

2. DEFINITIONS

- 2.1 “**RFI**” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2 “**RFI response**” - a written response in a prescribed form in response to an RFI.
- 2.3 “**Hosting Partners**” - companies who entered into an agreement with MICT SETA in the areas of application management; application hosting, application service provision, and marketplace hosting are incorporated in this category.
- 2.4 “**Respondent**” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded to him.

2.5 CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the MICT SETA, written approval to divulge such information will have to be obtained from MICT SETA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the MICT SETA. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent:

Physical Address:

Respondent's contact person:

Name: _____

Telephone: _____

Mobile: _____

Fax: _____

E-mail address: _____



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3. The manner of submission of the RFI

- 3.1** Respondent shall submit RFI response in accordance with the prescribed manner of submissions as specified below.
- 3.2** Respondent shall submit one emailed submission including relevant supporting documents
- 3.3** The original copy must be signed IN INK by an authorised employee, agent or representative of the respondent and initialised on each and every page of the information.
- 3.4** The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number.
- 3.5** Respondent must include any change management processes and implementation, collaboration and integration, training (stating type of training required) (where applicable)
- 3.6** Respondent must clearly outline costing implications of the solution required, as well as any economic factors that may pose a risk impact against said costing.

4. SITUATIONAL ANALYSIS

4.1 Description of current status

Small, Medium and Micro-sized Enterprises are a crucial part of South Africa's economic growth. It is estimated that SMMEs contribute more than 30% to South Africa's GDP. With regard to employment, SMMEs in South Africa absorb about 70% to 80% of the employed population but contribute less than 4% to export earnings, leaving a large margin for growth. High unemployment is compounded by low/no net job creation.

Small sized enterprises have consistently dominated the MICT Sector, accounting for approximately 96% of all employers. The number of small enterprises in the Sector sits at 27 505 in 2020. Medium enterprises make up 3% of the employer base in the Sector, whilst enterprises employing over 150 employees (large enterprises) make up only 1% of the Sector.

The inability of the youth to engage in economic activity and find employment suggests that young people may not be receiving the necessary skills and work experience to drive the economy forward. This situation cannot be allowed to persist. The challenge of inculcating a culture and spirit of entrepreneurship and self-employment lies not only in making funding available but in developing the skills and competencies of the youth and potential entrepreneurs in general.

MICT SETA actively caters to the skills development needs of entrepreneurs and cooperatives within the MICT sector, with particular focus on the unemployed, youth, women and people with disabilities. Our mission is to provide opportunities through funding of skills development programmes in order to enable its stakeholders to participate in the economy, through meaningful employment and entrepreneurship, with an aim of building a capable, creative and innovative developmental state.

5. SCOPE OF SERVICES AND TECHNICAL SPECIFICATIONS FOR RFI REQUIREMENTS

5.1 Overview of the Training Required

The service provider is expected to provide the following training:

Week	Business Areas	Estimated Duration
Week 1	Ice Breaker and Introductions and Personal Mastery	Day 1

	Business idea validation and Business Model Canvas and product and service design and innovation	Day 2
Week 2	Business compliance, legal requirements and obligations	Day 1
	Understand your customer and customer segmentation and Guerrilla Marketing and use of social media to market your business	Day 2
Week 3	How to make money in any economy? And Personal Finances	Day 1
	Calculate the costs and price products or services	Day 2
	Personal Mastery Action Plan Review	Day 3
Week 4	Financial strategies for businesses and set up an appropriate finance function	Day 1
	Design financial controls based on risks	Day 2
	Personal Mastery Action Plan Review	Day 3
Week 5	Partners and Suppliers	Day 1
	Procurement and Tendering	Day 2
	Personal Mastery Action Plan Review	Day 3
Week 6	Prepare master budgets and projections based on assumptions	Day 1
	Learn to manage cashflow	Day 2
	Personal Mastery Action Plan Review	Day 3



Week 7	Customer experience and journey management	Day 1
	Operations and business processes	Day 2
	Personal Mastery Action Plan Review	Day 3
Week 8	Design management accounts to manage Key Performance Indicators(KPIs) daily, weekly, monthly and annual	Day 1
	Understand the requirements of financial performance and position	Day 2
	Personal Mastery Action Plan Review	Day 3
Week 9	Elevator Pitch training session	Day 1
	Business Model Canvas Presentation and Review	Day 1
	Investor Pitch Dry run	Day 2
Week 10	Investor Pitch Session	Day 1
	Graduation	Day 2

5.2 Expected Outcomes

The outcome of the above training must be aligned with the National Skills Development Plan 2030 which emphasizes the need for Skills development support for entrepreneurship and cooperative development (Outcome 6). It also promotes the sustainability and growth of SMMEs, Entrepreneurship, Cooperatives and community-based organisations within the MICT sector through skills development, creating an enabling environment for finance, entrepreneurial skill development, and training, mentoring and coaching. MICT SETA wants to contribute towards ensuring the improvement of the quality of services rendered, positioning its stakeholders to take advantage of the opportunities emerging in local, provincial and national, African and International Markets

6. GENERAL INFORMATION

Contact Persons for Queries

Enquiries in respect of this RFI should be addressed to:

SCM

E-mail: Bidqueries@mict.org.za

All queries to be e-mailed.

7. RFI SUBMISSION INFORMATION

SUBMISSION DETAILS OF RFI/SMME/002/2020

RFI responses should be submitted to the below email address:

SCM

E-mail: Bidqueries@mict.org.za

All queries to be e-mailed.

END OF THE REQUEST FOR INFORMATION DOCUMENT