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	Request for Proposal: ENTERPRISE DEVELOPMENT SERVICE PROVIDER Doc. No.: 20201016_EnD	Date: 29.03.2020
		Rev: 00
		S Mntonintshi & V Fredericks
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REQUEST FOR PROPOSAL – ENTERPRISE DEVELOPMENT SERVICE PROVIDER



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29 SEPTEMBER 2020

REQUEST FOR PROPOSAL NOUPOORT; LOERIESFONTEIN & KHOBAB WIND FARMS: ENTERPRISE DEVELOPMENT SERVICE PROVIDER

Mainstream Asset Management South Africa (MAMSA) operates and maintains utility scale wind and solar projects to ensure long term asset integrity and ensures that all projects are managed in compliance with the applicable laws, regulations, permits and project agreements on behalf of the Project Companies.

MAMSA hereby invites interested and experienced service providers to participate in a Request for Proposal (RFP) process for an **Enterprise Development Service Provider**, for the respective project Company's Enterprise Development programmes (Community Based Organisations).

The service is required for three (3) of MAMSA's operational wind farms.

Bidders may elect to submit proposals for all three (3) projects/wind farms, or any project they might be interest in.

Project Companies:

- 1. Noupoort Wind Farm, Noupoort-Northern Cape
 - 2. Khobab Wind Farm, Loeriesfontein-Northern Cape
 - 3. Loeriesfontein Wind Farm, Loeriesfontein-Northern Cape
- } Cluster Approach (1 community)

BIDDING TERMS AND CONDITIONS

Clarifications may only be in writing.

Regards,

Mainstream Asset Management South Africa (Pty) Ltd



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FOREWORD

This purpose of this document is to outline the scope of services required from an Enterprise Development Service Provider for the respective Project Company beneficiary communities. The successful bidder shall be tasked to complete the required duties as stated herein. The successful bidder shall familiarise itself with all relevant legislation and ensure that all services required are achievable. Misrepresentation in any form shall lead to the immediate dismissal of any potential tender submitted for the Contract Works.

This document shall be known as the scope of work, this term, for the purposes of this document and the Contract award have the same meaning. This document shall form part of the Agreement between the successful tender and the Employer. The Agreement shall govern the scope of work.



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1. INTRODUCTION

Background

The Renewable Energy Independent Power Producer Procurement (REIPPP) Programme has made socio-economic development of communities in which Independent Power Producers (IPPs) operate an integral part of doing business for the renewable energy sector. The implementation of Socio-Economic (SED) and Enterprise Development (ED) initiatives is thus focused on the empowerment and strengthening of previously disadvantaged groups to enable them to achieve greater economic participation and independence. The relevance and practicality of initiatives supported is critical in obtaining the desired outcomes, aligned to local and national priorities.

- a) The Noupoot, Loeriesfontein 2 and Khobab Wind Farms are Round 3 projects, under the Department of Energy's Renewable Energy Independent Power Producer Programme (REIPPP).

The Noupoot Wind Farm project site is situated in a remote area approximately 7km East of the town of Noupoot, within the jurisdiction of Umsobomvu Local Municipal Area (LMA). Noupoot is the beneficiary community for the wind farm and the town has a population of approximately 8000 people.

- b) The Loeriesfontein 2 and Khobab Wind Farm projects are located 60km north of the town of Loeriesfontein in the Northern Cape, in the jurisdiction of the Hantam Local Municipality. Loeriesfontein is the beneficiary community for the Khobab and Loeriesfontein Wind Farms and the town has a population of approximately 3 500 people.

From an economic development perspective, the Project Company/ies main objective is to achieve positive, meaningful and long-lasting socio-economic and economic change in the beneficiary communities, and to support projects based on sustainability and developmental merit, not on short-term benefits or appearances.

Purpose


The Noupoot, Loeriesfontein and Khobab Wind Farms seek to appoint a suitably qualified and experienced service provider in the field of Enterprise and Supplier Development, to undertake the next phase of Enterprise Development within the respective communities of Noupoot and Loeriesfontein.

The next phase of the Enterprise Development (ED) initiative will be to consolidate the capacity building, enterprise development and SMME development initiatives that have been initiated and undertaken over the past few years and translate these into the establishment of successful and sustainable SMME enterprises within the respective communities. This will not be at the exclusion of future capacity building initiatives, but rather that capacity building be linked to real and viable business opportunities.



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Targeted Industries and Economic Sectors

Enterprise Development initiatives should ideally be targeted at labour intensive industries and economic sectors, as well as those for which the area exhibits a comparative advantage, such as:

- Agriculture
- Tourism
- Environment; Clean Energy and Conservation
- Professional or Community Services
- Infrastructure
- Manufacturing
- Mining
- Technology
- Supplier services to the Wind Farms
- Supplier services to other industries in the area such as Mines

2. SCOPE

The Noupoot, Loeriesfontein and Khobab Wind Farms conducted independent assessments of current challenges facing Enterprise Development Programmes in the Umsobomvu and Hantam Local Municipalities respectively.

The challenges include the following:

- Scarcity of Entrepreneurial talent
- Inadequate business and/or professional skills of entrepreneurs
- Limited markets; and
- The need for sustainable community development.


Service Providers are requested to submit proposals to respond to the following requirements:

- Service providers are requested to demonstrate how they will implement a structured developmental programme for local entrepreneurs. These programmes should ideally target entrepreneurs at pre-start up and start-up stage, entrepreneurs who wish to expand their service offering; and entrepreneurs who can benefit from Supplier Development.
- Demonstrate the process/es utilised to identify entrepreneurs for grant funding.
- Skills transfer through identifying and training local facilitators - ensuring that the local individuals/partners can become sustainable and contribute to job creation in the town.



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- Identification of income generating activities, within the formal and informal economy of the respective towns.
- Initiating programmes focused on growing established / existing businesses sustainably. Provision of accredited coaching programmes for beneficiaries.
- Where the need is identified, training of local entrepreneurs with a focus to enable sustainability.
- Support compliance of SMMEs by providing assistance to SMME and Co-operative in completion and lodging CIPC documentation, and assist SMMEs with BBBEE, Income Tax, UIF, VAT, PAYE etc compliance.
- Mentorship services in such areas as business planning; business registrations; contract management; marketing; costing; financial statements; tax compliance; funding applications, amongst others.
- Identifying commercial opportunities for SMME's, including the identifying of markets and facilitating market access for SMME's, exploiting existing value-chains through strategic partnering with commercial businesses within the respective towns including supplier opportunities that may arise at the Project Companies Wind Farms.
- Leveraging financial institutions (both private and public) for funding needs of local businesses.
- Engaging with government and non-governmental stakeholders in furtherance of the objective of SMME development.
- If required, Design and implementation of supplier development programme for start-up businesses appointed by the Project Companies.
- Ongoing Monitoring and Evaluation (M&E) and post programme assessment on the effectiveness and impact of the programme.
- Develop an SMME EnD funding system and process and related governance framework, that aligns to the project company/ies Asset Based Community Development strategy.



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Additional Exclusive Services Required per Wind Farm

NOUPOORT WIND FARM (ONLY)

- If required, the appointed company will be responsible for securing a building in Noupoort from where the services will be administered and rendered.

NOUPOORT, LOERIESFONTEIN AND KHOBAB WIND FARMS

- Establish a physical, business incubation and acceleration centre/hub in Loeriesfontein.
- Demonstrate how social entrepreneurship will be incorporated into the Business Centre.
- Demonstrate how the Business Centre will identify different types of commercial ventures needed to develop the community and to “seed” ideas.
- Demonstrate how local individuals/partners will be upskilled to render the services post the establishment and operation of the Business Centre.

Overall, the proposal should demonstrate a customized approach specifically designed to meet the challenges of the region and the local economy. It should be noted that the call for proposals is focused on designing an Enterprise Development solution and not Skills Development. The focus is on impacting the local economy through developing sustainable business concepts and entrepreneurs.

3. SELECTION & EVALUATION CRITERIA

Proposals will be assessed against the following criteria:

- Proof of past experience in Enterprise/ Supplier Development, Feasibility Studies, business plan development / sourcing of funds and access to markets At least 5 years’ experience is required
- Value-adding initiatives – service providers are to include any value-adding initiatives/ recommendations
- Price: A commercial proposal detailing cost implications and payment terms
- Contactable references of work done must be listed
- Detailed skills and capacity of the staff to be deployed in the execution of the contract (outlining their skills sets/curricula vitae)
- Detailed milestones and date of completion of service in line with the proposed contract period
- Alignment with national and local development policies and priorities
- Experience in dealing with various stakeholders, for example government and linkages with government agencies (particularly funding agencies)
- BBBEE level
- Women and Youth ownership

Overall, the proposal documentation should outline the bidder’s detailed proposal on:



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- Enterprise Development Model
- Methodology
- Key criteria for the establishment of sustainable Enterprises / SMME's
- Detailed Risk Matrix outlining material risks foreseen as well as include proposals on how these risks will be mitigated
- Timeframes
- Costs

Transfer of knowledge and training

Skills transfer is required to relevant local custodians within Noupoort and Loeriesfontein. Skills transfer objective is to get local entity to provide the service to the community within one year of this contract.

Overall, the bidder needs to demonstrate an extensive understanding of the specifications as well as innovation in delivering on Enterprise Development within rural areas.

4. CAPABILITIES OF THE SERVICE PROVIDER

The Service Provider shall on commencement of the contract with the Project Company, comply with the following:

- record all attendance at meetings that take place during stakeholder and beneficiary engagements and minutes to be taken at these meetings
- Monitoring and evaluating the programme on a continuous basis and make recommendations on programme improvement and any mitigation measures
- Establish a relationship with entrepreneurs; industry; local, provincial and national stakeholder; government institutions; financial institutions and any other relevant institutions linked to Enterprise Development.

REFER TO ANNEXURE B FOR A LIST OF KPI's AGAINST WHICH THE SUCCESSFUL SERVICE PROVIDER WILL BE MEASURED

The Project Companies will sign a 1-year agreement with the service provider – subject to performance delivery on Key Performance Areas and Indicators assessed during the year in question. This will be the case for the full duration of the contract.

Programme implementation to begin as soon as proposal is approved.

NOTE: On successful awarding of the contract, the above-mentioned scope of work will be translated into an Implementation Agreement and shall form the basis of annual measurement. Failure to meet these Key Performance Indicators will be cause to review and possibly cancel the agreement.



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5. CLOSING DATE

All proposals should be emailed to Sandisiwe Mntonintshi (Sandisiwe.mntonintshi@mainstreamrp.com) and Vanessa Fredericks vanessa.fredericks@mainstreamrp.com on or before close of business on the **16 October 2020**. All proposals will be examined to determine compliance with requirements and conditions, as outlined in Appendices A and B attached herewith.



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ANNEXURE A

DEFINITIONS

- Noupoot Wind Farm; Loeriesfontein and Khobab Wind Farms (Herein after referred to as the “The Project Companies”)
- Economic Development Manager (Refers to the respective ‘Economic Development Manager of each respective Project Company’)
- Enterprise Development Service Provider (Herein referred to as the “Service Provider”)

EMPLOYERS REQUIREMENTS

General

The Economic Development Manager shall be the Employer’s Representative in relation to the Agreement with the appointed Service Provider. The Representative of the Employer shall be based at the Cape Town Office and will travel to the beneficiary communities on a regular basis. The Service Provider shall liaise directly with the Employer Representative in all matters regarding the Agreement and the execution thereof.

The Service Provider shall report as reasonably required from the Employer’s Representative on all matters regarding the consultative process in Noupoot in a timely manner on a month to month basis. The purpose of the Agreement is to ensure that credible and professional services are rendered to community members at all times during execution of the programme.

The Service Provider shall supply a monthly summarized written report or as otherwise agreed, to the Economic Development Manager on agreed key performance indicators, specific challenges, suggestions, improved methods and implementation programme, complaints and remedial action and all other matters connected with this agreement.

Working Hours


The Service Provider shall adhere to the industry Regulations as legislated in the Labour Relations Act of South Africa; appropriate staff shall be made available to ensure full time implementation of the Agreement.

The Service Provider shall at no time be allowed to Contract any personnel for periods longer than prescribed in the Labour Relation Act.



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EnD Obligations Commitments summarized as follows:

Element	Description
Preferential Procurement	BBBEE Procurement
	QSEs and EME's Procurement
	Women Owned Vendors Procurement

The Service Provider shall provide, on request by the employer, any other material that has a bearing on the tender offer, the bidder's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.

Should the bidder not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

Dispose of samples of materials provided for evaluation by the employer, where required.

Submit securities, bonds and policies

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required

Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.



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The employer's undertakings

Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each bidder during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a bidder applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all bidders who drew documents.

Not disclose to bidders, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful bidder.

Grounds for rejection and disqualification

Determine whether there has been any effort by a bidder to influence the processing of tender offers and instantly disqualify a bidder (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

Test for responsiveness

Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- complies with the requirements of these Conditions of Tender,
- has been properly and fully completed and signed, and
- is responsive to the other requirements of the tender documents.

A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- significantly change the Employer's or the bidder's risks and responsibilities under the contract, or
- affect the competitive position of other bidders presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.



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Arithmetical errors, omissions and discrepancies

Check the highest ranked tender or bidder with the highest number of tender evaluation points after the evaluation of tender offers for:

- the gross misplacement of the decimal point in any unit rate;
- omissions made in completing the pricing schedule or bills of quantities; or
- arithmetic errors in:
 - line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - the summation of the prices.

The employer must correct the arithmetical errors in the following manner:

- Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the bidder's addition of prices, the total of the prices shall govern and the bidder will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the bidder does not correct or accept the correction of the arithmetical error in the manner described above.

Insurance provided by the employer

If requested by the proposed successful bidder, submit for the bidder's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

Acceptance of tender offer

Accept the tender offer, if in the opinion of the employer, it does not present any risk and only if the bidder:

- is not under restrictions, or has principals who are under restrictions, preventing participating in the



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employer's procurement,

- can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- has the legal capacity to enter into a contract,
- is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- complies with the legal requirements, if any, stated in the tender data, and
- is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

Prepare contract documents

If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- addenda issued during the tender period,
- inclusion of some of the returnable documents, and
- other revisions agreed between the employer and the successful bidder.

Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.


Notice to unsuccessful Bidders

- Notify the successful bidder of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data or agreed additional period.
- After the successful bidder has been notified of the employer's acceptance of the tender, notify other bidders that their tender offers have not been accepted.



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Provide copies of the contracts

Provide to the successful bidder the number of copies stated in the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

Provide written reasons for actions taken

Provide upon request written reasons to bidders for any action that is taken in applying these conditions of tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of bidders or might prejudice fair competition between bidders.

Clarification of a tender offer

Obtain clarification from a bidder on any matter that could give rise to ambiguity in a contract arising from the tender offer.


Credit Profile Check

By submitting a tender, the bidder gives consent to the employer to conduct credit checks, should it be required.



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ANNEXURE B

1. Monitoring and Evaluation – Service Provider

Key Performance Indicators

- Number of new business registrations (incl. compliance with all business requirements e.g. BBBEE verification; Business Plan development; Company Profiles developed; business registration documents; ED agreements signed; Tax Clearance; Business Assessments etc.)
- Evidence of marketing support provided to SMMEs – incl. number of online / portal registrations
- Number of business visits to the Business Centre / Hub
- Number of businesses supported
- Number of walk-in businesses supported
- Number of feasible business plans approved for funding support
- Value of funds disbursed to SMMEs
- Number of hours spent in formal coaching / mentorship of SMMEs
- Number of businesses attending training / capacity building programmes – including measures on increases in skills and entrepreneurial capacity levels of supported SMMEs
- Number of individual visits to the Business Centre / Hub to use computers
- Number of businesses with improved turnover year-on-year
- Number of supported businesses achieving break-even and/or profitability (within agreed timeframe)
- Number of businesses having increased household income (overall decrease in household poverty)
- Number of employment opportunities created by businesses
- Number of supported SMMEs supplying to markets external to the local market
- Value of market opportunities linked
- Value of market opportunities awarded
- Number of co-funding opportunities created
- Number of linkages facilitated to other regional supply chains
- Feedback from community on level of satisfaction (happiness) with service provision by service provider
- Number of SMMEs fully compliant



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2. Monitoring and Evaluation Guideline – SMMEs

The Noupoot; Loeriesfontein and Khobab Wind Farms subscribe to the Asset Based Community Development (ABCD) model.

Funding criteria are measured on the extent to which value has been created within the following five asset inventory areas of the Asset Based Community-driven Development model:

- Human Assets
- Social Assets
- Natural Assets
- Physical Assets
- Economic Assets

The M&E Framework must document evidence of the outcomes of the funding programmes on the sustainability of both the respective entrepreneur and the entity concerned, including the impact on the wider Noupoot and Loeriesfontein community.


Impact and outcome measures for respective SMMEs will include the following areas:

- Increased capacity and skills of the SMME in areas such as financial management; marketing; compliance; people management and all related areas that ensure and overall ability to function independently – within timeframes as mutually agreed between the service provider and the project company.
- Improvements in SMME productivity levels.
- Increased sales/turnover level of supported SMME (year-on-year) – as evidenced in 6-monthly management accounts submitted.
- Attainment of break-even and / or profitability (within agreed timeframes on a case-by-case basis).



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Approach

- The service provider will need to present the above-mentioned metrics to the Project Companies through the provision of a tracking sheet that needs to be developed by the service provider per SMME.
- The data must be analysed and included in monthly reports to the Project Company.
- Develop and Entrepreneur Feedback Form to measure and evaluate change – as well as the findings and reasons for variances from planned outputs and outcomes.
 - The feedback form should include but are limited to the following areas of interest:
 - Does the entrepreneur understand the M&E approach and actions?
 - How does the entrepreneur understand and explain improvements experienced and highlighted in the follow-up visits and entrepreneur monthly report?
- The service provider is to identify support required to address areas of weakness as identified to ensure that gaps are addressed and minimized/closed.