

Attention	:	Prospective Bidders
From	:	Supply Chain Management
Date	:	06 July 2023
Bid Number	:	RFP2023/14/NYDA
Bid Title	:	ADVERTISEMENT OF THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS WHO HAVE THE CAPACITY TO DEVELOP BUSINESS PLANS AND CONDUCT BUSINESS FEASIBILITY STUDIES FOR THE NYDA BUSINESS CONSULTANCY SERVICES (VOUCHER) PROGRAMME BENEFICIARIES IN EACH PROVINCE FOR THE PERIOD OF THREE (3) YEARS.

YOU ARE HEREBY ADVISED OF THE ADMINISTRATIVE REGULATIONS AND PROCEDURES

- o Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive Bidding (or Bid rigging). Collusive Bidding is a per se prohibition meaning that it cannot be justified under any grounds. It undermines the fair determination of a supplier, corruptly eliminating free and open competition. Therefore, it is not allowed.

1. QUESTIONS AND ANSWERS DURING AND AFTER THE COMPULSORY BRIEFING SESSION HELD 29TH OF JUNE 2023 AT 10H00 BUT BEFORE 04 JULY 2023 AT 16H00

1.1	Question	:	Should we provide you with the training material, toolkits and presentations or do we provide you with an outline of training coverage?
	Answer	:	Yes, you are required to develop and provide training materials
1.2	Question	:	<ul style="list-style-type: none"> • If the service provider or bidder has not done any feasibility study project, but has only done business plan projects, can the bidder still bid for feasibility to show interest? • The rationale for this questions is, usually, most clients out rightly want business plans instead of feasibility study- (often as a requirement from identified funders and to some extend by the client's sponsor). And it is evident that if a consultant can draft a business plan, most likely they can also do a feasibility study.
	Answer	:	Yes, as long as the project manager have experience in developing business plan and/or conducting feasibility studies.
1.3	Question	:	With reference to the first question, can the NYDA evaluate and approve the bidder for one service? In this case, as no sample of Feasibility Study can be submitted, can the bidder be evaluated on the business plan only?
	Answer	:	Yes bidder is evaluated per product.
1.4	Question	:	New Business and Business growth and expansion with projected turnover of between R1m - R5m"

		<ul style="list-style-type: none"> • Is the projected turnover of R1m-R5m "a must" when doing projections? • Is the projected turnover of R1m-R5m to be spread annually or over three year projections? • The question arises if the minimum projected turnover "should be" R1m since youth businesses are mostly at start-up or growing phase and would rarely have market contracts or take-off agreements. • Secondly, the sector or industry and the scale and scope of the enterprise operations are also factors as the business may be doing well but not reaching R1m turnover in the first three years. • Section 6.2 • Business Plan • Section 6.2.1 • Business Plan Features & Product Description • Scope of Work • To juxtapose the above points, references can be made to e.g. NEF, Sefa (TREP) and other funders that start funding businesses from as low as R10, 000, R50 000 and Turnover could be around R100, 000; R250 000; R480 000; R500, 000 or more.
	Answer	<p>: The turnover is projected annually. Given the amount the NYDA will be investing in each business plan, we look for business that have a turnover between R1m-R5m, however this will be influenced by NYDA policy going forward if turnover less than R1m or more than 5 million will be considered. For tendering, projections on your sample/proposal will not disqualify the service provider.</p>
1.3	Question	<p>: "Proposal is comprehensive, innovative and responded to all features in section 6 of this Bid."</p> <ul style="list-style-type: none"> • With respect to the above underlined product quality evaluation criteria; it is very much unlikely that sample business plans will have "all features" stated in sections 6 of the tender. • Therefore, my questions is how fair is the criteria in order not to disadvantage bidders? • The motivation for the points raised above are usually, the consultants write business plans referring to the requirements of the targeted funder i.e. DFI or Private. • <input type="checkbox"/> Furthermore, it depends on whether the business plan is for manufacturing, service or both.
	Answer	<p>: For tendering purpose try to ensure that the proposal and sample responds to all or most features in the tender document to get maximum points</p>
1.5	Question	<p>: What is a "Two-Envelope System"</p>
	Answer	<p>: This is when bidders submit two sealed envelopes simultaneously, one containing the technical proposal and the other the price proposal, enclosed together in an outer single envelope. But does not apply for this tender document.</p>
1.6	Question	<p>: Please advise how does one indicate the preferred province.</p>
	Answer	<p>: Bidders must submit proof of address in province/s they are applying for.</p>

1.7	Question	:	Are only the commercial returnables required to be in hardcopy or do we need to print hard copies of the entire response to the tender?
	Answer	:	Signed hard copies must be submitted.
1.8	Question	:	Please advise on the missing pages of the tender (page 46 and page 47).
	Answer	:	This were blank pages.
1.9	Question	:	On the price evaluation, should the supplier price be the same as voucher value.
	Answer	:	Each bidder must submit their proposed price for each product. NYDA has indicated its benchmark price, however each bidder must indicate their proposed price.
1.10	Question	:	Kindly please advise on whether it's possible to apply for the same tender with 2 different companies as the only director for those companies?
	Answer	:	No
1.11	Question:	:	Also, in terms of the financial statements, for companies less than 6 months, are we permitted to provide bank statements in replacement of financial statements especially if the company had just started operating (newly registered company with no financial tracking/history?)
	Answer	:	In case of companies with less than 12 months, please submit latest management accounts
1.12	Question	:	Are my proposal to reflect only how I will go about developing Business Plans and conducting Business Feasibility Studies or should I also add or cite examples from one of the projects I worked on previously. In other words should I just indicate how I will develop Business Plans and conduct Business Feasibility Studies?
	Answer	:	Please provide sample products that you developed in the past.
1.13	Question	:	Submission of information on USB: In addition to submitting hard copies for each proposal, a. Do I submit both proposals on one USB or should each proposal be on its separate USB? b. Do I submit only financial and technical proposals on the USB or should each proposal include scanned bid document (filled document with each page initialised) on the USB.
	Answer	:	One USD may be used. It is the responsibility of the bidder to indicate such in their hard copy submissions.
1.14	Question	:	Is business Feasibility and business plan tender document containing 45 pages only (states 45 of 47)
	Answer	:	45-47 were blank pages
	Question	:	How many samples and how many pages should the samples contain. (Both products)

	Answer	:	1 original and 1 electronic
1.16	Question	:	What should the proposal contain? Only samples?
	Answer	:	Include a proposal on how you will deliver the product based on the features and attach sample.
1.17	Question	:	Page 21 quality of work do you require a proposal
	Answer	:	include a proposal on how you will deliver the product based on the features and attach sample.
1.18	Question	:	Please clarify business plan to be a maximum of 20 pages refer to page 16 of the tender document.
	Answer	:	The sample business plan should not exceed 20 pages
1.19	Question	:	Page 12 states business Feasibility maximum of 25 pages and Page 15 maximum of 15 pages, please clarify.
	Answer	:	Sample should not be less than 15 pages and not more than 25 pages

2. ANNEXURES

2.1	Presentation	Annexure A
------------	--------------	------------

54 Maxwell Drive | Woodmead North Office Park | Woodmead | 2191
P O Box 982 | Halfway House | Midrand | Johannesburg | Gauteng | South Africa | 1683
Tel: +27 11 651 7000 | Fax: +27 86 539 6926 | e-mail: info@nyda.gov.za | www.nyda.gov.za

Board Members:

Asanda Luwaca - Chairperson | Karabo Mohale – Deputy Chairperson
Avela Mjajubana | Lebogang Mulaisi | Thulisa Ndlela | Pearl Pillay | Alexandria Procter | Waseem Carrim (CEO)
