

<b>Attention</b>	:	Prospective Bidders
<b>From</b>	:	Supply Chain Management
<b>Date</b>	:	06 July 2023
<b>Bid Number</b>	:	RFP2023/16/NYDA
<b>Bid Title</b>	:	ADVERTISEMENT OF THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS WHO HAVE THE CAPACITY TO E-COMMERCE AND WEB BASED ACCOUNTING SYSTEM 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 29<sup>TH</sup> OF JUNE 2023 AT 10H00 BUT BEFORE 04 JULY 2023 AT 16H00**

1.1	<b>Question</b>	:	this is only open for services providers who have their own online accounting platform?
	<b>Answer</b>	:	<b>Preferably those service providers who already have a web-based accounting system or ecommerce platform as our budget does not cater for the development of the platform and we cannot guarantee the number of users or beneficiaries who will need the platform to assist SPO to quantify return on investment should you decide to develop the platform from the scratch.</b>
1.2	<b>Question</b>	:	Do I submit both proposals on one USB or should each proposal be on its separate USB?
	<b>Answer</b>	:	<b>You can submit all samples in one USB in different folders</b>
1.3	<b>Question</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
	<b>Answer</b>	:	<b>The USB must be a full copy of the submission including all returnables and copies of samples.</b>
1.4	<b>Question</b>	:	Is the recording of the meeting available for service providers?
	<b>Answer</b>	:	<b>No, its for NYDA use only</b>
1.5	<b>Question</b>	:	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?)

	<b>Answer</b>	:	<b>In case of companies with less than 12 months, please submit latest management accounts</b>
1.6	<b>Question</b>	:	Thirdly and lastly, in terms of proof of locality:our web design company operates Nationally with no offices since our services are conducted virtually (via teams/zoom,etc). How then do we provide proof of locality or is there something we can work around/special case?
	<b>Answer</b>	:	<b>Please indicate your current address and further indicate such in your proposal.</b>
1.7	<b>Question</b>	:	For proof of address, may we submit invoices/receipts from our landlords?
	<b>Answer</b>	:	<b>You can submit copy of utilities bill and must be in the name of the company or director</b>
1.8	<b>Question</b>	:	With regards to marking documents as 'original'; are you referring to a watermark that can be applied to the document or is there a better way to mark it as such?
	<b>Answer</b>	:	<b>The Original is the printed and signed in blank ink, tender document.</b>
1.9	<b>Question</b>	:	Should applicants be from specific areas, for example our main office is based in Newcastle KZN, do we submit the hardcopies to the NYDA office here in Newcastle or do we still drive to Joburg?
	<b>Answer</b>	:	<b>Bidders must submit a hard copy Original dully completed and signed tender document including samples and an electronic USB-Disk copy, at NYDA Head Office Block A on 54 Maxwell Drive Woodmead Office Park.</b>
1.10	<b>Question</b>	:	Kindly advise, as to how the tender submissions should be made manual or electronic- which email address to use
	<b>Answer</b>	:	<b>Bidders must submit a hard copy Original dully completed and signed tender document including samples and an electronic USB-Disk copy, at NYDA Head Office Block A on 54 Maxwell Drive Woodmead Office Park.</b>
1.11	<b>Question</b>	:	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?
	<b>Answer</b>	:	<b>No It is not allowed.</b>
1.12	<b>Question:</b>	:	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?)
	<b>Answer</b>	:	<b>In case of companies with less than 12 months, please submit latest management accounts</b>
1.13	<b>Question</b>	:	in terms of proof of locality: our web design company operates Nationally with no offices since our services are conducted virtually (via teams/zoom,etc). How then do we provide proof of locality or is there something we can work around/special case?
	<b>Answer</b>	:	<b>You can provide a letter of intent to lease the office space from the landlord.</b>
1.14	<b>Question</b>	:	Should we provide you with the training material, toolkits and presentations or do we provide you with an outline of training coverage?
	<b>Answer</b>	:	<b>Yes, you are required to develop and provide training materials</b>
1.15	<b>Question</b>	:	<p>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?</p> <ul style="list-style-type: none"> <li>• The rationale for this questions is, usually, most clients out rightly want business plans instead of feasibility study- (often as a requirement from</li> </ul>

		identified funders and to some extent 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.
	<b>Answer</b>	<b>: Yes, the project manager must have experience in developing business plan and/or conducting feasibility studies.</b>
1.16	<b>Question</b>	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?
	<b>Answer</b>	<b>: Yes bidder is evaluated per product</b>
1.17	<b>Question</b>	: New Business and Business growth and expansion with projected turnover of between R1m - R5m" <ul style="list-style-type: none"> <li>• Is the projected turnover of R1m-R5m "a must" when doing projections?</li> <li>• Is the projected turnover of R1m-R5m to be spread annually or over three year projections?</li> <li>• 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.</li> <li>• 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.</li> <li>• Section 6.2</li> <li>• Business Plan</li> <li>• Section 6.2.1</li> <li>• Business Plan Features &amp; Product Description</li> <li>• Scope of Work</li> <li>• 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.</li> </ul>
	<b>Answer</b>	<b>: 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 (for the duration of SPO participation in the panel) 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.</b>
1.18	<b>Question</b>	: "Proposal is comprehensive, innovative and responded to all features in section 6 of this Bid." <ul style="list-style-type: none"> <li>• 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.</li> <li>• Therefore, my questions is how fair is the criteria in order not to disadvantage bidders?</li> <li>• 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.</li> <li>• Furthermore, it depends on whether the business plan is for manufacturing, service or both.</li> </ul>
	<b>Answer</b>	<b>: For the purpose of tendering try to ensure that the proposal/sample responds to all or most features to get maximum points</b>
1.19	<b>Question</b>	: What is a "Two-Envelope System"
	<b>Answer</b>	<b>: 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</b>

		<b>tender document.</b>
1.20	<b>Question</b>	: Please advise how does one indicate the preferred province.
	<b>Answer</b>	: <b>This is done at contracting stage with successful bidders. Bidders must submit proof of address in province/s they are applying for.</b>
1.21	<b>Question</b>	: 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?
	<b>Answer</b>	: <b>The USB must be a full copy of the submission including all returnables and copies of samples.</b>
1.22	<b>Question</b>	: Please advise on the missing pages of the tender (page 46 and page 47).
	<b>Answer</b>	: <b>This were blank pages.</b>
1.23	<b>Question</b>	: On the price evaluation, should the supplier price be the same as voucher value.
	<b>Answer</b>	: <b>Yes</b>
1.24	<b>Question</b>	: 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?
	<b>Answer</b>	: <b>No</b>
1.25	<b>Question:</b>	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?)
	<b>Answer</b>	: <b>In case of companies with less than 12 months, please submit latest management accounts</b>
1.26	<b>Question</b>	: 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.
	<b>Answer</b>	: <b>The USB must be a full copy of the submission including all returnables and copies of samples.</b>
1.27	<b>Question</b>	: How many samples and how many pages should the samples contain. (Both products)
	<b>Answer</b>	: <b>One hard copy sample and one electronic copy on USB</b>

## 2. ANNEXURES

## 3. ANNEXURES

<b>2.1</b>	Presentation	Annexure A
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