



REQUEST FOR INFORMATION

(RFI)

TERMS OF REFERENCE:

REQUEST FOR SKILLS DEVELOPMENT PROJECT MANAGEMENT COMPANIES TO PARTNER WITH THE NORTH WEST DEVELOPMENT CORPORATION FOR THE DEVELOPMENT AND IMPLEMENTATION OF A FLAGSHIP SKILLS DEVELOPMENT PROGRAMME ALIGNED TO SOCIO-ECONOMIC PROJECTS WITHIN THE NORTH WEST PROVINCE

RFI/PRO002/2020

CLOSING DATE: 20th January 2021

TIME: 11:00

DELIVERY ADDRESS:

MMABATHO BRANCH OFFICE
NWDC (SOC) LTD
30 JAMES WATT CRESCENT MAHIKENG
2745

BIDDER: _____

1. BACKGROUND:

The North West Development Corporation (SOC) Ltd (NWDC) is a state owned entity with the Government of the North West as its sole shareholder.

The NWDC performs, inter alia, the following functions: Planning, Financing, Coordinating, Promoting and carrying out the Economic Development of the Province and its people in the field of Industry, Commerce, Finance, Mining and other business with the aim to results in wealth and job creation.

The NWDC was established to assist the small business in their development and promotion by identifying entrepreneurs and opportunities, providing financial services, business premises, and business support services and influencing the small business environment positively.

2. PURPOSE

The NWDC is hereby placing this request for information (RFI) from adequately experienced skills development project management companies to partner with the NWDC's to develop and implement a flagship skills development programme project for a period of thirty-six (36) months.

Only specialist project management companies, and not training providers, are invited to participate at this stage. Training providers will be participating only at the implementation and roll-out phase in the provision of training programs.

2.1 Briefing

There will be no briefing session prior to this request for information.

2.2 Indemnity

All submitted proposal remain the property of the NWDC and therefore the NWDC reserves the right to use such information in the manner it deems fit. Proposals are thus submitted without prejudice to the NWDC.

2.3 Presentations

The NWDC reserves the right to request all shortlisted bidders to make presentations as part of the bid evaluation process.

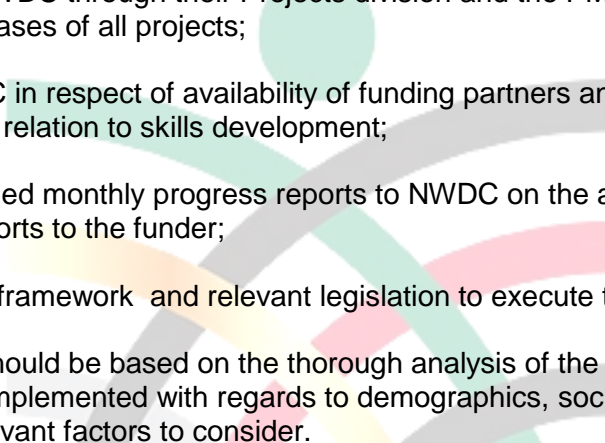
2.4 Bid Validity Period

The validity period of this bid is 90 days counted from the bid closing date

3. REQUEST FOR INFORMATION

The information to be provided should cater for but not is not limited to the following:

3.1 Envisaged partnership model;

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- 3.2 Provide critical factors to indicate the ability of the service provider to execute the project in partnership with NWDC;
 - 3.3 Provide relevant experience and skills required to execute the project;
 - 3.4 Provide a Turnkey Project Management Solution for the implementation of successfully sourced projects across the entire project cycle, from project inception to project close-out;
 - 3.5 Conduct research regarding growth sectors and synergies and convert these into funding proposals;
 - 3.6 Develop and implementation protocols with distinctly assigned partner roles between the funder, NWDC through their Projects division and the PMU for all the activities across the phases of all projects;
 - 3.7 Advise NWDC in respect of availability of funding partners and windows of opportunity in relation to skills development;
 - 3.8 Prepare detailed monthly progress reports to NWDC on the activities of the unit and milestone reports to the funder;
 - 3.9 Provide legal framework and relevant legislation to execute this project; and
 - 3.10 Information should be based on the thorough analysis of the area in which the project needs to be implemented with regards to demographics, socio economic information and other relevant factors to consider.

4. LEGALITIES AND RULES

General Conditions

- 4.1 Information received from all the bidders will be assessed for development of a tender document or request for proposals (RFP).
- 4.2 Only respondents who submitted the RFI will be eligible to participate in the possible RFP.
- 4.3 The NWDC reserves the right to cancel the Request for Information.
- 4.4 The NWDC reserves the right to appoint or not to appoint.

5. SUBMISSION FORMAT

- 5.1 All respondents must submit one (1) original document (clearly marked);
- 5.2 The sealed envelope must be placed in the tender box marked as **RFI/PRO002/2020 – (Request for Information to Partner with the NWDC to develop and implement the Skill Development Programme)** at the Main Reception Area, being: NWDC Mmabatho Regional Office, 30 James Watt Crescent, Industrial Site, Mafikeng, 2745,;

By no later than **11:00** of the **20th January 2021**.

- 5.3 Each respondent should provide the full legal corporate name of each Company/Individual identified in this RFI; and the name, title, address, telephone number, facsimile number and e-mail address of the individual to be contacted with respect to the submission. Include the URLs (website address), if applicable.
- 5.4 If a courier service company is being used for delivery of the RFI document, the tender description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed/deposited into the tender box. The NWDC will not be held responsible for any delays where tender documents are handed to the NWDC Receptionist.
- 5.5 Late submissions shall not be allowed.

6. SUBMISSION OF FICA DOCUMENTS

The following compulsory documentation must be submitted with the bid documents:

FICA REQUIREMENTS AND ADDITIONAL INFORMATION REQUIRED

Authenticated copies are permissible		
No	Document	Checked (√/X)
1	Company profile	
2	B-BBEE certificate	
3	Project concept information document	
4	Company registration (CIPC) and Company Documents	
5	Confirmation of Residential Address or Business Address	
6	SARS Registration and Valid Tax Clearance Certificate	
7	VAT Registration Certificate	
8	CV, ID Copies and Profile of Directors, Team Members and Supporting Staff Members.	
9	Submit Certified Copies of Professional Body Membership.	
10	Central Supplier Database (CSD) Report	

NOTE:

- Please Tick (√) if available and (X) if not available.
- Tax Clearance Certificate must be valid at time of submitting this bid document.
- In case of a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/JV member or subcontractor, certified copy of a relevant agreement and a consolidated B-BBEE certificate as a legal entity.
- Only SANAS or SWORN AFFIDAVIT B-BBEE certificates shall be accepted
- Non-submission of the above documents will render this tender invalid.

7. ENQUIRIES

Enquiries may be directed to the following person/s:

Scope/Terms of Reference	RFI Document
Moagi Mahapa 067 415 5440 / 018 3813663 moagim@nwdc.co.za	Mmapula Pholoana (018) 381 3663 mmapulap@nwdc.co.za

