

REQUEST FOR INFORMATION



EASTERN CAPE
DEVELOPMENT
CORPORATION

| Tender Reference No. | Description | Closing Date/Time |
|---|---|---|
| Bid No: ECDC/ELN/RFI/48/102018 | PROVISION OF TRADE SEMINARS (SADC, ECOWAS BRICS AND EAC) | 07 th December 2018 at 12:00 |
| N/A | INCLUSION OF CO-OPERATIVES TO THE - SUPPLIER DATABASE OF ECDC | 07 th December 2018 at 12:00 |

BID DOCUMENT ACCESS & SUBMISSION

The full details of the advert and bid document will be available for download from the ECDC website (www.ecdc.co.za) under tenders from Friday **09th November 2018**.

All enquiries relating to the Provision of Trading Seminars (SADC, ECOWAS, BRICS and EAC) must be directed to Supply Chain Management in writing quoting bid no and addressed to: **Contact Person: Ms Siyabulela Vanda at tenders@ecdc.co.za**

All enquiries relating to the Supplier Database for Co-operatives must be directed to Supply Chain Management in writing quoting bid no and addressed to: **Contact Person: Ms Babalwa Ntlama at tenders@ecdc.co.za**

ECDC is the EC province's development financier responsible for optimising investment in priority sectors while providing financial and non-financial support to SMMEs.



REQUEST FOR INFORMATION

RFI NO: ECDC/ELN/RFI/48/102018

RFI SUBJECT: PROVISION OF TRADING SEMINARS (SADC, ECOWAS BRICS AND EAC)

Date of Issue: 06 November 2018

Closing Date for Responses: 07 December 2018

Head office: EAST LONDON T: (+27) 043 704 5600 • PORT ELIZABETH T: (+27) 041 373 8260 • QUEENSTOWN T: (+27) 045 838 1910
MTHATHA T: (+27) 047 501 2200 • Satellite offices: ZWELITSHA T: (+27) 083 410 1669 • MOUNT AYLIFF T: (+27) 039 254 0584
BUTTERWORTH T: (+27) 047 401 2700 • ALIWAL NORTH T: (+27) 051 633 3007

Board Members: N. Dladla (Chairperson) • N Siwahla-Madiba (Deputy-Chairperson) N Dlulane (CEO)
M Sishuba • S Thobela • P Bosman • M Damane

www.ecdc.co.za

1. ABOUT ECDC

Vision

To be an innovative leader in promoting sustainable economic growth and development of the Eastern Cape.

Mission

To promote sustainable economic development in the Eastern Cape through focused:

- a) Provision of innovative development finance
- b) Leveraging of resources, strategic alliances, investment and partnerships.

Your Growth is our satisfaction

Legislative Mandate

ECDC (Eastern Cape Development Corporation) draws its mandate directly from the Eastern Cape Development Corporation Act (Act 2 of 1997) and is led by the economic development priorities of the provincial government, as detailed in the Provincial Growth and Development Plan (PGDP), Eastern Cape Provincial Industrial Development Strategy (PIDS), the policy statements and budget speech of the Member of the Executive Council (MEC) of Economic Development, Environment Affairs and Tourism (DEDEAT).

Section 3 of the ECDC Act states that the Corporation shall “plan, finance, co-ordinate, market, promote and implement development of the Province and its people in the field of industry, commerce, agriculture, transport

2. BACKGROUND

The ECDC Trade, Investment and Innovation unit is mandated to develop and promote exports from the Eastern Cape. The unit aligns its activities with the National Export Development Plan (NEDP) and the Integrated National Export Strategy (INES). The NEDP identifies the steps that an entrepreneur goes through from a domestic enterprise to a global enterprise, whilst the INES highlights the importance of export promotion for exports.

Exports play a critical role in overall economic activity and growth at the national and provincial levels. The Eastern Cape Export Strategy identifies five key goals and activities that should be done to develop exports from the province. These include identifying and targeting priority export markets & sectors and supporting exporters & growing exports. The planned seminars are therefore aligned with the two goals and are aimed at providing relevant information to companies who have interest in trading with these countries.

3. SCOPE OF WORK

The ECDC requires a service provider to assist with rolling out trading seminars focusing on these regions (SADC, ECOWAS, BRICS and EAC). The seminars are aimed at providing essential information needed when trading with these countries.

The seminars will be held quarterly in the four towns; East London, Port Elizabeth, Queenstown and Mthatha. The seminars will be held in 4 quarters with three towns done in each quarter. Mthatha and Queenstown will alternate meaning that two seminars will be held in each town over the quarters.

Structure of the seminars:

- The seminar should provide information about how to trade with the specified block.
- Presentations should be done on the existing trade agreements with the block and how to take part in those agreements.
- Trade opportunities for Eastern Cape companies should be highlighted in the seminar.
- An experienced company that has traded with the block should be available in the seminar to give insightful information.

The facilitator is therefore required to:

- Identify and recruit relevant speakers for each seminar
- Provide a programme for the seminars
- Facilitate deliberations in the seminar
- Write reports on key deliberations and recommendations made in the seminar.

4. PURPOSE OF THE RFI

Service Providers are hereby invited for the supply of information for **the provision of Trade Seminars focusing on the following regions** SADC, ECOWAS, BRICS and EAC .

This RFI is neither a tender, RFP nor RFQ. No award shall be made in terms of this RFI. No conclusions will be drawn between respondents.

There is no commitment from ECDC to procure for the Provision of Trade Seminars. The purpose of this request is to gather information and acquire a clear understanding of what the market has to offer in accordance with the required scope of work.

5. RFI RESPONSE FORMAT

5.1 BRIEFING SESSION

There will be no Compulsory Briefing Meeting for enquiries please contact Ms S Vanda at tenders@ecdc.co.za.

Queries and responses to the queries will be posted on the ECDC website.

5.2 SUBMISSION OF RESPONSES

All responses must be placed in sealed envelopes labelled clearly as follows:

RFI Reference Number: **ECDC/ELN/RFI/48/102018
RFI for the Provision of Trading Seminars (SADC, ECOWAS
BRICS AND EAC)**

Attention: S Vanda
Delivered at: ECDC Head Office at ECDC House,
Ocean Terrace Park, Moore Street,
Quigney, East London,

To be placed in the Bid Box on or before the final date and time of submission proposals indicated above.

One original, duly signed (authorised representative) and firmly bound document inclusive of these terms and conditions and 5 soft copies of the original proposals are required to be submitted.

No faxed proposal or proposals sent via e-mail will be accepted. No late submissions will be eligible for consideration by ECDC.

The bid box is open on weekdays between 8h00 and 16h30.

6. INFORMATION NEEDED FROM THE SUPPLIER

The Service Provider should identify their services offered that address the issues raised under the scope required, and provide supporting documents as follows:

- ✓ Company Organogram consisting of Key Personnel experienced in the required scope of work
- ✓ CV's of the Key Personnel
- ✓ List of similar projects /services
- ✓ Company Profile

7. COSTS FOR PREPARATION OF PROPOSALS/PRESENTATIONS

This RFI is only a request for information about potential services and no contractual obligation on behalf of ECDC whatsoever shall arise from the RFI process. The costs incurred by Service Providers in respect of the attendance of any briefing or presentation meetings if necessary or costs incurred in preparing any proposal will be borne by the Service Providers and the ECDC shall in no way be liable to reimburse such costs incurred.

8. OWNERSHIP OF PROPOSALS AND PRESENTATIONS

The ECDC shall on receipt of any proposal relating to this request, and submitted in accordance with the procedure set out herein, shall become the owner thereof and the ECDC shall not be obliged to return any proposal.

9. CONFIDENTIALITY

- The entire process of RFI was initiated by the ECDC in terms of its procurement policy and is confidential. All deliberations in respect of the acceptability or otherwise of the proposals shall be conducted in closed sessions and members of the Evaluation and Procurement Committee and prospective service providers are bound to treat all discussions as highly confidential.
- The service provider shall not divulge directly or indirectly to any other person than a person employed by ECDC, make copies or extracts of any of the information obtained during this assignment, while they may have access to ECDC's trade secrets, confidential information which may include, specifications, plans, drawings, pattern, samples, written instructions, notes, memoranda, technical information, know-how or process or method or any other records of whatsoever nature without the written consent of ECDC and shall surrender all these items to ECDC on termination of the assignment or on demand of ECDC.
- The service provider shall not be entitled to make use of the information whether for its own benefit or that of others, to make available or derive any profit from any of the information or knowledge specifically related to the business or affairs of ECDC.
- Any document, shall remain the property of ECDC and shall be returned (all copies) to ECDC on completion of the contract if so required by ECDC.

10. ETHICS

Any attempt by an interested Service provider to obtain confidential information, or enter into unlawful agreements with competitors or influence the Evaluation and /or the Procurement Committee or the ECDC during the process of examining, evaluating and comparing RFI/Bids/Proposals or Quotations will lead to the rejection of its RFI/bid/quotation/proposal in its entirety.

11. DISCLAIMER

- This RFI document has been prepared for the purpose of providing information to Service Providers. The provision of any additional information about the organization to Service Providers, are disclosed and will be made available to enable the prospective Service Providers to submit comprehensive proposals.
- Interested Service Providers are accordingly required to conduct their own due diligence in respect of the ECDC and its business operations and the nature and scope of the services required.
- The ECDC accepts no responsibility for the fairness, accuracy or completeness of any information or opinions, for any errors, omissions or misstatements, negligent otherwise, made by any person in this Bid document or at any Compulsory briefing session

- The ECDC accepts no liability for any loss incurred by any person(s) due to events or action taken as a consequence of the preparation and dissemination of this bid request.
- Except in cases of criminal negligence or wilful misconduct, and in the case of infringement the Service Providers shall not be liable to ECDC, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the bidder to pay penalties and/or damages to ECDC; and
- The aggregate liability of the Service Providers to ECDC, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

12. ENQUIRIES

| Details | |
|------------------|------------------------|
| Department | Procurement Department |
| Contact person | S Vanda |
| Telephone number | 043 704 5600 |
| E-mail address | tenders@ecdc.co.za |

RESPONSE FORMAT

| General Information | | | | | |
|---------------------|---------------------|--|----|---------------------------------------|--|
| 1 | Legal Name | | 9 | Mobile number | |
| 2 | Trading Name | | 10 | Fax Number | |
| 3 | Registration Number | | 11 | e-Mail address | |
| 4 | Physical address | | 12 | VAT number | |
| 5 | Postal address | | 13 | Web site address | |
| 6 | Contact person | | 14 | BBBEE level/status (as per DTI codes) | |
| 7 | Title | | 15 | Date of Inception | |
| 8 | Landline number | | 16 | Years' in Operation / Experience | |

| Location | | |
|----------|------------------------------------|--|
| 1 | Where is the Bidder's main office? | |
| | Other offices: | |

Key Personnel (Attach CV)

| | Name of staff member | Designation/Responsibility | Qualification. Submit proof of certificates (certified) | Years of Experience | Professional Registration if Applicable |
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3. Comments:

Experience

1 Provide details of the Company's experience in working on similar projects

| | Trade Seminar/similar projects | Description | Contactable References |
|----|--------------------------------|-------------|------------------------|
| a) | | | |
| b) | | | |
| c) | | | |
| d) | | | |
| e) | | | |
| f) | | | |

2 Comments: