

SME ACCELERATOR SUPPORT PROGRAMME

**CALL FOR PROPOSAL FOR ORGANISATIONS TO SUBMIT THEIR CREDENTIALS IN
ORDER TO BE SELECTED AS A PARTNER**

**WESTERN CAPE GOVERNMENT: DEPARTMENT OF ECONOMIC DEVELOPMENT &
TOURISM (DEDAT)**

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CALL FOR PROPOSAL (CFP)

PROJECT SPECIFICATION

1. OVERVIEW

The role of the Department of Economic Development and Tourism (the Department) is underpinned by Vision Inspired Priority (VIP) 2 – which is to boost the economy and job creation. To achieve this, the Department has identified the development of small and medium-sized enterprises (SMEs) as a key focus area.

The Department, in working towards this vision, seeks to establish a partnership with a like-minded organisation that has SME development programmes planned, or programmes that are currently underway. The programmes must be aimed at upscaling and accelerating the growth of SMEs. The interventions must, as a minimum, focus on facilitating and providing access to finance and access to market opportunities.

The Department commits to support the selected organisation (partner) to roll out their development programme (s) linking SMEs to finance and market opportunities. The support forthcoming from the Department will be subject to the signing of an agreement.

2. SCOPE OF THIS CFP

The Department is focused on creating opportunities that can unleash economic growth and create jobs. The vision is to create a vibrant, innovative and sustainable economy characterised by growth, employment and increasing equity.

The Western Cape Government (WCG) through the Department of Economic Development and Tourism requests organisations to submit their credentials and business proposal to enable and justify their selection as a partner in implementing a SME development programme that is aimed at enabling access to finance and access to new markets for high growth SMEs.

3. THE PROPOSED SUPPORT INITIATIVE

The Department of Economic Development and Tourism (the Department) seeks collaboration with an organisation implementing SME development programmes that are focused on accelerating the growth of SMEs. The Department will provide structured support to the development programme implemented by the selected partner.

The organisation applying for consideration to become a partner must have and must be able to demonstrate access to a network of collaborative partners in the private and public sector and have access to internal stakeholders that allows for knowledge sharing, critical skills development, building business networks, assist with access to markets and various options in raising capital (nationally and international).

The proposed development programme must as a minimum, consist of the aspects / characteristics listed below.

The programme:

- must have the capacity to support a minimum of 100 high growth SMEs (across the Western Cape);
- must be structured with clear outputs;
- must have a selection mechanism to identify the most suitable SMEs;
- beneficiary SMEs considered for support must have an annual turnover of at least R10 million and be in operation for at least two years;
- must have a mechanism to facilitate access to funding opportunities;
- must have the commitment of private sector funders to provide access to funding opportunities; and
- must have a mechanism or methodology to implement market linkage interventions and have the commitment of corporate supply chains to support SMEs.

4. TECHNICAL EVALUATION OF RESPONSES TO THIS CFP

The evaluation criteria considered important by the WCG include, but are not limited to the following.

Core-areas:

Completeness of the proposal – does the initiative include all aspects of the initiative required by the Department i.e.,

- Selection and identification of the most suitable SMEs;
- Capacity to support the requisite number of SMEs;
- How SMEs will be developed to improve their investment readiness;
- Mechanism and /or methodology to match SMEs to funding opportunities;
- Methodology to incorporate SMEs into corporate supply chains; and
- List of committed partners in terms of available funding and market opportunities for SMEs;

It is essential that successes relating to the initiative is documented and where possible, quantified.

Value adds – in addition to the minimum aspects of the initiative being covered, considerable value will be gained by the proposer by committing to delivering more than the minimum requirements.

5. REQUIREMENTS AND RESPONSE SECTION

Respondents to this CFP must follow the format presented in this section.

Respondents are required to define their solution in appropriate detail and to describe the ways in which it meets the requirements defined in the CFP. Respondents are also required to define and elaborate on any other features, functions and/or capabilities included in their proposals, but not stated as requirements in the CFP.

5.1 Information

5.1.1 Contact Information – to be provided in the submitted proposal

Name of organisation

Name of the proposed development programme

Contact Person Name

Designation / position within the organisation

Address

Telephone

E-Mail

Website

5.1.2 Document Requirements

Please use this checklist to make sure you are submitting the necessary documentation needed to process your application.

Documentation Required	Included (Tick)
1. Proposal	
2. Registration documents / document of incorporation	
3. Latest Audited Financial Statements (Signed)	
4. A tax compliant status (TCS) letter with a valid pin	

6. QUALIFYING CRITERIA FOR CONSIDERATION AS A PARTNER

The qualifying criteria listed below will be strictly applied and all the supporting documents listed in 5.1.2 must be submitted as part of the application process:

- a) The organisation, institution or company must be in formal existence for more than five years.
- b) The organisation, institution or company must be tax compliant at the time of application. A valid tax compliant status (TCS) letter with a valid pin must be submitted.
- c) The organisation, institution or company must have obtained an unqualified audit opinion during its latest financial period. The latest Annual Financial Statements must be submitted.

7. SUBMISSION REQUIREMENTS

The submission process entails the following:

- a) Please ensure that all required documents listed in point 6.1.2 above are provided. Failure to supply the required documentation will result in your proposal being marked as non-compliant and excluded from evaluation.
- b) The requisite supporting documents must be emailed to DEDATBusdev.Programme@westerncape.gov.za. The onus is on the applicant to ensure that all the required information and the correct documents are timeously submitted.
- c) Only submissions submitted via email, before the closing date and time, will be considered. No hand delivered applications will be considered.
- d) The closing date for applications is Friday, 2 December 2022 at 24h00. Any proposal received after the closing time will not be evaluated.

8. ENQUIRIES

8.1 All enquiries will be dealt with via email only.

8.2 Contact details

Contact details for this CFP:	Enquiries only via email to:
Sharief Davids	DEDATBusdev.Programme@westerncape.gov.za .

9. DISCLAIMER

As this is a 'Call for Proposals' only, the Department reserves the right not to select any organisation that does not comply with the conditions of this specification or if information is obtained by the Department about the organisation which could put the Department at risk.

10. ACRONYMS

Acronyms used in this Terms of Reference:

CFP	-	Call for Proposals
CIPC	-	Companies and Intellectual Property Commission
DEDAT	-	Department of Economic Development and Tourism
SME	-	Small and Medium-sized Enterprises
WCG	-	Western Cape Government

The content for the SME Accelerator Support Programme has been reviewed and is

Approved / ~~not approved~~

Joshua Wolmarans

Director: Enterprise Development

Date: