



Call for Expression of Interest

Provision of Business Services to SMME's and Cooperatives:
Business Mentorship, Consulting,
Post-Business Support and Coaching
Submission Deadline: Tuesday, 21 April 2020

In line with the Government mandate of providing seamless and streamlined services to Small, Medium and Micro Enterprises (SMMEs) and Cooperatives, the Small Enterprise Development Agency (Seda) and Small Enterprise Finance Agency (Sefa) seek to establish a national common database of Service Providers that will provide various support services to SMMEs and Co-operatives.

The main aim of the common database is to provide efficient business development and support services for SMMEs and Cooperative through the national network. These interventions are implemented in collaboration with other role-players in the SMME ecosystem. The common database will help Seda and Sefa to also implements programmes targeted at business development in areas prioritised by the government.

The proposed SMME support delivery model will enable Seda and Sefa to provide support services to SMMEs and Cooperatives through the existing branch network across the country with support from the head offices located in Pretoria and Centurion, Gauteng Province.

This advert therefore, serves as a call for an expression of interest by professional firms, associations, retired, semi-retired, active business people, experienced business mentors, coaches, to register on the common database to provide mentorship, consulting, pre- and post-business support and coaching services to identified enterprises. The services will be offered with a view to facilitate growth of SMMEs and to build sustainable enterprises that will create jobs.

It is recommended that only suitably qualified and experienced service providers with at least five (5) years of practical experience in their field of expertise must apply. The applicants to the common database are required to assist small businesses in the following sectors:

Renewable Energy (green economy)	Retail & Wholesale Services	Manufacturing	Mining	HR Services
Marine or Fishery	Food and Franchise Specialist	Financial Management and Book-keeping	Environmental Management: Recycling and Waste Management	Freight and Logistics (Transport)
Engineering and Construction Services	Quantity Surveying and Project Management	Textile	Regulatory Compliance	Healthcare and Pharmaceuticals
Petrochemical and Fuel Stations Expertise	Agricultural Development (crop & farming)	Hotel Management and Food Services	Automotive Industry	Marketing Services
Import and Export Market	Agro-processing	Tourism and Leisure	ICT	Property Development and Property Valuations

Expression of Interest

Interested parties are invited to submit their updated company profiles and include the following documents/information:

- Company registration documents (statutory documents)
- Proof of registration on the National Treasury Central Supplier Database (CSD)
- Valid Tax clearance certificate issued by the South African Revenue Services
- Preferred area of work from the above listed sectors (preferably one area per candidate – no generalists)
- Key Personnel profile detailing:
 1. Proof of Qualifications: Certified copy of certificates only, original certificates to be produced once shortlisted
 2. Certified copy of identity document
 3. Summary of skills and previous relevant experience – provide three references.
- A list of clients serviced (list not exceed 10 clients) consisting of:
 - Industry/sector
 - Age of business
 - Type of services/products provided
 - Current state of business
 - Size of business in terms of turnover and employees

- Three letters of commendation of similar work done from previous clients in the last 5 years
- Proof of regional footprint (proof of existing place(s) of work or offices)
- Indication of availability (hours per week/month)
- Contact details
- Any other specific information deemed relevant regarding preferences, geographic placement and any other terms and conditions of engagement

Please Note:

Company profiles will be entered into the common database for services to be procured as and when required.

- Submission Deadline: **21 April 2020**
- Only shortlisted individuals will be invited to take this initiative forward.
- They will then be expected to register on the common database. Forms will then be supplied.

All company profile submissions via e-mail must have:

Business Support as the subject line and sent to the e-mail account of the province where you are based:

Province	E-mail Address	Province	E-mail Address
Eastern Cape	sedaecmentorship@seda.org.za	Gauteng	sedagpmentorship@seda.org.za
Mpumalanga	sedampmentorship@seda.org.za	Northern Cape	sedancmentorship@seda.org.za
Western Cape	sedawcmentorship@seda.org.za	KwaZulu-Natal	sedakznmentorship@seda.org.za
North West	sedanwmentorship@seda.org.za	Free State	sedafsmmentorship@seda.org.za
Limpopo	sedalimmentorship@seda.org.za		

Submission Deadline: Tuesday, 21 April 2020

To obtain more information about Sefa and Seda and their related business, please visit www.seda.org.za or www.sefa.org.za

E-mail your respective province for enquiries.

Seda National Office

The Fields Office, Block A, 1066 Burnett Street, Hatfield, 0083
 Postal Address: PO Box 56714, Arcadia, 0007

For more information, visit:

Seda: www.seda.org.za Sefa: www.sefa.org.za