

**TERMS OF REFERENCE: NOKQUBELA WEAVING COOPERATIVE:
PRODUCT DEVELOPMENT AND BUSINESS OVERHAUL
REF NO. ECPACC/018/2021**



TERMS OF REFERENCE

**NOKQUBELA WEAVING COOPERATIVE:
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OVERHAUL**



18th August 2021

1. BACKGROUND OF ECPACC

The Eastern Cape Arts and Culture Council (ECPACC) is a public entity of the Department of Sport, Recreation, Arts and Culture, with a vision to create an enabling environment for the development of arts and culture in the province and enable crafters to realise their potential. As part of our strategic objectives, ECPACC has to implement an incubation programme that provides a holistic development support to crafters and fashion designers to ensure long term sustainability on their products.

ECPACC has identified Nonkqubela Weaving Cooperative, the cooperative is owned and run by the elderly men and women of iLinge, a village about 20km outside of Komani where they produce homeware products out of sisal, a highly durable natural fibre that makes high quality products. However, the owners of Nonkqubela Weaving Coop are elderly and frail and they have a low production capacity and do not possess the skills needed to run the business efficiently and youth has not shown interest in the craft, therefore we would like to introduce the youth to the weaving skills. In addition to support the cooperative, Project Manager and Production Manager have been appointed to ensure long-term sustainability. These managers both have technical proficiency and basic business skills.

ECPACC seeks to appoint an experienced institution or company that has a strong proven track record in craft development in South Africa. Work done in other parts of Africa will be an added advantage. Key to this partnership will be the ability of the prospective partner to demonstrate fund raising capabilities towards the development of Nonkqubela Weaving Cooperative.

2. OBJECTIVES OF THE ASSIGNMENT

ECPACC is looking to get into partnership with a suitably qualified service provider with extensive skills and experience in weaving using sisal and or other natural fibers as well as a strong craft business development and market access components. The following are project objectives:

- To refine already existing products and introduce a new range that is in line with current market trends.
- To train the identified youth and equip them with technical skills to increase productivity of Nonkqubela Weaving Coop.
- To develop sound business systems that will enable Nonkqubela Weaving Coop to be competitive in the mainstream markets.

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- To equip the appointed Production and Project Managers with necessary skills to support the Co-op to ensure sustainability.

3. SCOPE OF WORK

ECPACC is requesting a detailed proposal that clearly outlines the methodology, the process (activities) and the timeframes that it will take to implement the training for both product development and business overhaul, also considering the involvement of project and production managers. These activities may be augmented as they are not cast in stone. Some may be phased out or new activities may be included during the process and this shall be subject to discussions with the appointed partner.

The scope of work will be as follows:

ACTIVITIES	DESCRIPTION	OUTPUTS
Product Development	<p>Nonkqubela Weaving Cooperative products needs injection of “new life” into them that would respond to the demands.</p> <ul style="list-style-type: none"> • The involvement of youth will also demand a change of style that is in line with current trends. • The service provider will present a product development programme that will refine the new existing ones and also introduce new products. 	<ul style="list-style-type: none"> • Refine products from the existing range. • New product range that is in line with current market trends. • Minimum of Five (5) products, two (2) of those using or infusing a different material/s to enhance the product. • Photo documentation of product development stages clarifying product.
Business Development	<p>The service provider should present</p> <ul style="list-style-type: none"> • A convincing and a complete Business Overhaul Programme. • Characterised by sound business systems for Nonkqubela Weaving Cooperative • A competitive business, • Developing entrepreneurial flair 	<ul style="list-style-type: none"> • Business Systems and Internal Controls in place (to be specified by service providers.) <ul style="list-style-type: none"> - Business plan - Business coaching - Mentorship report.

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	to Production Managers.	
Marketing and Market Access	<p>Nonkqubela Weaving Cooperative does not have any marketing strategy to stimulate sales of their products. The appointed service provider will further develop;</p> <ul style="list-style-type: none"> • A marketable brand identity that will appeal and break into new markets in order to push sales. 	<ul style="list-style-type: none"> • Marketing strategy/Plan • Market linkages with local /domestic and international retailers. • One (1) off take agreement • Marketing material

4. TIME FRAMES

This assignment is envisaged to commence in the month of **20th September 2021** and to be concluded in **20th December 2021**. (Four (4) months).

It is important to note that the time frames are not cast in stone, especially during this time of uncertainty due to the prevalent Covid-19 pandemic. Deviation from the said time frames will be subject to discussion and agreement, thereof with the appointed service provider.

5. LOCATION

The on-site training will be implemented at iLinge Township where Nonkqubela Weaving Cooperative is based. iLinge Township is 20km outside of Komani (Queenstown) in Chris Hani District, Eastern Cape Province. Nonkqubela Weaving Cooperative operate from the industrial buildings that are within the community.

6. Eligibility Criteria

6.1 TECHNICAL REQUIREMENTS

The functional / technical criterion that was utilized to test the capability of service providers was set as follows:

6.2 Technical Requirements

Value: 1=Poor; 2=Average; 3=Good; 4=Very good; 5=Excellent

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	Sub-Criteria	Weight	Value	Actual Score										
1.	Must have a relevant academic qualification. <table border="1"> <tr> <td>4 Points</td> <td>8 Points</td> <td>12 Points</td> <td>16 Points</td> <td>20 Points</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	4 Points	8 Points	12 Points	16 Points	20 Points	1	2	3	4	5	20	5 = Post Graduate degree/diploma 4 = Degree 3 = Diploma	
4 Points	8 Points	12 Points	16 Points	20 Points										
1	2	3	4	5										
2.	Proven track record of experience in the field of arts administration, weaving and product development and managing similar projects weaving industry development <table border="1"> <tr> <td>10 Points</td> <td>20 Points</td> <td>30 Points</td> <td>40 Points</td> <td>50 Points</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	10 Points	20 Points	30 Points	40 Points	50 Points	1	2	3	4	5	50	5 = More than five projects 3 = Between three- and five-projects 1 = Less than three projects	
10 Points	20 Points	30 Points	40 Points	50 Points										
1	2	3	4	5										
3.	A detailed proposed Project Methodology (not more than five pages) <table border="1"> <tr> <td>4 Points</td> <td>8 Points</td> <td>12 Points</td> <td>16 Points</td> <td>20 Points</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	4 Points	8 Points	12 Points	16 Points	20 Points	1	2	3	4	5	20	5 = Excellent 3 = Good 2 = Average 1 = Poor	
4 Points	8 Points	12 Points	16 Points	20 Points										
1	2	3	4	5										
4.	Local Supplier (Proof of address) <table border="1"> <tr> <td>2 Points</td> <td>4 Points</td> <td>6 Points</td> <td>8 Points</td> <td>10 Points</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	2 Points	4 Points	6 Points	8 Points	10 Points	1	2	3	4	5	10	5 = Buffalo City Region 3 = Other regions in EC 2 = Other regions outside EC province 1 = Outside RSA	
2 Points	4 Points	6 Points	8 Points	10 Points										
1	2	3	4	5										
Threshold		70												
Total		100												

NB: Bidders who fail to meet the minimum score of 70 points out of 100 in stage 2 will not be considered for evaluation in terms of Stage 2 (Price and B-BBEE).

6.3 Preferential Points System

A preferential point system will be applied in the procurement of goods and services as prescribed in the PPPF Act, Section 2(a).

A 80/20 procurement point system will be applied on procurement of goods and services between R30 000 and R50 million where a maximum of 80 points are awarded for price and a maximum of 20 points are awarded for the bidder's B-BBEE status.

The preferential points awarded under the 80/20 threshold are awarded using the framework detailed below:

CRITERIA	POINTS
BID PRICE	80
B-BBEE CONTRIBUTION LEVEL	20
1	20
2	18
	14
4	12

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5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	
TOTAL		100

6.4 ADDED ADVANTAGE COMPETENCIES AND EXPERTISE:

- Extensive understanding and experience of working with government/ public entities.
- Contactable references of previous work done on projects of similar nature.
- Ability to report to the team effectively on progress of the work including submission of interim reports.
- Problem Solving and communication
- Respect, integrity, transparency, and courtesy
- Fluency in IsiXhosa and English.
- Excellent writing and analytical skills.
- Be ready to assume work as soon as possible.

7. Application Procedure

- a) The deadline for submission of proposals is the **03 September 2021** at **15h00**. Service providers are expected to submit the following:
- b) The proposal may be emailed to ksigasa@ecpacc.co.za or delivered at the ECPACC offices located at: No.16 Commissioner Street, Old Elco Building – Second Floor, East London.
- c) The proposal must correspond and be exact to the specification prescribed in this communication and be VAT inclusive.
- d) All enquiries regarding the specification should be directed to the Office of the Craft Hub Manager via email **ONLY** at aqili@ecpacc.co.za
- e) All enquiries regarding the Supply Chain Management should be directed to SCM Officer at ksigasa@ecpacc.co.za and zmatshoba@ecpacc.co.za

8. Bidders shall take note of the following bid conditions

- a) Bidders must be registered with the National Treasury Central Supplier Database (CSD). Service providers who are not registered with the National Treasury Central Database of Suppliers must visit www.csd@treasury.gov.za
- b) Eastern Cape Provincial Arts and Culture Council does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- c) The award of this bid may be subjected to price negotiation with the preferred bidder(s)
- d) Bids which are late, incomplete or unsigned will not be accepted.
- e) ECPACC reserves the right to terminate the contract if not satisfied with the work produced by the service provider.

- f) Only bidders that have met the requirements of the proposal / specification shall be considered during the adjudication process.
- g) Service providers who are not registered with the National Treasury Central Database of Suppliers must visit www.csd@treasury.gov.za to register their companies, after the completion of the registration report, a summary report must be included to their bid documents.
- Company Profile
 - A copy of your CSD Report
 - A complete attached SBD 4.
 - Copy of SARS tax clearance certificate.
 - Certified Copy or an original B-BBEE Certificate OR a Sworn Affidavit
 - Companies who bid as a joint venture must submit a consolidated B-BBEE Verification Certificate only for this bid.
- h) Companies that bid as joint venture must submit an official signed business agreement by both parties. If the service provider does not meet this requirement it will be automatically disqualified.
- i) In order to meet the requirements of the Eastern Cape Framework for Local Economic Development through Procurement Initiatives, preference will be given to contractors who reside within Eastern Cape.
- j) Bids submitted are to hold good for a period of 90 days.

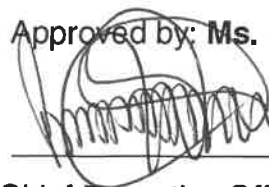
Yours in the development of Arts and Culture in the Province of Eastern Cape.

Prepared by: **Ms. A.T. GILI**



Craft Hub Manager

Approved by: **Ms. Phumeza Skoti**



Chief Executive Officer – **ECPACC**