



2021-EOI-STPECAIIC-007

CALL FOR EXPRESSION OF INTEREST (EOI)

**ELIDZ STP and partners Department of Economic Development Environmental
Affairs and Tourism (DEDEAT) and Technology Innovation Agency (TIA) is
requesting submissions from entrepreneurs
interested in developing their agro-processing innovation
ideas/prototypes/products in the Eastern Cape.**

ISSUE DATE: 30 July 2021
CLOSING DATE: 31 August 2021
CLOSING TIME: 12H00

COMPANY NAME: _____

COMPANY ADDRESS:

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EOI for the development and incubation support of agro-processing innovation ideas/prototypes/products

SECTION 1: NOTICE TO RESPONDENTS

1 EXPRESSION OF INTEREST [EOI]

Respondents should note that ELIDZ STP would only approach the entrepreneurs, that have completed and submitted an EOI to ELIDZ STP through this procurement process.

The ELIDZ STP and its partners aimed at identifying agro-processing innovation entrepreneurs with ideas/prototypes/products to support their development.

Through this call, Eastern Cape entrepreneurs, SMMEs and/or Start-Ups will have the opportunity to get support for technology/product development, market testing, demonstration and validation in real market and operational settings, thereby enabling exploitation and market uptake of locally developed innovative products and technology solutions.

The current EOI call is looking at respondents in the following 3 categories:

- New ideas and technologies to catalyze the agro-processing space.
- Technologies and innovations to be piloted (prototype development).
- Technologies and innovations ready for market and at a commercialization stage

This initiative is aimed at facilitating an enabling environment for the advancement of technology innovation and commercialization by adopting a value chain approach which is in line with the Eastern Cape Provincial Agro Industry Development Plan which also aims to drive economic growth and socio-economic development in the province.

ELIDZ STP and its partners are looking to provide incubation support to Agro-processing innovation start-ups, innovators, and entrepreneurs in the Eastern Cape.

Respondents expressing an interest to participate in this EOI must qualify in terms of the minimum predetermined requirements, which will be articulated below.

2. COMPULSORY REQUIREMENTS

2.1 Pre-qualification criteria

- Be an SMME based in the Eastern Cape Province
- Have a business or technology that is at pre-revenue stage.
- Business/project innovation that are based and/or have knowledge focus, preferably technology innovation.
- Planned outcome set the project up for further investment by investors.
- Preference will be given from the following value chains:
 - Dairy industry
 - Grain industry
 - Horticulture industry
 - Meat industry
 - Animal Fibres industry
 - Game industry
 - Forestry industry*
 - Aquaculture industry*
 - Niche industries (Chicory, Pineapple, Natural fibres -Cannabis and Flax, Medicinal plants)
- Applications must be from one of the categories below:
 - New ideas and technologies to catalyse the agro-processing space.
 - Technologies and innovations to be piloted (prototype development)
 - Technologies and innovations ready for market and at a commercialisation stage

2.2. Exclusions

- Proposals/submissions from entities located outside the Eastern Cape will not be considered.
- Entrepreneurs/Innovators who have been funded /supported before for the same project scope by the ELIDZ will not be considered.
- Entrepreneurs/Innovators who are currently incubated and funded by other entities for the same submitted project scope/idea will not be considered.

2.3 Screening requirements

Applicants will be selected based on possession of some of, or most of the areas indicated on the matrix below. Proposals with functionality points of less than the pre-determined minimum percentage of 70% will be eliminated.

• Functionality Evaluation Matrix

EVALUATION CRITERIA- Competence	POINTS	Returnable Documents and Evaluation Methodology
IP & Commercialisation Does the business own the technology (IP)? If not, will the technology be transferred/licenced/assigned/ceded to the business? Does the applicant have freedom to operate with background IP, legally via contract etc.? Has the applicant described potential route to market and/ or business model? Will the outcome of the project potentially result in competitive IP or value characteristic in the market?	20	Comprehensive articulation of attainable route to market/commercialisation strategy, validated by market research/alignment to provincial priorities and filings/certificates for IP protections e.g designs, trademarks, logos, patent etc [20] Market segment and customers identified and action plan for engagements provided and draft filing and technology or innovation addressing the problem if possible [15] Customers and overall market identified, and list of IP protection needed for this project provided [10] No clear linkage to attaining market share and not forms of IP protections provided [0]
Market potential and problem being solved. Market research showing product/service marketability and applicability in the Eastern Cape or South Africa.	20	<ul style="list-style-type: none"> • Clear market research and marketing strategy for the identified technological innovation as well as the route to market: Is there a clearly identified market need or problem to be solved based on market research? [7] Does the proposed solution address the problem or need? [7] Are potential customers/ target markets clearly defined? [6]
Project plan Is the project plan (activities, deliverables, timelines and budget) in line with the scope of the project?	20	Project plan with a Gantt chart articulating activities, deliverable, timelines, and budget. [10] Clearly articulated method of development of a product/technology with potential risks provided

Has the applicant identified potential risks in project and provided a risk mitigation plan?		[10]
Social/Transformational impact Does the business have >51% BBBEE ownership? Does the business have a transformation plan that gets them beyond BBBEE Level 4 within a year?	10	Clarity of BBEEE position e.g. Certificate/Affidavit [10] Clear Transformation and Succession Plan for implementation in the project duration
Provincial & National Benefits Will the project be contributing to any specific social need e.g. Job creation or quality of life improvement or have an economic impact? Technology or innovation promotes local production and manufacturing, thus contributing to job creation.	15	Clear linkages to provincial priorities, social challenges, and demonstration of creation of sustainable jobs [15] Provincial linkages provided and demonstration of creation of jobs to be created provided [10] Technology or innovation promotes local production and manufacturing, thus contributing to job creation [5]
Team Does the business have a capable management team? Does the business have the necessary technical skills and expertise to conduct the planned work? Are there external partners involved or portion of work to be contracted to service providers?	15	Experience and qualification, Expertise/skills related to the project Linkages and collaborations More than 5 years with postgraduate degree [15] Between 1-5 years with bachelor degree [10] Less than 1 year with a grade 12 [5]
Total Score	100	

Summary of Proposed EOI Evaluation Threshold and Weightings

Evaluation Criteria	Minimum Threshold [%]
Functionality	70%

Evaluation Criteria	Final Weighted Scores
Functionality	100
Total Score	100

Applicants will also be screened based on the following:

- Signed ELIDZ Procurement Handbook
- Certified copy of the company registration documents with clear members and/or shareholding and ID document owner/s, members or shareholders
- Certified copy of a valid B-BBEE certificate or sworn affidavit confirming ownership and annual turnover signed and stamped by the Commissioner of Oaths.
- Valid Original SARS Tax Clearance Certification / Tax Pin Code Certificate
- Company VAT Registration Number if applicable
- Completed ELIDZ Expression of Interest Application Form
- Company Profile and Curriculum Vitae (CV) of the company owner
- Business profile and CV of the project members.

EOI for the development and incubation support of Agro-processing innovation ideas/prototypes/products

Section 1: EXPRESSION OF INTEREST APPLICATION FORM

1. APPLICANT DETAILS

PROJECT TITLE:	
NAME OF APPLICANT:	
CITY/TOWN (Applicants Residence):	
COUNTRY OF BIRTH:	
EMAIL ADDRESS:	
TELEPHONE NUMBER (Land Line):	
MOBILE PHONE NUMBER:	

2. COMPANY DETAILS

COMPANY NAME:			
COMPANY ADDRESS:			
EMAIL ADDRESS:			
COMPANY REGISTRATION NUMBER:			
TELEPHONE NUMBER (Land Line):			
MOBILE PHONE NUMBER:			
TURNOVER IN THE LAST FINANCIAL YEAR:			
DOES YOUR PROJECT REQUIRESUPPORT? TO PROGRESS TO THE NEXT PHASE?		YES	NO
BEE STATUS:			

3. CATEGORY ALIGNMENT

3.1 Select category your innovation is currently need support in:

<input type="checkbox"/>	New ideas and technologies to disrupt the agro-processing space.
<input type="checkbox"/>	Technologies and innovation to be piloted (prototype development)
<input type="checkbox"/>	Technologies and innovations ready for market and at a commercialisation
<input type="checkbox"/>	Other specify_____

3.2 Select your product/s value chain below:

<input type="checkbox"/> Dairy industry	<input type="checkbox"/> Game industry
<input type="checkbox"/> Grain industry	<input type="checkbox"/> Forestry industry
<input type="checkbox"/> Horticulture industry	<input type="checkbox"/> Aquaculture industry
<input type="checkbox"/> Meat industry	<input type="checkbox"/> Niche industries (Chicory, Pineapple, Natural fibres - Cannabis and Flax, Medicinal plants)
<input type="checkbox"/> Animal Fibres industry	<input type="checkbox"/> Other Specify: _____

4. TECHNOLOGY/INNOVATION INFORMATION

4.1 Project Description

4.1.1 Briefly describe the project. What is the overall/core purpose of the project?

4.2 Problem Statement or Market Need and Solution

4.2.1 What problem/opportunity does the innovative solution or technology aim to solve/exploit?

4.2.2 Discuss the market need that you are addressing

4.2.3 Explain what further innovation is required to develop your innovative solution or technology in order to market it to potential clients?

4.2.4 Describe at what stage of development is the innovative solution or technology.

4.2.5 Attach a brief summary of preliminary results and pictures of technologies or innovations where applicable.

4.2.6 If you have undertaken some analysis of competing solutions to the stated problem, provide a list of competitors with the same or similar offering to yours.

4.2.7 Explain how your solution may be better than similar offerings. List the differentiating innovative features.

4.2.8 Where do you plan to implement and/ or roll out your proposed solution/technology (specify the area/s and provide reasons for the choice of the area/s)

4.3 Intellectual Property

4.3.1 Is the solution or technology new or novel? Please elaborate...

4.3.2 What do you see as the most difficult aspect for competitors to copy in your offering?

4.3.3 Do you have patents or other IP protection in place that pertains to the project? If so, who owns the IP and what does the patent/IP protection cover? (Attach Proof).

Describe all existing IP relevant to this solution/technology, indicate ownership of the IP and any relevant information on registration of the IP		
Description	Ownership	Registration

4.3.4 If you do not have IP in place, briefly describe potential IP that is likely to be developed in this project.

4.4 Project Plan

4.4.1 (identify activities that should bring you closer to achieving your goals and could entail a combination of technical and business development activities).

4.4.2 What is the applicant going to commit to the execution of the project and reaching the planned deliverables?

4.4.3 How has your project been funded? Provide information on prior funding received for this project (funder's name, amount received, amount expended, and aspect of project funded).

4.4.4 Have you recently approached other potential business partners/funders for financial support? Please provide details of responses.

4.4.5. If so, what is the status of your application? Please attach a brief summary on work already conducted on this project.

4. 4.6 What business model you propose to ensure its long-term sustainability?

4.5 Commercialisation

4.5.1 What further activities (beyond the activities listed in section 4.4. would be required before commercialising your Innovation?

4.5.2 Briefly describe your intended commercialisation strategy.

4.5.3 How do you plan to get your offering to the market e.g. Do you plan to license the innovation to another company or manufacture and sell yourself?

4.5.4 Describe how your solution will be enhanced/expanded through this Expression of Interests?

4.6 Project Risks

4.6.1 List any technical and/or commercial risks pertaining to the project and state how these risks will be mitigated.

4.7 TEAM

4.7.1 List the key members of the team involved in the technology or innovation as well as the stakeholders and institutions that have been identified to help in this innovation (Names and Surname with ID No's and copies and their roles in the project)

4.7.2 Provide their qualifying Competence, expertise and capability of the team executing the project (Attach profiles of team members).

4.7.3 List external partners or companies and role/contribution to project (Attach applicable proof of Memorandums of Agreement/Understanding)

4.7.4 Any additional information/motivation that will support your application.

2 PLEASE NOTE THE FOLLOWING CONDITIONS ARE APPLICABLE TO ALL TENDERS.

- Briefing meeting is not applicable however, enquiries with regards the expression of interest must be addressed to Anathi Mgwaza;
- Questions relating to the EOI will be accepted until **16H00** on **20 August 2021**. All questions must be submitted to Anathi Mzantsi via e-mail to Anathi@elidz.co.za;
- Response to questions will be sent before **12H00** on the **25 August 2021**;
- The closing date for this tender is at **12H00** on the **31 August 2021**;
- Late, or incomplete applications will not be considered;
- Expression of interest documents are to be securely bound;
- Any expenses incurred by the applicant in preparing and submitting the application will be for the applicant's account, as the ELIDZ SOC Ltd will not accept any liability in this regard;
- Applications which do not comply with the conditions or which are incomplete will, as a general rule, not be considered.
- Any additional information or clarification will be emailed to all respondents, if necessary.

3 RESPONSE SUBMISSION

Electronic and hand delivery submissions are both accepted. All hand delivered EOI documents submitted are to be securely bound and submitted in duplicate in the tender box provided at ELIDZ Head Office. Please make sure you submit all documents in the provided checklist. Also, tick all the submitted documentation.

4 DELIVERY INSTRUCTIONS FOR EOI

Delivery by hand and electronic

Submissions delivered by hand and emailed will be accepted, subject line on the email should be marked as "EOI- FOR THE DEVELOPMENT AND INCUBATION SUPPORT OF AGRO-PROCESSING INNOVATION IDEAS/PROTOTYPES/PRODUCTS".

It will be the responsibility of the respondent to ensure that the EOI reaches the ELIDZ. Proof of posting will not be taken as proof of delivery.

The application should be placed in a sealed envelope marked “**2021-EOI-STPECAIIC-007 EXPRESSION OF INTEREST FOR THE DEVELOPMENT AND INCUBATION SUPPORT OF AGRO-PROCESSING INNOVATION IDEAS/ PROTOTYPES/ PRODUCTS**” and deposited by hand in the tender box before the closing date and time of 12H00, 31 August 2021. ELIDZ WILL NOT BE RESPONSIBLE FOR DOCUMENTS PLACED IN AN INCORRECT TENDER BOX.

The tender box will be marked tender name “2021-EOI-STPECAIIC-007 EXPRESSION OF INTEREST FOR THE DEVELOPMENT AND INCUBATION SUPPORT OF AGRO-PROCESSING INNOVATION IDEAS/PROTOTYPES/PRODUCTS” which will be found in the following location: The ELIDZ, Head Office Reception, Lower Chester Road, Sunnyridge, East London, 5201.

Application must be marked:

Attention: Anathi Mzantsi

EOI Reference No

Details of the submitting company

Contact Details of the submitting company

5 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS

Companies with annual turnover less than R10million (Exempted Micro Enterprises or EME's) are automatically awarded a level 4 contributor status, unless the EME is Black Owned (more than 50% black ownership), in which case the enterprise will have a level 2 contributor status. EME which is 100% black owned qualifies for a level 1 contributor. In awarding the EME / QSE status, the ELIDZ shall accept a letter from an accounting firm or SARS confirming a company's turnover as less than R10m/ company that has annual revenue less than 50m as well as a sworn affidavit confirming annual turnover and level of

black ownership. B-BBEE certificates issued by non-accredited verification agencies will not be accepted as valid proof of a company's B-BBEE status.

Emerging Contractor must be 51% and above black owned, black Women owned, black Youth owned and people with disability.

ELIDZ reserves the right to have the tenderer's Black Economic Empowerment Credentials verified by an independent agency. (Procurement Handbook – Annexure: 1 must be fully completed and supplementary information may be completed by service providers with a turnover of less than R10m and be accompanied by letter from an accounting firm or SARS confirming the company's or affidavit turnover is less than R10m).

6 COMMUNICATION

For specific queries relating to this EOI enquiries should be submitted to Anathi@elidz.co.za before **16H00 on 20 August 2021**.

- Substantially in the form set out in Section 7. In the interest of fairness and transparency, ELIDZ's response to such a query will then be made available to the other applicants who have collected application forms. For the purpose, ELIDZ will communicate with applicants, using the contact details provided to the briefing meeting and/on issue of the application forms to the applicants. Kindly ensure that you provide the **correct** contact details, as ELIDZ will not accept responsibility for being unable to contact a bidder who provided incorrect contact details.
- After the closing date of the EOI applicants may only communicate with the Supply Chain Officer, at telephone number 043 702 8200, email Anathi@elidz.co.za on any matter relating to this EOI application.
- Applicants are to note that changes to its submission will not be considered after the closing date.
- Applicants are warned that an application may be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of ELIDZ in respect of this EOI between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with ELIDZ in the future.

7 CONFIDENTIALITY

9.1. POPIA

By submitting this tender, the bidder hereby consents to providing the ELIDZ with personal information as provided in the Protection of Personal Information Act 2013 (POPIA).

The ELIDZ undertakes to:

- i. It will take all reasonable steps and precautions to preserve the integrity of bidders Personal Information and to prevent any corruption or loss of such data.
- ii. It will not do any of the following: copy, compile, collect, collate, process, store, transfer, alter, delete, interfere with or in any other manner use the bidders Personal Information as described in the Act for any purpose other than with the express prior written consent of the bidder.
- iii. Utilize the personal information provided for the purposes of assessment of the tender submitted by the bidder and contracting with the successful bidder as the case may be.
- iv. It will immediately inform the bidder in writing if any Personal Information relating to it has been compromised. The ELIDZ undertakes to immediately inform the bidder in writing as to how it will manage such compromise and what steps will be taken to rectify the situation.
- v. Due and reasonable care of the bidder's personal information and not to share the said personal information with any third party unless you have authorised such disclosure or the release of such information is required by law.
- vi. At all times strictly comply with its obligations under Data Protection Legislation.
- vii. Subject to legislative, regulatory, contractual and other legitimate conditions, the respective bidder has certain rights in terms of how their information is processed. The bidder can request access to information or guidance on how to lodge a complaint from or direct a request to exercise afforded rights to the ELIDZ Information Officer, or his/her deputy/ies, or the Information Regulator.
- viii. It will maintain guidelines, policies or procedures for the retention or destruction of data and will retain it only as long as necessary for the identified purposes or to meet legal requirements or policies.

- ix. It shall implement and maintain, at its cost and expense, appropriate, reasonable, technical and organisational measures to prevent loss of, damage to or unauthorised destruction of Personal Information and unlawful access to or Processing of Personal Information.

The ELIDZ shall not incur any liability for costs, loss or damage arising from the use of inaccurate or incomplete data provided by or on behalf of the bidder. All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to ELIDZ's business, written approval to divulge such information must be obtained from ELIDZ.

8 INSTRUCTIONS FOR COMPLETION OF EOI

- 8.1 ELIDZ application must be submitted in one (1) original and must be bound.
- 8.2 All returnable documents listed in the expression of interest [section 4] in this EOI must be returned with your submission.
- 8.3 The person or persons signing the application must be legally authorised by the respondent to do so.

9 STATUS OF THIS EOI AND SUBSEQUENT PROCESS

- 9.1 It is envisaged that applicants to this EOI will be subjected to screening criteria.
- 9.2 This EOI is not an offer to purchase and ELIDZ is under no obligation to accept any proposals in this process and/or the subsequent RFP, which may be issued hereafter.
- 9.3 As this is an Expression of Interest for incubation support only; no business will be awarded through this process.

10 DISCLAIMERS

Applicants are hereby advised that ELIDZ is not committed to any course of action as a result of its issuance of this EOI and/or its receipt of submissions in response to it. In particular, please note that ELIDZ reserves the right and at its sole and full discretion to:

- a) take no further action whatsoever, if it so decides

- b) withdraw from this process and the provisions of this project at any time;
- c) select the EOI and participants based on ELIDZ's selection criteria;
- d) change the dates of submission;
- e) not bind itself to accept any or all of the EOI applications;
- f) validate any information submitted by applicants in response to the advert.
- g) not accept any changes or purported changes by the applicants to the application after the closing date.

ELIDZ's decisions will be final and no correspondence will be entered into after the selection process. You will be formally notified of your result.

Kindly note that ELIDZ will not reimburse any applicants for any preparatory costs or other work performed in connection with this application submission.

11 TAX COMPLIANCE

Tax Requirements

Applicant must ensure compliance with their Tax obligations.

Applicants are required to submit their unique personal ID number (PIN) issued by SARS to enable the ELIDZ to view the tax payer's profile and tax status.

Application for tax compliance status (TCS) or PIN may also be made via e-filing.

Applicants may also submit a printed TCS together with the application.

12 PROTECTION OF PERSONAL DATA

In responding to this application, ELIDZ acknowledges that it may obtain and have access to personal data of the Respondents. ELIDZ agrees that it shall only process the information disclosed by applicants in their response to this application for selecting participants in accordance with any applicable law. Furthermore, ELIDZ will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the applicants.

CHECK LIST

ITEM	TICK
Supporting Documentation to be Submitted	
Signed ELIDZ Procurement Handbook	
Selected category alignment of the project	
Certified copy of the company registration documents with clear members and/or shareholding and ID document owner/s, members or shareholders	
Valid Original SARS Tax Clearance Certificate / Tax Pin Code Certificate	
Company VAT Registration Number if applicable	
Certified copy of a valid B-BBEE certificate or sworn affidavit confirming ownership and annual turnover signed and stamped by the Commissioner of Oaths	
Company Profile and/ Curriculum Vitae (CV) and Qualifications with certificates as returnable documents for in minimum requirement criteria	
Potential of the Innovation (Drawings/Sketches)	
Stage of the Innovation (Idea, prototype stage, etc.)	
Business profile and CV of the project members.	
Value of the Innovation (Market Research)	
Project plan	
COMPULSORY DOCUMENTATION TO BE SUBMITTED	
All companies in joint venture must submit (e.g., ELIDZ Procurement handbook, Valid Tax Clearance/Pin, Consolidated B-BBEE Certificates, Business Reg. etc.) and Joint Venture Participation Split (%) and signed Agreement	
Completed expression of interest application form	

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this EOI. Should the Respondent be awarded the contract [the Agreement] and fail to present ELIDZ with such renewals as and when they become due, ELIDZ shall be entitled, in addition

Respondent's Signature

Date and Company Stamp

to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which ELIDZ may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 2021

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME: _____

DESIGNATION: _____