



# **Request For Information (RFI)**

## **Development of the BizAssist Enterprise System**



# Important information

## NON-COMPULSORY BRIEFING SESSION

### QUERIES AND QUESTIONS

No questions, during the RFI period will be answered telephonically.

Questions must be submitted in writing, via e-mail to:

Attention: Ms. F Leeuw

E-mail: [fleeuw@sedfa.org.za](mailto:fleeuw@sedfa.org.za)

Subject Line: **RFI 01-2025 Development of the BizAssist Enterprise System**

The closing time for clarification of questions and queries must be submitted by the **13 June 2025.**

### SUBMISSION GUIDELINES

The RFI Returnable shall include as a minimum:

- Company background and relevant experience
- Proposed approach to the development and implementation of the BizAssist Enterprise System and the provision of ICT services to small enterprises
- Project timeline and key milestones
- Detailed cost estimate and proposed equity investment structure



## **FORMAT OF SUBMISSION**

Each RFI shall be supplied in printed and in electronic format. All printed and electronic copies of each submission shall be identical to the original submission identified as follows:

1 x Original RFI; and

1 x Copy RFI – electronic memory stick.

## **METHOD OF DELIVERY**

The RFI submissions must be sealed and placed in the Tender Box located at the following address:

**Small Enterprise Development and Finance Agency (Sedfa) Tender Box**

**Office Block A, The Fields, Ground Floor**

**1066 Burnet Street**

**Hatfield 0833**

The submission may not be addressed to any Sedfa employee, nor may any Sedfa employee deposit a RFI in the tender box on behalf of a respondent, except one lodged by courier.

Sedfa does not take responsibility for RFI's delivered to any other site than the Tender Office as specified in the above. Any RFI which is not delivered as above will be deemed a late RFI and not qualify for consideration.

All submission responses must be clearly marked as follows:

**Reference No.: RFI 01/2025**

All proposals must be submitted by **20 June 2025 at 12:00 pm**. Late submissions will not be considered.



***THANK YOU***