

RFQ Number	NO-275/2023RA - RE ADVERTISEMENT
Issue Date	28 March 2024
Closing Date	5 April 2024, by no later than 23:30pm
Submission Instruction on or before the closing date and time	<p>Please forward your responses either via email or hand delivered on or before the closing date as follows:</p> <p>Via Email - bmasingi@seda.org.za</p> <p>OR</p> <p><u>Hand delivered</u> Small Enterprise Development Agency (Seda) The Fields Office Block A 1066 Burnett Street Hatfield 0833</p> <p>Contact Details Ms B Masingi at Tel: (012) 441-1000 or (012) 441-1226</p>

TERMS OF REFERENCE

1. Purpose

The purpose of this RFQ is to identify a service provider with the relevant experience, knowledge, skills and capabilities to plan, create, implement, film and edit a series of 10 (ten) “Masterclass” capacity building events for Enterprise and Supplier Development (ESD) Practitioners that are part of the Enterprise and Supplier Development Community of Practice (ESD CoP). Each event will be facilitated and presented by one or more technical expert/s, and will be a detailed exploration and factual learning experience, with examples and case studies, of a specific aspect of ESD.

2. Background

Other than the State, large private sector companies and State-Owned Enterprises are the primary providers of supply chain opportunities for SMMEs through ESD. The ESD strategies and programmes of these entities are implemented by (internal) corporate ESD practitioners; these practitioners, through their decisions and programme implementation, can thus have an enormous impact on reducing the currently high failure rate of small businesses.

The National Department of Small Business Development (DSBD), together with Seda and with support from the EU funded EDSE programme and private sector partners launched a Enterprise and Supplier Community of Practice (ESD CoP) in June 2023. The ESD CoP will serve as a platform where practice can be shared and a body of knowledge and experience can be provided for ESD practitioners to enable the improved implementation of ESD strategies and programmes by Corporates/SOE/Government for the benefit of SMMEs.

Other than informal and occasional ad-hoc training sessions offered by individuals, there is currently no structured learning material or audio-visual content available for ESD practitioners to educate them on:

- The legislative and regulatory framework of ESD as a component of the Broad-Based Black Economic Empowerment framework and other transformation legislation and policy instruments;
- The practice of ESD with regard to the sector codes for major industry sectors;
- The effective practice of ESD to achieve optimal B-BBEE compliance while achieving meaningful and sustainable impact.
- Case studies, best practices, research, lessons and examples on ESD strategies and programmes locally, regionally and internationally as relevant to a South African ESD practitioner.

There is a lack of interactive and topical teaching events for ESD practitioners. A Masterclass programme will give ESD practitioners the benefit of hearing from experienced executives and provide information and advice that can enable improved ESD practitioner understanding of ESD programme development and implementation within their organisations.

The ESD CoP is developing a foundational e-learning course for ESD practitioners. The materials and information from the masterclass series will be used to inform and enhance this elearning course. The masterclasses will also serve as the basis for creating a continued professional development series for ESD practitioners with the ESD CoP and its partners. For more information on the ESD CoP to assist with the development of proposals for the RFQ, the ESD CoP website can serve as reference information - <http://esdcommunity.net>

The DSBD, Seda, ESD CoP Masterclass event series is therefore intended to:

- Leverage the experience and knowledge of key executives and managers in the ESD space.
- Improve practitioner understanding of the ESD regulatory environment, sector codes, practice and reporting.
- Facilitate an interactive learning experience with the class content enriched via questions, debate and discussion.
- Improve delivery and impact of ESD programmes and benefits for SMMEs to support access to supply chains.

Note that the target learners for the Masterclasses are ESD practitioners. ESD practitioners are not necessarily ESD consultants that implement ESD programmes for SMMEs on behalf of Corporates/SOE/Government. The masterclasses are targeted at ESD practitioners within Corporates/SOE/government and not SMME training/capacity building sessions as part of ESD programme implementation.

ESD practitioners are deemed as professionals responsible for the development and implementation of ESD and related organisational strategies, programmes and policies. While being responsible for the planning, managing and reporting on activities and resources allocated to ESD programmes; they are also accountable for the oversight , monitoring evaluation and reporting of the delivery against the planned programme outcomes and impacts.

3. Scope of Work

The Service Provider (SP) will be required to produce and film 10 (ten) masterclasses to provide interactive learning experiences with a range of experienced ESD expert practitioners. The detailed scope of work is as follows:

a) *Inception report including a detailed project plan and agreed masterclass topics*

The SP will be briefed by the DSBD, Seda and ESD CoP once appointed. Details of the specific expectations from the project in line with the proposal will be provided. A discussion and agreement on the final topics for the masterclass will be done based on the proposed topics from the SP in the proposal.

A standard branding and design format will need to be used for all the masterclasses. This will need to be designed and developed by the SP and used throughout all the masterclass events and as part of the video developed of the masterclasses. This will include backgrounds, slide presentations templates, programme templates, invitation templates, flyer templates, event evaluation form templates, etc. This will also need to be handed over to the DSBD, Seda and ESD CoP for future usage. The proposed branding and design will need to be provided as part of the inception report for sign-off.

Following the briefing, the SP will provide an Inception report based on and updating the proposal with a detailed project plan and timelines and details of each masterclasses event based on the agreed topics and the series branding items.

b) *10 x ESD practitioner masterclasses on agreed priority thematic areas*

At least 2 of the masterclasses need to be physical events and the others can be virtual or hybrid. The events can be held nationally, provincially or in specific regions. The SP will need to indicate and justify this in the proposal.

All the masterclasses are to be recorded and therefore 10 x video recording of the masterclass events are to be provided. The recordings will need to be edited and design and layout work done for use by DSBD, Seda and ESD CoP on the website platform and/or the elearning course. The recordings will be utilised on website platform and need to be in a high resolution as well as low resolution format to be utilised on the platforms.

Prior to each event the SP will be responsible for

- finalising the event programme and information,

- confirm presenters and experts on the programme and ensure they are briefed and ready to present
- presentations/slides and inputs need to be ready and prepared
- all branding and design aspects need to be in place
- manage event invitations
- manage and finalise all logistics arrangements, including video recording of the event

During the event the SP will be responsible for managing all aspects of the event to ensure a smooth implementation of a professional masterclass event.

Each event will need to be evaluated by participants after the completion of the event so that ongoing improvements can be captured and made to the series.

An event summary report needs to be provided that can be placed on the DSBD, Seda and ESD CoP website and shared with participants at the event. This event report need to capture the purpose, outcomes and key information/content covered and provided in the event.

In the case of physical events the venue and catering costs need to be included in the proposal for up to 50 participants.

c) *Closure report and handover*

A project closure report need to be developed by the SP when the project reaches completion. This report needs to capture lessons and experiences from the masterclass series implemented and recommendations for future series of this nature and continued professional development of the ESD practitioner.

All Video stock footage /clips/infographics, etc need to be kept s they will need to be provided to Seda at closure and hanover stage for future usage.

4. **Project Deliverables & Time Frames**

The project will be contracted in March 2024 and needs to be concluded by November 2024.

The deliverables are as follows:

1. Inception report including a detailed project plan and agreed topics
2. 10 x ESD practitioner masterclasses on agreed priority thematic areas
3. 10 x event reports after the completion of each event
4. 10 x evaluation reports based on event evaluation forms completed after each event

5. 10 x video recording of the masterclass events referred to in no. 2 - edited, designed and layout for use on the ESD CoP platform and/or the elearning course.
6. Video stock footage /clips/infographics, etc
7. Design format/branding and logo for the masterclass series that can be utilised in future DSBD, Seda and ESD CoP masterclasses
8. Closure report and handover

All deliverables are agreed and signed off by the DSBD, Seda and ESD CoP.

5. Seda's Roles and Responsibilities

Seda will respond timeously to all material submitted for review.

6. Travel and Accommodation

No travel or accommodation costs will be entertained or be payable unless included in the initial approved quotation, in which case they will need to comply with Seda's standard travel and accommodation allowances.

7. Information required in the Proposal/Quotations

- i. Details and examples of similar or relevant projects completed - masterclasses and similar capacity building and training events;
- ii. Details of the relevant experience of the team member(s) responsible for content and production;
- iii. Details of what equipment / resources are in-house and what will be outsourced or hired, where applicable.

8. Evaluation of the Proposal

8.1 Phase 1: SCM Document Assessment Criteria

The following pre-qualification criteria will form the basis of the evaluation all price quotations and failure to comply will result in the elimination of the price quotation for further evaluation:

- Submission of completed and signed SBD 4; and
- Submission of completed and signed SBD 6.1 documents.

8.2 Phase 2: Functionality

The following criteria will be used for evaluating all price quotations that met the pre-qualification criteria on the basis of functionality where price quotations must score a minimum of **(70 points)** for functionality to qualify for further evaluation in terms of the 80/20 preference points system.

	Functionality Criteria	Points Allocation
1.	<p>Experience/Track Record</p> <p>The service provider must have a minimum five (5) years experience implementing Masterclasses and/or similar capacity building/learning events for ESD by providing four (4) signed reference letters on company letterhead with contact details.</p> <ul style="list-style-type: none"> - Four (4) reference letters = 30 points - Three (3) reference letters = 15 points - Two (2) reference letters = 10 points - One (1) reference letter = 5 points - No reference letter submitted = 0 points <p>References letters should not be older than five (years). Older than five (5) years will result in no points allocated.</p>	30
2	<p>Staff Experience - Team proposed</p> <p>The service provider must provide the detailed CVs of the key staff that will be assigned to the project. The team proposed should have ten (10) years or more experience in the ESD environment. The staff proposed should have the relevant ESD experience in developing content and masterclasses.</p> <ul style="list-style-type: none"> - 10+ years experience in ESD projects = 30 points - 8 to 9 years experience in ESD projects = 20 points - 5 to 7 years experience in ESD projects = 15 points - Less than 5 years = 0 points 	30
3.	<p>Technical Capability</p> <p>The service provider must provide proof experience in video recording of the masterclass events, edited, designed and layout for use on the ESD CoP platform and/or the elearning course, Educational learning production, online learning. Provide five (5) example of previous video's or material. The example of video/content/material via a link or video clip link</p> <ul style="list-style-type: none"> - Five (5) examples = 40 points - Four (4) examples = 32 points - Three (3) example = 24 points 	40

	<ul style="list-style-type: none"> - Two (2) example = 16 points - One (1) example = 8 points 	
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		100

8.3 Phase 3: Preference Points System

Only qualifying price quotations that achieved the minimum points for functionality will be evaluated further on the 80/20 preference points system described in the Preferential Procurement Regulations follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Specific Goals as per the SBD 6.1	20
Total Points		100

Specific Goals and points claimed are indicated per table below:

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)																		
Micro Enterprise	8																			
Small Enterprise	6																			
Medium Enterprise	3																			
Large Enterprise	1																			
BBBEE Level Ownership	6																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>L1</th> <th>L2</th> <th>L3</th> <th>L4</th> <th>L5</th> <th>L6</th> <th>L7</th> <th>L8</th> <th>L0</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">5.25</td> <td style="text-align: center;">4.50</td> <td style="text-align: center;">3.75</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2.25</td> <td style="text-align: center;">1.5</td> <td style="text-align: center;">0.75</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	L1	L2	L3	L4	L5	L6	L7	L8	L0	6	5.25	4.50	3.75	3	2.25	1.5	0.75	0		
L1	L2	L3	L4	L5	L6	L7	L8	L0												
6	5.25	4.50	3.75	3	2.25	1.5	0.75	0												
Targeted Group: Youth	2																			
Target Group: Non-Youth	1																			
Spatial: Rural and Townships	4																			
Spatial: City	1																			

TERMS AND CONDITIONS

1. Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
2. The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).
3. Consultant's travel arrangements must be in line with government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometres according to the rates set by the Department of Transport] (if applicable).
4. No late price quotations will be accepted under any circumstances.
5. Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
6. Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE), CIPC, Copy of Utility Bill/Lease Agreement/Title Deed will result in no preference points being awarded for Specific Goals.
7. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
8. This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed on the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

Seda wishes to thank you in advance for your price quotation.