

RFQ Number	SEDA MPU\ECO\2024 Ecosystem Outreach Access Points - Ehlanzeni Branch
Issue Date	08/05/2024
Closing Date	16/05/2024
Branch Name	SEDA GERT EHLANZENI BRANCH (MPUMALANGA)
Physical Address	16 Brander Street, Bi-Water Building Suite 102 Nelspruit 1200
Requester's Details	Mr. Ishmael Mmbadi <a href="mailto:immbadi@seda.org.za">immbadi@seda.org.za</a> Contact details: 013 753 4380
Submission Instruction Via email  or  hard copy/hand delivery	<a href="mailto:immbadi@seda.org.za">immbadi@seda.org.za</a> cc: <a href="mailto:amthethwa@seda.org.za">amthethwa@seda.org.za</a> and <a href="mailto:tchisaphungo@seda.org.za">tchisaphungo@seda.org.za</a> Proposal responses can be submitted to Seda Ehlanzeni Branch for bigger files in a sealed envelope or file <b><u>on or before the closing date and time as specified above i.e. 16/05/2024 at 16:30pm</u></b>  Seda Branch physical address is as follows: Ehlanzeni Branch: Suite 102, Bi-Water Building Gert Sibande 16 Brander Street, Nelspruit 1200
Comments	<b>Proposals received after the closing date will not be considered and mention the town that you are quoting for e.g. Emjidini-Barberton</b>

## TERMS OF REFERENCE

### 1. Detailed Scope of Service Required

The Small Enterprise Development Agency (Seda) is an agency of the Department of Small Business Development. Seda was established in December 2004, through the National Small Business Amendment Act, Act 29 of 2004.

It is mandated to implement government's small business strategy; design and implement a standard and common national delivery network for small enterprise development; and integrate government-funded small enterprise support agencies across all tiers of government.

Seda's mission is to develop, support and promote small enterprises throughout the country, ensuring their growth and sustainability in co-ordination and partnership with various role players, including global partners, who make international best practices available to local entrepreneurs.

The Small Enterprise Development Agency (Seda) through its strategic objective of establishing a national SMME service delivery network that reaches all communities and ensures geographical equity, seeks to appoint Ecosystem Outreach Partners (EOC) throughout South Africa. In order to assist Seda to fulfil this objective, Service Providers engaged in SMME development from the areas listed below are hereby invited to submit their detailed proposals and company profiles:

District	Town
Ehlanzeni District	Emjidini- Barberton Mashishing-Lydenburg Elukwatini

#### Scope of work:

Number	Key Performance Indicator	Means of Verification
1.	<ul style="list-style-type: none"> <li>Recruited 10 SMME's every month.</li> <li>Registered the recruited SMME's as Seda Client and Conduct entrepreneurship awareness.</li> <li>Conduct Assessments on the recruited clients.</li> <li>Train the 10 recruited clients on Basic Business Management Skills.</li> </ul>	10 Clients, registered, assessed & trained.
2.	<ul style="list-style-type: none"> <li>In collaboration with the SEDA Branch, facilitate 1 Pop-up Market</li> </ul>	15 SMME

	<p>in your area of jurisdiction.</p> <ul style="list-style-type: none"> <li>• Recruit a minimum of 15 SMME to exhibit at the Pop-up Market.</li> <li>• Provide catering for the 15 SMME and distinguished guests.</li> <li>• Seda shall provide branding and gazebos for the event.</li> </ul>	participants
--	--	--------------

**Minimum requirements of an EOC to include the following:**

- Located in the towns/villages where Seda wants to establish an Access Point
- Previous experience in small enterprise development
- Capacity to cover a service to SMMEs
- Able to meet minimum service delivery standard e.g., office, computer, printer, fax, internet access etc.
- Be accessible and open at least all office hours
- A legal entity registered for VAT, PAYE etc.
- Able to produce a tax clearance certificate

**Seda will sign an SLA, with successful Service Providers. This agreement will stipulate targets that must be delivered.**

## 2. Evaluation of the Proposal

### 2.1 Phase 1: SCM Document Assessment Criteria

The following assessment criteria will form the basis of the evaluation all price proposals and failure to comply may 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

## 2.2 Phase 2: Functionality Criteria

The following criteria will be used for evaluating all price quotations that met the assessment 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.	Experience/Track Record in small enterprise development	50
2.	Technical Capability to service SMMEs	30
3.	Located in the towns/villages where Seda wants to establish an Access Point	20
<b>Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)</b>		<b>100</b>

## 2.3 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 as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	BBBEE Status Level Contributor as per SBD 6.1	20
<b>Total Points</b>		<b>100</b>

Specific Goals and points claimed are indicated per table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6

7	4
8	2
Non-compliant contributor	0

1. **TERMS AND CONDITIONS**

- 1.1 Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- 1.2 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).
- 1.3 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).
- 1.4 No late price quotations will be accepted under any circumstances.
- 1.5 Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- 1.6 Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE) will result in no preference points being awarded for B-BBEE.
- 1.7 Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- 1.8 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.**