

RFQ Number	NO-10/2023
Issue Date	24 April 2023
Closing Date	2 May 2023, by no later than 23:30pm
Submission Instruction on or before the closing date and time	Please forward your responses either via email or hand delivered on or before the closing date as follows: via email - mmokaila@seda.org.za OR <u>Hand delivered</u> Small Enterprise Development Agency (Seda) The Fields Office Block A 1066 Burnett Street Hatfield 0833 Contact Details Mr M Mokaila at Tel: (012) 441-1000 or (012) 441- 1171

TERMS OF REFERENCE**1. Purpose**

The purpose of this request is to invite a suitable qualified Service Provider to assist with the Photo-shoot Service for the Seda Annual Report 2022/2023 Financial Year.

2. Background

Section 40 (1) (d) of the Public Financial Management Act (PFMA), requires government departments and entities, to within five months of the end of a financial year submit Annual reports to the relevant treasury, the executive authority responsible for that public entity for tabling in parliament. Preceding this, the Accounting Officer is required to prepare financial statements and submit to the Auditor General for auditing 2 months after end of the financial year.

Guided by the Treasury Regulations' Annual Report Guide for Schedule 3A and 3C Public Entities, Seda prepares its Annual Report and submits to the relevant bodies.

For better storytelling and showcasing its successes, its impact on the economy in terms of growth, as well as its contribution to the job creation and broadening economic participation, Seda does not only use words, figures and graphs, but also visual presentation which are pictures of the success stories, leadership and other relevant events.

In light of the above information Seda intends appointing a suitably qualified service provider with the relevant competence, expertise and experience to assist with the photo-shoot service for clients' success stories in their premises, Board members, Executive Managers and Provincial Managers.

3. Scope of Work

The Service Provider will be expected to take photos of ± fifteen (15) Seda Clients selected as success-stories in their business premises, in nine (9) provinces across South Africa. Seda will confirm the clients selected for the success stories after the

awarding of the projects. Until then, Seda will not be certain of the actual premises where the clients photo-shoot will take place. This means that the Service Provider will **include the total estimated travel cost** to the client premises in all nine (9) Provinces (the cost of flight, car-hire, and accommodation where required, should be factored into the quotation).

Seda will also facilitate the communication between the client and the selected service provider for direction and the other necessary arrangements. Photo-shoot for Board Members, Executives and Provincial Managers will be held in Seda National Office (Pretoria, Hatfield) on three occasions, the targeted dates are between June and July 2023.

4. Project Time Frame

The appointed Service Provider is expected to start with the project in May 2023 with the objective of concluding the project in July 2023.

5. Project Deliverables

5.1 Layout

The planned photoshoot aims to cover the following:

- X15 Seda Client Businesses (Success Stories)
- X1 Seda Board Members Group photography
- X9 Individual Board Members photography
- X1 Executive Managers Group photography
- X5 Individual Executive Managers photography
- X1 Provincial Managers Group photography
- X9 Individual Provincial Managers photography

5.2 Customization

- Photos should include group and individual photos on a landscape and portrait format
- Photos should include 3 different edits per person (seated, full length standing and head and shoulder)

- Each person must have a set comprising of black and white, sepia, full colour and one with enhancements for both portrait and landscape
- Photography should be in a studio lights, backdrop setup
- Photos should be in high resolution eg 600dpi
- Each set of photos to be saved and delivered on memory sticks clearly labelled.
- The Seda Clients photos in the 9 provinces should comprise of action shots, team shots and individual owners shots. The photos need to tell a story of the business. Extra Lighting and equipment should be available to enhance the photos.

6. Seda's Roles and Responsibilities

- Seda will communicate with the responsible Service Provide through e-mail for all logistics
- Seda will confirm the selected client business premises and their contact details
- Seda will confirm the clients' availability for photo-shoot
- Seda will confirm the Seda Board, Executives and Provincial Managers's availability and guidelines for development and compilation of the Annual Report.

7. Travel and Accommodation

Please note: Seda has 9 Provincial offices with 54 Branches around the country. The Success Stories (Clients) to be featured in the report will be a maximum of 15, nominated from any of the Seda Branches.

- Travel arrangement should consider the furthers branches within the province. For more information about Seda Branches, please visit www.seda.org.za, under publications, annual reports (report 2021/22, page, 210-232) For more information, the furtherst two (2) Seda branches will be as follow:

Province	Location
Eastern Cape	1. Kudulu Village, Lady Frere, Chris Hani District Municipality, Eastern Cape
	2. Tsomo, Sakhisizwe Local Municipality in Chris Hani District Municipality, Eastern Cape
Free State	1. Bloemfontein, Mangaung District Municipality, Free State
	2. (Sasolburg) Metsimaholo Local Municipality, Free State
	3. Welkom, Matjhabeng Local Municipality, Free State
Western Cape	1. Green Point, City of Cape Town Municipality, Western Cape
	2. Zonnebloem, City of Cape Town Municipality, Western Cape
	3. George/Knysna, Garden Route/Eden Municipality, Western Cape
Mpumalanga	1. Protea Crescent, Kingsview, White river, Mbombela Municipality, Mpumalanga
	2. Lilydale, Bushbuck ridge, Ehlanzeni Municipality, Mpumalanga
Gauteng	1. Centurion, City of Tshwane Municipality, Gauteng
	2. Soweto, City of Johannesburg Municipality, Gauteng
	3. Alrode, Alberton, City of Ekurhuleni, Gauteng
Limpopo	1. Limpopo - (Vembe & Tzaneen)
North West	1. Lyskso, Greater Taung, Dr Ruth Segomotsi Mompati District
	2. Setumo Park, Mafikeng Local Municipality, Ngaka Modiri Molema District, North West
	3. Riviera Park, Ngaka Modiri Molema District, North West
	4. Burhamsdrift, Mafikeng Local Municipality, North West
Northern Cape	1. Garagams, Kamiesberg Municipality, Namakwa District, Northern Cape
	2. Pofadder, Khai-Ma Local Municipality, Namakwa District, Northern Cape
	3. Port Nolloth, Namakwa District, Northern cape
KZN	1. Quote estimate based on the nearest and furthest covering (Richards Bay, Port Shepstone, Central KZN)
Incubation	1. Gauteng Province covering at least for 2 SMMEs - Quote for Tshwane/Joburg Municipalities

Please Note: These are not the exact location of the success stories, but are towns and local municipalities in which the businesses operate to aid the quotation process. The SP should include (flights where applicable, car hire and accommodation)

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 proposals 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 Criteria

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.	CAPACITY TO DELIVER - The Service Provider must provide company profile detailing knowledge , capacity and experience of photography. - Provide CV of the staff that will be assigned to the project detailing relevant skill , experience and ability to deliver in relations to the Terms of Reference (TOR)	30 30
2.	EXPERIENCE Provide two (2) samples demonstrating knowledge and experience in corporate photoshoot 2 samples = 20 points 1 sample = 10 points 0 sample = 0 points Provide two (2) contactable references of successful completed project of similar nature.	20 20

	2 references = 20 points 1 sample = 10 points 0 sample = 0 points	
Total Points		100
Total Points (A FUNCTIONALITY SCORE OF LESS THAN <u>70</u> POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		

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, as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Broad-Based Black Economic Empowerment Status Level of Contribution	20
Total Points		100

9. TERMS AND CONDITIONS

- a. Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- b. 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).
- c. 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).
- d. No late price quotations will be accepted under any circumstances.
- e. Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).

- f. 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.
- g. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- h. 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.