

RFQ Number	NO-159/2022
Issue Date	6 October 2022
Closing Date	12 October 2022, 12:00 midnight
	<p>All responses can be submitted on or before the closing date and time via email to bmasingi@seda.org.za or hand delivered at:</p> <p>Small Enterprise Development Agency (Seda) The Fields Office block A, 1066 Burnette Street, Hatfield, Pretoria, 0833</p>

TERMS OF REFERENCE

1. Background

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

Seda's mandate is to implement government's small business strategy, design and implement a standard and common national delivery network that must uniformly apply throughout the Republic in respect of small enterprise development, integrating all government funded small enterprise support agencies across all tiers of government.

Seda has a Learning Academy which has a Sub Unit, Material Development, Sourcing & Training Coordination which aims to develop, source, review and update the material to be used in enhancing the skills of Small Enterprise Development Practitioners. This Sub Unit has been tasked to develop a Small Scale Mining training material.

2. Purpose

The Small Scale Mining in South Africa was first recognised in 1994 as a vehicle to foster social economic growth through participation of historically disadvantaged South African (HDSAs) in the mining industry. However since recognition, there have been limited growth opportunities for both aspiring and existing small scale miners. Small Scale Miners are faced with challenges relating to :

- Access to finance
- Access to mineral rights
- Access to markets
- Access to information

- Access to technology
- Inadequate skills and knowledge

The above-mentioned challenges are hindering growth and sustainability of the small scale miners.

The Materials Development, Sourcing & Training Coordination Unit seeks to appoint a Service Provider to develop the Small Scale Mining training material. The purpose of the material is to provide an overview of the Small Scale Mining activities in South Africa with specific focus on the contribution of the sector to the economy and existing practices in terms of compliance, interaction with institutions and institutional support. The learning material must empower the small scale miners with knowledge and skills for running a profitable and sustainable enterprise.

Objective of the material:

- To enhance the skills and knowledge of Small Enterprises (small scale miners) with an in-depth understanding of the small scale mining industry post 1994.
- To empower small scale miners in understanding the regulatory, compliance and administrative requirements that apply in this industry.
- To empower the small scale miners with skills in identifying factors and challenges faced by the Small Scale miners in South Africa.

3. Scope of Work

- Attend the online briefing session with Seda Project Team
- Conduct the needs analysis to identify areas to be covered in the material
- Submit a framework of the envisaged material to Seda for approval
- Develop the facilitator and learner guides
- Submit a draft copy of the material to Seda for input
- Develop training / facilitation slides, energizers and video clips in support of learning material.
- Attend progress meeting with Seda
- Conduct a face to face pilot training to 15 Seda practitioners and enterprises on Small Scale Mining sector.
- Face to face training to be held in Mpumalanga Gert Sibande District travelling and accommodation cost to be included in the quotation.
- Identify the gaps during the piloting of the material
- Discuss the findings with Seda project team
- Incorporate the suggestions made in order to fill the gaps
- Compile and submit progress reports as well as a final report.

4. Project Deliverables & Time Frames

- Small Scale Mining training material to include the following:
 - Learner Guide
 - Facilitator Guide
 - Training/facilitation Slides, energizers, video clips
- 1 Electronic copy of the final approved material in word, PDF and USB
 - The Material is to be delivered by the 26th January 2023
 - Pilot date to be discussed during the briefing session

5. Seda's Roles and Responsibilities

- Coordinate a briefing session with the appointed Service Provider in preparation for the commencement of the project
- Recruit participants for the pilot
- Monitor the implementation of the project .

6. Information required in the Proposal/Quotations

- Evidence of experience/Track record of Service Provider in developing the training material
- Detailed cost breakdown VAT Inclusive
- Detailed project plan
- A detailed approach on how the project will be done

7. Evaluation of the Proposal

7.1 Phase 1: Pre- qualification criteria

The following pre-qualification criteria will form the basis of the evaluation all price quotations 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 documents.

7.2 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
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1.	Experience/Track Record	
1.1	For the purpose of this request, the Service Provider will need to provide details of experience in developing training material. Provide a copy of the training material developed in the past. Demonstrate an understanding of Small Scale Mining sector in two projects presented; Two (2) x Projects delivered = 30 points One (1) x Projects delivered = 20 points Zero () 0 x Project delivered = 0 points	30
1.2	Two (2) x references linked to the above projects = 15 points One (1) x references linked to the above projects = 10 points No references linked to the above projects = 0 points	15
2.	Technical Capability	
2.1	Two (2) x Curriculum Vitae (cvs) for two key staff members that will be assigned to the project displaying their experience and knowledge in the Small Scale Mining sector and material development. 1 CV = 15 points 2 CV = 20 points	20
2.2	Provide a Project Plan with time frame. Project plan without time frame = 5 points Project plan with time frame = 10 points	10
2.3	A detailed approach on how the project will be done or executed	10
2.4	Provide the suggested content that will be covered by the learning material	15
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)		100

7.3 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, 2017 as follows:

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

Total Points	100
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8. TERMS AND CONDITIONS

1. Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for 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) will result in no preference points being awarded for B-BBEE.
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 proposal/quotation.